

Site Plan Review Checklist

Applicant Information	Met	Not Met	Comments
Name, address, email, and phone number	X		
Property Ownership			
Proof of property ownership	X		
Information on options or Liens	N/A		
Project Impact Statement			
Written statement on the proposed project's impact on existing infrastructure (traffic, schools, utilities)			
Written statement on the proposed project's impact on natural environment			
Phase 1 and Phase 2 environmental review (if required)			The planning commission will determine if this is required
Property Details			
Dimensions and legal description	X		
North Arrow			
Certificate of survey if less than (1) acre and a land division	N/A		
Project Description			
Total number of structures, units, and bedrooms, offices		X	
Square footage (total and usable floor area)		X	
Carports/garages	N/A		
Employees by shift		X	
Recreational and open space details	N/A		
Type of recreation facilities provided	N/A		
Natural and Man-Made Features			
Woodlots, streams, drains, lakes/ponds	N/A		
Topography (at 2-foot intervals)	X		
Existing roads and structures (indicate what will be retained/removed)	N/A		
Public and Private Access			
Existing or proposed public right-of-way	X		
Private easements			
Proposed Access and Parking			

Streets, driveways, parking spaces, sidewalks	N/A		Pre-existing
Direction of travel	N/A		Pre-existing
Inside radii of all curves	N/A		Pre-existing
Width of streets, driveways, sidewalks	N/A		Pre-existing
Total number of parking spaces and dimensions of typical spaces	N/A		Pre-existing
General public pedestrian access (as approved by City Attorney)	N/A		
Vicinity Sketch			
Location of the site in relation to surrounding streets and land uses (within 300ft)	X		
Utilities Location	X		
Natural gas, cable, electric, phone			
Fire hydrants	X		Fire Hydrant is not provided, but approved through Fire Department as it is 154' of the building
Water supply, stormwater management, wastewater systems	X		
Accessory Structures and Uses			
Proposed location of all accessory structures (ex. Flagpoles, light poles, docks, sheds)	N/A		
Method of screening where applicable			
Landscaping Plan			
Locations of plantings and screening	X		
Fencing and lighting (in compliance with Article 21)	N/A		
Proposed locations of common open spaces (if applicable)			
Storage Facilities	N/A		
Locations and specifications for any existing or proposed above or below ground storage facilities for chemicals, salts, flammable materials, or hazardous substances			
Locations and specifications for any existing or proposed containment structures or clear zones required by government authorities			
Stormwater Management			
Location of Exterior Drains	X		Stormwater from roof drains into the proposed basin.
Location of Dry Wells	N/A		
Location of Catch Basins	N/A		

Location of Retention and/or detention areas	X		
Location of Sumps and other facilities for stormwater or wastewater	X		
Location of point of discharge for all drains and pipes	X		
Site Lighting			
Location, type, style, and intensity of all proposed site lighting (including building, sign, or other site lighting)			Lighting is not proposed but will added as a condition of approval
Permit Statement			
Statement identifying all other federal, state, and local permits required (if any)			Listed as condition of approval
Project Completion Schedule			
Timeline for project completion	X		
Tri-Community Plan Compliance			
Evidence of compliance with the recommendations of the Tri-Community Plan	N/A		
Additional Information:			
Any other necessary information for the Planning Commission to determine conformity with the Ordinance			Planning Commission will make that determination
Professional Seal			
Seal of the State of Michigan registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan	X		
Grading Plan:			
Grading plan per Section 16.20.5	X		
Special Studies or Research (If Required by PC or ZA)			Planning Commission will determine if this is required
Current site condition and status of buildings (to be preserved or removed).			
Flora and fauna (include endangered species).			
General topography and drainage patterns (including regulated features).			
Adjacent waterways.			
Existing wells (depth and use).			
Description of proposed abatement methods.			
Nature of contamination and proposed mitigation methods.			
Description of proposed work and methodology to protect waterways.			

Description of existing soils and their suitability for proposed use.			
Methods to protect and preserve any historic or archaeological resources.			
Description of emissions related to air quality and their effects.			
Methods to contain hazardous materials and prevent migration.			
Characterization of discharges (quantity, quality, chemical constituents).			
Description of findings from any previous assessments and provide reports.			
Anticipated noise levels at property lines and proposed mitigation measures.			
Description of anticipated traffic impacts from the proposed use.			
Description of site restoration after construction.			
Methods for handling sanitary waste during and after construction.			
Description of how potable water will be provided (including wells or lake-draw systems).			
Any other items needed to relay potential environmental impacts			
The individual preparing the Environmental Assessment must sign and seal the document (if prepared by a registered engineer, land surveyor, community planner, or landscape architect).			
Traffic Impact Study (if required by PC or ZA)			Planning Commission will determine if this is required
Narrative Summary (Applicant and project name, Location map, Size and type of development, Traffic volumes based on the Institute of Transportation Engineers' <i>Trip Generation</i> (current edition))			
Project Phasing and Access Plan (Phases of development, including year for each phase, Proposed access plan for each phase)			
Transportation System Inventory (Physical, functional, and operational characteristics of the study area highway system, Location of transit services (where appropriate), Data on:			

Peak-hour volumes (existing and projected), Number of lanes, Cross-section, Intersection traffic signals and configuration, Douglas Zoning Ordinance, Traffic signal progression, Percentage of heavy trucks, Adjacent access point locations, Jurisdiction Grades			
--	--	--	--