



A HERITAGE OF GOOD LIVING

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
Phone: (248) 557-2600
www.lathrupvillage.org

Office Use Only

Date Submitted: _____

Administrative Review Date: _____

Site Plan Review Date: _____

Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

Project Location

Subject Property Address: 27701 Southfield Road

Subject Property Parcel Number: 24-14-432-009

Project Name: The Event House

Applicant Information

Name: Town Hall Investments, LLC – Steve Blum, its agent.

Address: 320 Martin Street, Suite 100 MI Zip Code: 48009

Phone Number: 248-817-0686 Cell: 248-817-0686

Email Address: sblum@surnow.com

Interest in Property: Landlord / Property Manager

Property Owner Information

Name: Town Hall Investments, LLC

Address: 320 Martin, Suite 100 State: MI Zip Code: 48009

Phone Number: 248-817-0686 Cell: 248-817-0686

Email Address: sblum@surnow.com


Proposed Building/Alteration Information

Proposed Use: Meeting and event space (assembly use)

Existing Zoning: Village Center

Square Footage of New/Altered Building: 10,525 sf (no change from current)

Number of existing jobs: 0 (vacant) New jobs created: 6 FT 1 PT 5

Project Architect				
Name:	Kevin Biddison			
Address:	320 Martin Street, Birmingham	State:	MI	Zip Code: 48009
Phone Number:	248-554-9500	Cell:	248-981-1971	
Email Address:	kb@biddison-ad.com			
Project Engineer				
Name:	Nowak and Fraus Engineers, Tim Germain, Principal			
Address:	46777 Woodward Ave, Pontiac	State:	MI	Zip Code: 48342
Phone Number:	248-332-7931	Cell:	248-506-2144	
Email Address:	TGermain@nfe-engr.com			
Project Attorney				
Name:	n/a			
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Required Submittal Information				
Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.				
<input type="checkbox"/>	One (1) completed and signed copy of the application for site plan review			
<input type="checkbox"/>	Initial Submission - seven (7) signed, sealed, & folded copies of the site plan, and an electronic file Final submission- fourteen (14) signed, sealed, & folded copies of the site plan, and an updated electronic file			
<input type="checkbox"/>	Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to; the county road commission, county drain commission, county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city			
Signatures				
Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.				
Applicant's Signature:				
Applicant's Printed Name:	Steve Blum			
Date:	3/27/2023			
Owner's Signature:				
Owner's Printed Name:	Sam Surnow			
Date:				

Site Plan Review Checklist

Pursuant Lathrup Village Zoning Ordinance Sec. 6.1.4 Required information on all site plans, the following items are required to complete an application for Site Plan Review. It is the responsibility of the applicant to ensure that the application is complete, factual and complies with the city's ordinances.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one inch = 20 feet for property less than one acre, one inch = 30 feet for property larger than one acre but less than three acres, and one inch = 50 feet for property larger than three acres. Sheet size shall be at least 24 inches by 36 inches.

Sec. 6.1.4 (B) Descriptive and Identification Data

Y	N	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant's name and address, and telephone number.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block indicating the name of the development.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Northpoint.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates of submission and revisions (month, day, and year).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location map drawn to scale without northpoint.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal and common description of property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A schedule of completing the project, including the phasing or timing of all proposed developments.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written description of proposed land use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning classification of applicant's parcel and all abutting parcels.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proximity to driveways serving adjacent parcels.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proximity to section corner and major thoroughfares.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Notation of any variances which have or must be secured.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Net acreage (minus right-of-way) and total acreage, to the nearest one-tenth acre.

Sec. 6.1.4 (C) Site Data

Y	N	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front, side, and rear setback dimensions.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed site plan features, including buildings, roadway widths and names, and parking areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and centerlines of existing and proposed roads and road rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Acceleration, deceleration, and passing lanes, where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed location of driveway entrances and on-site driveways.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Typical cross-section of proposed roads and driveways.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing drainage courses, floodplains, lakes and streams, with elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of sidewalks within the site and within the right-of-way.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior lighting locations and method of shielding lights from shining off the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash receptacle locations and method of screening, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Transformer pad location and method of screening, if applicable.

Y N N/A

√			Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
√			Parking Calculations in accordance with Zoning Ordinance Standards
√			The location of lawns and landscaped areas, including required landscaped greenbelts.
√			Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material. Existing landscaping conditions of the site to remain.
√			Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
		√	Cross-section of proposed berms.
√			Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
		√	Designation of fire lanes.
√			Loading/unloading area.
		√	The location of any outdoor storage of materials and the manner by which it will be screened.

Sec. 6.1.4 (D) Building and Structure Details.

Y N N/A

		√	Location, height, and outside dimensions of all proposed buildings or structures.
√			Indication of the number of stores and number of commercial or office units contained in the building.
√			Building floor plans.
√			Total floor area.
√			Location, size, height, and lighting of all proposed signs.
		√	Proposed fences and walls, including typical cross-section and height above the ground on both sides.
		√	Building facade elevations, drawn to a scale of one inch equals = four feet, or another scale approved by the building official and adequate to determine compliance with the requirements of this article. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

Sec. 6.1.4 (E) Information Concerning Utilities, Drainage, and Related Issues

Y N N/A

√			Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
√			Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
√			Indication of site grading and drainage patterns.
		√	Types of soils and location of floodplains and wetlands, if applicable.
		√	Soil erosion and sedimentation control measures.
		√	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than 25 gallons per month.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underground storage tanks locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.

Sec. 6.1.4 (F) Information Concerning Residential Development.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Density calculations by type of residential unit (dwelling units per acre).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lot coverage calculations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Floor plans of typical buildings with square feet or floor area.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Garage and carport locations and details, if proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pedestrian circulation system.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community building location, dimensions, floor plans, and facade elevations, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Swimming pool fencing detail, including height and type of fence, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and size of recreation open areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indication of type of recreation facilities proposed for recreation area.

Please Note:

Other data which may be required. Other data may be required if deemed necessary by the city administrative officials, planning commission, or city council to determine compliance with the provisions in this article. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.