

# **SITE PLAN REVIEW INFORMATION PACKET**

This packet includes the following:

SUMMARY OF “SITE PLAN REVIEW PROVISIONS”

SITE PLAN CHECKLIST - BASIC INFORMATION REQUIRED

SITE PLAN REVIEW APPLICATION

## **SUMMARY OF “SITE PLAN REVIEW” PROVISIONS (New Section in City Zoning Ordinance)**

### **Background**

Planning Commission has been looking at this type of formal “plan review” process for at least two years. Current Language proposal started in January 1991, and PDC held a hearing in March, looked at revised language in June, and asked for further revisions in the fall. PDC formally recommended the attached language at its November 21st meeting.

### **Staff Review**

City Attorney, Building Inspector, City Engineer and Planning Director involved in detailed reviews of the language throughout the process.

### **Legal Basis**

City and Village Zoning Act (PA 207 of 1921, as amended) gives explicit authority to cities to require submission of Site Plans, and establishes standards for using such a procedure.

### **What It Is**

The “Site Plan Review” process is an approval procedure that requires a developer to show on a detailed plan all site improvements that are required by the zoning ordinance. Once approved, the site must then be developed in exact accordance with the plan. Any deviations from the plan are violations of the ordinance and subject to normal fines or imprisonment as for any other zoning violation.

### **What is Reviewed on a Site Plan**

Only those specific requirements set forth in the zoning ordinance can be required on a site plan. Typical site improvements are: layout and design of parking areas, drainage, setbacks, obscuring fences or green belts, access to the site, loading and unloading areas, curb cuts, lighting, signs and other associated site details.

### **Basis of Review**

A site plan is reviewed on the basis of 1) whether all specific zoning requirements are met and 2) whether the method of meeting those requirements adequately protects adjacent property, insures convenient and safe vehicular and pedestrian traffic, provides practical access to emergency vehicles, obscures all loading and unloading areas, outside storage and trash receptacles from residential areas or public streets, and provides for harmonious development with existing and future adjacent properties.

### **Who Reviews**

For all projects larger than 3,500 s.f. (or 2 acres in size), or projects larger than 2,000 s.f. if located next to a residential district, the Planning and Development Commission reviews and approves the site plan. The PDC obtains advice from appropriate City staff before rendering decisions.

For all projects smaller than the above, or for accessory buildings or other minor projects, the Administering Official reviews. (This is the Building Inspector.) (Note: Many communities require all site plans to go before Planning Commission. The “small project” procedure that is proposed keeps important and larger scale developments at PDC, while allowing for expedited administrative review of the smaller projects.)

**Appeals**

A developer may appeal a decision by the PDC to the Zoning Board of Appeals. A decision by the Administering Official can be appealed to the full PDC.

**SUMMARY OF “PERFORMANCE GUARANTEES” PROVISIONS  
(Amendments to “Administration” Section of Zoning Ordinance)**

This is an additional tool to help insure that the required zoning improvements that are shown on the site plan are, in fact, constructed.

**How It Works**

A developer has two options to obtain a “Certificate of Occupancy” (the final approval issued by the City certifying that the project has been completed in accordance with the Building Code and Zoning Ordinance):

1. He can complete the project in accordance with the approved site plan, or
2. He can deposit with the City a cash deposit, certified check or irrevocable back letter of credit in an amount sufficient to cover the cost of the required site improvements that are not yet finished. This “Performance Guarantee” insures that these improvements will, in fact, be accomplished, while permitting the developer to obtain a “Temporary Certificate of Occupancy” allowing him to use his new project prior to completing all of the improvements.

# SITE PLAN CHECKLIST

## BASIC INFORMATION REQUIRED

### ***I. GENERAL LAYOUT***

- A. Scale of not less than 50' = 1" if site is less than 3 acres  
Scale of not less than 100' = 1" if site is 3 acres or more
- B. North point, scale, date of original submission and any revisions
- C. Project title, developer name, engineer/architect name
- D. Legal description of project site
- E. Site boundary lines, all lot and property lines with dimensions, showing relationship of subject property to adjacent properties
- F. Location and dimensions of all existing and proposed easements and rights-of-way; identify type (e.g. public/private, utility, etc.)
- G. Zoning and existing land uses of site and property adjacent to site boundaries
- H. Location and dimensions of all existing and proposed structures on the subject property including setback lines and dimensions, door and/or service window locations
- I. The location of all existing structures within 100 feet of the subject property.
- J. Existing topographic elevations at one (1) foot contour intervals for site and areas within 30 feet of site (as grade requires for accurate depiction)
- K. Proposed spot elevations and direction of drainage flows on site
- L. Location and type of existing soils on the site
- M. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways on or affecting the site
- N. Location and dimensions of existing and proposed streets, curbs and sidewalks on and within 30 feet of site

## ***II. BUILDING DETAILS***

- A. Basic floor plan for any proposed structures showing length, width, height, use areas with area dimensions, and locations of windows and doors

## ***III. UTILITIES***

- A. Location, size, slope, elevations of existing or proposed public utility main lines serving the site, including but not limited to water, sanitary and storm sewers, electricity, natural gas, telephone and cable TV
- B. Location, size, slope, elevations of all service leads
- C. Location of fire hydrants

## ***IV. PARKING AND LOADING AREAS***

- A. Locations, dimensions, pavement markings for proposed parking spaces and any existing parking spaces to be utilized as part of the project
- B. Number parking spaces consecutively
- C. Barrier-free parking locations; signs and markings with dimensions
- D. Lighting locations, height, direction of illumination
- E. Maneuvering lane dimensions, traffic flow pattern (one-way, two-way)
- F. Surface construction details (cross section)
- G. Details of proposed curbing, bumper block, etc
- H. Location of snow storage areas, indicating whether temporary or all-winter
- I. Location, size, and characteristics of all loading and unloading areas

## ***V. INGRESS/EGRESS***

- A. Location, widths, radii, and other pertinent information for all entrance (exit areas)
- B. Curb removal/replacement details
- C. Fire lanes locations (if applicable)

**VI. DRAINAGE**

- A. Location and size of drainage structures and piping
- B. Drainage patterns
- C. Detention/retention areas and storm frequency volume
- D. Disposal method and quantities of storm water runoff (site runoff controlled within site)

**VII. SIGNS, FENCES, LANDSCAPING AND APPURTENANCES**

- A. Location, size, length, height, type, illumination for all signs (with cross sections)
- B. Exterior lighting locations with area of illumination and type of fixtures and shielding to be used
- C. Location and specifications for all fences, walls and screening features with cross sections
- D. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. Indicate size at time of planting for any new landscape material. Indicate all existing vegetation to be retained on the site, its typical size and general location
- E. Location, size and specifications for all trash receptacles and other solid waste disposal facilities, including screening details
- F. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials as well as any required containment structures or clear zones
- G. Identification of any significant site amenities or unique natural features

**VIII. ADDITIONAL SPECIFIC INFORMATION MAY BE REQUESTED AND REQUIRED TO ESTABLISH ORDINANCE COMPLIANCE**

# SITE PLAN REVIEW APPLICATION FORM

SAULT STE. MARIE BUILDING DEPARTMENT, 325 Court Street, Sault Ste. Marie, MI 49783 (906) 632-5700

To be completed by the Applicant (Use additional sheets if necessary)

1. PROJECT TITLE: \_\_\_\_\_

2. APPLICANT/OWNER INFORMATION:

a. Applicant/Developer

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

b. Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

c. Designer/Engineer/Architect

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

d. Designated Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

3. PROPERTY/PROPOSED DEVELOPMENT INFORMATION:

a. Legal Description of Property included in the Site Plan (project boundaries) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Site Address \_\_\_\_\_

c. Tax Parcel No. \_\_\_\_\_

d. Site Size \_\_\_\_\_ sq.ft. \_\_\_\_\_ acres

e. Site Zoning District \_\_\_\_\_

f. Adjacent Zoning Districts (all sides): North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

g. Proposed Use/Brief Description \_\_\_\_\_

h. Total sq.ft. Of Main Structure(s) \_\_\_\_\_

i. Usable Floor Area \_\_\_\_\_

j. (If Applicable) Number of Residential Units \_\_\_\_\_

k. Bedrooms per Unit \_\_\_\_\_

l. Number, Type, and Size of any Accessory Buildings \_\_\_\_\_

m. Total Number of Parking Spaces Provided - On Site \_\_\_\_\_ Off Site (if any) \_\_\_\_\_

n. Project Completion Schedule/Development Phases \_\_\_\_\_

4. APPLICANT CERTIFICATION:

I, \_\_\_\_\_, certify that I am the owner or acting on behalf of the owner of the subject property described in Item 3a.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SUBMIT FIVE (5) COPIES OF THE SITE PLAN WITH THIS APPLICATION.