

Site Plan Review Application

City of Ecorse, Michigan

(also required for PD, Conditional Rezoning, Special Approval Land Uses)

3869 W. Jefferson Ave., Ecorse, MI 48229-1798
 313.386.2520 Fax: 313.386.1340

NOTICE TO APPLICANT: Applications for Site Plan Review must be submitted to the City *in substantially complete form*. The application must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review Checklist (attached), plus the required review fees. **Regular meetings of the Planning Commission are held on the second Thursday of every month at 6:30 p.m.** All meetings are held at the City Hall, 3869 W. Jefferson Avenue, Ecorse, MI, 48229.

TO BE COMPLETED BY APPLICANT: I (we) the undersigned do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Applicant: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner(s) (if different from Applicant): _____

Mailing Address: _____

Telephone: _____ Fax: _____

Applicant's Legal Interest in Property: _____

Location of Property: Street Address: _____

Nearest Cross Streets: _____

Sidwell Number: _____

Property Description: If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Acreage parcel), provide metes and bounds description. Attach separate sheets if necessary.

Property Area (Gross) - Square Feet: _____ Acres: _____
 (Net) - Square Feet: _____ Acres: _____

Existing Zoning (please check):

- | | |
|--|---|
| <input type="checkbox"/> RA-1 One-Family Residential (Smallest Lot Size) | <input type="checkbox"/> O-1 Office |
| <input type="checkbox"/> RA-2 One-Family Residential (Largest Lot Size) | <input type="checkbox"/> I-1 Light Industrial |
| <input type="checkbox"/> RM-1 Multiple Family Residential (Low Rise) | <input type="checkbox"/> I-2 General Industrial |
| <input type="checkbox"/> RM-2 Multiple Family Residential (High Rise) | <input type="checkbox"/> WM Waterfront Marina |
| <input type="checkbox"/> RMH Residential Manufactured Housing | <input type="checkbox"/> PSP Public/Semi-Public |
| <input type="checkbox"/> B-1 Local Business | <input type="checkbox"/> FCD Frenchman's Cove Districts |
| <input type="checkbox"/> B-2 Community Business | <input type="checkbox"/> PD Planned Development |
| <input type="checkbox"/> B-3 General Business | |

Present Use of Property: _____

Proposed Use of Property: _____

Please Complete the Following Chart:

| Type of Development | Number of Units | Gross Floor Area Sq. Ft. | Number of Employees on Largest Shift |
|------------------------|-----------------|--------------------------|--------------------------------------|
| Detached Single Family | | | N/A |
| Attached Residential | | | N/A |
| Office | | | |
| Commercial | | | |
| Industrial | | | |
| Other | | | |

Professionals Who Prepared Plans:

A. Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Primary Design Responsibility: _____

B. Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Primary Design Responsibility: _____

C. Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Primary Design Responsibility: _____

PLEASE ATTACH THE FOLLOWING:

1. The required number of folded copies (12) of the site plan, sealed by a registered architect, engineer, landscape architect or professional community planner. (Refer to Site Plan Review Checklist.)
2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. Evidence of property ownership.
4. If necessary, review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:
 - Road Commission for Wayne County
 - Michigan Department of Environmental Quality
 - Wayne County Drain Commissioner
 - Michigan Department of Natural Resources

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

An incomplete site plan per the City Zoning Ordinance may delay your application. Failure to provide true, complete, and accurate information on this application or the site plan shall provide sufficient grounds to deny action on or approval of a site plan application or to revoke permits granted subsequent to site plan approval.

THANK YOU.

APPLICANT'S ENDORSEMENT: All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance has been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

Name of Applicant

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Property Owner Authorizing this Application

Date

| | |
|--|------------------------------|
| TO BE COMPLETED BY THE CITY: | Case No. _____ |
| Date Submitted: _____ | Fee Paid: \$ _____ |
| Received By: _____ | |
| CITY ACTION: _____ | |
| PLANNING COMMISSION: | |
| Approved: _____ Denied: _____ | Date of P.C. Action: _____ |
| Date of Approved Final Site Plan with any and all Revisions: _____ | Date Final Plan Filed: _____ |
| Date of City Site Plan Compliance Inspection: _____ | |
| Inspectors Initials: _____ | |

Attachment: Site Plan Review Checklist, August 2015

Requirements for Site Plan Review Checklist

City of Ecorse, Michigan

A. WHEN IS SITE PLAN REVIEW REQUIRED?

If the project is:

- The erection, moving, relocation, or conversion of a building or structure to create additional floor space, other than a single-family dwelling;
- A development that would, if approved, provide for the establishment of more than one (1) principal use on a parcel, such as, a single-family site condominium or similar project where a single parcel of land is developed to include two (2) or more sites for detached, single-family dwellings;
- The development of non-residential uses or multiple-family uses in a single-family zoning district;
- A change in land use or change in the use of a structure that potentially affects compliance with the standards set forth within the Zoning Ordinance, such as off-street parking requirements, landscaping requirements, site lighting, or other regulations applicable to the proposed use;
- The development or construction of any accessory uses or structures, except for uses or structures that are accessory to a single-family dwelling;
- A use or form of construction for which submission of a site plan is required by any provision of the Zoning Ordinance (including Planned Developments, Conditional Rezoning, or Special Land Uses).
- The establishment of any regulated use;

Then Site Plan Review by the Planning Commission is Required.

B. ALL OF THE FOLLOWING INFORMATION IS REQUIRED FOR SITE PLAN REVIEW (SEC. 12.002, Ecorse Zoning Ordinance). Please check "Yes" in the space provided next to each item listed to indicate that it has been provided with your submittal. If the noted information has not been submitted, check "N/A" and indicate on a supplemental sheet why that item does not apply.

1. SITE PLAN REVIEW APPLICATION AND SUPPORTING DOCUMENTS

| Yes | N/A | |
|-------|-------|---|
| _____ | _____ | A completed Site Plan Review Application on the City form |
| _____ | _____ | Payment of all required fees and escrows. |
| _____ | _____ | 12 copies of the Site Plan, drawn to an appropriate scale (<i>see</i> Zoning Ord., Sec. 12.002.b.2.) presented on 24" X 36" sheets |
| _____ | _____ | A written description of the proposed project. |

2. COMPLETE SITE PLAN CONTAINING ALL THE FOLLOWING INFORMATION:

A. Descriptive and Identification Data

| Yes | N/A | |
|-------|-------|---|
| _____ | _____ | Applicant's name, address, and telephone number. |
| _____ | _____ | Title block indicating the name of the development. |
| _____ | _____ | Scale of the drawing. |
| _____ | _____ | North point. |
| _____ | _____ | Dates of submission and revisions (month, day, year), on each sheet. |
| _____ | _____ | General location map drawn to scale with north point. |
| _____ | _____ | Legal and common description of property, including parcel identification (Sidwell) number(s) for each parcel depicted on the plan. |

Yes

N/A

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 the proposed development parcel.

A schedule for completing the project, including the phasing or timing of all proposed development phases, if applicable.

Identification and seal of the architect, engineer, land surveyor, licensed community planner, or landscape architect who prepared plan.

Written description of proposed land use as a note on the plan.

Zoning classification of applicant's parcel and all abutting parcels.

Location of and proximity to driveways serving adjacent parcels.

Location of and proximity to major thoroughfare(s).

Notation of any variances that have or must be secured.

Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth (1/10) acre noted on the plan.

Any additional information required by guidelines adopted by the City Planning Commission.

B. Site Data

Yes

N/A

Existing lot lines, building lines, structures, parking areas, and all existing improvements on the site and on all parcels within one hundred (100) feet of the site.

Front, side, and rear setbacks as required by the Zoning Ordinance, and as provided on the site.

Topography on the site and within one hundred (100) feet of the site at two (2) foot contour intervals, referenced to a U.S.G.S. benchmark.

Proposed site plan features, including buildings, roadway widths and names, and parking areas.

Dimensions and centerline location of existing and proposed roads and road rights-of-way, along with notation of the party with jurisdiction over each.

Acceleration, deceleration, and passing lanes, where required.

Proposed location of driveway entrances and on-site driveways with dimensioned minimum and maximum widths.

Typical cross-section of proposed roads and driveways, if applicable.

Location of existing drainage courses and drains, open or enclosed, with elevations and/or inverts.

Location of existing or proposed underground improvements such as storage tanks, culverts, and water gate valves.

Location and dimensions of sidewalks within the site and within the right-of-way.

Exterior lighting locations and method of shielding.

Trash receptacle locations and method of screening, if applicable.

Transformer pad location(s) and method of screening, if applicable.

Parking spaces, including delineated handicap spaces, typical dimensions of spaces, indication of total number of spaces as required by the Zoning Ordinance and as provided on the site, drives, and the type of surfacing.

Any information needed to calculate required parking in accordance with Zoning Ordinance standards.

Yes

N/A

| | | |
|-------|-------|--|
| <hr/> | <hr/> | The location of lawns and landscaped areas, including required landscaped greenbelts as well as the percentage of the site devoted to open space. |
| <hr/> | <hr/> | Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material to conform to the standards of Article 14.00 of the Zoning Ordinance (or any other provisions that may apply) and a maintenance plan for landscaping stated on the plan. |
| <hr/> | <hr/> | Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot above grade, before and after proposed development. |
| <hr/> | <hr/> | Cross-sections of proposed berms. |
| <hr/> | <hr/> | Location, description, and County Registrar of Deeds filing identification of all easements for public rights-of-way, utilities, access, shared access, and drainage. |
| <hr/> | <hr/> | Designation of fire lanes. |
| <hr/> | <hr/> | Delineation of dedicated loading/unloading areas. |
| <hr/> | <hr/> | The location of any area for outdoor storage of materials, a description of those materials, and the manner by which the area will be screened. |
| <hr/> | <hr/> | Any additional information required by guidelines adopted by the City Planning Commission. |

C. Building and Structure Details

Yes

N/A

| | | |
|-------|-------|---|
| <hr/> | <hr/> | Location, height, and outside dimensions of all proposed buildings or structures. |
| <hr/> | <hr/> | Indication of the number of stores or commercial or office units to be contained in the building. |
| <hr/> | <hr/> | Building floor plans. |
| <hr/> | <hr/> | Total floor area of all buildings. |
| <hr/> | <hr/> | Proposed usable floor area of the buildings. |
| <hr/> | <hr/> | Location, size, height, and lighting information of all proposed signs. |
| <hr/> | <hr/> | Proposed fences and walls, including typical cross-section and height above the ground on both sides. |
| <hr/> | <hr/> | Architectural elevations of building facades and walls, drawn to a scale of one (1) inch equals four (4) feet, or another approved scale, and adequate to determine compliance with the requirements of these regulations. Elevations of proposed buildings shall indicate type of building materials, roof design, dimensions of projections and architectural features, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-mounted mechanical equipment, such as air conditioning units, heating units, and transformers, and related screening. The City may permit photographs in lieu of evaluations for <u>existing</u> buildings where minor or no change to the facade is proposed. |
| <hr/> | <hr/> | Any additional information required by guidelines adopted by the City Planning Commission. |

D. Information Concerning Utilities, Drainage, and Related Issues

| Yes | N/A | |
|-------|-------|---|
| _____ | _____ | Schematic layout of existing and proposed sanitary sewers, water mains, water service leads; hydrant locations that service the site; and, the location and size or capacity of gas, electric, cable TV, telephone lines, and proposed building leads (if structures are not single-family residences). |
| _____ | _____ | Location and size or capacity of exterior drains, catch basins, retention/detention areas, culverts and other facilities designed to collect store, or transport storm or waste water. The point of discharge for all drains and pipes must be specified on the site plan. Compliance with City discharge standards must be demonstrated. |
| _____ | _____ | Depiction of site grading, drainage patterns, and proposed contours. |
| _____ | _____ | Soil erosion and sedimentation control measures to be utilized during construction. |
| _____ | _____ | Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots. |
| _____ | _____ | Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons per month. |
| _____ | _____ | Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas. |
| _____ | _____ | Location of underground storage tanks. |
| _____ | _____ | Delineation of areas on the site that are known or suspected to be contaminated, together with a report on the status of site cleanup. |
| _____ | _____ | Any additional information required by guidelines adopted by the City Planning Commission. |

E. Information Required if the Project is a Residential Development

| Yes | N/A | |
|-------|-------|--|
| _____ | _____ | The number, type and location of each type of residential unit (one bedroom units, two bedroom units, etc.). |
| _____ | _____ | Density calculations by type of residential unit (dwelling units per acre). |
| _____ | _____ | Lot coverage calculations. |
| _____ | _____ | Floor plans of typical buildings with square feet of floor area. |
| _____ | _____ | Garage and carport locations and details, if proposed. |
| _____ | _____ | Details of the pedestrian circulation system. |
| _____ | _____ | 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 must indicate whether proposed roads are intended to be private or dedicated to the public noting appropriate jurisdictions. |
| _____ | _____ | Community building location, dimensions, floor plans, and architectural elevations, if applicable. |
| _____ | _____ | Swimming pool fencing detail, including height and type of fence, if applicable. |
| _____ | _____ | Location and size of recreation open areas. |
| _____ | _____ | Indication of type of recreation facilities proposed for any recreation areas. |
| _____ | _____ | Any additional information required by guidelines adopted by the City Planning Commission. |

F. Additional Information that may be Required

1. If the Project is a Condominium Development:

| Yes | N/A | |
|------------|------------|--|
| _____ | _____ | Condominium documents, including the proposed master deed, condominium bylaws, restrictive covenants, and easements. |
| _____ | _____ | Condominium subdivision plan requirements, as specified in Section 66 of Public Act 59 of 1978, as amended, and Rule 401 of the Condominium Rules promulgated by the Michigan Department of Commerce, Corporation and Securities Bureau. |

2. Other Information May be Required:

Any additional information required by guidelines adopted by the City Planning Commission must also be supplied. Other data may be required if deemed necessary by the Planning Commission, or City staff to determine compliance with provisions in these regulations. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.

I CERTIFY THAT I HAVE REVIEWED THE REQUIREMENTS ABOVE FOR SITE PLAN REVIEW AND HAVE PROVIDED ALL APPLICABLE INFORMATION:

Name of Applicant

Signature of Applicant

Date