

CITY OF CLAWSON, MICHIGAN

SITE PLAN REVIEW APPLICATION AND CHECKLIST MANUAL

Approval of the site plan is hereby requested for the following parcel(s) of land in the City of Clawson. This application is submitted with eight (8) copies of the complete site plan and payment of the appropriate review fees.

The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided. I understand that if my site plan is deemed to be incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until such time as the requirements have been adequately met. By signing this application, the applicant hereby grants full authority to the City of Clawson, its agents, employees, representatives and/or appointees to enter upon the undersigned lands/parcel(s) for the purposes of inspection and examination incidental hereto.

Application Filed On: _____

Application Transmitted by City on: _____

Property Details:

1. Name of Proposed Development: _____
2. Property Street Address: _____
3. Location of Property: On the (north, south, east, west side) of _____
Street, between _____ and _____
streets.
4. Legal Description of Property _____

5. Site Area (in acres and square feet): _____
6. Zoning Designation of Property: _____

Ownership:

1. Name of Title/Deed Holder: _____
2. Address: _____
3. Telephone No: _____
4. Fax No. (if any): _____

Applicant:

1. Applicant (If different from owner above):

2. Address: _____
3. Telephone No: _____
4. Fax No. (if any): _____
5. Interest in Property (potential buyer/lease holder/potential lessee/other):

Architect/Surveyor/Engineer preparing the plan:

1. Name of Individual: _____
2. Address: _____
3. Telephone No: _____
4. Fax No: _____

LLC establishments must have a current plan of operation.

Review fees:

Paid: Yes/No

Site Plan Review Fees: \$ _____

Total Fees: \$ _____

Signature of Applicant	Date	Signature of Deed/Title Holder	Date
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SITE PLAN REVIEW TIMELINE

Day 01

- 1) Applicant submits payment/application/and eight (8) sets of folded plans to the Building Department.

Day 05

- 2) Building Department creates a file and cover letter – sends the City Manager the cover letter, the City Attorney and City Clerk the cover letter and application, and the City Planner the cover letter, application and two (2) sets of drawings.

Day 19 – (7-10 working days)

- 3) City Planner reviews the site plan submission and creates a review letter (draft).

Day 21

- 4) City Building Official reviews the letter and offers comments/additions for submittal.

Day 25

- 5) City Planner receives comments, makes changes if required, and sends out review letter to the Applicant, Owner, Architect, City Attorney, City Clerk and Building Department.

- 6) If the review letters make recommendation to proceed – skip to #15.

Days vary due to applicant's submittal time (estimated seven (7) days).

- 7) If the review letter recommends revised drawings, continue on flow chart.

Day 32

- 8) Applicant submits eight (8) sets of revised folded drawings and any other requested information to the Building Department.

Day 36

- 9) Building Department sends two (2) sets of drawings and information to the City Planner.

Day 50 – (7 to 10 working days)

- 10) City Planner does a (2nd) Site Plan Review and creates a (2nd) Site Plan Review letter (draft).

Day 53

- 11) City Building Official reviews the (2nd) letter and offers comments/additions for submittal.

Site Plan Review Timeline (cont'd)

Day 57

- 12) City Planner receives comments, makes changes if required, and sends out the 2nd review letter to the Applicant, Owner, Architect, City Attorney, City Clerk and Building Department.
- 13) If the review letter recommends revised drawings – repeat items #8 through 12 and add twenty-five (25) days.
- 14) If review letter make recommendation to proceed, continue on flow chart.

Day 64 – (Days vary due to applicant's submittal time (estimated 7 days))

- 15) Applicant submits thirteen (13) sets of folded drawings to the Building Department.

Day 65

- 16) Building Department puts packets together and submits to the Clerk's office.
- 17) City Clerk sets for next available Planning Commission agenda – must be in the Clerk's possession a minimum of five (5) days prior to the meeting.

Day 71 to 85

Planning Commission Meeting at 7:30 p.m.

SITE PLAN REVIEW CHECKLIST

Check the appropriate line. If item is marked as 'not provided', attach detailed explanation.

<u>Item</u>	<u>Provided</u>	<u>Not Provided</u>
1) Site Location Map.	_____	_____
2) North arrow, scale and dates of revision.	_____	_____
3) Signature and Seal of Architect/Surveyor/Engineer.	_____	_____
4) Area of site (in acres and square feet).	_____	_____
5) Boundary of the property outlined in solid line.	_____	_____
6) Names, centerline and right-of-way widths of adjacent streets.	_____	_____
7) Zoning designation of property.	_____	_____
8) Zoning designation and use of adjacent properties.	_____	_____
9) Existing and proposed elevations for building(s), parking lot areas and drives.	_____	_____
10) Direction of drainage flow on site.	_____	_____
11) Required setbacks from property lines and adjacent parcels.	_____	_____
12) Location and height of existing structures on site and within 100 feet of the property.	_____	_____
13) Location and width of existing easements, alleys and drives.	_____	_____
14) Location and width of all public sidewalks along the fronting street rights-of-way and on the site, with details.	_____	_____
15) Layout of existing/proposed parking lot, with space and aisle dimensions.	_____	_____
16) Parking calculations per ordinance.	_____	_____

Site Plan Review Checklist (Cont'd)

<u>Item</u>	<u>Provided</u>	<u>Not Provided</u>
17) Location of all utilities, including but not limited to gas, water, sanitary sewer, electricity, telephone.	_____	_____
18) Soil erosion and sedimentation control measures during construction.(O.C. Permit)	_____	_____
19) Location and height of all existing/proposed fences, screens, walls or other barriers.	_____	_____
20) Location and details of dumpster enclosure and trash removal plan.	_____	_____
21) Landscape plan indicating existing/proposed trees and plantings along frontage and on the site.	_____	_____
22) Notation of landscape maintenance agreement.	_____	_____
23) Notation of method of irrigation.	_____	_____
24) Lighting plan indicating existing/proposed light poles on site, along site's frontage and any wall mounted lights.	_____	_____
Cut-sheet detail of all proposed light fixtures.	_____	_____
25) Architectural elevations of building (all facades). identifying height, materials used and colors.	_____	_____
26) Existing/proposed floor plans.	_____	_____
27) Roof mounted equipment and screening.	_____	_____
28) Location and type of existing/proposed on-site signage.	_____	_____
29) Notation of prior variances, if any.	_____	_____
30) Notation of required local, state and federal permits, if any.	_____	_____

Site Plan Review Checklist (Cont'd)

<u>Item</u>	<u>Provided</u>	<u>Not Provided</u>
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31) Additional information or special data (for some sites only)

Environmental Assessment Study. _____

Traffic Study. _____

Hazardous Waste Management Plan. _____

32) For residential development: a schedule indicating number of dwelling units, number of bedrooms, gross and usable floor area, parking provided, total area of paved and unpaved surfaces. _____

33) LLC establishments must have a current Plan of Operation.

*Additional data deemed necessary to enable the completion of an adequate review may be required by the Planning Commission, City and/or its consultants.