

# CITY OF CLAWSON

## SITE PLAN REVIEW APPLICATION

The application must be submitted to the Building Department with payment and three (3) folded site plans. The Building Department forwards the plan & application to the City Planner for final review. Once this is complete, submit thirteen (13) more sets of folded plans to the Building Department.

The Building Department or the City Planner will review the petition, have a date assigned for Planning Commission review and notify the applicant. The review will take place at a Planning Commission meeting to be held on the 2<sup>nd</sup> or 4<sup>th</sup> Tuesday of each month at 7:30 p.m., at the Clawson Municipal Building, 425 N. Main Street.

1) **PROPERTY ADDRESS:** \_\_\_\_\_

2) **NAME OF PROPOSED DEVELOPMENT:** \_\_\_\_\_

A. Property is Zoned: \_\_\_\_\_

B. Property is located at (on) \_\_\_\_\_ **between**

\_\_\_\_\_ **and** \_\_\_\_\_

**the** \_\_\_\_\_

**side of the street.**

C. Legal Description (include all lot numbers, subdivisions, and/or bearings for unplatted property).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Current land use of property is \_\_\_\_\_

3) **INTERESTED PARTIES:**

A. Owner of Property

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

B. Applicant (if other than above)

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

C. Architect, Planner, Engineer, or other person who has prepared the site plan.

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

**4) PRINCIPAL USES (Additions to existing uses, fill in section 7 also).**

- A. Use or uses of the building: \_\_\_\_\_
- B. Height of the building as defined in Section 201 \_\_\_\_\_
- C. Number of floors \_\_\_\_\_
- D. Basement: Yes \_\_\_ No \_\_\_ (See Section 201) if yes, use of basement: \_\_\_\_\_
- 
- E. Building coverage – square feet (1<sup>st</sup> floor) \_\_\_\_\_
- Total floor area in square feet (all floors) \_\_\_\_\_
- Total usable floor area in square feet (all floors) \_\_\_\_\_
- F. (a) Number of apartments (b) Size of apartments (sq. ft.)
- |                     |                     |
|---------------------|---------------------|
| One-bedroom _____   | One-bedroom _____   |
| Two-bedroom _____   | Two-bedroom _____   |
| Three-bedroom _____ | Three-bedroom _____ |
- G. Seating capacity for restaurants, auditoriums, churches, barbershop chairs, etc. \_\_\_\_\_
- H. Number of employees for shift (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_
- I. Number of beds for hospitals, elderly homes, nursing homes, etc. \_\_\_\_\_

**5) PARKING AND SITE DEVELOPMENT**

- A. Number of parking spaces provided \_\_\_\_\_
- B. Number of parking spaces required \_\_\_\_\_
- C. Handicap parking spaces \_\_\_\_\_
- D. Lighting Type \_\_\_\_\_ Location \_\_\_\_\_ Height \_\_\_\_\_
- E. Landscaping (Type, size, and quantity of new and remaining trees and shrubs \_\_\_\_\_
- 
- F. Number of loading spaces \_\_\_\_\_
- G. Number of loading spaces required \_\_\_\_\_

**6) ACCESSORY BUILDINGS)**

- A. Use of building \_\_\_\_\_
- B. Height \_\_\_\_\_ Maximum height \_\_\_\_\_
- C. Size (sq. ft.) \_\_\_\_\_

**7) ADDITION**

A. Use of addition \_\_\_\_\_

B. Height \_\_\_\_\_ Maximum height \_\_\_\_\_

C. Number of floors of addition \_\_\_\_\_

D. Building coverage in sq. ft., 1<sup>st</sup> floor addition \_\_\_\_\_

E. Total floor area in sq. ft., all floors of addition \_\_\_\_\_

**8) FEE**

Multiple – Family housing

\$600.00 plus \$20.00 per unit                      \$ \_\_\_\_\_

Industrial and Commercial

\$600.00 plus \$100.00 per                              \$ \_\_\_\_\_

Public or semi-public uses

\$600.00 plus \$100. Per acre                      \$ \_\_\_\_\_  
(or part thereof)

TOTAL: \$ \_\_\_\_\_

I have read over the Zoning Ordinance for the City of Clawson as well as the Instructions to Applicants for a Site Plan Review and have complied with all requested information

Signature of Owner or Applicant \_\_\_\_\_

Date \_\_\_\_\_

## CITY OF CLAWSON

### INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR SITE PLAN REVIEW

#### APPLICATION SUBMITTAL

- A. **APPLICATION FORM** – Every site plan submitted to the Planning Commission shall be accompanied by an application form as approved by the Planning Commission. Fees are required to be paid at the time of application based on the fee schedule in effect as established by the City Council.
- B. **SITE PLAN INFORMATION** – Each submittal for site plan review shall be accompanied by a detailed site plan which shall consist of an accurate drawing, showing the entire site and all land within 100 feet of the site. The scale of the site plan shall be not less than 1 inch = 50 feet if the subject property is less than 3 acres, and 1 inch = 100 feet if three acres or more. If multiple sheets are used, each shall be labeled and the preparer identified. The following information shall be included.
1. Name of development and general location sketch. Name, address, and phone number of owner(s), developer, and designer. North arrow, scale, and date of original drawing and revisions. A legal description and address of the property in question.
  2. The seal of one of the professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, or Registered professional Community Planner. The architectural plans of the buildings shall be prepared by and bear the seal of a Registered Architect. A site plan for an alteration or addition to existing structures may be prepared by the builder or contractor.
  3. The area of the site in square feet and acres excluding all existing and proposed public rights-of-way. The site plan should indicate the dimensions of all lots and property lines, showing the relationship of the subject property to abutting properties. The boundaries of the subject property shall be clearly indicated on the site plan, differentiated from other contiguous property. If the parcel is part of a larger parcel, boundaries of total land holding shall be indicated.
  4. Existing topographic elevations at two-foot intervals, including ground elevations of all existing buildings, drives and/or parking lots, and any adjacent unusual surface conditions. Indicate direction of drainage flow.
  5. Location and type of significant existing vegetation, including location of all existing trees over 3 inches in diameter. Indicate any significant site amenities and unique features.
  6. Existing land uses and zoning classification of the subject parcels and adjacent parcels.
  7. All required minimum setbacks from the existing or proposed right-of-way and from adjacent properties.
  8. The location and dimensions (length, width, height) of all existing and proposed structures on the subject property and all existing structures within 100 feet of the subject property. Also show the location and width of all existing public roads, rights-of-way or private easements of record, abutting streets, alleys, and driveway locations to abutting streets.
  9. For all proposed buildings, provide building height, floor plans, and elevations, indicating architecture (front, rear, and side facades) and barrier-free entranceways.

For multiple-family residential developments, provide typical floor plans for each type of unit indicating principal entrances and service entrances, relationship of typical unit within each structure, number of uses of rooms, including a breakdown of the number of 1-bedroom, 2-bedroom and 3-bedroom units.

For non-residential developments, provide a floor plan to scale indicating the interior layout of the building(s), what each room is to be used for, and the floor area of each room. Buildings built on speculation shall be so indicated when floor plans are finalized.

10. Proposed parking lots, including layout and typical dimensions of parking spaces, number of spaces provided (including how computed by the ordinance requirements), and type of surfacing.
11. Proposed traffic and pedestrian circulation patterns both within the site and on the public streets adjacent of the site, and the proposed location and dimensions of required pedestrian sidewalks. Designate any loading and unloading areas, barrier-free access, fire lanes, and carports.  
  
Include the location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes (if any) serving the development.
12. Proposed finish grade of buildings, driveways, walkways, and parking lots.
13. Proposed type of building materials, roof design, projections, canopies and overhangs, roof-located mechanical equipment, such as any and all air conditioning, heating units and transformers that will be visible from the exterior.
14. Proposed water service including any proposed tap-ins, main extensions or extensions for adequate fire hydrant spacing, and/or considerations for extensions to loop other public water mains. Indicate locations of existing and proposed fire hydrants with reasonable access thereto for fire fighting, police, and other emergency equipment.
15. Proposed sanitary sewer facilities and location of all existing utilities, easements, and vacations, and the general placement of lines, manholes, tap-ins, pump stations, and lift stations.
16. Proposed storm water management plan including location of sewers, outlets, and retention or detention ponds. Sufficient data shall be provided to permit review of the feasibility and permanency of proposed drainage patterns.
17. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, and telephone.
18. Soil erosion and sedimentation control measures during construction.
19. Detailed landscaping plan indicating number, location, types, and sizes of material. A landscaping maintenance plan and schedule for pruning, mowing, watering, fertilizing, and replacement of dead and diseased materials shall be provided. Cross sections of any berms shall be provided along with proposed methods for irrigating berms and greenbelts.
20. All proposed screening, fences, and freestanding walls, including typical cross-sections and the height above ground on both sides.
21. The dimensions and location of all signs, both wall signs and free-standing signs, and of lighting structures and shielding.
22. Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities.
23. Location and specifications for any existing or proposed outdoor or below-ground storage facilities.
24. Easements for proposed public rights-of-way, utilities, access, shared access, and drainage.
25. Notation of any variances, which have been or must be secured; and any performance guarantees to be provided including amounts, types, and terms.
26. Information and statement of how applicant proposes to comply with State, Local, and Federal laws, as applicable to the site or intended use. Indicate any permits that are required.

27. Any additional information and special data which may be critical to the adequate review of the proposed use and its impacts on the site or City. Such data requirements may include traffic studies, market analysis, environmental assessments (including inventory and data on any hazardous materials to be used on the site), demands on public facilities and services, and estimates of potential costs to the city due to failures as a basis for performance guarantees.
  
28. Other data which the Planning Commission may reasonably deem necessary for adequate review.