

CITY OF CLAWSON
SKETCH 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 2nd or 4th 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** _____ **on the**
_____ **side of the street.**

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

D. Current land use of property is _____

3) **INTERESTED PARTIES:**

A. Owner of Property

Name _____ Telephone Number _____

Street Address _____ City _____ State ____ Zip _____

B. Applicant (if other than above)

Name _____, Telephone Number _____

Street Address _____ City _____ State ____ Zip _____

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

Name _____ Telephone Number _____

Street Address _____ City _____ State ____ Zip _____

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 (1st 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) Sketch Plan Review Fee

Each Review

\$300.00 plus \$25.00 per acre \$ _____ Total

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

Signature of Owner or Applicant _____

Date _____

CITY OF CLAWSON

INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR SKETCH PLAN REVIEW

Sketch plans. For developments located within the B-2 Central Business District, where an existing building occupies the entire lot, and where no external building facade changes are proposed and parking is to be provided on a municipally owned lot, in lieu of a site plan a sketch plan shall be submitted for the site, with the following information noted on it:

- a) Name, address and telephone number of owner and developer;
- b) Name of the development; north arrow and date;
- c) Names of all adjacent streets;
- d) Legal description of the subject site;
- e) Location and dimensions of existing building on the lot; existing awnings and projections, if any; exterior light fixtures; sidewalks and exterior mechanical units and dumpsters, if any;
- f) Detailed use statement listing of all the proposed uses within the building;
- g) Total number of employees;
- h) Information on where parking is to be provided;
- i) Notation that the front and rear sides of the building, including the sidewalk area, will be kept clean and free of debris and refuse;
- j) Current photographs of all sides of the existing building.

The sketch plan shall be reviewed by the planning consultant and approved by the city building official. Any site that does not meet the criteria and other applicable standards of the zoning ordinance, will be required to follow the site plan approval process and shall be forwarded to the planning commission. The sketch plan process is not applicable to projects within the B-2 Central Business District involving a mixed use development, with retail/office uses on the first floor, and residential dwellings on the floors above.