

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.

Accompanying any site plan required hereunder, the applicant shall provide from a licensed engineer soil borings at the proposed construction site to ascertain bearing capacity of foundations soils at the time of footing excavation to certify such soil conditions meet or exceed design capacity of the foundation to support the proposed structure. These requirements shall comply with policies of the City of Clawson, copies of which can be obtained from the Building Department.

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): _____
5. Email: _____

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):

6. Email: _____

Architect/Surveyor/Engineer preparing the plan:

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

PLEASE NOTE:

LLC establishments must have a current plan of operation.

Review fees:

Paid: Yes/No

*Site Plan Review Fees: \$1,500.00 plus \$100.00 per acre

Total Fees: \$ _____

Signature of Applicant

Date

Signature of Deed/Title Holder

Date

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, the City Planner the cover letter, application and two (2) sets of drawings, the Engineer two (2) sets of drawings and one (1) set of drawings to C.P.D., C.F.D., & D.P.W.

Day 19 – (7-10 working days)

- 3) City Planner reviews the site plan submission and creates a review letter (draft). Engineering, P.D., F.D., & DPW create review letters or sign off on no issues.

Day 21

- 4) City Building Official reviews the Planning 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, two (2) sets to the Engineer, and one (1) set to P.D., F.D., & DPW.

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). Engineering, P.D., F.D., & DPW create a (2nd) review letter or sign off on no issues.

Day 53

- 11) City Building Official reviews the (2nd) Planning 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

- 18) Planning Commission Meeting at 7:30 p.m.

Day 86 to 94

- 19) If the approval has any recommendations or changes required on the submitted plans than four (4) sets revised plans must be re-drawn and submitted to the Building Department for review and approval.

Day 95 to 105

- 20) The Building Department or Planner will review the drawings for compliance with the Site Plan Review.

Day 106

- 21) If not in compliance with the (SPR) go back to 19) and re-submit.
- 22) If in compliance with the (SPR) all three sets will be stamped approved with no changes being allowed. One (1) set will remain in City’s file, one (1) set will be forwarded to Engineering and one (1) set will be returned to the applicant.

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.	_____	_____

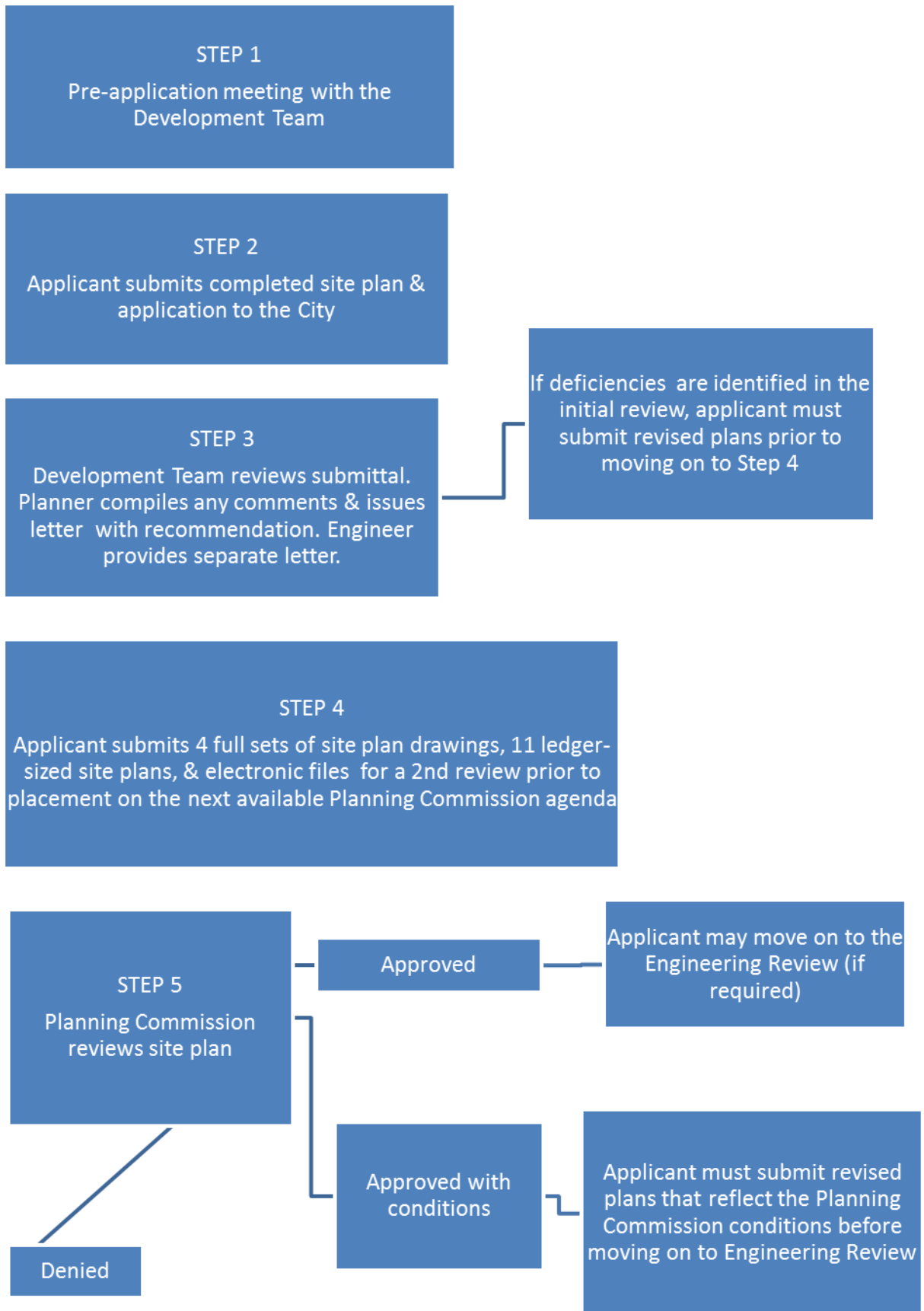
Site Plan Review Checklist (Cont'd)

<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.	_____	_____
25) Cut-sheet detail of all proposed light fixtures.	_____	_____
26) Architectural elevations of building (all facades). identifying height, materials used and colors.	_____	_____
27) Existing/proposed floor plans.	_____	_____
28) Roof mounted equipment and screening.	_____	_____
29) Location and type of existing/proposed on-site signage.	_____	_____
30) Notation of prior variances, if any.	_____	_____
31) 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>
32) Additional information or special data (for some sites only)		
Environmental Assessment Study.	_____	_____
Traffic Study.	_____	_____
Hazardous Waste Management Plan.	_____	_____
33) 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.



MEMORANDUM

RE: Site Plan Requirements

Site plan requirements are governed under the City of Clawson's ordinances section 34-601 through 34-613. The purpose of site plan review is multidimensional. The process of site plan review and approval is to ensure that each proposed development and its component, appearance, and function is in compliance with City ordinances to the extent feasible, and state and federal regulations, as well as to achieve the goals of the master plan and the vision for the City. Therefore site plan approval applies to development of previously unimproved sites, redevelopment, expansion, contraction or alteration of existing sites and to the alteration or replacement of existing uses. This Memorandum provides a synopsis of the site plan review requirements and process.

1. When is site plan review required?

Section 34-602 lists the circumstances under which site plan review is required. A site plan must be submitted to the Planning Commission for review and approval for the following:

- Any permitted or special land use within the city;
- Any new construction;
- Any use involving change of ownership of business in the City Center if the existing business does not have record of site plan approval from the planning commission and/or is not in conformance to the standards of the district as currently established. This does not include transfer of ownership within a family;
- Any development or use for which submission of a site plan is required by any provisions of the LDR. This may vary depending upon which district the property is located in;
- Any proposal to construct, move, relocate, convert or structurally alter a building, including accessory buildings;
- Any use of development subject to the Michigan Condominium Act;
- Any proposal to fill, excavate, or grade land, or temporarily store fill, which involves more than 15 cubic yards of earth being disturbed in any one-year period, except for gardening or for construction for which a permit has been obtained;
- Any change and/or conversion of use which may result in an increase in the intensity of the use by means of moving the use from one use group to another. Examples of use groups are retail, education, office etc.
- Home occupations, as defined by section 34-481.
- Site plan review and approval is required for all uses in the R-1, R-2, RM-1, RM-2, O-1, O-2, B-1, CC, B-3, WG, BRD-1, BRD-2, I-1, and I-2, districts except detached single-family residential uses and home occupation uses (Sec. 34-684, Sec. 34-714, Sec. 34-744, Sec. 34-774, Sec. 34-804, Sec. 34-834, Sec. 34-864, Sec. 34-894, Sec. 34-924, Sec. 34-954).

- Site plan review and approval is required for all development within the P-1 vehicular parking district with the additional requirement that a landscape plan for the parking area be submitted to the planning commission for approval with the site plan. (Sec. 34-983).
- Essential services as defined in the zoning ordinance are exempt from the application of the article, except that all buildings are subject to site plan review. (Sec. 34-1052).
(Attachment #1)

2. Administrative approval

- For changes in use in a planned shipping center within the same use group, where off street parking is not affected and a site plan has been approved within the past five years;
- When the use within an existing building is converted from one use to another within the same use group (ex: grocery retail to clothing retail) AND the site has received approval from the PC in the past 12 months;
- For addition of loading/unloading spaces, parking and landscaping improvements to bring a property into compliance with code;
- For minor structural alterations for Americans the Disabilities Act compliance.
- For change of use in a building designated as “Development Ready” by the PC.

3. What is the site plan review process?

The process of site plan review is outlined in section 34-603.

- The applicant contacts the City Building Department and sets up a meeting with the City Planner to go over the basics of the project and use.
- Applicant submits the completed site plan form and required fee. This includes detailed drawings completed by a registered professional. These drawings must include information which is specified in the ordinance.
- The Building Department next distributes the necessary documents to City staff and consultants for review.
- The City Planner and other staff review the documents submitted by the applicant.
- The City planner confers with the other necessary staff and consultants and created a review letter.
- If the recommendation of the City Planner is to proceed the Applicant must submit 13 sets of folded drawings and packet are made ready for the Planning Commission to consider the site plan at the next available meeting.
- If the recommendation of the City Planner is to revise the drawings the Applicant must submit eight sets of revised folded drawings and any other requested information to the Building Department for a second review.
- The City Planner then drafts a second site plan review letter.

This process continues in the same manner outlined above until the City Planner makes a recommendation to proceed and the site plan can be submitted to the Planning Commission. The process will take up to 90 days and could be faster depending on the response time from the applicant/architect for necessary revisions to the plans.

4. Other situations

- Approval of a special land use proposal is based on the determination that the proposed use will comply with ordinance requirements, including site plan review and applicable site development standards for the specific use. (Sec. 34-520).
- Minor changes or revisions to approved final site plans may be permitted by the Planning Commission following a normal site plan review process if the Planning Commission makes a finding that the changes will not adversely affect the initial basis for granting approval and will not adversely affect the overall planned unit development in light of the stated intent and purpose. (Sec. 34-1007).
- All nonconforming uses or structures within the City Center district must adhere to the extent practicable to the requirements of the City Center district ordinance and the applicable site plan review and special approval land use criteria. (Sec. 34-1191).

5. Authorization of ZBA

- The Zoning Board of Appeals is granted specific powers, which are enumerated in Section 34-542 of the City's ordinances.
- The ZBA may grant variances in certain instances under this section.
- Grant of a variance may be made by the ZBA from site plan review requirements where the ZBA makes a finding that the requirements would cause practical difficulties or due to the unique conditions on the site.
- A practical difficult does not include economic hardship and economic difficulty cannot be used as a factor in determination to grant a variance under this section.

BUILDING DEPARTMENT FEE SCHEDULE

Effective
January 1, 2015

PLANNING ACTIVITY FEES

Preliminary Plat Review (tentative approval)		\$1,100 plus \$11 per lot
Preliminary Plat Review (final approval)		\$800 plus \$10 per lot
Final Plat Review		\$650 plus \$10 per lot
Commercial Development Site Plan Review		\$1,000 plus \$100 per acre
Industrial Development Site Plan Review		\$1,000 plus \$100 per acre
Multiple Family Development Site Plan Review		\$1,000 plus \$20 per unit
Planned Unit Development (PUD) Review		\$1,500 plus \$30 per unit/acre
Public/Semi-Public Users Site Plan Review		\$900 plus \$100 per acre
Engineering Review of a Site Plan (new construction or addition)		\$ 500
Special Land Use Approval (in addition to site plan fees)		\$ 1,000
Regulated Land Use Appeal	(includes adult bookstores, adult motion picture theatres, pawnshops, pool or billiard halls, dance halls and tattoo parlors)	\$ 1,080
Rezoning Application Review		\$ 1,050
Zoning Board of Appeals Review	Single Family Residential	\$ 565
	Dimensional Variances	\$520 plus \$305 per variance
	Use Variances	\$1,100 plus \$30 per acre
	Temporary Use (including X-Mas trees)	\$300 + \$200 clean up bond
Special Board of Appeals Meeting	Single Family Residential (plus review fees)	\$ 585
	Commercial (plus review fees)	\$ 585
	(can be scheduled with a reasonable amount of time allowing for advertising requirements)	
Outdoor Café Licenses	(New) Serving Alcohol	\$ 50
	(New) Not Serving Alcohol	\$ 50
	(Renewal) Serving Alcohol	\$ 30
	(Renewal) Not Serving Alcohol	\$ 30
Vacation of Alley / Street		\$715 + \$105 / abutting lot
Lot Split / Combination		\$750 + \$50 / resulting lot
Precious Metal License		\$ 75
Meeting with City Planner / Staff at City Hall		1st Free
(2nd meeting fee can be transferred to the Site Plan Review Fee)		2nd and on \$200 each

**THE FOLLOWING ITEMS APPROVED AT THE REGULAR
CITY COUNCIL MEETING - NOVEMBER 3, 2009**