

SITE PLAN REVIEW APPLICATION PACKAGE



City of Highland Park, Michigan

April 2005

Process Overview

Meet with intake professional.

- Applicant shall present a conceptual plan of proposed development
- Conduct work session for more complex projects as determined by intake professional.
- Assess schedule of application and review dates.

File application.

- Complete application package including application form and required documentation is formally submitted.
- Application package is date stamped, payment is received and payment receipt is issued.
- Review date is tentatively scheduled with appropriate body.

Preliminary site plan review by department.

- Preliminary review of site plan submission is completed by appropriate departments of the city.
- Comments are distributed to applicant upon completion of reviews.

Site plan review report.

- City will review submitted application package and prepare a report to the Planning Commission, if applicable.
- Applicant will receive a copy of the site plan review report prior to the meeting.

Notice of public hearing for zoning amendment and/or special land use applications.

- Zoning Amendment: not less than 15 days prior to schedule public hearing
- Special/Conditional Land Use: 5-15 days prior to scheduled public hearing
- Planned Unit Development: 5-15 days prior to scheduled public hearing

Commission meeting.

- Applicant or designated representative will appear before the appropriate commission for consideration of the site plan review application package.
- The Planning Commission will pass a resolution setting forth its decision and findings based on the requirements and standards of the Zoning Ordinance.
- Planning Commission records, signs and dates a decision and any conditions placed on site plan.

Plan revision (if necessary).

- Applicant will be afforded an opportunity to revise site plans as required by city administration or the Planning Commission and submit revised plans to the City. Application will be placed on next available agenda, or may be administratively approved based on determination by the Planning Commission.

Zoning Amendment or Zoning Appeals and Variances.

- Proposed amendments to the zoning designation of subject property will require legislative approval and require completion of a zoning application and payment of a review fee. Applications may run concurrently with a site plan review application.
- An appeal may be taken to the Zoning Board of Appeals by any person or entity aggrieved by a determination made by an administrative official or body charged with the enforcement of the Zoning Ordinance. Application for appeal shall be made on the city zoning application, and payment of a review fee is required.

Building Permit Process.

Upon final approval of the site plan by the Planning Commission, a building permit may be obtained, subject to review and approval of the engineering and construction plans. Applicant must obtain all other applicable City, County, or State permits prior to issuance of a permit. Construction must commence within one (1) year of the site plan approval.

Site Plan Review Application

1. Applicant

Name: _____
Address: _____
Phone number: _____ Fax number: _____
Email address: _____

2. Contact Person

Name: _____
Company: _____
Role: _____
Address: _____
Phone number: _____ Fax number: _____
Email address: _____

3. Property Owner

Name: _____
Address: _____
Phone number: _____ Fax number: _____
Email address: _____

5. Project Information

Address/location of property: _____
Current use: _____
Proposed use: _____
Current Zoning: _____ Zoning of adjacent properties: _____
Use of adjacent properties: _____ Total area of site: _____

6. Buildings and Structures

Number of buildings: _____ Use for each building: _____
Height(s) of building (in feet): _____ Height(s) of building (in stories): _____

7. Floor Use and Area

a. Residential Units
Total number of units: _____ Ownership or rental: _____
Number of one bedroom units: _____ Number of two bedroom units: _____
Number of three bedroom units: _____

b. Commercial Buildings

Total square footage: _____ Total floor area: _____

c. Industrial Buildings

Total square footage: _____ Total floor area: _____

8. Exterior Equipment

a. Rooftop equipment
 Electrical: _____
 Heating: _____

b. Ground equipment
 Electrical: _____
 Heating: _____

c. Rooftop Mechanical Equipment

Number of rooftop units: _____ Type of unit(s): _____
Location of unit(s): _____ Size: _____

d. Screening

Material: _____ Location: _____
Height of screenwall: _____

9. Accessory Buildings

Number of accessory building(s): _____ Location of accessory building(s): _____

Floor area of accessory building(s): _____ Height of accessory building(s): _____

10. Brief Description of Proposed Work

(Attach additional pages if necessary)

Required Documents

- Photographs of existing site and building
- Required fee
- Application for site plan approval, plus
- Eight (8)* copies of the sealed site plan – Additional copies may be required later.
- Lighting plan
- Landscape plan

APPLICANT CERTIFICATION: By signature(s) affixed hereto, I (we) certify that the information contained in this application and accompanying documentation is, to the best of my (our) knowledge, true, accurate, and complete. Furthermore, I (we) hereby authorize the City of Highland Park and its officials, agents, and representatives to enter the property associated with this application for purposes of conducting necessary site reviews and investigations.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Fee Schedule

To be completed by intake professional

- Administrative Review
- Traffic Committee Review Required Review Completed: ___/___/___
- Department Reviews Completed: Police___ Fire___ DPW___ Clerk___ Treasurer___
Finance___ Community Development___ EFM___
- Planning and Zoning Review Completed Review Completed: ___/___/___
- Engineering Review Completed Review Completed: ___/___/___
- Planning Commission Review Completed Review Completed: ___/___/___
- Special Land Use
- Fee Paid Amount Paid: \$_____ Check #_____
- Receipt Issued
- Name of intake professional: _____
- Expedited Review **Requested**

Fee Schedule

Engineering Review Deposit **\$500.00**
(due at time of submission of site plan review application – unused portion refunded)

Site Plan Review Application

Residential, Infill, or Multiple Family	\$600.00 + \$10.00 per unit
Commercial, Office, Industrial, or Institutional	\$600.00 + \$50.00 per acre or fraction thereof
Planned Development:	
Preliminary Plan Review	Hourly rates vary
Final Detailed Site Plan Review	Same as Residential and Commercial above

Expedited Review 1.5 times regular fee

Revisions – each additional technical review 0.6 times regular fee

The following site plan preparation checklist is provided as a convenience for those using the City of Highland Park's Zoning Code. It is not part of the ordinance and may not possess a full description of required site plan detail pursuant to the subject request. Readers are strongly advised to consult the Zoning Code for pertinent information.

APPLICANT SITE PLAN PREPARATION CHECKLIST		
Section 1284.04		
City of Highland Park, Michigan		
#	✓	SITE PLAN ITEM
1		Date
2		North arrow
3		Scale not less than 1" = 50' and at least 1" = 100' for those of three acres or more
4		Applicant name
5		Applicant address
6		Applicant telephone number
7		Name of person/company preparing plan
8		Address of person/company preparing plan
9		Telephone number of person/company preparing plan
10		Imprint of professional seal
11		Size of property (parcel) in square feet
12		Existing lot lines with bearings and dimensions
13		Proposed lot lines with bearings and dimensions
14		Existing setbacks of buildings from lot lines
15		Setbacks of proposed buildings
16		Location, use, and size of existing and proposed easements
17		Location of abutting properties, structures, street rights-of-way, access drives, and driveways within 100 feet of subject property. Show pavement widths.
18		Location and dimensions of existing and proposed buildings and structures
19		Location and dimensions of existing and proposed signs
20		Location and dimensions of existing and proposed fences
21		Location and dimensions of existing and proposed walls
22		Location and dimensions of existing and proposed accessory buildings and storage sheds
23		Location and dimensions of existing and proposed (exterior) mechanical and similar equipment
24		Location and dimensions of existing and proposed dumpsters
25		Landscaping, location, height and type of fences and walls used to screen dumpsters and mechanical equipment
26		Site lighting, including location, type and height of fixtures.

#	✓	SITE PLAN ITEM
27		Location and dimensions of existing and proposed drives. Show typical cross-sections for proposed pavement.
28		Location and dimensions of existing and proposed sidewalks
29		Location and dimensions of existing and proposed curb openings
30		Location and dimensions of existing and proposed curbing
31		Location and dimensions of existing and proposed loading and unloading areas/docks
32		Location and dimensions of existing and proposed parking areas and parking spaces. Also indicate number of spaces, size of typical space, and location and size of barrier-free spaces. Indicate method used to determine number of parking spaces required. Show typical cross-sections for proposed pavement.
33		Location and dimensions of existing and proposed vehicular circulation routes. Show typical cross-sections for proposed pavement.
34		Location and dimensions of existing and proposed pedestrian circulation routes
35		Zoning of abutting properties
36		Location and specification of proposed landscaping (size and type)
37		Indicate area to be irrigated
38		Size and location of existing and proposed sanitary sewers
39		Size and location of existing and proposed water systems
40		Size and location of existing and proposed storm sewers
41		Size and location of manholes, storm sewer intakes, and clean-outs
42		Location of existing and proposed fire hydrants
43		Location of all other public utilities on the site, or serving the site, including but not limited to, natural gas, electric, cable television, fiber optic, telephone and other voice cable
44		Surface water drainage system (surface and sub-surface)
45		Location of 100 year flood plan limits (if located on site)
46		Existing and proposed site topography (no less than two foot minimum contour intervals)
47		Street address, legal description, and parcel identification number
48		If residential, provide the number, size, bedroom mix of proposed dwelling units
49		Uses of existing and proposed building/structures and gross floor area of each
50		Square feet and percentage of site covered by buildings, structures, pavement and open space
51		Typical elevation views with dimensions and building materials
52		Location and dimensions of any recreation areas
53		Other:
54		Other: