City of Highland Park
City Engineering Department
14110 Woodward Avenue
Highland Park, MI 48203

Contact Information
hpcityengineer@metroca.net
(313) 865-1876

Commercial Site Plan Application

**APPLICANT/OWNER INFORMATION**

NAME OF ENTITY: _____________________________________________________________________________
Address: _____________________________________________________________________________________
City: ____________________________________ State: __________________ Zip Code: ____________________
Contact Person: ___________________________ Daytime Phone: ________________________________
Email Address: ________________________________________________________________________________

**CONTRACTOR INFORMATION**

NAME OF ENTITY: _______________________________________________________ Same as Applicant □
Address: _____________________________________________________________________________________
City: ____________________________________ State: __________________ Zip Code: ____________________
Contact Person: ___________________________ Daytime Phone: ________________________________
Email Address: ________________________________________________________________________________

**ENGINEER INFORMATION**

NAME OF ENTITY: _______________________________________________________ Same as Applicant □
Address: _____________________________________________________________________________________
City: ____________________________________ State: __________________ Zip Code: ____________________
Contact Person: ___________________________ Daytime Phone: ________________________________
Email Address: ________________________________________________________________________________

Please email hpcityengineer@metroca.net 48 hours in advance to schedule an inspection.
Commercial Site Plan Application

<table>
<thead>
<tr>
<th>APPLICANT REQUIREMENT CHECKLIST</th>
<th>PLAN INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Completed Application Form</td>
<td>Date of Plan: __________</td>
</tr>
<tr>
<td>☐ Completed Plan Checklist</td>
<td>No. of Sheets: __________</td>
</tr>
<tr>
<td>☐ Minimum three (3) sets of plans drawn to scale (24” x 36”)</td>
<td></td>
</tr>
<tr>
<td>☐ Project Fees</td>
<td>cashier’s check or certified check addressed to the “City of Highland Park” with “Engr Dept Review” and site plan number written on the notes line</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBMITTAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>This application and site plan is being submitted for the following consideration:</td>
</tr>
<tr>
<td>☐ Preliminary Site Plan</td>
</tr>
<tr>
<td>☐ Final Site Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Proposed Development: ________________________________________________________________</td>
</tr>
<tr>
<td>Total Number of: ☐ Lots: ________ ☐ Units: ________ ☐ Units/Buildings: ________</td>
</tr>
<tr>
<td>Total Floor Area Proposed (Sq. Ft.): _______________ Estimated Cost of Site Work: _______________</td>
</tr>
<tr>
<td>Estimated Cost of Vertical Building: _______________ Proposed Date of Construction: _______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROPERTY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel I.D.: __________________________ Gross Acreage of Site: __________ Net Acreage: ________</td>
</tr>
<tr>
<td>Property Address: ____________________________________________________________________________</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>General Location of Site: _____________________________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________________________________________________</td>
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<tr>
<td>______________________________________________________________________________________________</td>
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</tbody>
</table>
Commercial Site Plan Application

PLAN CHECKLIST

The following must be completed/submitted as part of the permit application process.

1. Application Requirements
   - Completed approval application with proper contact information
   - Initial review fees
   - Completed Plan Checklist

2. General Plan Requirements
   - Minimum three (3) sets of plans drawn to scale (24” x 36”)
   - Maximum paper size should not exceed 24 inches by 36 inches
   - North directional arrow, legends including scale, symbols, and line type
   - Scale of the drawing at standard engineering scale: 1 inch = 20 feet, 30 feet, or 40 feet
   - Dimensioning for all features and elements

3. Plan Sheet Requirements
   - Title sheet
     - Project/Proposed Development Name and description
     - Legal description of property within the project limits, if necessary
     - Vicinity map relating the proposed site to major city roads
     - Plan Set Sheet Index
     - Engineer’s and Owner’s Title Block
     - Seal and Signature of Professional Engineer (PE) registered in the State of Michigan
   - Site Plan Sheets
     - Topographic information
     - Building and building appurtenances with present and proposed usage notation, as necessary
     - Property and right-of-way lines
     - Location of utilities and utility easements
     - All government land corner survey monuments, bench marks, and witnesses located within the project limits
     - Driveways (within project, on adjacent property, and on property opposite the frontage)
     - Roads and road names (within project and adjacent to project)
Commercial Site Plan Application

- Stationing from known origin along centerline of road, drain, etc.
- Landscaping, trees, vegetation, and appurtenances
- Sidewalks, ramps, pathways, and parking
- Drainage
  - Structures, drains, ditches, swales, inverts, controls, and sewers
  - Direction of surface water flow on proposed site
  - Storm system layout
  - Offsite drainage
- Road appurtenances, medians, or other physical features which may impact design, approval, and construction of proposed work
- Any other improvements, notes, or other information required to determine compliance with all applicable regulations

Right-of-Way Improvements

- All geometric information, including widths, lengths, radii of returns and other points of curvature, and angle relative to road way edge of payment
- Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street or cross-road
- Driveway surface material and traffic island surface material
- Grades of driveway, roadway (centerline, gutter line, or edge of pavement, shoulder, right-of-way or sidewalk, etc.)
- All geometric information including dimensions of all roadway lanes, taper, curb, open shoulders, channelizing islands, other traffic islands adjacent to the road, and traffic control island(s)
- Cross-section of proposed pavement showing depth and type of material
- Sight distance for the approach

Removal/Demolition Sheets (as necessary)

Typical Sections and Detail Sheets

Landscape Plan (as necessary)

- Trees, vegetation, berms, and other landscaping appurtenances
Commercial Site Plan Application

- Traffic/Signing Plan (as necessary, including pavement markings)
  - Traffic detour
  - Construction staging
  - Permanent markings and signs
- Road Profiles (as necessary, existing and proposed)
- Utility Plans (existing and proposed underground and overhead public and private utilities, including but not limited to water main, storm sewer, sanitary sewer, gas main, electric, fiber optic, etc.)
  - Profile for main utilities, including water main (12 inches or larger), sanitary, storm sewer, etc.
  - Size, length, type, and grade of culverts, sewer pipe, flow restrictors, and/or ditches
  - Type, size, and location of drainage structures
  - Other hydrologic information as necessary
- Storm Water Management Plan (as necessary)
  - Storm Sewer Table Calculations
  - Storm Sewer Profile (show hydraulic grade line)
  - Drainage area map for each catch basin
  - Storm Water Calculations (detention and retention volume and flow restrictor calculations) based on Wayne County Storm Water Management Ordinance
  - Details for detention/retention system, treatment system, flow restrictor, and cross sections
  - Landscaping for Storm Water Management System
  - Storm Water Management System Exhibits

4. Documentation Requirements (as necessary)
- Right-of-way dedication(s)/easement agreement(s)
- Encroachment letter from adjacent property owner(s)
- Other governmental agency permits or authorization (e.g., Wayne County, MDOT, MDEQ, FEMA, Airport Authority, other municipalities)

Please note: after plans have been reviewed and approved but before a permit may be obtained, the following must be completed.

- Payment for fees in the form of a cashier’s check or certified check addressed to the “City of Highland Park” with “Engr Dept Permit” and permit number written on the notes line.
## SITE PLAN APPLICATION FEE SCHEDULE

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
<th>No.</th>
<th>Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Review Fees</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Application &amp; Pre-Application Meeting (one-time review fee)</td>
<td>$500.00</td>
<td>per application</td>
<td>each</td>
<td>$__________</td>
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<tr>
<td><strong>Site Plan Application Fee</strong></td>
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<tr>
<td>Application</td>
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<td>per application</td>
<td>each</td>
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<tr>
<td>Meeting</td>
<td>$500.00</td>
<td>per meeting</td>
<td>each</td>
<td>$__________</td>
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<tr>
<td>Non-Residential</td>
<td>$1,200.00</td>
<td>(plus $50 per acre)</td>
<td>each</td>
<td>$__________</td>
</tr>
<tr>
<td>Non-Residential Resubmittal</td>
<td>$600.00</td>
<td></td>
<td>each</td>
<td>$__________</td>
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<tr>
<td>Residential</td>
<td>$800.00</td>
<td>(plus $10 per unit)</td>
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<td>$__________</td>
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<tr>
<td>Residential Resubmittal</td>
<td>$400.00</td>
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<td>each</td>
<td>$__________</td>
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<tr>
<td>Additional review time</td>
<td>$100.00</td>
<td>per hour</td>
<td>hour</td>
<td>$__________</td>
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<tr>
<td><strong>Detailed Engineering Review Fees</strong></td>
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<tr>
<td>Meeting</td>
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<tr>
<td>Non-Residential</td>
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<tr>
<td><strong>Total – Site Plan Application Fee</strong></td>
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<td>$__________</td>
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INSPECTION FEE SCHEDULE

<table>
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<th>Service Description</th>
<th>Rate</th>
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<th>Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Fee</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Inspection M-F</td>
<td>$600.00</td>
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<td>days</td>
<td>$______________</td>
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<tr>
<td>Inspection Sat</td>
<td>$900.00</td>
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<td>days</td>
<td>$______________</td>
</tr>
<tr>
<td>Total - Inspection Fee</td>
<td></td>
<td></td>
<td></td>
<td>$______________</td>
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PENALTIES

Non-compliance and/or failure to secure a proper permit will result in the following penalties in addition to reimbursement to the City for actual costs, plus permit and inspection costs.

1st occurrence $1,000
2nd occurrence $2,000
3rd occurrence $3,000
Site Plan Submission Process

Pre-Application Meeting with Mayor and/or CED
Additional attendees may include: City Engineering, City Planning, Building Department, Fire Department

City Council Workshop Meeting
 Applicant presents conceptual plan for preliminary feedback
 NO ACTION TAKEN

Site Plan, Application, and Fees Submitted to City (CED)
Date Stamped, Fee Collected, Receipt Issued

Site Plan Review by Department
Application Package Distributed to:
- City Engineering, City Planning, Community & Economic Development (CED), DPW
- Building Department, Fire Department, Police Department, Water Department
- Clerk, Finance, Treasurer, Historic Committee, Recreation Committee, Traffic Committee

Department Comments Collected and Distributed to Applicant (by CED)
Site Plan Report prepared for Planning Commission

Planning Commission Meeting
Applicant or Designated Representative must be present

Return to Applicant for Revisions
Revised Site Plan will be submitted to City and placed on next available PC agenda or reviewed administratively based on determination by PC

Pass Resolution to Recommend Approval, Approval with Conditions, or Denial of the Site Plan
PC records, signs, and dates recommendation, including any conditions placed on site plan, and forwards to City Council

City Council Meeting
Applicant or Designated Representative must be present

Return to Applicant for Revisions
Revised Site Plan will be submitted to City and placed on next available Council agenda or approved administratively based on determination by Council

Pass Resolution to Approve, Approve with Conditions, Table, or Deny the Site Plan
Council records, signs, and dates decision, including any conditions placed on site plan

Site Plan Approval
Valid for a period of one year

Detailed Engineering/Construction Plans, Application, and Fees Submitted to City
Date Stamped, Fee Collected, Receipt Issued

Department Comments Collected and Distributed to Applicant
Return to Applicant for Revisions and Resubmittal

Construction Plan Approval

Building Plans, Application, and Fees Submitted to City
Date Stamped, Fee Collected, Receipt Issued

Department Comments Collected and Distributed to Applicant

Building Permit Issued

Return to Applicant for Revisions and Resubmittal

Applicant Acquires Required Permits
City, County, State
(Soil Erosion Control Permit, Utility Permit, Demolition Permit, etc.)

Applicant and Contractor Finalize Pre-Construction Items
- Schedule Pre-Construction Meeting
- Pay any remaining fees due
- Submit all required bond and insurance documents
- Coordinate required construction inspections

Begin Construction