

OFFICE USE ONLY

Date Received: \_\_\_\_\_

SITE PAN NO.: \_\_\_\_\_

Intake Staff: \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

Initial Fees Paid: \_\_\_\_\_

Final Fees Paid: \_\_\_\_\_

City of Highland Park  
City Engineering Department  
12050 Woodward Avenue  
Highland Park, MI 48203



Contact Information  
hpcityengineer@metroca.net  
(833) 530-0300

## 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](mailto:hpcityengineer@metroca.net) 48 hours in advance to schedule an inspection.



## Commercial Site Plan Application

APPLICANT REQUIREMENT CHECKLIST	PLAN INFORMATION
<p><input type="checkbox"/> Completed Application Form</p> <p><input type="checkbox"/> Completed Plan Checklist</p> <p><input type="checkbox"/> Minimum three (3) sets of plans drawn to scale (24" x 36")</p> <p><input type="checkbox"/> Project Fees <i>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</i></p>	<p>Date of Plan: _____</p> <p>No. of Sheets: _____</p>
SUBMITTAL INFORMATION	
This application and site plan is being submitted for the following consideration:	
<p><input type="checkbox"/> Preliminary Site Plan      <input type="checkbox"/> Combined Preliminary/Final Site Plan      <input type="checkbox"/> Administrative Review</p> <p><input type="checkbox"/> Final Site Plan      <input type="checkbox"/> Amendment of Approved Plan      <input type="checkbox"/> Engineering Plan</p>	
PROJECT INFORMATION	
<p>Name of Proposed Development: _____</p> <p>Total Number of:    <input type="checkbox"/> Lots: _____    <input type="checkbox"/> Units: _____    <input type="checkbox"/> Units/Buildings: _____</p> <p>Total Floor Area Proposed (Sq. Ft.): _____    Estimated Cost of Site Work: _____</p> <p>Estimated Cost of Vertical Building: _____    Proposed Date of Construction: _____</p>	
PROPERTY INFORMATION	
<p>Parcel I.D.: _____    Gross Acreage of Site: _____    Net Acreage: _____</p> <p>Property Address: _____</p> <p>OR</p> <p>General Location of Site: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	



## 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.



## Commercial Site Plan Application

### SITE PLAN APPLICATION FEE SCHEDULE

Service Description	Rate	No.	Units	Total
<b>Administrative Review Fees</b>				
Application & Pre-Application Meeting (one-time review fee)	\$ 250.00	per application	each	\$ _____
<b>Site Plan Application Fee</b>				
Application	\$ 500.00	per application	each	\$ _____
Meeting	\$ 200.00	per meeting	each	\$ _____
Non-Residential	\$ 1,200.00	(plus \$50 per acre)	each	\$ _____
Non- Residential Resubmittal	\$ 600.00		each	\$ _____
Residential	\$ 800.00	(plus \$10 per unit)	each	\$ _____
Residential Resubmittal	\$ 400.00		each	\$ _____
Additional review time	\$ 100.00	per hour	hour	\$ _____
<b>Detailed Engineering Review Fees</b>				
Meeting	\$ 200.00		each	\$ _____
Non-Residential	\$ 2,400.00	(plus \$50 per acre)	each	\$ _____
Non-Residential Resubmittal	\$ 1,200.00		each	\$ _____
Residential	\$ 1,600.00	(plus \$10 per acre)	each	\$ _____
Residential Resubmittal	\$ 800.00		each	\$ _____
Additional review time	\$ 100.00	per hour	hour	\$ _____
<b>Total – Site Plan Application Fee</b>				<b>\$ _____</b>

City of Highland Park  
 City Engineering Department  
 12050 Woodward Avenue  
 Highland Park, MI 48203



Contact Information  
 hpcityengineer@metroca.net  
 (833) 530-0300

## Commercial Site Plan Application

### INSPECTION FEE SCHEDULE

Service Description	Rate	No.	Units	Total
<b>Inspection Fee</b>				
Inspection M-F	\$ 550.00		days	\$ _____
Inspection Sat	\$ 800.00		days	\$ _____
<b>Total - Inspection Fee</b>				<b>\$ _____</b>

Please email [hpcityengineer@metroca.net](mailto:hpcityengineer@metroca.net) 48 hours in advance to schedule an inspection.

### 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.

1 <sup>st</sup> occurrence	\$1,000
2 <sup>nd</sup> occurrence	\$2,000
3 <sup>rd</sup> occurrence	\$3,000



## Site Plan Submission Process

