



Site Plan Application

Planning Department

7710 W Saginaw Hwy, Lansing, MI 48917 - www.deltami.gov - 517.323.8560 - planning@deltami.gov

Property/Site Information			
Parcel ID			
Site Address <i>(if applicable)</i> <i>(Street/City/State/ZIP)</i>			
Current Use(s)		Proposed Use(s)	
Proposed Site Signage	<input type="radio"/> Ground <input type="radio"/> Wall <input type="radio"/> Other Note: Separate Application and Approval Required for Signage		
Project Description <ul style="list-style-type: none"> Please include type of building(s) and structure(s), and name of proposed development, if applicable Site plan must include legal description of property, and zoning of property and adjacent properties 			
Applicant Information			
Company Name			
Primary Contact Name			
Address <i>(Street/City/State/ZIP)</i>			
Primary Phone		Alternate Phone	
Email			
Legal Interest	<input type="radio"/> Own <input type="radio"/> Lease <input type="radio"/> Offer to Purchase (copy attached) <input type="radio"/> Contractor/Architect/Attorney/etc (specify):		
Owner Information (if different than applicant)			
Owner Name			
Company Name <i>(if applicable)</i>			
Address <i>(Street/City/State/ZIP)</i>			
Primary Phone		Alternate Phone	
Primary Contact Email			
Owner's Signature <i>(if not applicant)</i>			
Applicant's Signature		Date	

By signing and submitting the site plan application, the applicant acknowledges that all required materials and documents have been included to complete the review. Please refer to the Township Ordinance, including Section 6.06.

DATA REQUIRED FOR SITE PLANS

Section 6.06

(see Township Zoning Ordinance for all regulations)

1. Application Form

- Name and address of the applicant and property owner.
- Address and common description of property and complete legal description.
- Dimensions of land and total acreage.
- Zoning on the site and all adjacent properties
- Description of proposed project or use, type of building or structures, and name of proposed development, if applicable.
- Name and address of firm or individual who prepared the site plan.
- Proof of ownership of the property.

2. Site and Zoning Data

- Existing lot lines, structures, parking areas and other improvements on the site and within 100 feet of the site.
- Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, parking areas, and other improvements to the site and within 100 feet of the site.
- All existing and proposed easements including type.
- Zoning district of site and all adjacent properties.
- Land use of site and all adjacent property.
- Proposed use of site.
- Gross and net lot area, and areas in proposed rights-of-way, access easements, wetlands, and bodies of water (including streams, ponds, lakes).
- Ground floor and total floor area to be constructed.
- Lot coverage (ground floor area divided by net lot area)
- Impervious surface (total impervious area and percentage of impervious area to total net lot area)
- Number and type of dwelling units and density, for residential projects
- Required yards/setbacks.

3. Natural Features

- General location of existing plant materials, with identification of materials to be removed, and materials to be preserved.
- Topography on the site and within 100 feet of the site at two (2)-foot contour intervals, referenced to a U.S.G.S. Benchmark.
- Location of existing drainage courses, floodplains, lakes and streams, and wetlands.
- Existing wetland areas must be shown for each wetland. All impacted areas and mitigation areas shall be shown with calculations provided.
- General soils information, location, and extent of soils that are unbuildable in their natural state because of organic content or water table level, based on the Eaton County Soil Survey or equivalent information.

4. Access and Circulation

- Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-ways or access easements.
- Driveways and intersections within 100 feet of the site.
- Location of proposed roads, driveways, parking lots. Sidewalks and non-motorized path- ways.
- Cross-section details of proposed roads, driveways, parking lots, sidewalks and non-motorized pathways.
- Dimensions of acceleration, deceleration and passing lanes.
- Calculations for required number of parking spaces including location and layout.
- Dimensions of parking spaces, islands, circulation aisles and loading zones.
- Designation of fire lanes.
- Traffic regulatory signs and pavement markings.

5. Landscape Plans

- General landscape plan, including location and type of all proposed shrubs, trees, and other live plant material.
- Existing live plant materials to remain, and if materials will be applied to landscaping requirements.
- Existing and proposed topography, by contours, correlated with the grading plan.
- Location of all proposed landscape improvements.
- Planting list for proposed landscape materials with caliper size or height of material, botanical and common names, and quantity.
- Irrigation system plan for watering and draining landscape areas.
- Cross-sections and details for required landscape improvements including berms, walls, fences, retaining walls, etc.

6. Building, Structure, and Miscellaneous Site Information

- Location, height, number of floors, and outside dimensions of all proposed buildings and structures.
- Building floor plans and total floor area.
- Details on accessory structures and any screening.
- Location of proposed free-standing signs such as billboards, pole signs, and ground signs.
- Location of exterior lighting (site and building lighting).
- Lighting details, including height, initial lumen rating, type of lamp, method of shielding, and depiction of lighting pattern for all site and building lighting.
- Lighting photometric grid overlaid on proposed site plan showing light intensity (in foot candles) on site and ten (10) feet beyond the property lines of the subject parcel. Sites which have parking lots with twenty (20) parking spaces or less or which do not abut a residentially zoned property are exempt from the photometric grid overlay requirement.
- Location of trash receptacle(s) and transformer pad(s) and method of screening.
- Location of any outdoor sales or display area.

7. Information Concerning Utilities, Drainage and Related Issues.

- Location and size of existing and proposed sanitary sewers and/or septic systems
- Location and size of existing and proposed water mains, well sites, water service and fire hydrants.
- Site grading, drainage patterns and other stormwater management measures.
- Stormwater retention and detention ponds.
- Location and size of storm sewers and drains.
- Location of above and below ground gas, electric and telephone lines, existing and proposed.
- Location of transformers and utility boxes.

8. Additional Information Required for Multiple Family Residential Development

- The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).
- Density calculations by type of residential unit (dwelling units per acre).
- Garage and / or carport locations and details, if proposed.
- Location, dimensions, and floor plans of common building(s) (E.G., recreation, laundry, etc.), if applicable.
- Swimming pool fencing detail, including height and type of fence, if applicable.
- Location and size of recreation and open space areas.
- Indication of type of recreation facilities proposed for recreation area.

9. Additional Studies/Information

- Traffic Impact Study (as described in Section 10.03)
- State & County Environmental Permits Checklist for Eaton County Communities
- Delta Township Fire Department Chemical Survey
- Description, identification, and location of any existing or proposed areas, whether above or below ground, for the storage, use, loading/unloading of hazardous substances or hazardous wastes.
- Delineation of areas which have been contaminated, as determined by a State or Federal agency, and submittal of a report as to the status of the cleanup.
- Other Studies as may be required by the Planning Commission or Zoning Administrator