

Date filed: _____ Paid: _____

Site Plan Application

The Applicant will work with Building and Planning Department Staff to ensure their submission is complete. The application and all necessary information must be submitted to the Building Department at least thirty (30) days prior to the meeting. Once complete, the Site Plan Application will be scheduled for a hearing before the Planning Commission. The Applicant or their representative must be present when action is taken. Staff will notify the Applicant once the submission is ready to be placed on the Planning Commission agenda.

Re-submittals of drawings or information is required 15 days in advance of the meeting.

Listed below are the Site Plan Review Application and Checklist for site plans. Submissions can be brought to the Building Department or emailed to planningandzoning@eastpointecity.org. The following items are needed for a Site Plan Review application to be considered complete:

1. A complete application;
2. A complete Site Plan Review checklist;
3. One Site Plan Review submission: one paper 24" x 36" copy and one single pdf copy;
4. All Plans must be folded, stamped, sealed and signed by Michigan licensed architect or engineer.

Applicant Information		
Name		
Address		
City	State	Zip
Phone	E-mail	

Property Information
Name of project
Address
List all parcel identification numbers included in proposed development
Name of Property owner <i>(include proof of ownership within application, eg. copy of the property deed)</i>
Current zoning

Signature

I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Eastpointe to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy.

Applicant Signature:

Date:

Print Name:

Property Owner Signature:

Date:

Print Name:

Site Plan Review Checklist

This checklist **must** be completed by the site plan professional and submitted with the Site Plan Review Application. The site plan professional will be **required to initial all items within the checklist** as a verification that the Site Plan submission is complete. If an item is omitted from the Site Plan submission, **then mark the reasoning in the Notes column**. When applicable, the professional may use the Notes column to indicate the page number for site plan requirements.

The following information is categorized into different sections to help organize the Site Plan submission and allow for an efficient review. The City may require and request other reasonable and relevant information to assist in the review of the proposed development. For more information, see the City of Eastpointe Zoning Ordinance Section 50-43.

GENERAL SITE PLAN REVIEW REQUIREMENTS

Requirements	Applicant review	Notes	City review
Name, address, phone number of owner/lessee and professional who prepared the plans			
Proof of property ownership			
Seal of registered architect, landscape architect, land surveyor, or, civil engineer that prepared the plan			
Name and address of the proposed project			
Scale, north arrow, date of site plan preparation, and date of any revision. Each time the site plan is revised/resubmitted, the revision date must be clearly indicated on the plan			
<i>Include the following elements on the first page of the Site Plan submission:</i>			
Legal description of the site. The boundaries of the entire parcel shall be indicated in the site plan.			
Location map with north arrow showing the site in location to major streets, bodies of water, railroad lines, zoning and environmentally sensitive areas (e.g. wetlands) within a quarter mile			
Estimated number of full-time and part-time employees and hours of operation			

SITE PLAN DRAWING

Requirements	Applicant review	Notes	City review
The site plan drawing should be at a scale of not less than one inch equals 30 feet			
<i>Criteria to show conditions adjacent to the proposed site:</i>			
Dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties			
Surrounding land uses and zoning of properties abutting the site			
Location of all existing structures within 100 feet of the subject property lines			
All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property			
Location and width of all abutting streets, rights-of-way, easements, and pavements			
<i>Criteria to show elements within the proposed site:</i>			
Location of all existing and proposed lot lines, lot dimensions, and property lines			
Location of all existing and proposed easements			

Location, height and dimensions of all existing and proposed structures, with its respective uses, number of stories, gross building area, setback lines, distances between structures			
Location and dimensions of existing and proposed sidewalks, drives, pedestrian and bicycle paths, roadways, parking areas and loading/unloading areas. Loading areas must be screened from public view.			
Types of surfacing, such as asphalt or concrete paving, turfing, sod, or stone to be used			
Location of existing vegetation on site			
Location, height and type of existing and proposed walls and fences including materials and color			
Location of screened trash storage area (e.g. dumpster) and method of screening			
Note indicating any anticipated changes in terms of dust, odor, smoke, fumes, noise, light, etc.			
Note indicating ancillary improvements proposed to remedy or prevent problems created by the development			
Assessment of potential impacts from the use, storage, processing, or movement of hazardous materials or chemicals, if applicable			

ACCESS AND CIRCULATION PLAN

Requirements	Applicant review	Notes	City review
Schedule of parking needs in accordance with Section 50-220. Applicants may seek a waiver of parking requirements.			
Location and dimensions of standard and barrier free parking spaces, including signage.			
Dimensions, curve radii and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements			
Dimensions of acceleration, deceleration, passing and maneuvering lanes			
Dimensions of parking spaces, islands, circulation aisles and loading zones			
Proposed fire lanes and fire lane sign			
Proposed signs and pavement markings for traffic control			

LANDSCAPE PLAN

Requirements	Applicant review	Notes	City review
Location of existing and proposed lawns and landscaped areas			
Location of existing and proposed shrubs, trees, and other live plant material. One street tree shall be planted per every 35 linear feet of right-of-way. One ornamental tree shall be planted for every 75 linear feet of right-of-way.			
Planting list: include caliper size, height, method of installation, botanical and common name, and quantity			
Landscape maintenance schedule			

ELEVATION DRAWINGS

Requirements	Applicant review	Notes	City review
Elevations (front, sides and rear views) of all sides of the building(s), including window and door openings			
Height and setbacks of existing and proposed structures			
Types of facing materials and colors to be used on structures, this includes accessory structures and all buildings. Exterior colors shall be subtle, neutral colors and at least 30% of the ground floor street façade shall be constructed with windows or other transparent material.			
Show the address location on the building and size of numbers			
Show proposed sign location for all buildings and uses on site, including character, size, letters, symbols, and method of illumination lighting. Note that a sign application is a separate planning process from the Site Plan Review and will need to be completed to install signage.			

FLOOR PLAN

Requirements	Applicant review	Notes	City review
A floor plan drawing showing the specific use areas of all existing and proposed building on-site and total floor area			

LIGHTING PLAN

Requirements	Applicant review	Notes	City review
Location and height of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations			
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles)			
Fixture specifications including total lumen output, type of lamp and method of shielding			

UTILITIES AND DRAINAGE PLAN

Requirements	Applicant review	Notes	City review
Location and size of existing and proposed storm sewers			
Location and size of existing and proposed sanitary sewers			
Location of existing and proposed building leads for water and sewer			
Location of existing and proposed water mains, well sites, water meters, water service and fire hydrants			
Location and dimensions of existing and proposed utility and drainage easements			
Location of existing and proposed gas, electric and telephone lines, above and below ground			
Location of all roof drains			
Location of transformers and utility boxes			
Show a typical pavement cross section for all proposed paving that includes the approximate thickness of pavement, type of pavement (e.g. concrete, hot mix asphalt)			
Storm water management facilities are required for all developments that increase the imperviousness of the existing site. All storm water management facilities shall be designed to			

<p>the Macomb County Storm Water Management Standards and reviewed and approved by the Macomb County Permits Office. If imperviousness of the site is increased:</p> <ul style="list-style-type: none"> • Indicate general location and concept of storm water detention. Detailed detention calculations are not required until final site plan approval. • Provide the approximate location of the detention inlet pipeline, outlet pipeline and proposed connection to the existing public storm sewer system 			
<p>Note indicating that “The proper water, storm sewer, and sanitary sewer connections, as applicable, shall be confirmed by the City Engineer prior to issuance of any construction or occupancy permits for the proposed new development.”</p>			