



CITY OF EASTPOINTE  
SITE PLAN REVIEW  
SPECIAL LAND USE  
PROCEDURES MANUAL

Revised October 2021

SITE PLAN REVIEW

October 2021

Planning Commission Application & Fees

The fees to be charged to the Applicants are as follows:

Planning Commission:

- Regular or Special Meeting: 400.00
- Special Land Use Approval: 500.00
- Rezoning: 1,200.00

PLUS:

- Application Review: Actual Engineering, Planner and Attorney fees,  
..... Plus 10% administrative fee

With the submission of the application, the Applicant is to include the following deposit:

- Commercial and Industrial: \$2,000.00
- 1 & 2 Family Residential: \$1,000.00

Any additional costs incurred by the City of Eastpointe, above and beyond the original application deposit, shall be paid by the Applicant upon request. In the case all monies are not exhausted, a refund shall be given back to the Applicant. All additional fees shall be paid prior to the issuance of any building permit.

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

Application No.: \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_

PLANNING COMMISSION

SITE PLAN REVIEW APPLICATION  
SPECIAL LAND USE APPLICATION  
REZONING AND / OR PARKING P-1

The undersigned hereby makes application to the Eastpointe Planning Commission for the following purpose(s): \_\_\_\_\_ Site Plan Approval \_\_\_\_\_ Special Land Use Approval \_\_\_\_\_ Rezoning

Meetings of the Planning Commission are normally scheduled for the first Thursday of each month at 7:00 p.m. at the City Hall. The application and all necessary information must be submitted to the Building Department at least thirty (30) days prior to the meeting. The Applicant or his representative must be present when action is taken.

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

Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Proposed Development: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Complete Legal Description (use opposite side, or attach separately)

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Size (in acres): \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Name

Address

Phone #

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Legal Owner (if not Applicant)

\_\_\_\_\_  
(print name below signature)

\_\_\_\_\_  
(print name below signature)

## Critical Developer Information

The following list of meetings should be noted for scheduling approvals from various boards:

- Planning Commission: 1<sup>st</sup> Thursday of each month at 7:00 p.m.
- Zoning Board of Appeals: 3<sup>rd</sup> Thursday of each month at 7:00 p.m.
- City Council: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m.

The following list of administrative staff should be noted for securing necessary information:

Building Official:	Erin Hardcastle	586-204-3022
Fire Marshal:	Brian Marquardt	586-445-5056
Consulting Engineers:	Anderson, Eckstein & Westrick Steve Pangori, Ryan Kern	586-726-1234
Planning Consultant:	McKenna Associates Laura Haw	248-596-0920
City Manager:	Elke Doom	586-445-3661

### Zoning

Contact the Building Department to determine whether your intended use is properly zoned.

The Zoning Ordinance and Map can be purchased at City Hall, or viewed from a link on our website:

<http://www.cityofeastpointe.net/>

The following sections of the ordinance will provide valuable information:

- Zoning – Chapter 50
- Setback requirements (schedule of regulations)
- Building Requirements: Chapter 50 Planning and Zoning, Chapter 10 Building & Housing
- Parking requirements: Chapter 50
- Streets, Utilities & Public Services – Chapter 38
- Business Regulations – Chapter 12
- Site Plan Review – 50-159

Link to the Municipal Code website for the complete ordinance:

<http://library.municode.com/index.aspx?clientID=14693&stateID=22&statename=Michigan>

### Site Plan Review:

Once you have proper zoning, you are ready to make application for Site Plan Review. The application packet can be secured from the Building Department. It will contain:

1. Site Plan Application form
2. Site Plan Review Checklist

The review process follows:

Applicant submits application to Building Department:

1. The review fee is paid.
2. The correct application forms are attached and properly complete.
3. Eight (8) paper copies and one (1) electronic version of the site plan and floor plan meeting the specifications of Eastpointe zoning, Section 50-159 Site Plan Review, of the City of Eastpointe Code are submitted; additional information as requested on the checklist is also required.
4. Application must be made a minimum of thirty days prior to the scheduled meeting. This does not guarantee review of THE site plan by Planning Commission. It will be reviewed by all departments heads for completeness before proceeding to the Planning Commission. You will be notified by the Building Official when the application review process is complete and the hearing scheduled.
5. Copies of the application and site plan are forwarded to the reviewing agencies by the City.
6. Comments from the reviewing agencies will be furnished to the Applicant by the Building Department prior to the scheduled Planning Commission meeting.
7. The Planning Commission will act on the site plan in one of three ways.
  - a. Approve the site plan
  - b. Table approval of the site plan
  - c. Deny approval of the site plan
8. If approval of the site plan is given, the Developer will receive a copy of the approved plans.
9. Revised site plans shall be routed in the same manner as an original site plan.
10. Applicant must furnish three (3) copies of full site development and detailed building plans for application for building permit.
11. Planning Commission approval is valid for a period of one (1) year from the date of approval. If the Applicant does not obtain a building permit and commence construction or petition the Planning Commission for, and receive, an extension, such site plan approval shall be deemed void

at the end of the one-year period. Site plans tabled by the Planning Commission shall be given a time limit. The Applicant will be made aware of the time limit.

### SPECIAL USES

The additional following steps will be taken for all special uses:

1. A Special Use requires a Public Hearing
2. Planning Commission makes recommendation to the City Council
3. The City Council will make a final determination on the application

### REZONING AND / OR PARKING P-1

The additional following steps will be taken for all Rezoning:

1. A rezoning requires a public hearing
2. Planning Commission makes recommendation to the City Council
3. Prior to rezoning request going to City Council, the County Planning Commission reviews request and submits their recommendations.
4. The City Council will make a final determination on the application

### REQUIREMENTS TO BE MET BEFORE BUILDING PERMIT WILL BE ISSUED:

1. Payment of all fees charged on Planning Commission Case must be paid by applicant.
2. Escrow account to be established with the City for onsite inspections of the City Engineers or Planners (for construction phase).
3. Payment of water and sewer charges.
4. Taxes must be current.
5. Driveway or approach permits from State Highway Dept, Macomb County Road Commissioner, and City D.P.W.
6. Soil Erosion permit from Macomb County.
7. Performance bond.
8. Building Permit fees and construction document review fees.
9. Building construction plans must be reviewed and approved by Building Department. Allow one week for review. Permit application must be submitted.

## **SITE PLAN REVIEW CHECKLIST**

### **Submission Requirements:**

- Fee Paid
- Adequate copies of plans
- Prints sealed by registered architect or Engineer
- Complete legal description
- Site Zoning \_\_\_\_\_
- Proposed structures and improvements
- Existing structures and improvements
- Yard (front/rear/side)
- Screening areas and walls
- Number of parking spaces
- Pavement type
- Sign location
- Utilities
- Dimensions between site features
- Scale and northpoint
- Plans with Architect/Engineer name, phone #
- Cost estimate of all site improvements, including landscaping, walls, berms, parking areas, lighting, signs
- Masonry/decorative wall – cross section
- Site drainage plan/ existing and proposed
- Ground elevations at 50' intervals
- Identify any outdoor storage requirements

### **Review Relationships:**

- Road relationships
- Emergency vehicles access
- Vehicular circulation
- Pedestrian circulation

- Pedestrian circulation
- Off-street parking
- Size in Acres
- Location map
- Existing and proposed ROW
- Driveway and street approaches
- For subject and adjacent properties
- Adjacent zoning, buildings or improvements
- Building elevations and floor plans
- Building surface material
- Site topography and vegetation
- Statistical data (residential)
- Pedestrian circulation
- Exterior lighting
- Trash receptacles and method of screening
- Landscape layout – type of landscaping
- Equipment size and location (industrial)
- Surface drainage characteristics
- Hazardous substances
- Traffic Impact Statement (if required)
- Sidewalks, size for proposed and existing
- Off-street loading/unloading
  
- Environmental features
- Health, safety and welfare
- Activity areas and buildings located to minimize adverse impact
- Screening and buffering to avoid nuisances

# CITY OF EASTPOINTE

## SITE PLAN REVIEW PROCEDURES

### WHEN IS A SITE PLAN REQUIRED?

A Site Plan is required whenever the following conditions apply:

1. Whenever a building permit is required for the erection or structural alteration of a building (other than a single-family home and accessory building to such dwelling).
2. Wherever a parking or storage area is to be used or constructed.
3. For any change in use from a lower to a more intensive use which increases dwelling density, off-street parking or loading needs, traffic generation.
4. For all applications for Special Land Use Approval.
5. Any Planned Unit Development.
6. The construction of masonry walls.
7. Any other items which the Building Official determines Planning Commission review is necessary.

### SUBMISSION REQUIREMENTS:

Submit eight (8) paper copies and one (1) electronic version of the Site Plan and completed application form to the Building Department at least thirty (30) days prior to a scheduled Planning Commission meeting; fifteen (15) days prior for resubmissions. The Site Plan shall meet all applicable submission requirements of Article V of the Eastpointe Zoning Ordinance. The completed application must be accompanied by the required fee as established by the City.

### PUBLIC NOTICES AND REQUIREMENTS:

The Planning Commission shall provide notice to all the residents within three hundred (300) feet of the site of the proposed project and shall take comments on the application up to and at the time the application is considered by the Planning Commission.

### PLANNING COMMISSION RECOMMENDATION:

The Planning Commission shall review the Site Plan with reference to all applicable requirements of the City of Eastpointe Zoning Ordinance and the comments of all applicable review agencies and shall approve as submitted, grant a conditional approval, or deny the Site Plan request. The Planning Commission shall have the sole power to act on any Site Plan submitted to the City.

The Planning Commission shall act on the Site Plan as follows:

#### Approval:

Upon determination that a Site Plan is in compliance with the Zoning Ordinance, as amended, and other applicable regulations, the Site Plan shall be approved. Upon approval, the City shall stamp, date and sign three (3) sets of plans, noting any special conditions or requirements on each set of plans. The City shall keep two (2) sets of plans; the Applicant shall receive one (1) set. If, upon determination by the City that a Site Plan is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on



the Site Plan. When these changes have been adequately provided, the applicant may resubmit the Site Plan to the Planning Commission for review prior to final approval.

Disapproval:

If extensive revisions to the Site Plan are necessary to meet the Zoning Ordinance and/or other applicable requirements, the Site Plan shall be disapproved and the applicant requested to prepare an alternative Site Plan. In this case, "DISAPPROVAL" shall be written on the Plan and the reasons for disapproval indicated. If the applicant desires to prepare an alternative plan, a new plan shall be submitted as specified by these procedures.

Certification of Plans:

When approval has been granted by the Planning Commission, the Planning Commission Chair shall sign three (3) sets of plans, noting any special conditions or requirements on each set of plans. The final signed Site Plan shall become the official city copy and a copy forwarded to the Building Inspector for the issuance of building permits.

APPROVAL PERIOD:

Upon approval of a site plan by the Planning Commission, a building permit shall be requested by the petitioner within twelve (12) months or the site plan shall be declared to be invalid. Upon receipt of a building permit, reasonable construction shall be commenced within six (6) months and reasonably continued or the site plan and building permit shall be declared to be invalid, unless the petitioner requests an extension and obtains a renewed building permit from the Building Inspector. No building permit shall be issued by the Building Inspector until such time as the Planning Commission has approved the site plan.

# SPECIAL LAND USE

October 2021

# CITY OF EASTPOINTE

## SPECIAL LAND USE PROCEDURES

### SUBMISSION REQUIREMENTS:

Eight (8) paper copies and one (1) electronic version of an Application for Special Land Use shall be filed with the Building Department at least thirty (30) days prior to the regularly scheduled Planning Commission meeting; fifteen (15) days for resubmissions. Depending on the required notice and publication procedures, earlier submissions may be required. The Application shall be accompanied by a folded Site Plan meeting the requirements of the Eastpointe Zoning Ordinance and the required fee as established by the City Council.

### PUBLIC HEARING NOTICES AND REQUIREMENTS:

The Planning Commission shall hold a public hearing in consideration of all Special Land Use applications. One (1) Notice of Public Hearing shall be published in a newspaper of general circulation in the City. The Notice shall appear in the paper at least fifteen (15) days prior to the Public Hearing date.

The Notice of Public Hearing shall also be sent to the owners and occupants of property within three hundred (300) feet from the property lines of the property which is the subject of the request for Special Land Use approval. Notices shall observe the same time requirements noted above and shall contain the following information:

- The nature of the special land use request.
- The property which is the subject of the special land use request.
- Where and when the request will be considered.
- Where and when written comments will be received concerning the request.

### PLANNING COMMISSION RECOMMENDATION:

The Planning Commission shall review each request with respect to all applicable Zoning Ordinance requirements and the comments of all applicable review agencies and make a recommendation to the City Council to either approve or deny the request for Special Land Use Approval. The Planning Commission may or may not take action at the Public Hearing.

### CITY COUNCIL ACTION:

The Eastpointe City Council shall have the sole authority to act on any application for Special Land Use Approval. The City Council shall take action on said application as follows:

#### Approval:

Upon determination by the Eastpointe City Council that an Application complies with the Zoning Ordinance, as amended, and other appropriate plans and regulations, approval will be so indicated on the Site Plan and endorsed on the written application and clearly set forth in writing thereon the particular uses(s) which have been allowed. Thereafter, the Building Department may issue a building permit in conformity with the particular

Special Land Use so approved. In all cases where a particular Special Land Use has been granted, as provided herein, application for a building permit in pursuance thereof must be made and received by the City within one year from the date of approval.

Denial:

If the City Council shall determine that the particular Special Land Use(s) requested does not meet the standards of this Ordinance, or otherwise will tend to be injurious to the public health, safety, welfare or orderly development of the City, it shall deny the application by a written endorsement thereon which clearly sets forth the reason for such denial. No application for a Special Land Use permit which has been denied by the City council shall be resubmitted until the expiration of one (1) year from the date of such denial, except on grounds of newly discovered evidence or proof of changed conditions sufficient to justify reconsideration by the Planning Commission. Each reapplication will be treated as a new application.

Certification of Plans:

When approval has been granted by the Planning Commission, the Planning Commission Chair shall sign three (3) sets of plans, noting any special conditions or requirements on each set of plans. The City Council shall follow the same procedure upon their review. The final site plan which is signed by both bodies shall be the official City copy and a copy forwarded to the Building Inspector for the issuance of building permits.

Record:

The decision on a Special Land Use shall be incorporated in a statement of conclusions relative to the Special Land Use under consideration. The statement shall specify the basis for the decision and any conditions imposed.

Conditions:

The City Council may impose such conditions or limitations in granting approval as may be permitted by State law and the Zoning Ordinance which it deems necessary to fulfill the spirit and purpose of the Zoning Ordinance.

1. Be designed to protect natural resources, the health, safety and welfare, as well as the social and economic well-being of these who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
2. Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.
3. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in the Ordinance for the land use or activity under consideration; and be necessary to ensure compliance with those standards.

**NOTICE OF PUBLIC HEARING  
SPECIAL LAND USE  
CITY OF EASTPOINTE**

Notice is hereby given that there will be a public hearing before the Eastpointe Planning Commission on \_\_\_\_\_, 20\_\_\_\_, at the Eastpointe City Offices, located at 23200 Gratiot Avenue, Eastpointe, Michigan 48021, beginning at 7:00 p.m.

The purpose of the public hearing is to consider comments, verbal or written, concerning an application for Special Land Use Approval, which, if granted, would permit\_\_\_\_\_

\_\_\_\_\_ On

the following described property:

Copies of the application and any related documents are available for inspection at the City offices during regular business hours and will be available at the time and place of the aforesaid hearing.

All interested citizens are encouraged to attend and will be given an opportunity to comment on said application for Special Land Use Approval. Written comments may be submitted up to the meeting time and should be addressed to the Planning Commission.