

# Site Plan Checklist

## Description:

The Site Plan is the most formal type of project review. A project that requires site plan submission will be evaluated on if it meets the requirements as listed in the zoning ordinance (Article 12 Development Reviews).

## Review Team:

Planning Commission, City Planner, City Engineer, Fire Marshal, Police Chief, Building Official

## Deadline and Meeting Requirement:

Must be submitted to the Building and Planning Department at least one month prior to the next Planning Commission meeting. The applicant or a representative must attend the meeting.

## Site Plan Submission Requirements:

1. A complete signed application and paid fee;
2. A complete Site Plan Review checklist;
3. One paper 24" x 36" copy and one single pdf copy mailed to [planningandzoning@eastpointecity.org](mailto:planningandzoning@eastpointecity.org);
4. All Plans must be folded, stamped, sealed, and signed by Michigan licensed architect, engineer, or land surveyor as well as drawn to engineer scale.

## Checklist Requirements:

The Site Plan Professional must complete this checklist and submit with the application. You must **provide the sheet number for 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 N/A column.**

**DESCRIPTIVE AND IDENTIFICATION DATA**

Requirements	Submitted Sheet #	N/A	City
Project title, street address and parcel number.			
Location map showing relationship to streets, major thoroughfares, adjacent properties.			
Legal property description.			
Property Size: Acres, square feet, dimensions.			
Zoning classification of petitioner's parcel and all abutting parcels.			
Written project description including proposed uses of buildings and site improvements. Include estimate number of employees, if applicable.			
Name, address, phone number of owner/lessee and professional who prepared the plans.			
Seal of registered architect, landscape architect, land surveyor, or engineer that prepared the plan.			
Proposed time of project completion and phasing schedule.			
Note indicating any variances previously received.			

**GENERAL SITE DATA**

Requirements	Submitted Sheet #	N/A	City
North point and scale drawn no less than 1" = 30'. Sites greater than three acres must be drawn at a scale not less than 1" = 50'.			
Date of preparation of drawings and revisions.			
Location of all existing and proposed lot lines, lot dimensions, property lines, easements, right-of-way, road centerlines.			
Location and/or size and depth (±) of all existing sewer, water, gas, telephone, and electrical utility lines, and associated structures, both on-site and adjacent to the site.			
Verification of ownership of all existing utilities and/or rights-of-way.			
All existing (recorded) easements for utilities and/or rights-of-way.			
Location of any 100-year floodplain and floodway locations present on the subject property, or within 50 feet of the subject property.			
Location of any known or anticipated wetlands present on the subject property, or within 50 feet of the subject property.			
Topography on the site and within 100 ft of the site at two ft contour intervals, referenced to a U.S.G.S. benchmark.			
Note indicating any anticipated changes in terms of dust, odor, smoke, fumes, noise, light, etc.			
Assessment of potential impacts from the use, storage, processing, or movement of hazardous materials or chemicals, if applicable.			

<b>BUILDING &amp; STRUCTURE DETAILS</b>			
<b>Requirements: Article 6</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Front, side, and rear yard setbacks.			
Distances between existing and/or proposed buildings.			
Location, dimensions, height, and number of stories for all existing and/or proposed structures.			
Façade and ground floor heights.			
Building façade elevations for each side of the building indicating the type of building materials, colors, height, architectural detail and wall lengths. Note, be mindful to avoid blank walls.			
Primary entrance details.			
Percentage of first floor and additional floors glass windows.			
Floor Plan.			
Gross floor area and usable floor area of all existing and/or proposed structures.			
For multiple-family structures, include a schedule of dwelling units indicating the total number of units broken down by the number of bedrooms and keyed to the buildings.			
Schedule showing maximum allowable lot coverage and proposed lot coverage.			
Other pertinent features, including entrance details, decks, porches, fences, flag poles, mailboxes or other structures.			
Method of solid waste collection. For waste receptacles, provide location, detail, and method of screening for the enclosure.			
Rooftop equipment and the method of screening.			

<b>PARKING &amp; CIRCULATION</b>			
<b>Requirements: Article 8</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Parking lot layout showing the dimensions of the parking bays, maneuvering lanes, islands, turnarounds, the location of directional signage, and pavement markings. Space layout cannot impede circulation.			
Location and type of surfacing for all pavement areas and curbs.			
Location and dimensions of barrier-free spaces and barrier-free ramps.			
Table showing the total number of parking spaces required and proposed. Include the calculations used to determine the number of parking spaces.			
Location and dimensions of any loading and unloading spaces, service areas, and/or stacking spaces.			
Location and width of access drives and abutting streets and sidewalks, including radii information.			
Illustration of route and dimensions for turning movements of expected truck traffic, tankers, delivery vehicles, waste receptacle vehicles, etc.			
Location and width of existing and/or proposed sidewalks.			

**PARKING & CIRCULATION**

<b>Requirements: Article 8</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Demonstration that all pedestrian walking lanes are safe and provide uninterrupted path to entrance.			
Area designated for "snow storage".			
Note indicating that approaches to roads under the jurisdiction of Macomb County are required to meet County standards and permit requirements.			
Note indicating that approaches to roads under the jurisdiction of MDOT are required to meet State of Michigan standards and permit requirements. A note to that effect must be provided.			
Letter from the road agency with jurisdiction indicating the approval of the location and geometrics of any proposed ingress/egress.			

**LANDSCAPE & SCREENING**

<b>Requirements: Article 9</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Location of all existing landscaped areas, including trees and shrubs			
Linear length (in feet) of road frontage.			
Landscape Schedule indicating the type, size, and quantity of plant and tree materials. Calculations used to determine the quantity of trees and shrubs required.			
Off-street parking lots with 20 or more spaces must dedicate at least 5% of total parking area to interior landscaping islands. Each island must be a minimum of 150 SF and contain at least 1 deciduous tree, covered with mulch, grass or groundcover.			
Written description indicating the landscape maintenance procedures.			
Note indicating that all landscaping shall be kept in a neat, orderly, and healthy growing condition, free of debris and refuse.			
Note indicating that pruning shall be minimal to ensure the proper maturation of plants.			
Note indicating that all landscape areas will be irrigated by an automatic, underground irrigation system.			
Note indicating tree and shrub planting details.			
Cross-sections illustrating relationship between proposed grades, materials, landscaping, screening, etc.			
Location and description of existing and proposed screening walls and fences, including dimensions, placement, relationship to grading, materials and color. Review City's standards in Article 9 for more information on screening devices required for parking lots and from residential uses.			

**LIGHTING**

<b>Requirements: Article 6</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Location, type, and height of all outdoor lighting.			
Photometric Plan.			
Manufacturers cut-sheets for all proposed outdoor light fixtures.			

**SIGNAGE**

<b>Requirements: Article 10</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Location and illumination of all proposed signage and sign structures.			
Note indicating that "No signage has been approved as part of this Site Plan Approval, and prior to erecting a sign, an application and appropriate documentation and submissions must be made to the Building Department for review, approval, and the issuance of a sign permit."			

**ENGINEERING INFORMATION**

<b>Requirements</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Proposed grade elevations showing all high points, low points, and grade changes on the site, including the grades of the property corners and along the perimeter of the site.			
Finish grades of the building corners, driveways, sidewalks, parking areas, culvert inverts, ditch or swale lines, and along the right-of-way. Clearly differentiate from existing grade elevations by underlining, boxing, or some other means.			
Schematic layout of the location and/or size and depth of all proposed sewer, water, gas, telephone, and electrical utility lines, and associated structures, both on-site and adjacent to the site.			
Length, size, and slope of the pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.			
Type of pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.			
Rim and invert elevations of all proposed structures for each of the proposed storm sewer, sanitary sewer, and watermain lines.			
Invert elevation at the building and at the point of connection for the main sanitary sewer line.			
Bedding and backfill requirements for each of the proposed storm sewer, sanitary sewer, and watermain lines.			
Profile views of all proposed storm sewer, sanitary sewer, and watermain lines.			
Depth of the lead at the easement or right-of-way line from the final grade.			
Note indicating the proposed water service to the building, and the size.			

<b>ENGINEERING INFORMATION</b>			
<b>Requirements</b>	<b>Submitted Sheet #</b>	<b>N/A</b>	<b>City</b>
Location of fire hydrants and gate valves.			
Storm sewer calculations must be provided for all sites.			
Soil erosion and sedimentation control measures.			
Proposed pavement specifications and/or cross-section detail.			
Acceleration, deceleration, and passing lanes and tapers on major thoroughfares, as required by MDOT or Macomb County.			
Written description of utility easements.			
Written detailed cost estimate for the construction of the proposed sanitary sewer or watermain.			
List of all public improvements as result of this project.			