

Date filed: _____ Paid: _____

Site Plan Review* Application for Re-Occupancy

*Check this box if you are also applying for a Special Land Use permit

If an Applicant is re-occupying an existing building, a Site Plan will be required for the following: when there is a change to a more intense use; when there is new construction; and when Special Land Use is required. Refer to Section 50.41 in the Zoning Ordinance to understand the different projects for which a site plan may be required.

The Applicant will work with Building and Planning Department Staff to ensure their submission is complete. Once complete, the Site Plan Application will be scheduled for a hearing before the Planning Commission. Staff will notify the Applicant once the submission is ready to be placed on the Planning Commission agenda.

Listed below are the Site Plan Review Application and Checklist for Re-Occupancy requests. 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 completed Application;
2. A completed Site Plan Review checklist;
3. A Site Plan Review application fee, see fee schedule; and
4. Eight paper copies and one single pdf copy of the Site Plan. **Pdfs must be submitted as a single pdf.**

Applicant Information		
Name		
Address		
City	State	Zip
Phone	E-mail	

Property Information
Name of project
Address
List all parcel identification numbers included in development
Name of Property owner <i>(include proof of ownership within application, e.g. copy of the property deed)</i>
Current use
Proposed use
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 for Re-Occupancy

This Checklist **must** be completed and submitted with the Site Plan Application for Re-Occupancy purposes. The Applicant or their professional contractor 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. Plans should be prepared competently, drawn to scale, and depending on the extent of work, may require an architectural or engineering seal. The City may require and request other reasonable and relevant information to assist in the review of the proposed development.

REQUIREMENTS	APPLICANT REVIEW	NOTES	CITY REVIEW
General Site Plan Requirements			
Scale and north point			
Existing and proposed structures			
Yard dimensions: front / rear/ side			
Distance between structures / corner			
Existing and proposed R.O.W. and Center Line			
Screening: walls, fences, greenbelt, berms (height and material)			
Building height			
Floor plan and building elevations (front, side, rear)			
Building materials and colors: Glass, stone, brick, masonry block, EIFS, wood			
Building entrance detail			
Outdoor trash receptacle (location, method of screening, access, pick-up frequency)			
Outdoor lighting / Photometric Grid / Method of Shielding			
Signs (number, setback, lighting, area, height)			
Traffic and Circulation Requirements			
Number of parking spaces			
Number and location of barrier free parking (access, sign)			
Dimensions for parking spaces and maneuvering lanes			
Loading areas and fire lanes			
Type of hard surface pavement (asphalt or concrete)			

Utilities and Drainage Requirements			
Utilities located: hydrants, water, sanitary sewer, storm sewer			
Other utilities located: gas, electric, cable tv, telephone			
Site drainage plan			
Landscaping Requirements			
Existing and proposed trees, shrubs, other vegetation			
Materials: name and species, size and height, location, spacing			
Maintenance and irrigation plan			