



Tittabawassee Township  
Planning Commission  
145 S. Second St.  
P.O. Box 158  
Freeland, MI 48623  
989-695-9512  
[www.tittabawassee.org](http://www.tittabawassee.org)

**APPLICATION FOR SITE PLAN REVIEW**

*Must Be Submitted At Least 28 days Prior To Meeting*

Completed Application must include all fees, Two large copies of each plan, including one copy of elevation perspectives of any buildings to be constructed. As well as an electronic copy emailed to [jrombalski@tittabawassee.org](mailto:jrombalski@tittabawassee.org).

**\$ 600.00 Fee**  
**Plus actual cost for engineering and/or legal fees.**

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

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Owner (If different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Owner's Signature \_\_\_\_\_

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Subject Property Address: \_\_\_\_\_

Subject Parcel#: \_\_\_\_\_

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

Current Use(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

**All Uses:**

Number of Employees Maximum Per Shift \_\_\_\_\_

Estimated Daily Traffic Generation \_\_\_\_\_

Expected Hours of Operation \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_

**For Residential Uses:**

Type of Dwelling Units \_\_\_\_\_

Total Number of Units \_\_\_\_\_

Estimated Population \_\_\_\_\_

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**For Office Use Only:**

Date Filed: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Case #: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

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

Checklist Submitted: \_\_\_\_\_

**TITTABAWASSEE TOWNSHIP  
SITE PLAN REVIEW CHECKLIST**

A detailed site plan must be prepared according to the guidelines in the Tittabawassee Township Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the Township to schedule a meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. **Completed site plans must be submitted twenty eight (28) days prior to the next scheduled Planning Commission meeting.**

**General Information**

1. \_\_\_\_\_ Name and Address of the owner and project, printed on the plan
2. \_\_\_\_\_ Date (Revision dates)
3. \_\_\_\_\_ North Arrow
4. \_\_\_\_\_ Location map, (show at least 600' around perimeter of site)
5. \_\_\_\_\_ Scale (Minimum 1"=20', Maximum 1"=60')
6. \_\_\_\_\_ Zoning (Subject parcel and adjoining parcels)
7. \_\_\_\_\_ Lot dimensions
8. \_\_\_\_\_ Building dimensions
9. \_\_\_\_\_ Square footage of buildings
10. \_\_\_\_\_ Buildings Uses - Indicate layout if there is more than one building
11. \_\_\_\_\_ Building elevation drawings including all four sides of buildings

**Transportation**

12. \_\_\_\_\_ Public roadways - include curb, lanes, shoulder, width, through lanes, etc.
13. \_\_\_\_\_ Access Drives (width, traffic directions, curb, signs, etc.)
14. \_\_\_\_\_ Barrier free parking (size and number of spaces)
15. \_\_\_\_\_ Loading Docks
16. \_\_\_\_\_ Road right-of-way (Existing and proposed)
17. \_\_\_\_\_ Curbing
18. \_\_\_\_\_ Curb cut dimensions
19. \_\_\_\_\_ Return radii of driveways
20. \_\_\_\_\_ Adjacent and across the street curb cuts (Location and size)
21. \_\_\_\_\_ Provisions for joint access and parking
22. \_\_\_\_\_ Road Commission/MDOT letter of approval

**Surrounding Land Use**

23. \_\_\_\_\_ Phases of development and phase boundaries
24. \_\_\_\_\_ Neighboring structures on all adjacent lots and distance from joint property lines
25. \_\_\_\_\_ Neighboring land uses/proposed uses
26. \_\_\_\_\_ Wetlands (Calculations of all areas proposed and existing)

27. \_\_\_\_\_ Floodplains  
28. \_\_\_\_\_ Location relative to Noise Easement overlay district

**Site Detail**

29. \_\_\_\_\_ Utility, drains, water bodies or public easement of any kind  
30. \_\_\_\_\_ Setback dimensions of front, side and rear yards for all buildings  
31. \_\_\_\_\_ Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)  
32. \_\_\_\_\_ Number of parking spaces  
33. \_\_\_\_\_ Parking space dimensions  
34. \_\_\_\_\_ Circulation drive dimensions  
35. \_\_\_\_\_ Sign locations  
36. \_\_\_\_\_ Bufferyards - type and proposed detail of landscaping  
37. \_\_\_\_\_ Fences (Size and location)  
38. \_\_\_\_\_ Accessory structures  
39. \_\_\_\_\_ Dumpster location and screening  
40. \_\_\_\_\_ Bumper blocks or other vehicular restrictions  
41. \_\_\_\_\_ Sidewalks (Size, type location)  
42. \_\_\_\_\_ Existing trees (Type and size)  
43. \_\_\_\_\_ Proposed water mains  
44. \_\_\_\_\_ Proposed sanitary sewer  
45. \_\_\_\_\_ Fire hydrants (Existing and proposed)  
46. \_\_\_\_\_ Topography at 5 ft. intervals  
47. \_\_\_\_\_ Lighting Plan

**Additional information for a *Final Site Plan***

48. \_\_\_\_\_ Landscaping  
49. \_\_\_\_\_ Ground elevations, first floor finished elevations  
50. \_\_\_\_\_ Easements  
51. \_\_\_\_\_ Copy of Survey to verify property lines and existing structures  
52. \_\_\_\_\_ Drainage ditches  
53. \_\_\_\_\_ Storm sewers  
54. \_\_\_\_\_ Drainage  
55. \_\_\_\_\_ Lot split/Combination from register of deeds

**Additional requirements for condominium projects**

56. \_\_\_\_\_ Limited/General Commons, etc.  
57. \_\_\_\_\_ Density per Acre  
58. \_\_\_\_\_ Units (Size and location)  
59. \_\_\_\_\_ Master Deed

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

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Conditions of Approval

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

