



Tittabawassee Township
Planning Commission
145 S. Second St.
P.O. Box 158
Freeland, MI 48623
989-695-9512
Fax: 989-695-5060
www.tittabawassee.org

APPLICATION FOR SITE PLAN REVIEW

Must Be Submitted At Least 28 days Prior To Meeting

Completed Application must include all fees, One large copy of each plan, including one copy of elevation perspectives of any buildings to be constructed. As well as an electronic copy emailed to bfederspiel@tittabawassee.org.

\$ 400.00 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 _____

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 _____

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 by 4:30 pm on the Monday three weeks 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: _____

