

**WEBSTER TOWNSHIP  
PLAN REQUIREMENTS  
(Revised April 20, 2005)**

**General Requirements:**

- a) All plans for land improvements shall be prepared on standard twenty-four (24) inch by thirty-six (36) inch white prints having blue or black lines, shall be drawn to an engineering scale, and shall be neatly and accurately prepared. Where more than one sheet is required to show the entire site, match lines shall be provided.
- b) All plans that are submitted for Planning Commission review will consist of the following number of sets: 9 full size at 24-inch x 36-inch and 12 reduced size at 11-inch by 17-inch.
- c) Plans shall be prepared by a professional engineer, architect, planner, landscape architect, or land surveyor registered in the State of Michigan whose seal & signature shall be affixed to the first sheet.
- d) Each sheet in a set of plans shall show the name and legal description of the property; date; scale; north arrow; title of each sheet; and the name, address, and telephone number of the person or firm that prepared the sheet. Each sheet in a set shall be numbered consecutively, and shall have proper match lines or other keys to provide reasonable continuity and orientation.
- e) The first sheet in each set shall be the cover sheet and shall include, at a minimum: site and zoning data, sheet index, revision dates, area map, project name.
- f) The north arrow shall be displayed on of the sheet and the plan shall be oriented so that north is either up or to the left.
- g) The scales throughout the set of plans shall be standard engineering scales and shall be consistent throughout.
- h) If a site is to be developed in two or more phases, the preliminary site plan or preliminary plat shall show the entire property in the development, its proposed layout, and the location of each phase. A preliminary and final site plan shall not be combined for a project that has two or more phases.
- i) For purposes of submittals under these standards, the requirements for site condominiums will be the same as for site plan review.
- j) All water, sanitary sewer, and storm drainage lines and appurtenances together with all streets, lot lines, and outlines of all existing and proposed buildings, shall be shown on one sheet in each final set of plans. These shall be provided at a scale of 1 inch = 200 feet for each development project, prior to the issuance of a zoning compliance permit for the project by Webster Township.
- k) No applied shading or crosshatch shall be used that obscures any lettering or other graphical information.
- l) "Adjacent" when referring to property includes abutting property and property across the street.
- m) "Roadway corridors" are defined as the entire area between fronting buildings on a public or private street.

**2.02                    1.01    Information Required for Preliminary Site Plans**

- a) Name of project clearly identified on cover sheet.
- b) Legal description; lot line dimensions and bearings; tax parcel number(s); address of Site.
- c) Vicinity map.

- d) Existing topography, at one foot contour intervals.
- e) Centerline and right-of-way dimensions, and name of each street bordering the site for all existing and proposed streets.
- f) Location of site, in relation to the nearest cross street or section corner for a metes and bounds parcel.
- g) Location and type of natural features on or adjacent to the site, such as wetlands, watercourses, 100-year floodplains, woodlands, landmark trees, steep slopes, endangered species habitat and groundwater recharge areas. Fence rows and individual trees of 8-inch or larger caliper shall be shown when not located in a woods. When natural features exist on the site or adjacent to the site, a Natural Features Impact Statement may be required.
- h) Soils information, for sites utilizing on-site septic tanks and drain fields; location and extent of soils that are unbuildable in their natural state because of organic content or water table level, based on the Washtenaw County Soil Survey.
- i) Name and address of each property owner of record and developer; name and addresses of all adjacent property owners.
- j) Zoning information:
  - 1) zoning district of site and all adjacent property;
  - 2) land use of site and adjacent property;
  - 3) proposed use of site;
  - 4) lot area, in acres and square feet, excluding existing road rights-of-way as well as that in proposed rights-of-way;
  - 5) ground floor and total floor area to be constructed;
  - 6) ground floor coverage (ground floor area divided by net lot area);
  - 7) floor area ratio (total floor area divided by net lot area);
  - 8) number and types of dwelling units and density, for residential projects;
  - 9) building height, in feet and number of floors;
  - 10) number of buildings;
  - 11) required yards and transition strips (also delineated on the plan);
  - 12) number of parking spaces required and provided with supporting calculations;
  - 13) size of parking spaces and parking lot aisles;
  - 14) total impervious area and percentage of impervious area to total gross area;
  - 15) existing and proposed deed restrictions, if any; a copy of master deed and proposed bylaws.

- k) Location and outline of all existing development on the site, such as buildings, drives, parking areas, wells, septic tanks, drain fields, utilities, poles, ditches, underground storage tanks, etc.
- l) Location, width, and purpose of existing easements.
- m) Location of adjacent buildings, drives, and parking areas within 200 feet of common property lines.
- n) Location and outline of all proposed development on the site, showing overall dimensions.
- o) Proposed grading plan, at 1-foot contour intervals; off-site elevations within approximately 100 feet of each property line not bordered by a public street, to assist in determining proper grading and drainage.
- p) Sanitary sewer service area where applicable. Map showing service areas on-site and upstream. This map should provide contours.
- q) An area wide storm water drainage map showing existing and proposed drainage courses and retention basins that are on-site or affect the site. This map should provide contours.
- r) A storm drainage narrative clearly and concisely describing the intended method of designing the storm drainage systems, including drainage areas, existing and proposed; retention basin and discharge concepts; storm sewer and ditch design criteria, Washtenaw County Drain Commissioner development criteria; and downstream capacity limitations. The narrative should be interspersed with all the appropriate associated computations. The narrative should be prepared on standard 8½-inch by 11-inch sheets dated, numbered, and titled. Maps of similar size portraying the concepts involved should also be included.
- s) A written review will be required from the Washtenaw County Drain Commissioner indicating the projects conformance to the WCDC standards.
- t) General proposed utility layout for sanitary sewer, water and storm water systems.
- u) An area wide map showing vicinity setting, property ownership, drainage relationships, road network and utility systems on one sheet.
- v) Phase lines, for projects to be constructed in two or more phases. In phased projects, the zoning information required in Section 1.02 preceding, shall be provided for each phase and for the total site.
- w) A site analysis to evaluate the design and development potential of the site, to identify the nature and the effect of the design and development on the existing conditions of the site, and to determine the site's relation to neighboring properties as well as physical and natural features in the area. The analysis shall show a correlation of the principal characteristics of the developed site that will affect the layout and future use of the property. The site analysis will show what natural features will remain and what natural features will be removed. The analysis shall be in graphic form and may be supplemented by text.
- x) Location of trash storage areas.
- y) Site condominium projects shall submit a preliminary site plan containing the information required herein, to the extent applicable, in accordance with Section 6.06 and 9.05 of the Zoning Ordinance and shall include all land intended for the site condominium project. Where buildings or structures are not proposed at the time of review, the location and dimensions of lots, including required yards, shall be provided.
- z) Traffic impact study to support required improvements to existing roads; provide traffic counts; identify level of service at affected intersections; demonstrate adequate traffic flow. This requirement is to be imposed when the number of proposed lots exceeds twenty single family dwellings or when the project is expected to generate traffic in excess of 200 vehicle trips per day.

### **1.03 Information Required for Final Site Plans**

- a) All information required for a preliminary site plan in Section 1.02 that is applicable to the property or phase of development covered by the final site plan.
- b) Professional seal & signature of the preparer of the plan.
- c) Location and overall dimensions of existing structures and drives.
- d) Surface type and width of streets adjacent to site; surface elevations of existing street at the intersection of each proposed driveway or street and typical cross section.
- e) USGS based bench mark on the site.
- f) Existing utilities serving the site - location, size, inverts, fire hydrants, gatewells, manholes, and catch basins; location and elevations of ditches, culverts, and bridges adjacent to the site; location of utility poles and lines; location and size of natural gas lines and appurtenances.
- g) Proposed buildings or other structures - location; addresses; dimensions; distance between, by dimension; finished floor elevations; basement floor elevations; grade line elevations; indication if it is a walkout or a viewout.
- h) Existing improvements to remain and to be removed.
- i) Proposed drives or streets - names; right-of-way or easement width; surface type and width, including typical cross sections; surface elevations; location and type of curbs, where proposed; expansion of existing street rights-of-way; length and width of turning lanes, where permitted; curve radii.
- j) Proposed parking areas - number and size of spaces; location of each space; type of surface, including typical cross sections; aisle width; angle of spaces; location of wheel stops and/or curbs, where applicable.
- k) Proposed loading areas - location; dimensions; surface type, including typical cross sections.
- l) Proposed sidewalks and pedestrian paths - location; width; surface type, including typical cross sections.
- m) Proposed open space and recreation areas - location, use, size, proposed improvements and proposed use of open space.
- n) Proposed fences or screens - location; height; type; typical details, including elevations and sections.
- o) Proposed outdoor trash storage - location; dimensions and typical details of the enclosure. If no outdoor trash storage is intended, the plan shall so state
- p) Proposed central mailboxes if applicable, or, if individual boxes will be used, a note so stating.
- q) Proposed identification and advertising signs - location; dimensions and area; height, illumination; typical copy.
- r) Proposed traffic control signs - location, type and pavement markings as per the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) – latest edition.
- s) Proposed landscape plan – including areas of new topsoil; areas of grass or other groundcover; location, type, and size of trees and shrubs; a plant list showing botanical and common names and quantities.
- t) Proposed retaining walls - location; dimensions; materials of wall and fill; typical vertical sections; design calculations.

- u) Proposed outside lights, including street lights, if applicable - location; type; height; intensity; direction; typical details; a photometric illumination study may be required.
- v) Proposed water system - location, size, and material type of lines; location and type of fire hydrants and valves, if applicable; profiles; water meter schematic; fire riser schematic; [schedule of materials](#).
- w) Proposed sanitary sewer system - location, size, and material type of lines; inverts; location of manholes; profiles; design basis; [schedule of materials](#).
- x) Proposed storm drainage system - location, dimensions, and calculations of storm water retention areas; location, size, calculations, and material type of storm sewers; location and centerline elevations of swales or ditches; inverts; location of manholes and catch basins; direction of flow; drainage patterns; profiles of sewers, retention basins, culverts, swales, and ditches; design basis.
- y) Proposed interior plumbing plans - location, size, material type of lines; floor drains, roof drains and their respective interconnectivity; water lines, domestic and fire, size, valving, backflow prevention, cross connection prevention, meter location and access thereto; sanitary drains, chemical or biological spill prevention, monitoring manholes. The above requirements are to be provided for all projects except for residential type developments.
- z) Proposed electrical, telephone, and gas services; location of new utility poles, if applicable; location of underground lines and surface equipment; location and size of natural gas lines and appurtenances.
- aa) Location of proposed wells, septic tanks, and drain fields; location of other proposed underground tanks, where applicable.
- bb) Soil erosion control plan, which will be administered by the Washtenaw County Soil erosion Department.
- cc) Evidence of approval by:
  - Michigan Department of Environmental Quality
  - Washtenaw County Road Commission
  - Washtenaw County Drain Commissioner
  - Washtenaw County Health Department
- dd) [Construction cost estimate of all improvements depicted on site plan including but not limited to clearing; grading; utilities; roads; drainage; soil erosion and sedimentation control measures; buildings and structures \(if any\). Said estimate to itemize all on site and off site improvements associated with project.](#)
- ee) [Architectural floor plans and elevations clearly depicting entrance location\(s\); roof pitch; finished grade; all means of egress. The above requirements are to be provided for all projects except for residential type developments.](#)