

SITE PLAN REVIEW CHECKLIST

Community Development Department Charter Township of Plymouth

The following checklist is intended to be a general guide for all Site Plan submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included in the submittal.

	REQUIREMENT	PROVIDED	N/A
GENERAL INFORMATION	The name, address, and telephone number of the owner/developer.		
	The professional seal and signature, name, address, and telephone number of the person or firm preparing the Site Plan.		
	The name and address of the proposed project.		
	The scale, north arrow, and date of preparation (including revision dates).		
	The legal description of the property, including sidwell number, as determined by an existing title policy or a recent boundary survey. Acreage parcels shall be described in metes and bounds. Platted lots shall be described by lot number(s) and liber and page.		
	A location or vicinity map showing the site location in relationship to streets, major thoroughfares, drainage courses or bodies of water, railroad lines, section lines, etc.		
	The zoning of the subject property and the adjacent properties.		
	A detailed Project Narrative of the proposed revision to the Site Plan.		
	A note indicating any variances previously received.		

	REQUIREMENT	PROVIDED	N/A
EXISTING SITE CONDITIONS	Gross acreage of the site to the nearest tenth of an acre.		
	Net acreage of the site to the nearest tenth of an acre.		
	All property lines fully dimensioned, as per the legal description.		
	The existing and proposed road right-of-way, including the centerline of the road, dimensioned.		
	The street setback line delineated, as per the Zoning Ordinance.		
	Topographic Survey of all existing topography both on-site and within 100 feet of the boundaries of the site referenced to at least one, and whenever possible 2, permanent U.S.G.S benchmarks. The Topographic Survey must show the following information:		
	All existing structures, buildings, sidewalks, paved or gravel parking areas, and driveways both on the subject property and within 100 feet of the subject property boundaries.		
	The 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.		
	The location of any 100-Year Floodplain and floodway locations present on the subject property, or within 50 feet of the subject property, shall be shown by contour line. If not present, then a note to that effect must be provided.		
	The location of any known or anticipated wetlands present on the subject property, or within 50 feet of the subject property, shall be shown. If not present, then a note to that effect must be provided.		

	REQUIREMENT	PROVIDED	N/A
BUILDING, STRUCTURE, & SITE DETAILS	All front, side, and rear yard setbacks delineated, as per the Zoning Ordinance.		
	The distances from the property line to existing and/or proposed structures.		
	The distances between existing and/or proposed buildings.		
	The location, dimensions, height, and number of stories for all existing and/or proposed structures.		
	The gross floor area of all existing and/or proposed structures. In the case of multiple-family structures, a schedule of dwelling units should be included. The schedule should indicate the total number of units broken down by the number of bedrooms and keyed to the buildings indicated on the site plan.		
	For multiple-family uses, or for residential uses being developed under a Single Family Cluster Housing Option or Residential Unit Development Option, as approved by the Township Board of Trustees, a calculation of the proposed density of the units must be provided.		
	Schedule showing maximum allowable lot coverage per the Zoning Ordinance, and proposed lot coverage.		
	Details of all existing and/or proposed screen walls or fences showing the location, height, type of material to be used, and relationship to grading on both sides.		
	For residential structures, the location and size of any proposed decks or patios must be shown.		
	For residential uses, the location and detail of proposed mailbox facilities must be shown.		
Indicate method of solid waste collection to be used. If waste receptacles are being proposed, provide location, detail, and method of screening for the enclosure.			

	REQUIREMENT	PROVIDED	N/A
PARKING & CIRCULATION	The parking lot layout showing the dimensions of the parking bays, maneuvering lanes, islands, turnarounds, the location of directional signage, and pavement markings. The location and type of surfacing for all pavement areas and curbs must be indicated.		
	The location and dimensions of barrier-free spaces and barrier-free ramps.		
	A table showing the total number of parking spaces required for the proposed use of the property, as per the Zoning Ordinance, and the total number of parking spaces being proposed. The table should include the calculations used to determine the number of parking spaces required as well as the number of parking spaces being proposed.		
	The location and dimensions of any loading and unloading spaces, service areas, and/or stacking spaces.		
	The area designated for "snow storage" must be shown.		
	The location and width of access drives and abutting streets, including radii information.		
	Illustrate route and dimensions for turning movements of expected truck traffic, tankers, delivery vehicles, waste receptacle vehicles, etc.		

	REQUIREMENT	PROVIDED	N/A
PARKING & CIRCULATION (CONTINUED)	Approaches to roads under the jurisdiction of Wayne County are required to meet County standards and permit requirements. A note to that effect must be provided.		
	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.		
	A letter from the road agency with jurisdiction indicating the approval of the location and geometrics of any proposed ingress/egress.		
	The location and width of existing and/or proposed sidewalks.		

	REQUIREMENT	PROVIDED	N/A
LANDSCAPE & SCREENING	The location and size of all landscape areas, including proposed greenbelt, buffer, or tree preservation areas.		
	Landscape Plan for the entire site illustrating plantings for all landscape areas and including the following information:		
	The location, height, and material of all existing and/or proposed landscape elements, including screen walls, fences, berms, paving, etc.		
	A Landscape Schedule indicating the type, size, and quantity of plant materials. If applicable, calculations used to determine the quantity of trees and shrubs required to meet the Zoning Ordinance must be included on the Landscape Plan.		
	A written description on the Landscape Plan indicating the landscape maintenance procedures to be followed.		
	A note on the Landscape Plan indicating that all landscaping shall be kept in a neat, orderly, and healthy growing condition, free of debris and refuse.		
	A note on the Landscape Plan indicating that pruning shall be minimal to assure the proper maturation of plants.		
	A note on the Landscape Plan indicating that all landscape areas will be irrigated by an automatic, underground irrigation system.		
	The tree and shrub planting details.		
	Cross-sections illustrating relationship between proposed grades, materials, landscaping, screening, etc.		

	REQUIREMENT	PROVIDED	N/A
SIGNAGE	The location of all proposed signage and sign structures must be shown.		
	For signage not subject to Planning Commission Approval, the actual signage shall be reviewed by the Building Department prior to the issuance of a permit. A note must be included on the Site Plan 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 shall be made to the Building Department for review, approval, and the issuance of a permit."		

	REQUIREMENT	PROVIDED	N/A
LIGHTING	The location, type, and height of all outdoor lighting must be indicated on the Site Plan.		
	Photometric Plan, as per the Zoning Ordinance.		
	Cut-Sheets for all proposed outdoor light fixtures.		

	REQUIREMENT	PROVIDED	N/A
ARCHITECTURE	Building façade elevations for each side of the building indicating the type of building materials, colors, height, and architectural detail.		
	Schematic floor plan showing the general relationship between the interior spaces of the building and the exterior operations of the site.		
	Any proposed rooftop equipment must be shown and the method of screening must be indicated on the Site Plan. If no rooftop equipment is being proposed, then a note to that effect must be provided.		

	REQUIREMENT	PROVIDED	N/A
ENGINEERING INFORMATION	The 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. In addition, the finish grades of the building corners, driveways, sidewalks, parking areas, culvert inverts, ditch or swale lines, and along the right-of-way, must be shown and must be clearly differentiated 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.		
	Detailed Engineering Drawings including the following information:		
	The length, size, and slope of the pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The type of pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The rim and invert elevations of all proposed structures for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The invert elevation at the building and at the point of connection for the main sanitary sewer line.		
	The bedding and backfill requirements for each of the proposed storm sewer, sanitary sewer, and watermain lines.		
	The profile views of all proposed storm sewer, sanitary sewer, and watermain lines.		
The depth of the lead at the easement or right-of-way line from the final grade.			

		REQUIREMENT	PROVIDED	N/A
ENGINEERING INFORMATION (CONTINUED)		Indication of the proposed water service to the building, and a notation of the size.		
		Location of fire hydrants and gate valves.		
		Storm sewer calculations must be provided for all sites.		
		The "Township Engineering Design Standards, Notes, and Details" sheets.		
		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 Wayne County.		
		Written description of utility easements.		
		Written detailed cost estimate for the construction of the proposed sanitary sewer or watermain.		
		A quantity list of all public improvements.		