



# CITY OF EAST JORDAN, MI SITE PLAN REVIEW APPLICATION

**Per Section 48.69 of the City’s Zoning Code:** “The purpose of this application is to establish uniform requirements of procedure for all developments in the City so that the provisions of the City’s Zoning Code can be equitably and fairly applied to all persons seeking to add to the existing development; so that both those developing property and the responsible City officials can be assured that compliance with the Zoning Code is both possible and correct prior to the issuance of a zoning permit and the starting of construction.”

**The following land, building and structural uses require site plan approval:**

1. All principal and their accessory uses in following Zoning Districts:
  - RA Residential/Agricultural Single-Family (if more than one structure)
  - R-1 Residential Single-Family (if more than one structure)
  - R-2 Residential Duplex-Family (if more than one structure)
  - R-2A Residential Single-Family (if more than one structure)
  - R-3 Residential Multi-Family
  - R-4 Residential Mobile Home (if more than one structure)
  - C-1 Local Commercial
  - CBD Central Business
  - C-2 General Commercial
  - PO Professional Office
  - I Industrial
  - LI Light Industrial
  - CR Conservation Reserve
  - WF Waterfront
2. All special uses and their accessory uses in all districts.
3. All planned unit developments (PUDs).

**The following land, building and structural uses do not require site plan approval:**

Individual single-family homes and mobile/manufactured homes located on separate lots or parcels and their accessory uses in the R-A, R-1, R-2, R-2A, R-3 and R-4 districts.

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Name of Site Plan Project: \_\_\_\_\_

Agent or Applicant's Name(s): \_\_\_\_\_

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

Contact Phone #s: \_\_\_\_\_ Office \_\_\_ Cell \_\_\_ Home \_\_\_

\_\_\_\_\_ Office \_\_\_ Cell \_\_\_ Home \_\_\_

E-Mail: \_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

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

Contact Phone #s: \_\_\_\_\_ Office \_\_\_ Cell \_\_\_ Home \_\_\_

\_\_\_\_\_ Office \_\_\_ Cell \_\_\_ Home \_\_\_

E-Mail: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Proposed Zoning District (if different): \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

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

Permanent Parcel ID #: 15 - 053 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Legal Description: Provide on separate sheet; also supply copy of boundary survey if available

**GENERAL PROJECT DESCRIPTION**

Provide a general description of the proposed development including: site location, number of proposed lots and/or units, demographics or population generated by the development (ex: density, elderly persons, school-aged children, seasonal population, family size, etc.) and other applicable information.

**EXPECTED DEMANDS ON COMMUNITY SERVICES, ENVIRONMENTAL & OTHER IMPACTS**

In an attachment to this Application, explain the impacts (both positive & negative) of the proposed project, if any, on the following:

- Fire Protection Services
- Police Services
- Emergency Medical Services
- Schools
- Municipal Water Supply
- Water Pollution (surface & ground)
- Soil Erosion/Sedimentation
- Stormwater/Drainage Management
- Shoreline/Wetland Protection
- Wildlife/Habitat Protection
- Air Pollution (particulates, noxious odors, etc.)
- Noise
- Dark Skies/Light Pollution & Trespass
- Traffic Volumes & Adjacent Street Capacities
- Sewage Collection/Treatment (City or on-site)

**ESTIMATED PROJECT CONSTRUCTION/DEVELOPMENT COST: \$ \_\_\_\_\_**

**GENERAL SITE PLAN REVIEW FEE (non-refundable):**

(This fee covers the City’s cost to review the site plan, prepare it for PC consideration, and conduct the PC review)

Projects up to \$100,000: \$300  
 Projects over \$100,000: \$300 plus 0.2% (.002) of cost over \$100,000

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**PROFESSIONAL CONSULTATIONS/REVIEW COSTS (if necessary) (non-refundable):**

(This fee covers the City’s direct cost to retain an outside professional planner, engineer or architect to review the site plan or a particular aspect of the site plan. This might be necessary for larger developments, and could include services to review stormwater management plans, site lighting, traffic impacts, wetland impacts, etc. These fees are in addition to the above General Site Plan Review Fee. City staff and the applicant will discuss the need for these services during preliminary scoping meetings noted above.)

Sketch Plan Review: \$350 plus \$5 per acre  
 Preliminary Review: \$350 plus \$20 per acre  
 Final Review: \$350 plus \$20 per acre

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**SITE DEVELOPMENT COMPLETION ESCROW (refundable):**

(This fee is retained by the City until completion of the development project and City inspection of the applicant’s compliance with the Site Plan requirements approved by the PC. If in compliance, 100% of the fee will be refunded to the applicant at the time of City final acceptance. If the City must make multiple final inspections of the completed development site, or if the applicant refuses to complete the development as required by staff or the PC, the escrow funds will be used to cover staff costs as well as any legal costs or proceedings to enforce completion of the requirements of the site plan. Should this escrow be insufficient to cover said costs, the applicant will be obligated to cover those additional costs of enforcement. These costs shall be paid to the City prior to the City issuing any Certificate of Occupancy for the development.)

\$1,000 per project

Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_ Inspector Signature: \_\_\_\_\_

Refund Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## **SITE PLAN SUBMITTAL REQUIREMENTS**

In order for City staff to conduct a proper review of a proposed development site plan, an applicant must submit to the City Clerk's Office a minimum of 21 business days prior to the Planning Commission (PC) meeting (regular meetings are held on the 2<sup>nd</sup> Thursday of each month at 5:30 PM) the following documents:

- One (1) Standard 2' X 3' (24" x 36") paper copy of the proposed Site Plan
- One (1) 11" X 17" paper copy of the proposed Site Plan
- One (1) electronic copy of the proposed Site Plan in pdf format
- One (1) 8-1/2" x 11" original paper copy of this Site Plan Review Application & all Attachments
- One (1) electronic copy of this Site Plan Review Application & all Attachments in pdf format

The City encourages applicants to meet with the City Zoning Administrator or Plan Reviewer prior to submitting a site plan application. A formal meeting is required with the City Zoning Administrator or Plan Reviewer at least two weeks prior to the PC meeting at which the Site Plan will be considered. Accurate completion of this form will enable efficient processing and review of your proposed Site Plan.

### **CRITERIA FOR SITE PLAN REVIEW** (Sec. 48-77 of the City Code):

In reviewing a preliminary or final site plan, the PC shall ascertain whether the proposed site plan is consistent with the regulations and objectives of this chapter and shall endeavor to ensure that they conform to the following criteria:

- 1) *Preservation of natural environment.* Existing conditions of the natural environment shall be pre-served in their natural state, insofar as practicable, by minimizing tree and soil removal, & any grade changes shall be in keeping with the general appearance of adjacent & surrounding uses & development.
- 2) *Relations of proposed land, building and structural uses to environment.* Proposed uses and structures shall be related harmoniously to the natural environment and to existing uses and structures in the vicinity that have a visual relationship to the proposed development. The achievement of such relationship may include the enclosure of space in conjunction with existing uses and structures or other proposed uses and structures and the creation of special arrangements and focal points with respect to functional areas, avenues of approach, terrain features or other structures.
- 3) *Drives, parking and circulation* (vehicular and pedestrian circulation, including walkways, interior drives and parking). Special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not adversely affect the design of proposed land, buildings and structures and adjacent and surrounding development areas.
- 4) *Surface water drainage.* Special attention shall be given to proper site surface drainage so that the flow of surface waters will not adversely affect adjacent and surrounding properties or the public storm drainage system. If necessary, stormwater shall be removed from all roofs, canopies and paved areas and carried away in an underground piped drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create impounded water on the paved areas.
- 5) *Utility service.* Electric power and telephone distribution lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to adjacent properties and the site. The proposed method of water supply, fire hydrants and sanitary sewage disposal for all buildings shall be indicated. All utility installation shall be carried out in accordance with the standard rules and regulations of current adoption of the State public service commission and water, sewer and fire hydrants in accordance with the City requirements.

- 6) *Advertising features.* The size, location and lighting of all permanent signs and outdoor advertising structures or features, shall be consistent with the requirements of article VIII of the Zoning Code.
- 7) *Special features.* Storage areas, machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures, shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing natural and developed environment of adjacent and surrounding properties.
- 8) *Additional requirements.* All other standards and requirements of Article II of the Zoning Code must be met by site plans presented for review.

The City's Zoning Code (Chapter 48) is available on the City's website @ the following link: <http://www.eastjordancity.org/info/ordinances.html>. The website reflects ordinances codified through Ordinance No. 230, adopted July 16, 2013 (Supp. No. 4). Applicants are encouraged to contact the City Clerk to verify if any ordinances or amendments have been adopted subsequent to that date.

**APPLICANT CERTIFICATION**

**The signature below certifies a formal request by an individual having a legal interest and authority of those others with ownership interest in the subject property. The applicant and owners hereby request Site Plan Review of the proposed project outlined herein by the City of East Jordan, its employees, representatives and designees. It further authorizes public notification of the request and authorizes City officials, its employees, representatives & designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of the application by the City Planning Commission and during and upon completion of any construction or other activity governed by the City and pertaining to this Application.**

\_\_\_\_\_  
Preparer's Name (Please type/print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Signature

\*\*\*\*\*

**CITY STAFF USE ONLY**

Date Application Received: \_\_\_\_\_

Date of Planning Commission Consideration: \_\_\_\_\_

Planning Commission Decision:

- \_\_\_\_\_ Approved as Submitted
- \_\_\_\_\_ Approved with Conditions (attached)
- \_\_\_\_\_ Rejected

\_\_\_\_\_  
City Administrator/Zoning Administrator or City Clerk

\_\_\_\_\_  
Date



## **CITY OF EAST JORDAN, MI**

# **SITE PLAN REVIEW CHECKLIST**

This Site Plan Review checklist follows criteria outlined in Article II, Section 48-77 of the City's Zoning Code and contains additional information necessary for the Planning Commission (PC) to review your request.

- Site Plan approval requires that the applicant meet all of the requirements of the MI "Soil Erosion and Sedimentation Control Act", P.A. 347 of 1972, as amended, MCL 282.101.
- Additional Site Plan requirements may exist in zoning districts other than single-family zoned areas. Please consult the specific zoning section of the City Code to determine if additional info is needed.

### **PLEASE PROVIDE THE FOLLOWING INFORMATION DIRECTLY ON YOUR SITE PLAN**

#### **Site Plan Design Elements:**

- 1) Map Scale: Sites less than one (1) acre, minimum 1" = 25'  
Sites one (1) acre or larger, minimum 1" = 50'
- 2) Date Site Plan drawn, including revisions and north point
- 3) Street names and other necessary identification information
- 4) Designer and/or Engineer Name, Address, Phone, & E-mail
- 5) Developer Name, Address, Phone & E-mail
- 6) Property or lot line dimensions
- 7) Zoning yard setback lines; setbacks between buildings
- 8) Locations of sidewalks and pedestrian areas
- 9) Location of retaining walls and curbs
- 10) Existing and proposed primary and accessory structures on property
- 11) All buildings shown with dimensioned floor plans, atypical elevation views, finished floor and grade line elevations, floor area and building height
- 12) Lot numbers and individual addresses for each lot, when applicable
- 13) Outlines & identification of other structures within 100' of property measured horizontally in all directions
- 14) Location of all existing and recorded streets intersecting the boundary of the parcel
- 15) Existing vehicular circulation system, including:
  - Rights-of-way
  - Driving surface widths
  - Off-street parking areas
  - Service areas
  - Off-street loading areas
  - Street names

- Intersection radii
  - Driveway locations for all adjacent developed parcels
- 16) Proposed vehicular circulation system, including:
- Street plans and connections to existing street network & future off-site properties
  - Street profiles showing all proposed driveway locations
  - Structural cross sections
  - Proposed street names (subject to City approval)
- 17) Pedestrian walkways, designated crosswalks & linkages to adjacent properties
- 18) All existing public and private easements, utility lines, rights-of-way, and other services within and bordering subject property
- 19) Existing zoning classification of parcel
- 20) Zoning classification of abutting parcels (north, south, east and west)
- 21) Generalized soil characteristics regarding soils and their suitability or adaptability to the proposed use (more detailed information may be requested):
- 22) Spot elevations or topography, including:
- Floodplain elevations, if appropriate
  - Existing site elevations
  - Parking lot elevations
  - Finished floor elevations
  - Property boundary elevations
  - Grading plan
  - Location of existing wetlands (delineated by professional firm?  Yes  No)
- 23) Location of stormwater drainage facilities including:
- Retention/detention and/or sediment ponds including size, capacity & design
  - Catchbasins, underground systems and outfalls
  - Surface drainageways, road ditches and culverts
  - Roof drainage and icefall
  - Snow storage/snow management areas
- 24) Proposed locations of:
- Refuse/recycling dumpsters w/concrete pads & dumpster screening materials/construction
  - Fuel tanks & screening
  - Outside storage areas & screening
- 25) Landscaping details: Greenbelts, vegetation fences, earth berms, trees, etc. For other than single-family-residences, show location of all proposed landscape materials and elements. Also show all existing site trees and their retention in the proposed development.
- 26) Location, minimum size and configuration of areas to be conveyed, dedicated, or otherwise reserved as common open spaces, parks, recreational areas, school sites and similar public and semi-public uses, where applicable.
- 27) Location of existing fences to remain and details of design, style & height of proposed fences.
- 28) Restrictive covenants including provision for open-space maintenance. Those areas required to

have open space shall include the time of the development of recreational or other facilities within the open-space, as applicable.

- 29) Sanitary Sewer: \_\_\_\_\_ City Sanitary Sewer System connection (requires a separate City Sewer Service Application and connection fee)  
 \_\_\_\_\_ On-site septic system (show location of tank & drainfield on the drawing) (Requires separate City & Health Dept. Permits)
- 30) Water Service: \_\_\_\_\_ City Water System connection (requires a separate City Water Service Application and connection fee)  
 \_\_\_\_\_ Private Well (show location, depth & diameter of well; hydrants; distribution system; & standpipes on the drawing) (Requires separate City & Health Dept. Permits)
- 31) Lighting Plan: Exterior light location, fixture style, bulb type, mounting location and illumination pattern & intensity. Direct illumination of lights shall be directed downward and lights shall be shielded so they do not shine onto adjoining parcels or public rights-of-way. Dark sky compliant fixtures are required.
- 32) Sign Plan: Indicate type of materials to be used and include sign sketch(es) with dimensions of all signs, and type of support. A separate City Sign Permit Application should be completed and submitted with the site plan.
- 33) Indicate setback of freestanding sign and location of directional signs and/or wall signs.

**Area and Dimension Information:**

- 34) Area of property/parcel: \_\_\_\_\_ sq. ft.  
 \_\_\_\_\_ acres
- 35) Gross square footage of primary structure: \_\_\_\_\_ sq. ft.
- 36) Density calculations (% of property covered with structures): \_\_\_\_\_ %
- 37) Area in lawn and other open spaces: \_\_\_\_\_ sq. ft.
- 38) Area of parking lots: \_\_\_\_\_ sq. ft.
- 39) Number of parking spaces as indicated on Site Plan: \_\_\_\_\_ spaces
- 40) Number of handicapped parking spaces: \_\_\_\_\_ spaces
- 41) Number of total structures: \_\_\_\_\_ structures

**Additional Information to be Included on Site Plan:**

- 42) Illustrate on-site natural features (ex: natural drainage systems, floodplains, wetlands, woodlots, shorelands, etc.)
- 43) Ultimate jurisdiction and maintenance of private roads and access rights
- 44) Projected plans for the future use of the entire site if this is a phased development
- 45) Development schedule indicating the approximate date when construction of the development (or stages of the development) can be expected to begin and be completed
- 46) Special site/use conditions affecting the development and/or the City not covered by the checklist