



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
 Phone: (248) 557-2600
www.lathrupvillage.org

A HERITAGE OF GOOD LIVING

Office Use Only	
Date Submitted:	_____
Administrative Review Date:	_____
Site Plan Review Date:	_____

Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

Project Location

Subject Property Address:	_____		
Subject Property Parcel Number:	_____		
Project Name:	_____		

Applicant Information

Name:	_____			
Address:	_____	State:	_____	Zip Code: _____
Phone Number:	_____	Cell:	_____	
Email Address:	_____			
Interest in Property:	_____			

*If the applicant is a corporate or a partnership, please attach certificate from the state in which it is organized.

Property Owner Information

Name:	_____			
Address:	_____	State:	_____	Zip Code: _____
Phone Number:	_____	Cell:	_____	
Email Address:	_____			

Proposed Building/Alteration Information

Proposed Use:	_____			
Existing Zoning:	_____			
Does the project require Special Land Use approval? If yes, additional application required.		Yes	No	
Square Footage of New/Altered Building:	_____			
Number of existing jobs:		New jobs created:		FT
				PT

Project Architect

Name:							
Address:				State:		Zip Code:	
Phone Number:			Cell:				
Email Address:							

Project Engineer

Name:							
Address:				State:		Zip Code:	
Phone Number:			Cell:				
Email Address:							

Project Attorney

Name:							
Address:				State:		Zip Code:	
Phone Number:			Cell:				
Email Address:							

Required Submittal Information

Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.

- One (1) completed and signed copy of the application for site plan review
- PDF of complete site plan review application materials
- One (1) full-sized (24x36) set of site plans, for each required review
- Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to Road Commission for Oakland County (RCOC), Water Resource Commission (WRC), county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city council
- Review Fee: Commercial \$1,330 / Multi-Family \$1,225 + \$1/unit

Signatures

Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.

Applicant's Signature:	
Applicant's Printed Name:	
Date:	
Owner's Signature:	
Owner's Printed Name:	
Date:	

Site Plan Review Checklist

Pursuant Lathrup Village Zoning Ordinance Sec. 6.1.4 Required information on all site plans, the following items are required to complete an application for Site Plan Review. It is the responsibility of the applicant to ensure that the application is complete, factual and complies with the city's ordinances.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one inch = 20 feet for property less than one acre, one inch = 30 feet for property larger than one acre but less than three acres, and one inch = 50 feet for property larger than three acres. Sheet size shall be at least 24 inches by 36 inches.

Sec. 6.1.4 (B) Descriptive and Identification Data

Y N N/A

			Applicant's name and address, and telephone number.
			Title block indicating the name of the development.
			Scale.
			Northpoint.
			Dates of submission and revisions (month, day, and year).
			Location map drawn to scale without northpoint.
			Legal and common description of property.
			The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
			A schedule of completing the project, including the phasing or timing of all proposed developments.
			Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
			Written description of proposed land use.
			Zoning classification of applicant's parcel and all abutting parcels.
			Proximity to driveways serving adjacent parcels.
			Proximity to section corner and major thoroughfares.
			Notation of any variances which have or must be secured.
			Net acreage (minus right-of-way) and total acreage, to the nearest one-tenth acre.

Sec. 6.1.4 (C) Site Data

Y N N/A

			Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
			Front, side, and rear setback dimensions.
			Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.
			Proposed site plan features, including buildings, roadway widths and names, and parking areas.
			Dimensions and centerlines of existing and proposed roads and road rights-of-way.
			Acceleration, deceleration, and passing lanes, where required.
			Proposed location of driveway entrances and on-site driveways.
			Typical cross-section of proposed roads and driveways.
			Location of existing drainage courses, floodplains, lakes and streams, with elevations.
			Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
			Location of sidewalks within the site and within the right-of-way.
			Exterior lighting locations and method of shielding lights from shining off the site.
			Trash receptacle locations and method of screening, if applicable.
			Transformer pad location and method of screening, if applicable.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Calculations in accordance with Zoning Ordinance Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of lawns and landscaped areas, including required landscaped greenbelts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-section of proposed berms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designation of fire lanes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loading/unloading area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of any outdoor storage of materials and the manner by which it will be screened.

Sec. 6.1.4 (D) Building and Structure Details.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, height, and outside dimensions of all proposed buildings or structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indication of the number of stores and number of commercial or office units contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building floor plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total floor area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, height, and lighting of all proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed fences and walls, including typical cross-section and height above the ground on both sides.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building facade elevations, drawn to a scale of one inch equals = four feet, or another scale approved by the building official and adequate to determine compliance with the requirements of this article. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

Sec. 6.1.4 (E) Information Concerning Utilities, Drainage, and Related Issues

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indication of site grading and drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Types of soils and location of floodplains and wetlands, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil erosion and sedimentation control measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than 25 gallons per month.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Underground storage tanks locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.

Sec. 6.1.4 (F) Information Concerning Residential Development.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Density calculations by type of residential unit (dwelling units per acre).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot coverage calculations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans of typical buildings with square feet or floor area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage and carport locations and details, if proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian circulation system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community building location, dimensions, floor plans, and facade elevations, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming pool fencing detail, including height and type of fence, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of recreation open areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indication of type of recreation facilities proposed for recreation area.

Please Note:

Other data which may be required. Other data may be required if deemed necessary by the city administrative officials, planning commission, or city council to determine compliance with the provisions in this article. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.