

CITY OF OAK PARK SITE PLAN APPLICATION

Fees

Site Plan Review	\$750.00
Special Approval Uses with Site Plan and Public Hearing Revised	\$1,000.00
Administrative Review	\$300.00
Application for Text or Zoning Amendments (rezoning)	\$600.00
Planning Commission Special Meeting (in addition to other fees)	\$600.00
Site Plan Changes of 30% or more	\$300.00

Date Received _____ **Fee Paid** _____ **Site Plan No.** _____

Site Plan Review is the process of reviewing drawings that illustrate the layout of land and structures for conformance with ordinance requirements and both on-site and off-site impacts. These requirements may include ingress/egress, traffic flow, landscaping, storm drainage, soil erosion, grading of land, parking, and signage. Projects requiring Site Plan Review are listed in Appendix A.

Site plan reviews are conducted and approved by the Planning Commission. Parking lots and developments with an area less than 2,000 square feet require administrative review only. A pre-application conference with the City Planner, may be requested by contacting the Department of Economic Development and Planning at (248) 691-7450.

Submit completed application package to Department of Economic Development and Planning including:

- ❖ Application
- ❖ Plans (15 sets) (folded)
- ❖ Review Fee
- ❖ Electronic Copy of Site Plan

Name of Proposed Development:

Property Address/Sidwell # and/or Legal Description:

Proposed Land Use (detailed description):

Owner Name:

Owner Address:

City:

State:

Zip:

Phone:

Signature of Owner of Property:

Print Name:

Email Address:

Applicant Name and Role:

Applicant Address:

City:

State:

Zip:

Phone:

Signature of Applicant:

Print Name:

Email Address:

Required information to be included on Site Plans (Section 507):

The site plan shall include all the following information, unless the City Planner determines that some of the required information is not reasonably necessary:

- a. Application, Form, and Fees. A completed application form, supplied by the City, and an application fee. An application will not be placed on the Planning Commission agenda until the City Planner determines that the application is complete as reviewed by City Staff and consultants and all fees have been paid.
- b. Proof of Ownership. Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement. Include signature of applicant and legal owner of the property, if different.
- c. Project Schedule. A narrative indicating the period of time within which the project will be completed.
- d. Copies. 15 copies of the site plan:
 1. Sheet Size. Sheet size of submitted drawings shall be twenty-four (24) inches by thirty-six (36) inches, with graphics at an engineer's scale of one (1) inch equals twenty (20) feet for sites of twenty (20) acres or less; and one (1) inch equals one hundred (100) feet or less (i.e., one (1) inch equals twenty (20) to one hundred (100) feet) for sites over twenty (20) acres.
 2. Cover Sheet. Cover sheet providing:
 - a) Applicant's name, contact information, common property address
 - b) Name of the development.
 - c) Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan.
 - d) Date of preparation and revision dates.
 - e) North arrow.
 - f) Property lines and dimensions.
 - g) Complete and current legal description, property identification number, and size of property in acres.
 - h) Small location sketch of sufficient size and scale to determine the site's location within the City.
 - i) Note on each plan sheet stating "Not to Be Used as Construction Drawings."
 - j) Location map at a scale of one inch equals 2,000 feet, showing site location, major roads, and railroads.
- e. Site Plan. Plan sheet(s) indicating:
 1. A scale of not less than one inch equals 50 feet if the subject property is less than three acres, and one inch equals 100 feet if there are three acres or more.
 2. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site.

City of Oak Park

Frequently used development requirements from the City of Oak Park Zoning Ordinance

*Please note: It is **strongly recommended** that applicants review the Zoning Ordinance in its entirety.*

Access the Zoning Ordinance on the City's web site (City Code, Appendix A)

at www.oakparkmi.gov

Lighting

Exterior lighting shall be shielded downward and away from adjacent property, and installed so that the surface of the source of light shall not be visible from any bedroom window. Lighting shall be arranged as far as practical to reflect light away from any residential use, and in no case shall more than one foot candle power of light cross a lot line five feet above the ground in a residential district.

Landscaping

All required landscape areas shall be irrigated with an in-ground water irrigation system to assist in maintaining a healthy condition for all landscape plantings and lawn areas. All site plans shall note installation of required irrigation system.

All required landscape areas which abut vehicular drives, parking or other use areas shall be separated from the vehicular use area with a six-inch minimum curb of concrete or asphalt construction.

All unpaved portions of the site shall be planted with grass ground cover, shrubbery, or other suitable live plant material.

Interior landscaping

For every new development, except in R-1 and R-2 residential districts, interior landscaping areas shall be provided, equal to at least ten percent of the total lot area. Section 444 details the Landscape Plan Specifications as follows:

- a. A separate detailed landscape plan, prepared by a licensed/registered design professional, shall be submitted as part of the site plan review process.
- b. The landscape plan shall demonstrate that all requirements of this Article are met and shall:
 1. Illustrate location, spacing, species, and size of proposed plant material.
 2. Separately identify compliance with the minimum numeric requirements for greenbelts, buffer zones, parking lot trees, detention ponds, and interior landscaping; required trees or materials cannot be double counted.
 3. If applicable, identify compliance with the numeric requirements for tree replacement and preservation.
 4. Identify trees and other landscape elements to be preserved.

5. Provide details to ensure proper installation and establishment of proposed plant material.
6. Identify grass areas and other methods of ground cover.
7. Identify a landscape maintenance program including a statement that all diseased, damaged or dead materials shall be replaced in accordance with standards of this Ordinance.

Parking lot landscaping

Within every parking area containing ten or more spaces there shall be parking lot landscaping in accordance with this section. These landscaping areas shall be located so as to divide and break up the parking area and to better define the parking area. All required parking lot landscaping shall conform with the following:

- (a) Any off-street parking areas containing ten or more parking spaces shall have parking lot landscaping according to the following schedule:

<u>Use</u>	<u>Square Feet of Required Parking Lot Landscaping Per Parking Space</u>
Commercial/Office	15
Residential (Multiple)	10
Industrial	5

- (b) All required parking lot landscaping shall be designed to conform with the following requirements, subject to planning commission approval:
1. One two-inch caliper deciduous tree shall be required for every 100 square feet of required parking lot landscaping area.
 2. Parking lot landscaping areas shall be curbed with six-inch concrete or asphalt curbing. (Section 1716, B, 6)

Open storage, trash receptacle, transformer, and mechanical equipment screening.

In all districts except single-family residential and for all special approval uses, the following standards shall apply:

- (a) Open storage.

The open storage of any industrial or commercial equipment, vehicles, and all materials, including wastes, except new vehicles for sale and/or display, shall be screened from public view, from a public street, and from adjoining properties by an obscuring wall or fence not less than six feet nor more than eight feet high. The required height of the wall shall be determined by the planning commission so as to properly screen all materials, vehicles and wastes. Materials shall not be stored higher than the wall and shall be completely screened if they are stored within 20 feet of the screen wall or fence. All wastes must be completely obscured from view. In no instance shall any open storage of equipment, vehicles and/or materials be permitted within a required front yard in any zoning district.

(b) Dumpsters and trash storage enclosures.

All areas used for the storage of trash and other waste products shall be completely screened from view. The following standards shall apply to all such trash enclosures:

1. Enclosure shall be screened from public view by a masonry wall of brick, stone or poured concrete with a decorative pattern, with exterior materials of the same or similar type as the principal building.
2. Enclosures shall be at least six feet but not more than eight feet high and shall obscure all wastes and/or containers within. An obscuring gate shall be installed which forms a complete visual barrier which is the same height as that of the other three sides of the enclosure.
3. No enclosures shall be located in a required front or side setback.
4. All dumpsters shall be located on a six-inch concrete pad.

(c) Transformer and mechanical equipment screening.

1. All ground mounted transformers, climate control, and similar equipment shall be screened from view from any street or adjacent property by a wall constructed of the same exterior materials as the building and not less than the height of the equipment to be screened. As an alternative, the equipment may be screened by a dense landscaped planting approved by the planning commission.
2. All rooftop climate control equipment, elevator towers, transformer units, and similar equipment shall be screened from view of any street or adjacent property. The materials used to screen the equipment shall be compatible in color and type with exterior finish materials of the building. Where possible, a parapet wall or similar architectural feature should be selected as the preferred method. All rooftop equipment shall conform to the maximum height regulations of this ordinance.

Screen Walls

Wherever a nonresidential use adjoins a residential district, and wherever a parking lot of eight or more spaces adjoins a single-family residential district, a screen wall shall be provided by the nonresidential use. (For purposes of this section, a parking lot of eight or more spaces shall be considered a nonresidential use).

1. All required screen walls shall be six feet in height, unless otherwise specified, and shall be placed along the lot line of the nonresidential use.
2. Where a public alley separates the nonresidential use from the residential use, the planning commission shall determine the location of the wall so as to best protect the residential district.
3. Required screen walls shall not be extended into a required front setback area to ensure proper visibility of pedestrians and vehicles by drivers exiting the nonresidential site.
4. Required screen walls shall be of masonry construction, decorative in nature, of either face brick, poured concrete with a brick pattern, or cement block with a facing of decorative brick. If the homeowner in the adjacent residential district prefers a vinyl fence it may be allowed.
5. The planning commission may:
 - a) Approve a partial or complete substitution of the wall(s) using existing or proposed topography, dense vegetation, or other natural or man-made features that would produce

- substantially equivalent results of screening and durability;
- b) Approve reduction or increase in wall height where a greater or lesser height is found appropriate based on consideration of topography, sight lines, and distances;
 - c) Approve variations in design standards for reasons of topography or characteristics peculiar to the site, its usage and environs.
 - d) In taking such actions, the planning commission shall take into account the principal purpose of the wall(s) is to screen nonresidential activities, including parking, loading and noise, from nearby residential districts.
 - e) If preferred by the adjacent homeowner, a vinyl fence may be allowed.
 - f) In such cases where the planning commission finds that there would be no substantial need for a screen wall, the requirements may be reduced or substituted in accordance with the table in subsection 446a1 above. The basis for such decision shall be recorded in the minutes of the planning commission.
6. Walls shall be continuous except for openings for pedestrian connections as approved by the Planning Commission.