



**APPLICANT SITE PLAN REVIEW CHECKLIST (all requirements may not apply to your project)**

*Revised 2/8/2019*

- Sec. 34-462. Information required with or on site plan.  
Each site plan submitted for review shall provide the following information:
- 1. Scale, north arrow, name and date of plan; dates of revisions thereto;
- 2. Name and address of property owner and applicant and the name and address of developer;
- 3. The applicant's ownership interest in the property and, if the applicant is not the fee simple owner, a signed authorization from the owner for the application;
- 4. Name and address of designer. A site plan may be prepared by the applicant. It is recommended, however, that it be prepared by a professional community planner, engineer, architect, landscape architect or land surveyor registered in the state;
- 5. A vicinity map, legal description of the property, dimensions and lot area. Where a metes and bounds description is used, lot line angles or bearings shall be based upon a boundary survey prepared by a registered land surveyor and shall correlate with the legal description;
- 6. Existing topography with a minimum contour interval of two (2) feet; existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown on an approximate outline of the total vegetational canopy; individual deciduous trees of six-inch diameter or larger and individual evergreen trees of six-inch diameter or larger, where not a part of a group of trees, shall be accurately located on the final site plan. A written report of the areas to be changed shall include their effect on the site and adjacent properties;
- 7. Existing buildings, structures and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches with their elevations and drainage directions, bridges, culverts; clear indication of all improvements to remain and to be removed;
- 8. General description of deed restrictions, protective covenants or other legal agreements or encumbrances upon the property;

- 9. Owner, use and zoning classification of adjacent properties; location and outline of buildings; drives, parking lots, and other improvements on adjacent properties;
- 10. The method to be used to control any increase in effluent discharge to the air or any increase in noise level emanating from the site. A written description of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke or lights and how the nuisance shall be controlled;
- 11. Existing public utilities on or serving the property; location and size of water lines and hydrants; location, size and inverts of sanitary sewer and storm sewer lines; location of manholes and catch basins; location and size of wells, septic tanks and drain fields;
- 12. Names and rights-of-way of existing streets, private roads and/or recorded easements on or adjacent to the property; surface type and width; spot elevation of street, private road or recorded easement surface, including elevations at intersections with streets and drives of the proposed development;
- 13. Zoning classification of the subject property, location of required yards, total ground floor area and percent of lot coverage, floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unity and a schedule of the number, size and type of dwelling units;
- 14. Grading plan, showing finished contours at a minimum interval of two (2) feet and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines;
- 15. Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or lines to a common base point; distances between buildings; height in feet and number of stories; finished floor elevations; ground grade elevation; and all required setbacks;
- 16. Location and alignment of all proposed streets and drives; rights-of-way where applicable (shall meet city standards) and typical cross section of same showing surface, base, and subbase materials and dimensions; location and typical details of curbs; turning lanes, with details; location, width, surface elevations and grades of all entries and exits and curve radii;
- 17. Location and dimensions of proposed parking lots; numbers of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross section showing surface, base, and subbase materials, angle of spaces. Include provision of snow storage area representing twenty (20) percent of total parking area;
- 18. Location and size of proposed improvements of open space and recreation areas and statement on proposed maintenance provisions for such areas;

- 19. Location, width and surface of proposed sidewalks and pedestrian ways;
- 20. Location and type of proposed screens and fences; height, typical elevation and vertical section of enclosures, showing materials and dimensions;
- 21. Location of proposed outdoor trash container enclosures; size, typical elevation and vertical section of enclosures, showing materials and dimensions;
- 22. Location, type, size, area and height of proposed signs;
- 23. Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degrees of slop of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface-mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks and drain fields where applicable. Final engineering drawings for all site improvements such as but not limited to water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes; retaining walls shall be submitted to and approved by the planning commission prior to approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of the facility or a copy of the permit from the county health department, the state department of natural resources or another appropriate agency shall be submitted to the planning commission prior to the planning commission's approval of the final site plan;
- 24. Landscape plan showing location and size and name of plant materials;
- 25. Description of measures to be taken to control soil erosion and sedimentation during and after completion of grading and construction operations. Recommendations for such measures may be obtained from the county drain commissioner or soil service district offices or the city sedimentation control official;
- 26. Location of proposed retaining walls, including dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable;
- 27. Location, type, direction and intensity of outside lighting;
- 28. Right-of-way expansion where applicable; reservation of dedication of rights-of-way to be clearly noted;
- 29. Location of underground transportation pipelines;
- 30. There shall be room allotted for an alternate title field on each lot or parcel approved to have a septic tank;

- 31. Development and use of the land, buildings or structures shall not in any way increase surface water runoff to adjacent property owners;
- 32. The planned number of people to be housed and employed, visitors or patrons, and vehicular and pedestrian traffic flow;
- 33. Loading standards:
  - a. Purpose. In order to prevent undue interference with public use of streets and alleys, every manufacturing's storage, warehouse, department store, wholesale store, and retail store, market, hotel, hospital, laundry, dry cleaning, mortuary and other uses similarly and customarily receiving and distributing goods by motor vehicle shall provide space on the average day of full use. Every building housing such a use and having over five thousand (5,000) square feet of gross floor area shall be provided with at least one (1) truck standing, loading and unloading space on the premises not less than twelve (12) feet in width, sixty (60) feet in length and fourteen (14) feet in height, if enclosed.
  - b. Storage of refuse. All space required for the accumulation and out-loading of garbage, trash, scrap, waste products and empty containers within residential and commercial districts shall be provided entirely within a building or screened area
  - c. Access. Access to a truck standing, loading and unloading space shall be provided directly from a public street or alley or from any right-of-way that will not interfere with public convenience and that will permit orderly and safe movement of truck vehicles.
  - d. Additional to parking space. Loading space as required under this section shall be provided as area additional to any required off-street parking space.

Sec. 34-464. Standards for site plan review.

In reviewing the site plan, the Planning Commission has determined that the following standards have been observed:

- 1. All required information has been provided in accordance with the site plan review checklist.
- 2. The proposed development conforms to all regulations of the zoning district in which it is located.
  - a. Minimum lot area. The minimum lot area shall be nine thousand (9,000) square feet, unless a greater area is required for specific uses.
  - b. Minimum lot width. The minimum lot width shall be one hundred fifty (150) feet, unless a greater width is required for specific uses.

c. Yards:

- i. Front yards. The minimum front yard setback shall be twenty-five (25) feet.
- ii. Side and rear yards. Side and rear yards must be at least ten (10) feet, except that no building shall be constructed less than twenty (20) feet from any residential zone boundary and then only if the side or rear yard is used for a landscaped open area and all required parking and any loading/unloading docks are located outside of the side or rear yard area and provided, further, that the 20-foot minimum requirement shall be increased one (1) foot for each foot of height over twenty (20) feet for any commercial building.

d. Maximum building height. The maximum building height shall be three (3) stories, but shall not exceed fifty (50) feet.

e. General use requirements. No use in this district shall produce any objectionable noise, odor, dust, smoke, fumes, heat, glare or vibration beyond its lot lines.

f. Lighting. All lighting shall be accomplished in a manner such that no illumination is significantly directed beyond the property lines of the lot or parcel upon which a use is located. Per Section 34-497 of the Zoning Ordinance All private lights used for the illumination of dwellings or business establishments, or for the illumination of business buildings or areas surrounding them, or the illumination or display of merchandise or products of business establishments, shall be completely shielded from the view of vehicular traffic using the road or roads abutting the business property. Lighting which is designed to illuminate the premises shall be installed in a manner which will not cast direct illumination on adjacent properties.

g. Signs. Signs shall be permitted if they pertain exclusively to the business carried on within the building or upon the lot or parcel, in accordance with the following:

- i. A sign may be placed flat against the main building or parallel to the building on a permitted canopy or be freestanding and shall face only public streets or parking areas which are part of the development, shall not project above cornice or roof lines, and no sign shall project into or over a public right-of-way.
- ii. A sign may not exceed in height twenty (20) percent of the building height, and the total area of all signs shall not exceed twenty (20) percent of the area of the nearest building area face with which they are parallel.
- iii. Signs may be illuminated, but if intended to have moving illumination, such illumination must be approved by the zoning administrator who shall make

certain that the light intensity, color and movement will not likely be so distracting to motor vehicle operators so as to constitute a traffic hazard.

- iv. Signs not exceeding two (2) square feet, for traffic regulation and directions only within the development, may be utilized as required.
- v. One (1) additional sign may be placed freestanding near one (1) entrance on each street upon which the lot or parcel fronts. Such a sign shall convey only identification of the permitted use, shall be located so that the view of traffic upon or outside the development is not obstructed for pedestrians or motorists and may not exceed one hundred (100) square feet (per side) in total surface area, be no more than twenty-five (25) feet in height (including base) and, further, this additional sign may not extend into or over any public street right-of-way or easement.
- vi. Sign maintenance. Signs, together with all their supports, braces, guys, and anchors shall be maintained in a safe manner and kept in good repair. When constructed of materials which require protection from the elements, signs shall be protected from the elements to prevent corrosion.
- vii. Temporary and sandwich board type signs must be approved by the zoning administrator prior to being placed in the C-3 district.

- h. Motor vehicle access. Motor vehicle access shall be designed and so located as to create minimum interference with traffic on surrounding public streets, but shall not be closer than fifty (50) feet to any street intersection. Generally, no more than one (1) driveway, not less than twenty (20) feet, nor exceeding thirty (30) feet in width at the property line, shall be allowed. No motor vehicle driveway access to this district shall be made through any residential zoning district.

- i. Off-street parking requirements. Off-street parking shall be as specified in article VI.

- j. Loading and unloading space requirements. Off-street loading and unloading spaces shall be as specified in article VI.

- k. Storage. Storage must be conducted in a permanent, fully enclosed building. No vehicles, trailers or any other nonpermanent structure may be used for storage of goods or equipment within this district, without the approval of the zoning administrator and the planning commission. All temporary structures used for display and/or sale of goods or equipment shall first require approval from the planning commission, and obtain a business license from the city clerk prior to erection of the structure.

- l. Snow storage. On-site snow storage shall be provided for in the amount of ten (10) percent of the total required parking space. This storage amount shall be in addition to the required parking space.
- m. State trunkline permits. Any use that impacts on the state truckline right-of-way shall require a permit from the state department of transportation (MDOT).
- 3. The applicant may legally apply for site plan review.
- 4. The plan meets the requirements of the city for fire and police protection, water supply, sewage disposal or treatment, storm drainage and other public facilities and services.
- 5. Soils not suited to development will be protected or altered in an acceptable manner.
- 6. The proposed development will not cause erosion or sedimentation problems.
- 7. The proposed development does not illegally infringe upon established floodplains located on or near the subject property.
- 8. The drainage plan for the proposed development is adequate to handle anticipated storm water runoff and will not cause undue runoff onto neighboring property or the overloading of watercourses in the area.
- 9. The proposed development is coordinated with public improvements serving the subject property and with the other developments in the general vicinity.
- 10. Outside lighting will not adversely affect adjacent or neighboring properties or traffic on adjacent streets.
- 11. Outdoor storage of garbage and refuse is contained, screened from view and located so as not to be a nuisance to the subject property or neighboring properties.
- 12. Grading or filling will improve the character of the property or the surrounding area and will not adversely affect the adjacent or neighboring properties.
- 13. Vehicular and pedestrian traffic within the site as well as to and from the site are both convenient and safe.
- 14. Parking layout will not adversely affect the flow of traffic within the site or impede access to and from the adjacent streets and adjacent properties and snow storage area has been provided to equal twenty (20) percent of total parking area or ten (10) percent snow storage area provided if the area is landscaped and planted with vegetation.

- 15. The plan meets the required standards of other governmental agencies, where applicable, and the approval of these agencies has been obtained.
- 16. The plan provides for the proper continuation and expansion of existing public streets serving the site, where applicable.
- 17. All phased developments are to be constructed in a logical sequence so that any individual phase will not depend in any way upon a subsequent phase for adequate access, public utility services, drainage or erosion control.
- 18. When required, landscaping, fences and walls shall be installed or constructed in pursuance of these objectives, and landscaping, fences and walls shall be provided and maintained as a continued maintenance of any use to which they are appurtenant.
- 19. The planning commission shall have some latitude in specifying the walls, fences, greenbelts as they apply to a phase development if the particular phase of development and construction work is far enough from adjacent properties so as not to require the screening, etc.
- 20. The proposed site must be in accord with the spirit and purpose of this chapter and not be inconsistent with or contrary to the objectives sought to be accomplished by this chapter and principles of sound city and site planning.
- 21. Adequate assurances have been received from the applicant so that clearing the site of topsoil, trees and other natural features before the commencement of building operations will occur only in those areas approved for the construction of physical improvements. Areas to be left undisturbed during construction shall be so indicated on the site plan and shall be so identified on the ground so as to be obvious to construction personnel.
- 22. The development will not substantially affect the natural retention storage capacity of any water impoundment area or watercourse, thereby possibly increasing the magnitude and volume of flood at other locations or thereby possibly decreasing the volume of natural water supply at other locations.
- 23. The soil and subsoil conditions are suitable for excavation and site preparation and the drainage is designed to prevent erosion and environmentally deleterious surface runoff.
- 24. The development will not detrimentally affect or destroy natural features such as ponds, streams, wetlands, hillsides or wooded areas, but will preserve and incorporate such features into the development's site design.
- 25. The location of natural features and the site topography have been considered in the designing and siting of all physical improvements.

26. All development must be in accordance with the Comprehensive Plan

27. Loading requirements shall be met.