

City of Ironwood  
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## Sketch Plan Review Checklist

### PROJECTS ELIGIBLE FOR SKETCH PLAN REVIEW AND ADMINISTRATIVE APPROVAL

- a. Intent. The intent of this section is to permit submittal of sketch plan in certain specific instances where a complete site plan is not considered essential to ensure compliance with the intent and standards of this Ordinance. The intent is to also provide for an administrative review by City Staff or Planning Commission approved site plans for compliance with conditions as imposed by the Planning Commission.
- b. Eligibility. A sketch plan, rather than a complete site plan package, may be submitted for uses or activities identified in this Sec. 5.1-2 Uses requiring site plan review.
- c. Procedure
  1. Sketch Plan. The process for administrative approval of a sketch plan shall involve submittal of the sketch plan and required application form, and fee to the Zoning Administrator. The Zoning Administrator shall review the sketch plan in accordance with the same standards used by the Planning Commission for a full site plan. The Zoning Administrator shall make a report of administrative reviews to the Planning Commission.
  2. The minimum contents of a sketch plan submitted for administrative review include:
    - (a) Cover sheet including:
      - (1) Completed application form and fee.
      - (2) Title block with sheet number/title; name, address, and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year).
      - (3) Scale and north-point.
      - (4) Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning, and streets within a quarter mile.
      - (5) Legal and common description of property including net acreage.
      - (6) Zoning classification of petitioner's parcel and all abutting parcels.
      - (7) A note on each plan sheet stating ``Not to Be Used as Construction Drawings.''
    - (b) Buildings and Structures
      - (1) Existing and proposed buildings and parking lots with dimensions, setbacks,



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and percent coverage.

(2) Floor plan indicating existing and proposed uses.

(3) Building elevations including materials and colors for all sides with proposed changes. Building material samples shall be submitted to the Zoning Administrator for approval.

(c) Parking and Access

(1) Existing and proposed parking calculations.

(2) Existing and proposed driveways.

(d) Site Data

(1) Existing and proposed landscaping illustrated on the plan and described in a plant list.

(2) Proposed changes to grading and other natural features.

(3) Existing and proposed lighting and screening.

(4) Proposed changes to utilities.

(5) Any other items requested by the Zoning Administrator to assist in the administrative review.

3. Planning Commission Approved Site Plan. If the administrative review consists of a review of an approved site plan with conditions by the Planning Commission, the complete site plan must be submitted with all revisions highlighted in such a manner that all modifications are easily identified.
4. Additional Information. The Zoning Administrator retains the option to require additional information or a complete site plan for review by the Planning Commission, particularly for sites which do not comply with previously approved site plans, sites with parking deficiencies, sites abutting residential districts, or sites experiencing problems with drainage, traffic, noise, aesthetics, or other general health and safety issues. If a full site plan is required, the Zoning Administrator shall inform the applicant to submit a set of plans in accordance with this Article within fourteen (14) days of receipt of the application.