

City of Ironwood
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Ironwood, MI 49938



IRONWOOD

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Site Plan Checklist

Optional Conceptual Site Plan Review

The site plan approval process includes a review, at the option of the applicant, of a conceptual site plan by the Planning Commission. This option is recommended for site plans affecting locations designated in the City of Ironwood Comprehensive Plan as having significant natural features, sites containing floodplain or within the flood hazard zone, sites containing or potentially containing EGLE designated/regulated wetlands, special land uses, and complex developments. The review of a conceptual site plan allows the Planning Commission and City staff to review and comment on the project's compliance with the requirements of this Article prior to the preparation of all the required site plan review materials. The process is illustrated in Development Review Process below.

Development Review Process



Site Plan Submittal Requirements

The site plan shall include all the following information, unless the Zoning Administrator 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; a separate escrow deposit may be required for administrative charges to review the site plan submittal. An application will not be placed on the Planning Commission agenda until the Zoning Administrator determines that the application is complete as reviewed by City staff and consultants.
- 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.
- c. Project Schedule. A narrative indicating the period of time within which the project will be completed.
- d. Copies. x) 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



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twenty (20) acres.

e. Cover Sheet. Cover sheet providing:

1. Applicant's name.
2. Name of the development.
3. Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan.
4. Date of preparation and revision dates.
5. North arrow.
6. Property lines and dimensions.
7. Complete and current legal description and size of property in acres.
8. Small location sketch of sufficient size and scale to determine the site's location within the City.
9. Note on each plan sheet stating "Not to Be Used as Construction Drawings."

f. Site Plan. Plan sheet(s) indicating:

1. 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.
2. Lot lines and all structures on the property and within one hundred (100) feet of the site's property lines.
3. Location of any vehicle access points on both sides of the street within one hundred (100) feet of the site along streets where vehicle access to the site is proposed.
4. Existing buildings and any public or private easements, noting those which will remain and which are to be removed.
5. Layout and typical dimensions of proposed lots, footprints and dimensions of proposed buildings and structures; uses with the acreage allotted to each use; for residential developments, the number, type, and density of proposed housing units; if a multi-phase development is proposed, identification of the areas included in each phase.
6. Elevations showing height, materials, and colors for all proposed structures, including any residential units, shall be provided and considered part of the approved site plan; the building elevations must show all rooftop mechanical units along with the proposed method of screening.
7. Building footprints, setbacks, typical floor plans, and a sketch of any ground mounted equipment to scale along with required screening.
8. Proposed lot coverage percentage and impervious surface percentage.
9. Existing and proposed locations of utility services (with sizes), including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements; notes shall be provided clearly indicating which existing services will remain and which will be removed;
10. Locations of all natural, historical, and architectural features; natural features shall include all woodlands, trees (in accordance with *Sec. 4.3-5 Incentives to Preserve Existing Trees*), non-EGLE regulated wetlands, lakes, rivers, drainageways, topography, etc.
11. Location(s) of any EGLE- regulated wetland, including submission of a wetland delineation by a qualified wetland consultant, and indication of the status of application for an EGLE wetland permit or copy of permit received including description of any wetland mitigation required; and location of other non-regulated wetland areas over two (2) contiguous acres.
12. Location(s) of all properties within the Floodplain.
13. Location and method of screening for all waste receptacles including dumpsters and compactors, meeting the requirements of *Sec. 3.1-35 Waste Receptacles and Enclosures*. Location and dimensions of parking lots and spaces, and loading/unloading areas (including vehicle pathway to access loading area), and calculations to meet the requirements of *Sec. 4.1-6 Off-Street Parking Space Design and Setback Requirements*.
14. Details of exterior lighting meeting the requirements of *Sec. 4.5-5 Lighting Standards* including locations, height, method of shielding; and a photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in footcandles);

15. Size, type, and location of proposed identification signs including:
 - (a) Location, type, height and method of lighting for identification signs.
 - (b) Location and type of any directional or regulatory/traffic control signs, with details for any sign not conforming to the Michigan Manual of Uniform Traffic Control Devices.
 - (c) Details of site circulation and access design, including:
 - (1) Dimensions of existing and proposed right-of-way lines, including those abutting the site, and names of abutting public streets.
 - (2) Indication of pavement widths and pavement type including internal service and access drives.
 - (3) Street horizontal and vertical dimensions, including curve radii.
 - (4) Locations and dimensions of access points, including deceleration or passing lanes, distance from adjacent driveways or intersection streets, including those across a street.
 - (5) Location of existing sidewalks and location and dimensions for proposed sidewalks and bicycle paths.
 - (6) Written verification of access easements or agreements, if applicable.
- g. Landscape Plan. A landscape plan in accordance with *Article 4, Division 3*, indicating proposed plant locations with common plant name, number, and size in caliper at installation. Berms, retaining walls or fences shall be shown with elevations from the surrounding average grade.
- h. Grading Plan. A site grading plan for all developments where grading will occur, with existing and proposed topography at a minimum of two-foot contour levels and with topography extending a minimum of fifty (50) feet beyond the site in all directions and a general description of grades within one hundred (100) feet, and further where required to indicate stormwater runoff into an approved drain or detention/retention pond.
- i. Stormwater Management Plan. A general description and location of stormwater management system shall be shown on the grading plan, including pre- and post-site development runoff calculations used for determination of stormwater management, and location and design (slope) of any retention/detention ponds. Stormwater outfall structures or basins constructed in an EGLE-regulated wetland may require an EGLE wetland permit; and, if constructed below the ordinary high water mark of an inland lake or stream, will require a permit under the Inland Lakes & Streams Act, PA 346 of 1972, as amended. Status of all such EGLE permit applications or copies of permits with attached conditions shall be provided as applicable.
- j. Additional Items. Any additional graphics or written materials requested by the Planning Commission or City Commission to assist the City in determining the compliance with the site plan standards, such as aerial photography, photographs, traffic impacts using trip generation rates recognized by the Institute of Transportation Engineers (ITE) for an average day and peak hour of the affected roadways, and impact on significant natural features and drainage.
- k. Snow Storage Plan. All sites require a snow storage calculation. Snow storage area 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.

As-Built Drawings

- a. All projects within the City which go through site plan and/or construction plan review shall be required to submit record drawings. The drawings will need to be reviewed and approved by the City Engineer prior to final acceptance of the project by the City of Ironwood.
- b. The initial submittals shall be of two (2) sets of black line prints providing the applicable information shown on the checklist below. The minimum scale shall be 1"=50' and shall bear the seal of a registered professional engineer or surveyor licensed to practice within the State of Michigan. All record lengths and elevations must be labeled as record.
- c. After the record drawings have been approved by the City Engineer, the applicant shall submit two

(2) mylar copies of the approved drawings. A CD shall also be provided which contains a .pdf version of each sheet of the plan set with the following attributes:

1. Locations shall be shown on the plans in State Plane coordinates using the NAD83 Michigan South zone.
2. Individual pipe sizes and structure types should be on separate layers.
3. The scale shall be 1:1.
4. Annotation should be snapped to the mid-point of lines. Lines should be snapped to the center of structures.

d. As-Built Requirements Checklist

Additional specific information per site may be required at the discretion of the Engineer.

Sanitary Sewer - In Plan & Profile Show:	Completed	Outstanding	N/A
All invert & rim elevations to USGS Datum			
Actual laying length between structures			
Type of pipe used			
Actual slope of pipe			
Size of pipe			
Tie down all structures via coordinates			
Lead information (distance from downstream manhole, riser length, depth, tie down end, etc.)			

Storm Sewer – In Plan & Profile Show:	Completed	Outstanding	N/A
All invert & rim elevations to USGS Datum			
Actual laying length between structures			
Type of pipe used			
Actual slope of pipe			
Size of pipe			
Tie down all structures via coordinates			
Lead information (distance from downstream manhole, depth, tie down end, etc.)			

Water Mains – In Plan View:	Completed	Outstanding	N/A
Valve rim elevations			
Size & type of pipe			
Length of pipe			
Tie down all structures via coordinates			
Call out actual offset from pavement			

Detention Ponds	Completed	Outstanding	N/A
Letter required by the design engineer stating that the pond is properly sized according to approved plans and the outlets are properly located and sized			

Pavement	Completed	Outstanding	N/A
Sidewalks/bike paths require spot elevations every 50 feet			
Curbing and parking lot approach ramps require spot elevations			
Structures in parking lot require spot elevations			

Submittals	Approved – Submit To City	Submit w/ Revisions Noted Above
Two (2) Paper Copies		
Two (2) Mylar Copies		
Electronic Version		