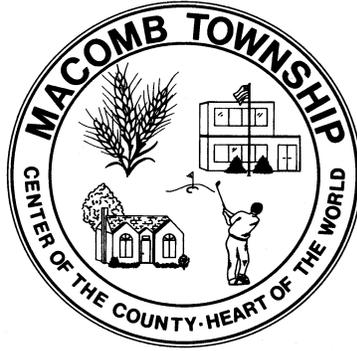


# MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 2276

[www.macomb-mi.gov](http://www.macomb-mi.gov)



## APPLICATION PACKET FOR TENTATIVE PRELIMINARY PLAT

### APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain **each and every page** from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Planning Department.

Please use only the forms provided with this application. **No other forms**, however similar, **will be accepted.**

The information contained herein represent requirements contained in the Michigan Land Division Act (P.A. 288 of 1967), as amended; and the Land Division Ordinance #17 of Macomb Township.

**CHECKLIST OF DOCUMENTS REQUIRED FOR APPLICATION**  
**FOR TENTATIVE PRELIMINARY PLAT**

Please place a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Macomb Township Planning Department.

- One (1) completed Tentative Preliminary Plat Application, found on page 5.
- Payment of the application fee of \$1,335.00, *plus* \$20.00 per additional acre over two (2). Please make your check payable to 'Macomb Twp. Treasurer' (**Funds are non refundable**).
- Copies of transmittal letters indicating that an adequate number of copies of the Preliminary Plat were distributed to the required authorities, including but not limited to the following (§560.120(1)):
  - 1 copy to each school district having jurisdiction in the area
  - 3 copies to the Macomb County Road Commission
  - 3 copies to the County Drain Commissioner
  - 3 copies to the MDOT if project abuts a highway or trunkline
  - 2 copies to the Conservation Dept. if project abuts a lake, stream, channel or lagoon
  - 2 copies to the MDEQ if project abuts a body of water or is located within the floodplain
  - 3 copies to the Health Department if public water and sewer are not present
  - 1 copy to all registered utility companies
- Eighteen (18) copies of Tentative Preliminary Plat, drafted in compliance with Macomb Township's Land Division Ordinance §17-68(a)(3) – *Note: ALL items listed MUST be included on the plat itself. **After the plans clear the initial reviews, the Planning Department may request additional copies of the revised plans for distribution.***
- If the proposed plat is part of a larger development project, or if the plat is adjacent to property planned for future development, please submit a map of the entire area planned for development and how this property will be or could be developed.
- One (1) sketch of the property showing drainage patterns and soil characteristics.
- One (1) site report as described by the rules of the State Department of Public Health. This document is **required only** if the plat will NOT be served by public sanitary and storm sewers.
- A plan delineating all natural features on or abutting the site, including but not limited to ponds, streams, drains, floodplains, wetlands and woodland areas.
- One (1) copy of the Tentative Preliminary Plat, one (1) copy of the sketch of the property showing drainage patterns and soil characteristics and one (1) plan delineating all the natural resources on or abutting the site in an electronic format, preferably in a .tiff file.
- If the proposed plat is located in more than one school district, the proprietor shall include one (1) original copy of an agreement, signed by each affected school district Superintendent, indicating which school district shall apply to lots that are bisected by the school district boundary line.
- One (1) completed Review Checklist, found on pages 10 through 12, to be completed by the professional preparing the plans. **This checklist is intended to assist in the preparation and review of plans, and shall not replace a full review of the Zoning Ordinance standards.**
- Letter from the Township Supervisor's Office indicating approval of proposed street names. Said street names shall be shown on the plat. Once approved, street names MAY NOT BE CHANGED.
- One (1) completed Documentation Supporting The Request form, found on page 6. Use of this form is optional, and is provided as a means for the applicant to include other relevant information.
- One (1) completed Affidavit of Ownership form, found on page 7.
- Proof of Ownership of the land, i.e. Land Contract, Affidavit of Land Contract, Option Agreement, Deed, etc.
- One (1) completed Verification of Recorded Legal Property form, found on page 8. (**Applicant MUST have the Township Assessor verify the Legal Description**).
- One (1) completed Request for Street Lighting Improvement form, found on page 9. This form will begin the process of establishing a Special Assessment District (SAD) for street lighting.

## AGENCY DISTRIBUTION LIST

Please send the appropriate number of copies of the Preliminary Plat to the following agencies, as required by §17-68 of the Macomb Township Land Division Ordinance and §560.112 - 560.119 of the Michigan Land Division Act. Please note: other agencies requiring review may not be included in this list; it is intended only as a guide for developers.

Chippewa Valley Schools  
19320 Cass Ave  
Clinton Township MI 48038  
(586) 723-2000  
[www.chipewavalleyschools.org](http://www.chipewavalleyschools.org)

Utica Schools  
11303 Greendale  
Sterling Heights MI 48312  
(586) 463-8671  
[www.macomb.k12.mi.us/utica/schutic.htm](http://www.macomb.k12.mi.us/utica/schutic.htm)

Public Works Commissioner  
Macomb County Public Works  
P.O. Box 806  
Mt. Clemens MI 48046-0806  
(586) 469-5350

Macomb Co. Conservation District  
75701 Memphis Ridge Rd.  
Richmond MI 48062  
(586) 727-2666  
[www.macombcd.com](http://www.macombcd.com)

SBC  
Engineering Department  
100 South Main St  
Suite 314  
Mt. Clemens MI 48043  
(586) 466-1023

Real Estate Department  
Grand Trunk Western Railroad  
Inc.  
P.O. Box 5025  
Troy MI 48007-5025

Macomb Community College  
14500 E. 12 Mile Rd  
Warren MI 48088  
(866) 622-6621  
[www.macomb.edu](http://www.macomb.edu)

L'anse Creuse School District  
Director of Transportation &  
Maint.  
24400 F.V. Pankow Blvd.  
Clinton Township MI 48036-1305  
(586) 783-6550

LOCAL CONTACT:  
Michigan Dept. of Transportation  
38257 Mound Rd  
Sterling Heights MI 48314  
(586) 978-1935

Michigan DEQ  
SE Michigan District Office  
38980 Seven Mile Rd  
Livonia MI 48152-1006  
(313) 953-0241 or (734) 432-1271

Detroit Edison  
Planning Department  
43230 Elizabeth Rd  
Clinton Township MI 48036

One Call Engineering  
Eastern Area Headquarters  
Sunoco Pipeline L.P.  
525 Fritztown Rd  
Sinking Spring PA 19608

New Haven Community Schools  
P.O. Box 482000  
New Haven MI 48048-2000  
(586) 749-5123  
<http://newhaven.misd.net>

County Highway Engineer  
Macomb Co. Road Commission  
117 S. Groesbeck Hwy.  
Mt. Clemens MI 48043  
(586) 463-8671

STATE CONTACT:  
Michigan Dept. of Transportation  
Real Estate Division  
18101 West 9 Mile Rd  
Southfield MI 48075  
[www.michigan.gov/mdot](http://www.michigan.gov/mdot)

Macomb County Health Dept.  
43525 Elizabeth Rd.  
Mt. Clemens MI 48043  
(586) 469-5235  
[www.co.macomb.mi.us/publichealth](http://www.co.macomb.mi.us/publichealth)

Mich Con Gas Company  
5440 Puttygut  
P.O. Box 305  
St. Clair MI 48079

Consumer's Energy  
35350 Kelly Rd  
Clinton Township MI 48038  
1-888-427-6246  
[www.consumersenergy.com](http://www.consumersenergy.com)

## TENTATIVE PRELIMINARY PLAT REVIEW PROCESS

- Step 1:** Applicant submits completed application form, with fee and 18 copies of the Plat.
- Step 2:** The applicant is responsible for submitting copies of the Tentative Preliminary Plat (TPP) to the County Road Commission, the County Drain Commissioner, State Highway Dept., Conservation Dept., State DEQ and Health Dept., etc.
- Step 3:** The plans are distributed to the Supervisor's Office, Department Heads, the consultant Planners and the township Engineer for internal review. Reviews are required within ten (10) days of request.
- Step 4:** If the Tentative Preliminary Plat does not meet all requirements, the Planning Department will notify the Proprietor in writing, requesting they submit revised plans. Once received, the revised plans will be sent for another review by those expressing concern in Step 3.
- Step 5:** The Michigan Land Division Act requires the Macomb Township Board of Trustees to consider a Tentative Preliminary Plat application within 90 days of receipt. In some cases, revised plans or additional reviews are required which will delay the process beyond the required time frame. In this case, the township will request a letter from the applicant authorizing the item be tabled to a later date to allow enough time for the applicant to revise the plans and/or to allow time for the township to review the revised plans. This requirement is optional; however, without written approval to delay from the applicant, the Township Board will be forced to act on a recommendation from the Planning Commission to deny the plat.
- Step 6:** If plans are acceptable, the item will be placed on the next reasonable Planning Commission agenda for a public hearing, notice of which will be sent out to the Owner and adjoining property owners within 300 feet of the subject property.
- Step 7:** The Planning Commission will hold a public hearing on the application and shall recommend either approval, approval with conditions, or denial of the Tentative Preliminary Plat to the Township Board. A letter is sent to the applicant, or their representative, indicating the Planning Commission's recommendation (township policy).
- Step 8:** The Township Board will consider the Planning Commission's recommendation on the Tentative Preliminary Plat at their next reasonable meeting date. The Board shall either approve or deny the Tentative Preliminary Plat, stating their reasons for the decision in writing.
- Step 9:** The action of the Township Board is then communicated to the applicant or their representative.
- Next Step:** Proprietor will obtain reviews from the County Road Commission, County Drain Commissioner, State Highway Department, Conservation District, State Department of Environmental Quality, Health Department, County Plat Board, Township Engineer and Water and Sewer Department, etc. before returning to the township for Final Preliminary Plat approval (see agency distribution list, page 2 of this packet).

Proprietor shall submit two (2) copies of detailed engineering plans to the Township Engineer (via the Water and Sewer Department) for review and approval PRIOR to Final Preliminary Plat application. A letter approving the engineering plans must be received from the Township Engineer before a Final Preliminary Plat application will be accepted.

**ALL APPLICANTS TAKE SPECIAL NOTICE OF THE FOLLOWING:**

1. **Review Timeline.** State Law requires the Township Board to consider your application within ninety (90) days of receipt. To comply with this requirement, the Township will place your application on an appropriate meeting agenda that complies with these timeframes. However, in many cases, plan revisions are needed after the township conducts its initial reviews. At this point in the process, the applicant will be requested to submit revised plans and/or a letter authorizing the township to table the application to allow enough time to review the revised plans. The Township strongly recommends you submit such a request to delay because without it, the Township Board will be forced to act on a recommendation from the Planning Commission to deny the plat. If your application is denied, it may be reconsidered only after submittal of an entirely new application, with fees and supporting documentation.
2. **Expiration Date.** Tentative Preliminary Plat Approval is valid for one year from the date of approval and may be extended by the Township Board, if the applicant makes a request in writing BEFORE the expiration. Note: It is not the Township's responsibility to notify you prior to your project expiration date. Failure to apply for an extension before the expiration date will require a new submittal, as the process starts over from the very beginning!
3. **Phasing Plan.** If a 'phasing plan' has not been submitted it is assumed that this subdivision will be developed in one phase. Any and all revisions to the phasing plan must be reviewed and approved by the Planning Commission and Township Board and incorporated into the Tentative Preliminary Plat. Changes to the phasing plan will not be allowed unless it is part of a new application.
4. **Submittal Deadlines.** All applications will be processed the day they are received, provided the application is submitted prior to 2:00 p.m. All applications received after 2:00 p.m. will be processed the next business day. This means that an application submitted at the end of the day on Friday will not be processed until the following Monday morning.
5. **Planning Commission Policy Regarding Request To Table.** Should the petitioner request the tabling of a scheduled matter, an amount equal to one-half the original fee shall be charged. Said fee shall be remitted to the Township within two working days of the rescheduling of the matter. If the fees are not paid, the matter will be recommended for denial.
6. **Department Review.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will make recommendations to the Planning Commission, who will indicate if they are acceptable.
7. **Tentative Approval.** Tentative approval of a preliminary plat does not constitute final approval of the preliminary plat, but rather confers on the Proprietor the right to proceed with the preparation of the final preliminary plat for approval.
8. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the Applicant or the Applicant's Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date at the applicant's expense of ½ the original fee.
9. **Site Improvements.** No site improvements may be made or units sold at this time.
10. **Fees.** A fee of \$100.00 per ½ hour shall be charged for meetings with staff or planning consultant; actual costs will be charged for meetings with the engineer or attorney.
11. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted
12. **Multiple or Partial Parcel Applications.** Should the proposed development include more than one, or a portion of a parcel, it may be accepted for review by the Planning Department. However, such applications may not proceed past Tentative Preliminary Plat review until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction. No application for Final Preliminary Plat will be accepted until the Planning Department is notified of these approvals.
13. **School District Boundaries.** All developments that include or abut a school district boundary shall indicate the location of the boundary on the plat. For each proposed lot that will include more than one school district, the proprietor must submit written documentation, in a form acceptable to the Township Assessor, verifying the school district to which the future lot(s) will be associated. Said written documentation must include an agreement by each school district of the proposed association.





**AFFIDAVIT OF OWNERSHIP**

**PLEASE TAKE NOTICE** that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to \_\_\_\_\_, it is necessary to establish the fee title holder's intention and desire to have the subject property receive Township approval.  
(Land contract, option, lease, etc.)

(I), (We), \_\_\_\_\_, the undersigned fee title owner(s) of property  
(name)  
hereinafter referenced, acknowledge (my) (our) agreement to permit/allow the property described within the attached application for \_\_\_\_\_ receive consideration by Macomb Township.  
(type of application to be filed)

(I), (We) further authorize \_\_\_\_\_ as a(n) \_\_\_\_\_  
(name of applicant) (recite applicant's interest in property)  
of the property, to process an Application with the Township of Macomb on (my) (our) behalf.

\_\_\_\_\_  
(name) (owner) (name) (owner)

\_\_\_\_\_  
(name) (owner) (name) (owner)

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***THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER:***

08 - \_ \_ - \_ \_ - \_ \_

STATE OF MICHIGAN  
ss.  
COUNTY OF MACOMB

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_  
(name of applicant)  
\_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_  
(he, she, they) (his, her, their)  
free act and deed.

\_\_\_\_\_  
Notary Public  
Macomb County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in Macomb County, Michigan

**VERIFICATION OF RECORDED LEGAL PROPERTY**

**PROJECT NAME** \_\_\_\_\_

**Application To Be Filed (check off)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Variance           | <input type="checkbox"/> Pre-Preliminary Plat       | <input type="checkbox"/> House Move-on         |
| <input type="checkbox"/> Rezoning           | <input type="checkbox"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s) / Ground Sign |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Final Preliminary Plat     | <input type="checkbox"/> Certificate of Zoning |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Preliminary Plan Review    | Compliance                                     |
| <input type="checkbox"/> Revised Site Plan  | <input type="checkbox"/> Final Plan Review          | <input type="checkbox"/> Other _____           |

**PERMANENT PARCEL NO. 08** - \_ \_ - \_ \_ - \_ \_ .

PUBLIC ROAD(S) FRONTAGE \_\_\_\_\_

ADDRESS OF PARCEL (if available) \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

**LEGAL DESCRIPTION  
(INSERT HERE)**

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**Do Not Write Below This Line – Assessor’s Use Only**

Is the property proposed for use properly recorded with Macomb Township?     YES             NO

COMMENTS:

\_\_\_\_\_  
**Daniel Hickey, Township Assessor**

# REQUEST FOR STREET LIGHTING IMPROVEMENT

MACOMB TOWNSHIP BOARD OF TRUSTEES  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 Ext. 2276

Pursuant to **§17-134(a)(10)** of the Macomb Township Land Division Ordinance requires all proposed Subdivisions and Site Condominium Developments to provide street lighting at each entrance, intersections and throughout the development. The Homeowner's Association will become responsible for the maintenance of street lighting according to a Special Assessment District (for plats) or a contract (for site condos) which will distribute the annual maintenance costs among all lot owners via an assessment or line item which will appear on their tax bills.

Subdivision Name \_\_\_\_\_

Location of Property \_\_\_\_\_  
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Permanent Parcel No. 08 - \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_

## PETITIONER INFORMATION

Petitioner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Petitioner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROCEDURAL INFORMATION

Property Owner Request:

- Developer Letter
- Petition of Property Owners (**Note:** If the request is by petition, State Law requires it contain the signatures of at least 10% of the legal property owners. If legal ownership is by more than one individual, signatures will be required of all owners.)

Type of Lighting Requested:

- Acorn (minimum standard)
- Other \_\_\_\_\_

**Note:** Per policy adopted February 12, 2003, the Acorn 12' Post-Style Light is the Minimum Standard for street lights. Other fixtures will be permitted, provided they are of a higher standard than the Acorn style.

## OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: \_\_\_\_\_

Letter to Detroit Edison Sent on: \_\_\_\_\_

Response from Detroit Edison received on: \_\_\_\_\_

Notification of Cost Sent to Petitioner on: \_\_\_\_\_

Public Hearing Held on: \_\_\_\_\_

Special Assessment District Approved by Board on: \_\_\_\_\_

Notice of SAD Sent to the County Clerk for Recording on: \_\_\_\_\_

**This checklist is intended to assist in the preparation and review of plans, and shall not replace a full review of the Zoning Ordinance standards**

**REVIEW CHECKLIST**

- |   |  |
|---|--|
| <input type="checkbox"/> SITE PLAN REVIEW | <input type="checkbox"/> SITE CONDOMINIUM REVIEW |
| <input type="checkbox"/> PLAT REVIEW      | <input type="checkbox"/> ZONING VARIANCE REVIEW  |

**Project in Question:** \_\_\_\_\_

**Parcel No:** \_\_\_\_\_

**Petitioner:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Date of Plans (use receipt date):** \_\_\_\_\_

**Name of Person Completing this Review Sheet for Petitioner:** \_\_\_\_\_

Petitioner		Township	
YES	NO	YES	NO

**I. REVIEW ZONING:**

- |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <p>A. Is there a Consent Judgment or conditional rezoning (draft or approved) for the site?<br/>If yes, describe items agreed to by Township _____<br/>_____</p> <p>B. Current zoning of property permits the proposed use(s) by right?</p> <p>C. Current zoning of property permits the proposed use(s) by SLU?</p> <p>D. Does the site contain multiple parcels?<br/>If so, have the appropriate combinations been approved by Assessing?</p> <p>E. Is the site part of a larger parcel?<br/>If so, have the appropriate land divisions been approved by Assessing?</p> | <table border="1"> <tr><td> </td><td> </td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <table border="1"> <tr><td> </td><td> </td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**II. REVIEW SITE:**

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| <p>A. Property Size</p> <p>1. Does the parcel contain the minimum area of land?</p> <p>2. Does the parcel contain the minimum width/road frontage?</p> <p>3. Does the parcel contain the minimum depth?</p> <p>B. Does the site contain/propose the required right-of-way (see Master Thoroughfare Plan)?</p> <p>C. Are acceleration, deceleration and bypass lanes provided?</p> | <table border="1"> <tr><td> </td><td> </td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <table border="1"> <tr><td> </td><td> </td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**III. REVIEW PROPOSED SITE PLAN:**

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| <p>A. Does the site plan contain all of the following required information?</p> <p>1. Is the parcel number shown on all plans, including landscape plan?</p> <p>2. Does it include the name and address of the petitioner?</p> <p>3. Does it include the name, address, seal and signature of the registered architect or engineer that prepared the plan?</p> <p>4. Does it include telephone numbers for the petitioner and preparer of the plan?</p> <p>5. Does it include a detailed sketch of the property showing its precise location?</p> <p>6. Does it include a legal description of the parcel, and one of the development area if it will occupy only a portion of the property?</p> <p>7. Does it show the entire parcel in question?</p> <p>8. Does it indicate adjacent zoning, land uses, buildings, and approved landscape areas?</p> <p>9. Does the plan indicate the number of stories of all proposed structures (including basements)?</p> <p>10. Does the plan show off-site driveways and streets within 150' of the subject property?</p> <p>B. Do all structures on the plan meet the maximum height requirements?</p> <p>C. Do all structures contain the minimum floor area?</p> | <table border="1"> <tr><td> </td><td> </td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <table border="1"> <tr><td> </td><td> </td></tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Petitioner		Township	
YES	NO	YES	NO

D. Does the plan meet the required setbacks?

- |                      |                       |                     |
|----------------------|-----------------------|---------------------|
| 1. Front/street side | <b>Required</b> _____ | <b>Actual</b> _____ |
| 2. Side              | <b>Required</b> _____ | <b>Actual</b> _____ |
| 3. Rear              | <b>Required</b> _____ | <b>Actual</b> _____ |


E. Does the plan comply with the maximum lot coverage?

F. Does the plan show adequate distance between all buildings?

**G. Parking Requirements**

- Does the proposed development qualify as a "shopping center" -ref. §10.1706? *(If so, then apply a parking standard of 5.5 spaces/1000 s.f.)*
- Does the plan show enough parking spaces for the proposed use?
- Are all drives shown (both one-way and two-way) of adequate width?
- Does the plan show acceleration, deceleration and bypass lanes?


**H. Signs**

- Has the applicant asked for sign approval with this application? *(if yes, a separate, detailed sign plan is required, and items 2-5 below also apply)*
- Are the sign locations shown on the site plan?
- If so, are the setbacks dimensioned?
- If a detail is provided, do the signs meet the maximum size requirements?
- Do they meet the height maximum?


**I. Lighting** (review per Section 10.0340)

- Does the site plan show all proposed outdoor lighting?
- Do the plans show a shield detail that will reduce glare onto adjacent properties?
- Are all light poles less than 15 feet in height?
- Are all light poles located at least 75 feet from adjacent properties?


**J. Loading Areas** (review per Section 10.0323(b))

- Are loading areas required for the proposed use?
- Does the site plan provide enough loading spaces?
- Are all loading spaces at least 10' by 50' in size?
- If located in the M-1 or in any Commercial zone, does it respect the required setbacks from residential?


**K. Roof Mounted Appliances:** Are all such appliances (if any) shielded from view on all sides?

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**L. Landscape Plan** - *A Landscape Plan must be submitted before site plan approval.*

- Is the landscape plan prepared by a Landscape Architect, registered in the State of MI to prepare such plan?
- Does the landscape plan identify all areas of the site not used for buildings and parking?
- Is a greenbelt required for this development?  
If so, does it meet the requirements for size and plantings?
- Does the Landscape Plan indicate the following?
  - Areas not developed must be landscaped or sodded - no hydroseed is permitted.
  - All lawn and greenbelt areas must be sprinkled by an irrigation system.
  - Dimensions of the height and setbacks for all structures (walls & signs) in the greenbelt.
- Do any adjacent, approved landscape plans impact the proposed site plan?


Petitioner		Township	
YES	NO	YES	NO

**M. Trash Areas**

1. Are trash areas identified for all businesses?
2. Are all trash areas: at least 10' by 10'; enclosed on 3 sides by a masonry wall with gates on the 4th side; and located 15' away from any building(s)?
3. Are the trash areas in the best location relative to adjacent residents?
4. Are trash areas located outside all utility easements and a minimum of 15' from any building?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- N. Outdoor storage/sales:** If the plan proposes outdoor storage or sales, have they applied for or received any required SLU approval?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**O. Pathways & Sidewalks**

1. Are pathways required for the site?
2. Does the width (5' concrete or 8' asphalt) of the pathway agree those existing on adjacent sites?
3. Does the plan provide for proper pedestrian circulation by showing walk/path extensions from intersections to the street curb?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**P. Door Openings facing residential** (Review per Section 10.0347)

1. Is the proposed building located closer than 600 ' from any residential or AG uses or zones?
2. If so, are all openings, including windows, facing away from those areas?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**IV. OTHER CONSIDERATIONS:**

- A. Nuisances:** Does the proposed use emit any noise/music, odor, dust, etc. that may cause a nuisance to neighbors?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- B. Master Deed:** If the site is a condominium, have the Master Deed and Exhibit B been submitted?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- C. Screening Walls:** If a wall is required, have the developers planned appropriately for the replacement of and connection to any existing fences or walls on neighboring property?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- D. Clear Vision Zones:** Does the site plan provide for proper clear vision zones?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- E. Ballards:** Does the site plan provide for ballards at door openings where they abut parking areas (for commercial & industrial sites)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- F. List of Revisions:** If the application is for a Revised Site Plan, has the petitioner provided a detailed list of all changes?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- G. Natural Features:** Are there floodplain or wetland issues that need to be addressed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**REVIEWED BY:**  
(please initial here)

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