



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Application

Office Use Only:

Date Received	Case #
---------------	--------

Applicant Information: *Note: All information due 30 days prior to the Planning Commission Meeting*

Name	
Address	
Phone	Email

Property Owner Information: ☐ Check here if same as above

Name	
Address	
Phone	Email

Project Information:

Property Name & Address	
Parcel #	Current Zone
Current Use of Property	
Description of Proposed Project and Use of Property, Including Proposed Number of Employees	
Is a Conditional Land Use Proposed for a Zone other than the Current Zone? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Applicant's/Property Owner's Signature:

<ul style="list-style-type: none">I (we) certify that all information on this application, accompanying plans, and attachments are complete and accurate to the best of my (our) knowledge. (See Site Plan Checklist)I (we) understand that if it is determined that the application is not complete, the City shall identify in writing what is needed to make the application complete.I (we) authorize the employees and representatives of the City of Alpena to enter and conduct an investigation of the above referenced property.	
Applicant Signature	Property Owner Signature
Date	Date



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

Applicant Name	Property Name & Address
----------------	-------------------------

Site Plan Administrative Procedure

Site Plans for Permitted Uses	Site plan is reviewed and approved by Planning Staff. Planning Staff may refer permitted uses to the Planning Commission.
Site Plans for Special Uses	Site plan is reviewed and approved by the Planning Commission as part of Special Use approval process (unless otherwise noted in Ordinance) after required public hearing.
Site Plans for Multiple Family Dwelling Units (Over 6 Units), Condominiums, Site Condominiums	Site plan is reviewed and approved by the Planning Commission.
Planned Unit Developments	Site plan is reviewed and approved by the Planning Commission as per §5.24.

Pre-Application Meeting: Staff shall have the authority to conduct a pre-application meeting with the applicant/developer to assist them in understanding the site plan review process and other ordinance requirements; and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission. Except for Planned Unit Developments, this conference is not mandatory, but is recommended. For large projects, a pre-application conference should be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Staff or Planning Commission to make a proper review.

		Complete, Incomplete, N/A, Waived	COMMENTS
	BASIC MAP INFORMATION		
1	APPLICATION FORM: completed/signed application form		
2	NUMBER OF COPIES: If site plan is 11"X17" or smaller and black/white, then one (1) copy is required. If site plan is larger than 11"X17" or in color, then twelve (12) copies of the proposed site plan, including all required additional or related information, shall be presented to the Planning Staff by the petitioner or property owner or his designated agent. A digital copy of final approved site plan may be required by planning staff or Planning Commission. An additional twelve (12) copies may be required if City Council approval is required.		
3	CONTACT INFORMATION: Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.		
4	LEGAL DESCRIPTION: The parcel's legal description.		



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

	BASIC MAP INFORMATION...CONTINUED	Complete, Incomplete, N/A, Waived	COMMENTS
5	MAP REQUIREMENTS: The date, a north arrow, the scale, date of original submittal and last revision, and name, seal, and signature of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = one hundred (100) feet or less. If multiple sheets are used, each shall be labeled and the preparer identified.		
6	ZONING CLASSIFICATION: The existing zoning district in which the site is located and the zoning of adjacent parcels.		
7	BOUNDARY LINES: The boundary lines and dimension of the property. Show relationship of the subject property to abutting properties. Show monument locations. A certified survey of the property which has been prepared and sealed by a professional licensed surveyor may be required by the Planning Staff.		
NATURAL FEATURES & TOPOGRAPHY			
8	NATURAL FEATURES: Boundary dimensions of natural features such as existing trees and vegetation, forests, high risk erosion areas, slopes over ten (10) percent, drainage, and other similar features.		
9	TOPOGRAPHY: The topography of the existing site and proposed grades of the finished site shall be shown by contours or spot elevations. Contours shall be shown at height intervals of two (2) feet or less. Direction of drainage shall be depicted.		
10	WATER FEATURES: Location and elevations of existing and proposed water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands.		
STRUCTURES & DEVELOPMENT FEATURES			
11	SETBACKS: Setback lines and distances between structures and lot lines.		
12	ADJACENT FRONT YARD DIMENSIONS: The front yard dimensions of the nearest building on both sides of the proposed structure/development.		
13	NEARBY STRUCTURES: The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within a two hundred (200) foot radius of the site, including road names.		



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

	STRUCTURES & DEVELOPMENT FEATURES...CONTINUED	Complete, Incomplete, N/A, Waived	COMMENTS
14	LOCATION OF STRUCTURES AND ACCESSORY FEATURES: The location, dimension, and height of all existing structures and all proposed uses or structures on the site, including but not limited to principal building(s), accessory structures, trash receptacles, walkways, common use areas, recreational areas and facilities, flag poles, docks, transformers, generators and similar equipment, and any impervious surface. Indicate gross building areas. Indicate method of screening of structures.		
15	SIGNS: Location, size and specifications of all signs and advertising features with cross sections.		
16	LIGHTING: Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.		
17	LANDSCAPING, FENCES, AND WALLS: Location and height of all walls, fences and screen planting, including a landscaping plan.		
18	LOCATION OF VEHICULAR FEATURES: Location of existing and proposed drives, neighboring drives, vehicle entrances and loading points, vehicular circulation features, size and number of parking spaces, carports, service lanes (show the dimensions of a typical parking stall and parking lot), fire lanes, loading and unloading areas, and acceleration, deceleration or passing lanes where applicable.		
19	ELEVATIONS: Drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures and signs under consideration. Indicate number of stories of structures.		
20	TYPE OF SURFACE: Types of surfacing such as paving, turfing or gravel to be used at the various locations.		
21	AREA OF DEVELOPMENT: Indicate the gross land area of the development and area of the property subject to be covered by structures (not available as open space).		
22	COMMON AREAS: Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.		
23	RIGHTS-OF-WAY, EASEMENTS, AND PUBLIC SPACES: The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.		



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

	STRUCTURES & DEVELOPMENT FEATURES...CONTINUED	Complete, Incomplete, N/A, Waived	COMMENTS
24	UTILITIES: Location of water supply lines and/or wells, including fire hydrants and shut off valves, wastewater lines, clean-out locations, connection points and treatment systems including septic systems if applicable. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone, and steam. NOTE: Location of utilities required as part of permit process, not for Planning Commission review. Applicant may discuss with staff the information necessary for the Planning Commission review process.		
25	SIGNIFICANT VIEWS/UNIQUE FEATURES: Identification of any significant views onto or from the site to or from adjoining areas. Identification of any significant site amenities or unique natural features.		
26	OUTDOOR STORAGE: Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.		
DRAINAGE, STORMWATER, WASTEWATER & WELLS			
27	DRAINAGE: The location, size and slope of all surface and subsurface drainage facilities. The location and design of storm sewers, retention or detention ponds. Include drainage calculations. NOTE: Location of drainage required as part of permit process, not for Planning Commission review. Applicant may discuss with staff the information necessary for the Planning Commission review process.		
28	WASTEWATER TREATMENT: Description and location of on-site wastewater treatment and disposal systems.		
29	WELL LOCATION: Location of existing and proposed private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.		
30	SNOW STORAGE: The location of snow storage areas.		
31	SOILS: The location and type of existing soils on the site and any certifications of borings.		



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

	DRAINAGE, STORMWATER, WASTEWATER & WELLS...CONTINUED	Complete, Incomplete, N/A, Waived	COMMENTS
37	<p>DATA REQUIRED FOR GROUNDWATER PROTECTION: All businesses or facilities which use or generate hazardous substances in quantities greater than 100 kilograms (approximately 220 pounds) or 95 liters (approximately 25 gallons) per month, whichever is less, or stores greater than 100 kilograms (approximately 220 pounds) 95 liters (approximately 25 gallons), whichever is less shall submit the following:</p> <p>a. Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the local fire marshal.</p> <p>b. Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.</p> <p>c. Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wash water, and all similar uses.</p> <p>d. Location of exterior and interior drains, on-site sewage systems, dry wells; catch basins; retention/detention areas; sumps and other facilities designed to collect, store, transport stormwater or waste water. The point of discharge for all drains and pipes shall be specified on the site plan.</p> <p>e. Location of all water wells on the site and within 150 feet surrounding the parcel's property boundaries.</p> <p>f. Delineation of areas on the parcel which are known or suspected to be contaminated, together with a report on the status of the contamination, including any remediation activities.</p> <p>g. Submissions of "State/County Environmental Permits Checklist"</p>		



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

	OTHER	Complete, Incomplete, N/A, Waived	COMMENTS
32	HOURS OF OPERATION: Anticipated hours of operation for the proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.		
33	RESIDENTIAL PROJECT REQUIREMENTS: Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information: <ul style="list-style-type: none"> a. Minimum floor area of dwelling units. b. Total number of units proposed. c. Number of bedrooms per unit in multiple family developments. d. Areas to be used for open space and recreation. 		
34	PHASED CONSTRUCTION: Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following: <ul style="list-style-type: none"> a. Relationship and identification of future structures. b. Pedestrian and vehicular circulation. c. Time schedule for completion of the various phases of the proposed construction. d. Temporary facilities or construction of same as required to facilitate the stated development. 		



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Site Plan Review Checklist

	OTHER...CONTINUED	Complete, Incomplete, N/A, Waived	COMMENTS
35	<p>IMPACT STATEMENT: Staff may require a statement which addresses the following as applicable to the type of use:</p> <p>a. A complete description of the proposed development, including: areas of the site; the number of lots or units; and the number and characteristics of the population impact such as density, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable.</p> <p>b. Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, volume of water consumption related to ground water reserves, change in traffic volume on adjacent streets and other factors that may apply to the particular development.</p> <p>c. Statements relative to the impact of the proposed development on soil erosion, drainage patterns, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise pollution and the aesthetics and scale of development in terms of the surrounding environment. Statement of the impact of the development with respect to noise, dust, fire hazard, fumes, odors, vibration, smoke, or excessive light.</p>		
36	<p>OTHER: Information as may be required by the Planning Staff or Planning Commission to assist in the consideration of the proposed development.</p>		