



Site Plan Review Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350



Case #: _____

Date Submitted: _____

Please review the Site Plan Review Process Flowchart in the on-line Developers Handbook before submitting an application.

| Applicant Information | | |
|---|--------|-------------|
| Name: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | | |
| Email: | | |
| Representing: | | |
| Address of Property: | | |
| Proposed Use of Property: | | |
| <p>If the applicant is not the property owner, the owner must also sign below.</p> <p>I hereby submit the enclosed site plan for review and I verify all graphic and written information is accurate, to the best of my knowledge. I further authorize City of Petoskey staff and Planning Commission members to enter upon the property for which I am making application for site plan review.</p> | | |
| Applicant Signature: _____ | | Date: _____ |
| Property Owner's Signature: _____ | | Date: _____ |
| <p>NOTE: This is to advise you that there may be sewer and water tap-in fees.</p> | | |

Site Plan Review Checklist

All site plans must include the following information. Incomplete packages will not be scheduled for review by the Planning Commission. *Detailed site plan standards shall be followed as detailed in Section 1716 of the Zoning Ordinance. **Please provide 10 hard copies and one (1) electronic copy of the site plan.***

| | Applicant Provided | Staff Confirmed |
|--|-----------------------|--------------------|
| Legend | | |
| Project title | _____ | _____ |
| Name and address of person preparing the plan | _____ | _____ |
| North arrow | _____ | _____ |
| Scale | _____ | _____ |
| Date of drawing and any revisions | _____ | _____ |
| Street address location of project | _____ | _____ |
| Site Data | | |
| Site size in lot width and depth | _____ | _____ |
| Property use, present and proposed | _____ | _____ |
| Setbacks (ordinance requirements/proposed) | _____ | _____ |
| Building heights (ordinance requirements/proposed) | _____ | _____ |
| Lot area (ordinance requirements/proposed) | _____ | _____ |
| Total building area and usable floor area | _____ | _____ |
| Off-street parking (ordinance requirements/proposed) | _____ | _____ |
| Barrier-free parking (ordinance requirements/proposed) | _____ | _____ |
| Number of dwelling units (ordinance requirements/proposed) | _____ | _____ |
| Present lot coverage (ordinance requirements/proposed) | _____ | _____ |
| Screening (ordinance requirements/proposed) | _____ | _____ |

(continued)

Graphic Illustration: The following items shall be included in a complete site plan drawing. The petitioner may want to show existing features on a separate drawing from proposed improvements for better illustration.

| | Applicant Provided | Staff Confirmed |
|--|-----------------------|--------------------|
| Freestanding and directional signs | _____ | _____ |
| Hydrants | _____ | _____ |
| Ingress/egress | _____ | _____ |
| Landscaping, fencing, berms, walls, lawns or greenbelt as existing and as proposed | _____ | _____ |
| Lighting fixtures that are freestanding or attached to a building | _____ | _____ |
| Loading zones, truck docks and similar facilities | _____ | _____ |
| Natural features such as unique or constraining soils, creeks, ponds, drainage courses, wetlands, floodplains, etc. shall be shown | _____ | _____ |
| Parking lots and layouts | _____ | _____ |
| Principal and accessory buildings and structures | _____ | _____ |
| Sidewalks within one hundred (100) feet of the site | _____ | _____ |
| Site locations and surroundings shall be shown by illustrating all buildings within one hundred (100) feet of the site | _____ | _____ |
| Soil erosion control plan | _____ | _____ |
| Storm water drainage | _____ | _____ |
| Streets adjacent to the site | _____ | _____ |
| Topography | _____ | _____ |
| Trash dumpsters | _____ | _____ |
| Utilities, existing and proposed | _____ | _____ |

For Office Use Only

Present Zoning of Site:

Notes, Other Information:

Application Fee: _____ Date Paid: _____