



## CITY OF PETOSKEY SITE PLAN REVIEW PROCEDURE AND CHECKLIST

### SITE PLAN REVIEW REQUIREMENTS

1. Any use or development for which the submission of a site plan is required by any provision of this ordinance.
2. Any development, except single-family and two-family residential, for which off-street parking areas are provided as required in **Section 1704**, Off-street parking requirements.
3. Any use in an RM-1, RM-2, OS-1, B-1, B-2, 8-3, B-3a, 1-1 or 1-2 district lying contiguous to, or across a street from, a single-family residential district.
4. Any use except single or two-family residential which lies contiguous to major thoroughfare or collector street.
5. All residentially-related uses permitted in single-family district such as, but not limited to, churches, schools, and public facilities.
6. Building additions or accessory buildings shall not require planning commission review unless off-street parking in addition to that already provided on the site is required.
7. Multiple-detached, single-family dwelling units on a single parcel shall require site plan review unless a plan is submitted showing that the dwelling units, accessory structures and parking areas are located such that the parcel could be divided in the future into conforming lots (based upon lot width, lot area and location of structures) in the zoning district in which the property is located.
8. In review of a site plan for multiple-detached units on one lot, the planning commission may consider setbacks and other zoning ordinance standards applicable to single-family dwelling units in the zoning district which overlays the site.



## SITE PLAN REVIEW PACKAGE

A complete site plan review package shall include all of the items listed below and shall be submitted and reviewed in accordance with the planning commission bylaws. The city reserves the right to reject incomplete site plan review packages.

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	Fee: The petitioner, for a site plan review, shall pay the required fee to the city.
	Application form: A signed and completed application form shall be included.
	Professional drawing(s): All site plans shall be prepared by a registered professional architect, engineer, landscape architect or surveyor who shall then provide at least one copy of the drawing(s) embossed with his or her professional seal.
	Number of drawings: 15 copies of the site plan drawing shall be submitted to the city.

## REQUIRED INFORMATION NEEDED FOR A COMPLETE APPLICATION

	<b>Legend</b>
	Project Title
	Name and address of person preparing the application
	North arrow
	Scale (not less than one inch equals 50 feet for less than three acres, or one inch equals 100 feet if three acres or more).
	Date of drawing and any revisions.
	Street address location of project.
	<b>Site Data</b>
	Street address location of project.
	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 of commercial buildings
	Off-street parking (ordinance requirements/proposed)
	Barrier-free parking (ordinance requirements/proposed)
	Number of dwelling units (ordinance requirements/proposed)
	Percentage of lot coverage (ordinance requirements/proposed)
	Screening (ordinance requirements/proposed)
	<p><b>Graphic Illustrations.</b>          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.</p>
	Freestanding and directional signs shall be labeled with setback, height, and relative location measurements provided, and with elevation drawings, unless proposed for separate review.
	Hydrants: For large sites such as apartment complexes, subdivisions, or shopping centers, existing and proposed hydrants shall be shown.
	Ingress/egress for the site shall be shown with the location, throat width, radii and depth of all driveway dimensions labeled, including the distance to other driveways or intersections shown within 100 feet of the site. Include any driveways across the street.
	Landscaping, fencing, berms, walls, lawns or greenbelt as existing and as proposed shall be shown on the drawing. Existing trees or shrubs shall be labeled and identified as to species, typical or significant size, and whether they are to be saved or removed. Proposed landscape materials should be labeled as to species, size and quantity. Fences or walls should be identified by type and material. Berms should be illustrated as to width, height and slope.
	Lighting fixtures that are freestanding or attached to a building shall be shown and shall be labeled as to type and height of fixture for parking areas, walkways, buildings, exteriors, etc.
	Loading zones, truck docks and similar facilities should be labeled with exterior dimensions provided.
	Natural features such as unique or constraining soils, creeks, ponds, drainage courses, wetlands, floodplains, etc., shall be shown.



	<p>Parking lots and layouts shall show existing and proposed access, aisles, fire lanes, location of parking spaces, location of handicapped spaces and shall provide labeling of dimensions of such elements. All pavement markings shall be shown as proposed and type of parking lot surface identified. Snow storage areas, if applicable, shall be identified for parking lots.</p>
	<p>Principal and accessory buildings and structures shall be shown with perimeter dimensions, and with identification of building entrances/exits.</p>
	<p>Sidewalks shall be shown at street frontage locations and near buildings, with any barrier-free access ramps labeled</p>
	<p>Site location and surroundings shall be shown by illustrating all buildings within 100 feet of the site</p>
	<p>Site plan compliance certificate: A certificate for [of] occupancy shall not be issued for a building approved as part of a site plan review until a final inspection has been conducted by city staff to determine if the site improvements comply with all requirements of the approved site plan. The city would then issue a site plan compliance certificate for the property. The city may issue a temporary occupancy certificate for approved projects where conditions require a delay in site improvements, only where a performance bond (cash, certificate of deposit, bank letter of credit) is provided, in an amount equal to 100 percent of the value of the site improvements as estimated by a registered engineer, architect or landscape architect or by a licensed contractor. Only upon completion of site improvements and upon obtaining a site plan compliance certificate will the performance bond be returned to the applicant. A site plan compliance certificate will not be issued until as-built drawings, reflecting any changes for site improvements, including utilities, are submitted and approved.</p>
	<p>Soil erosion control plan: Plans for soil erosion control shall be submitted in accordance with provisions of <b>Michigan Public Act 347</b>.</p>
	<p>Stormwater drainage shall be shown on-site and at adjacent streets, including existing and proposed catchbasins, proposed direction of surface drainage flow on impervious surfaces, and proposed connections to street stormwater drains. If stormwater retention areas are to be established, they shall be identified and illustrated as to outside limits, elevations of the bottom and top of the retention area, capacity, and the percent grade of all slopes.</p>
	<p>Streets adjacent to the site shall be labeled, with identification of right-of-way width, pavement width, and shall show size and location of any underground stormwater sewer.</p>
	<p>Topography, such as existing steep embankments or abrupt grade changes that present physical limitations or special considerations for site layout, shall be shown with an estimate of the percent grade or difference in elevation from top to bottom of such a feature. Proposed grade and elevation changes on the site shall be shown. If a retaining wall is to be used, the height of the structure and proposed material to be used should be labeled or illustrated.</p>
	<p>Trash dumpsters (if any) shall be shown with illustration of proposed structure and materials to be used for screening. For large sites such as shopping centers, institutional campuses, etc., site trash receptacles should be shown.</p>
	<p>Utilities, existing and proposed, including water and electric service lines, shall be shown for new developments and labeled as to capacity, location, etc.</p>



## STANDARD PERFORMANCE REQUIREMENTS FOR SITE PLAN ELEMENTS

Specific standards for accessory buildings, off-street parking, off-street loading and unloading, roads and streets, walls, plant materials, exterior lighting, fences and hedges, residential entranceways and corner clearance shall be found in sections 1703 through 1714 of this ordinance and in the Petoskey Subdivision Regulations, Appendix B of the Petoskey Code of Ordinances. In addition, the following standards shall apply:

	<p><b>Buildings and accessory structures.</b> The city will review building locations with consideration of on-site and off-site conditions. In particular, building and structure locations will be examined with consideration for:</p>
	<p>Best on-site circulation and ingress/egress for pedestrians and vehicles.</p>
	<p>Proximity of buildings on adjacent sites, particularly with regard to doorways, windows, docks or loading areas of on-site or off-site structures.</p>
	<p>Accessibility of building and its entrances for emergency vehicles and equipment.</p>
	<p>Visual image of the building(s) and its facades as presented from the street view. Screening of rooftop mechanical units, vents, or other equipment shall be incorporated into architectural plans.</p>
	<p>Proximity to residential building(s) or site(s).</p>
	<p>Location relative to street(s), alley(s), etc., and impact upon clear vision areas.</p>
	<p>Necessity for screening of accessory equipment or ground structures will be examined.</p>
	<p>Location of accessory structures in appropriate yard areas as designated in section 1703 of this ordinance.</p>
	<p><b>Ingress/egress.</b> Curb cut locations for ingress and egress shall be subject to final review and approval of the city and shall meet standards provided in particular sections of this zoning ordinance, as well as engineering requirements of the department of public works. Curb cuts on a state highway must also meet Michigan Department of Transportation standards and approval. In addition, site plans should be prepared with consideration of the following principles:</p>
	<p>The number of curb cuts for a site should be held to a minimum, and consolidation of curb cuts will be encouraged by the planning commission. The city may require such consolidation as necessary, but may also permit a somewhat larger than standard curb cut width, if needed, when driveways are consolidated.</p>



	<p>Where a corner parcel fronts on a state highway or major city street and also has frontage on a side street, curb cuts may particularly be restricted on the highway or major street as to number of cuts, size of cuts, direction of turning movements, etc.</p>
	<p>The city may also restrict any curb cut as to ingress only or egress only movements, or may eliminate or restrict turning movements at a particular curb cut as deemed necessary.</p>
	<p>Curb cuts on a corner parcel should be located as far from any street intersection as feasible. In addition, the city will consider the relative location of curb cuts at adjacent parcels to provide adequate separation of turning movements. In the case of parcels directly opposite a site plan parcel, curb cut locations will be considered to provide an alignment that reduces conflicting turning movements at opposing curb cuts and at nearby street intersections.</p>
	<p><b>Landscaping/screening/buffering.</b> The city will review landscaping of sites with consideration of the following:</p>
	<p>Landscaping such as trees and shrubs should be used to screen residential areas from light, sound or visual impacts of a commercial or industrial use, or to screen particular on-site elements such as trash storage, utility structures, accessory buildings, parking lots or other such elements. Screening elements should not adversely impact clear vision areas within the site or on ingress/egress points for the site.</p>
	<p>Provision of adequate lawns, trees and shrubs to offer a pleasant site and setting where green lawns and greenbelts offer health, safety and aesthetic benefits, such as cooling of hard surfaces, shading from sun, shelter from wind, open area for recreation or rest by residents or employees, vegetation to soften an urban environment, lawns or plant beds to absorb stormwater drainage and stabilize soils, and varied landscape materials to provide visual relief and interest. Trees included in a landscape plan shall be a minimum of two and one-half inch caliper.</p>
	<p>Berms shall not exceed a 1 :3 slope and shall be planted with natural vegetative cover.</p>
	<p>The city may require revision of a site plan to provide the best landscape, greenbelt or open space plan and to incorporate the minimum amount of impervious surface in a site. Landscape materials planted shall meet requirements of section 1709 of this ordinance.</p>
	<p><b>Lighting.</b> Lighting fixtures are to be of the cutoff variety, no greater than 20 feet in height and with down-lighting to be directed on site only. The planning commission may only permit taller or require shorter fixtures where the commission determines that unique conditions exist and where a waiver would reduce the number or size of light fixtures; not adversely impact neighboring properties; and permit fixtures in proportion to height and bulk of nearby buildings and other fixtures. Site lighting shall not exceed 20 footcandles as measured six feet above the ground surface, directly under the fixture.</p>



	<p><b>Natural and historic features.</b>          The site plan shall be designed in order to protect and enhance natural and historic features wherever feasible. Plans should be designed to minimize alteration of existing topography on the site and to reduce or eliminate disturbance of natural or historic features.</p>
	<p><b>Parking.</b> Barrier-free spaces shall be provided per Michigan Building Code and located nearest the main entrance or the approach to a ramped entry.</p>
	<p>Parking plans that use right angle or parallel parking are preferred. Internal circulation roads that provide access to parking lots should only have parallel parking spaces, if any. Where angle parking is proposed, one-way drives should be provided.</p>
	<p>Parking spaces should be set back from entrance drives to avoid conflict between traffic entering a site and vehicles exiting parking spaces. The city may revise a plan as needed to provide the safest, most efficient circulation system possible.</p>
	<p><b>Sidewalks.</b>          Site plans should show where sidewalks are to be provided or restored. Pedestrian traffic should be separated from vehicular traffic where possible. Sidewalks should be located so as to provide safe access to building entrances, and to provide safe crossing at driveways, intersections or parking areas. Sidewalks shall meet standards and specifications of the city Code, section [chapter] 18.</p>
	<p><b>Signage.</b>          Any freestanding signs or directional signs may be shown on a site plan. The city will review the sign location in accordance with provisions of the city sign ordinance, Appendix C of the city Code of Ordinances</p>
	<p><b>Stormwater drainage.</b>          The city will review and approve stormwater drainage for all site plans. Plans may also require approval of the Michigan Department of Transportation where stormwater drainage facilities owned by the state are proposed for use.</p>
	<p>All runoff generated from site improvements should be retained on site. Stormwater drainage plans shall be designed to detain stormwater from buildings, parking lots and other impervious surfaces on site. Stormwater drainage facilities shall be designed for a 50-year storm event performance standard.</p>
	<p>Where sites have adequate open space or lawn area, stormwater retention should be used to minimize the impact upon existing drainage facilities and to allow for on-site filtration and settling. Retention basin slopes shall not exceed 1 :3.</p>
	<p>Where drainage is directed to a street, underground connection via catch basins may be required to minimize surface "sheeting" of drainage across streets, sidewalks or other access areas.</p>
	<p>Where there is no available retention area or there is limited stormwater drainage capacity in adjacent storm sewers, plans may utilize a portion of the parking lot on a site for storage of stormwater during peak storm conditions. The site plan drawing shall show the location and perimeter of the area in the lot impacted by stormwater under storm event conditions. Such retention should be removed from high pedestrian or vehicular traffic areas.</p>



	<p><b>Trash storage.</b> Trash dumpsters shall be screened with a wood privacy-type fence or other solid visual barrier at height equal to or greater than the height of the trash receptacle. Outdoor trash storage shall be located in a side or rear yard and shall be at least ten feet from any building for fire safety purposes.</p>
	<p>If outdoor storage is added to a property after site plan review approval, it shall be provided with screening and shall meet other standards as required in this section and subject to city approval.</p>
	<p><b>Utilities.</b> Location of buildings, structures and other surface features will be reviewed with consideration for access, emergency and otherwise, to public utility facilities on site or nearby. Utilities shall be provided in compliance with standard specifications and requirements of the department of public works of the city.</p>
	<p>Fire hydrants shall be set back from adjacent curbs and roads so as to avoid burial by snowplowing.</p>

## SUBMISSION PROCESS

The City of Petoskey encourages applicants for a site plan review to engage City Administrative staff throughout the process to ensure a fair, predictable, and smooth review and approval process.

The initial step in the Site Plan Submission process is to request a pre-application meeting through the Office of the Zoning Administrator. At this meeting, the Zoning Administrator, Planner, and other department representatives will review the Pre-Application Checklist with the applicant which covers the overall process, permitting, other governmental agencies that may be involved in the plan review and permitting, and meeting schedules. Additional information may be accessed at:

[https://www.petoskey.us/how\\_do\\_i/apply\\_for/forms\\_and\\_permits.php](https://www.petoskey.us/how_do_i/apply_for/forms_and_permits.php)