



PRELIMINARY OR ADMINISTRATIVE SITE PLAN APPLICATION

APPLICATION CHECKLIST

- Completed and Signed Application.**
- Application Fee.**
- Preapplication Meeting Required.** Prior to accepting any applications, a preapplication meeting between the applicant and City Planning Staff is required.
 - Preapplication meeting date: _____
- Site Plans. We require one 24” by 36” hard copy and one digital copy.**
- Site Plan Elements. Site plans should have the following elements:**
 - Each page should be signed and sealed by a registered architect or engineer.
 - North Arrow
 - Scale
 - Name and contact of the developer
 - Name and contact of the architect or engineer
 - Landscaping
 - Parking Schedule
- Project Narrative.** This should describe the proposed use and/or the proposed alterations to the site.
- Completed Application Checklist.**



Application for Site Plan Review

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: _____

Sidwell Number: _____

Date: _____

Office Use Only

PF Number: _____

Instructions: Applications for Site plan Review along with the appropriate fee shall be submitted to the Office of Land Use and Strategic Planning at least **30 days** before the regularly scheduled Planning Commission meeting. Please provide four sets of complete Site Plan drawings package including an electronic copy of all drawings where possible.

Applicant (please print or type)

Name			
Address			
City			
State			
ZIP Code			
Telephone	Main:	Cell:	Fax:
E-Mail			

Project and Property Information

Name of Proposed Development: _____

The subject property is location at _____ on the N / S / E / W side of _____ between _____ and _____.

The property is zoned: _____

It is proposed that the property will be used as: _____

The subject property is legally described as follows (include sidwell numbers):

The property has frontage of _____ feet, and a depth of _____ feet.

The total property is _____ (square feet/acres).

It is proposed that the following building(s) will be constructed (indicate number of buildings, stories, floor areas, dwelling units):

Value of Construction

Estimated cost of acquisition and construction -	
Estimated Employment -	
Estimated start and completion dates -	

Property Owner Information

Name			
Address			
City			
State			
ZIP Code			
Telephone	Main:	Cell:	Fax:
E-Mail			

Are you the _____ Owner _____ Agent/rep. of the owner _____ Other _____

State why in your opinion, the approval of this Site Plan is necessary for the preservation and enjoyment of substantial property rights, and why such a plan will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof:

Either a tree survey, prepared pursuant to Pontiac's Woodland Preservation ordinance is presented with this application OR I hereby certify that no trees with a trunk (stem) caliper/diameter of 6" or more exist on the site.

Signature of Owner

Signature of Applicant

*State of Michigan
 County of Oakland*

On this ____ day of _____, A.D., 20____, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

*Notary Public, Oakland County, Michigan
 My Commission Expires: _____*



CITY OF PONTIAC

MICHIGAN

Pontiac Michigan 48342

Department of Building Safety & Planning

248-758-2800/FAX 248-758-2827

Site Plan Review Requirements – Checklist - Section 6.208

This checklist is provided as part of the *Site Plan Review* Process for submission of Site Plans to the City of Pontiac Building Safety & Planning Department. Site Plan submissions must include the following nine sections, and must be included with Site Plan Application, Site Plan Checklist, Sealed Site Plan, Supporting Documents, and Digital Copy of Site Plan on CD.

✓	Site Plan Review Requirements	Zoning Ordinance Section
	Descriptive Information	
	Name, address, email (if available), telephone and facsimile numbers of the applicant (and property owner, if different from applicant) and firm or individual preparing the site plan, and the property location (address, lot number, tax identification number)	
	Total area of land in acres or square-feet	
	Existing and proposed use(s) of the site	
	Zoning classification of the property and surrounding parcels (including parcels separated by a street right-of-way)	
	Legal description of property	
	Architect, Engineer, Surveyor, or Landscape Architect's seal	

✓	Site Plan Data and Notes	Zoning Ordinance Section
	Site Plans shall be drawn to a scale of not less than 1 inch equals fifty feet (1"=50'). For sites that are larger than fitting on one sheet, provide a general plan at 1"=200' scale	
	Title block including the scale, north arrow, revision date, name of the city, and a location map drawn at 1"=2,000' scale showing surrounding land, water features, and streets within 1 mile of site	
	Size and dimensions of proposed buildings, including gross and usable floor area, number of stories, overall height and number of units in each building, if applicable	
	Include parking space counts and required parking space calculations based on use (include accessible and van accessible parking counts), residential density, and lot coverage calculations	Sec. 4.303 Table 8

	Construction type and use groups of all buildings as defined by the Michigan Building Code. If two or more uses in the same occupancy class are proposed, indicate if the structure is being designed for separated or non-separated uses	
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✓	Existing Conditions	Zoning Ordinance Section
	Location of soil types and existing drainage courses, floodplains, lakes, streams, drains, and wetlands with surface drainage flow directions, including high and low points and swales	
	Existing topography on site and 50 feet beyond the side boundaries at two foot contours, and slopes greater than 20% with a 10 foot or greater grade change	
	Buildings located on adjacent properties within 100 feet of any property line	
	Dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the boundaries of total land holding	
	Existing tree survey including the location of all trees 6" or greater diameter at breast height. The tree survey shall include a key showing the tag number, size, species, and condition of all trees located on the site	Sec 4.602
	Existing site features, including significant natural, historical, cultural, and architectural features, buildings and structures, driveway openings, fences, walls, signs and other improvements. The site plan shall clearly note which features will be removed, altered, or preserved and provide information regarding the method of preservation or alteration	
	Existing and proposed right-of-way lines and centerlines of adjacent roads	
	Driveways, sidewalks, paths, public transit routes, streets, and curbs on the applicant's parcel and all abutting parcels (including across street rights-of-way)	

✓	Site Plan Details	Zoning Ordinance Section
	Location, outside dimensions, setback distances, and proposed uses of all site improvements	
	Gross and usable building floor areas	
	Existing and proposed easements and rights-of-way (locations and descriptions) for utilities, access, and drainage	
	An exterior lighting plan with all existing and proposed lighting locations, heights from grade, specifications, hours of operation, lamp types, and methods of shielding	Sec. 4.502 Sec. 2.5
	A photometric grid overlaid on the site plan, indicating light intensity throughout the site in foot-candles. All light intensities shown on the	Sec. 4.502.G

	plan shall reflect overlapping illumination zones created by proposed fixtures	
	Specifications and details for each type of light fixture, including total number of lumen output, type of lamp, and method of shielding	Sec. 4.502
	Waste receptacle locations and methods of screening	Sec.4.408.A,B
	Transformer pad location and method of screening, if applicable	Sec. 4.408.C
	Outdoor sales, display, or storage locations, and method of screening, if applicable	
	Locations, sizes, heights, types, and methods of illumination of all proposed signs	Sec. 5.102

✓	Building and Architectural Details	Zoning Ordinance Section
	General architectural drawings sufficient to convey the intended look and appearance of the building, and to indicate the type and color of building materials, detailing, and other architectural features	Sec. 2.401-2.408
	Detailed building façade elevations, drawn to an appropriate scale and indicating type and color of building materials, roof design, projections, canopies, awnings, window openings, entrance features, doors, overhangs, other architectural features, and any building-mounted mechanical equipment, such as air conditioning and heating units	
	Building floor plans with all exits clearly delineated	
	Entrance details, including signs and details of signs	
	Carport locations and details, if applicable	

✓	Access and Circulation	Zoning Ordinance Section
	Names of abutting streets, and width, depth, type and curbing for all streets, parking lots, sidewalks and other paved surfaces	
	Loading and unloading areas	Sec. 4.307
	Designation of fire lanes and location of signs stating “No Parking” and “Fire Lane”	
	Locations and dimensions of access points, including deceleration or passing lanes and distances between adjacent or opposing driveways and street intersections	
	Location and dimension of existing and proposed interior sidewalks and sidewalks or paths within public rights-of-way	
	Parking spaces (#) and maneuvering aisle dimensions (including accessible parking space(s) and access aisle dimensions), pavement markings including double striping, and traffic control signage	Sec. 4.303 Sec. 4.305
	Provision of bicycle parking and bike racks for parking lots larger than 25 spaces	Sec. 4.303
	Proposed accessible routes from accessible parking spaces to accessible building entrances, with sufficient grade information along the route to verify compliance with City building codes.	Sec. 4.305

	Accessible routes and ramp slopes by indicating point elevations at the perimeter of such areas	
	Details along the proposed accessible route(s), including accessible parking signs, curb ramps, ramps, and maneuvering clearances of accessible building entrance(s)/doors, as applicable.	Sec. 4.305

✓	Landscaping and Screening	Zoning Ordinance Section
	Landscape plan, including location, size, quantity, and type of proposed shrubs, trees, ground cover (including grass), and other live plant materials, and location, size, type of any existing plant materials that will be preserved. Delineate the requirement for amount of General Site Landscaping that is proposed. *All landscaped plans shall be signed and seal by a registered landscape architect	Sec. 4.404.
	Provide a tree survey, if necessary	4.602.C.16
	Planting list for proposed landscape materials with quantity, caliper-size and height of material, botanical and common names, and standards for installation	Sec. 4.411
	Location, dimensions, construction materials, cross-section, and slope ratio for any required or proposed berms, greenbelts, and buffers	Sec. 4.405
	Illustrate parking lot landscaping buffer including along public rights-of-way	Sec. 4.406.A
	Illustrate interior parking lot landscaping and provide calculations of number of canopy shade trees and sizing of landscaping areas.	Sec. 4.406.C
	Illustrate location of street canopy shade trees, which must be planted every thirty-five (35) feet on center	Sec. 4.407
	Proposed fences and walls, including typical cross section, materials and height above grade	
	Illustrate service area, loading and unloading and ground mounted mechanical equipment and methods of screening	Sec. 4.408
	Provision of a complete irrigation system	
	A basic annual landscape maintenance program	Sec. 4.412

✓	Utilities, Drainage, and the Environment	Zoning Ordinance Section
	Grading plan, with existing and proposed topography at a minimum of two-foot (2') contour levels, drainage patterns and a general description of grades within 100 feet of the site to indicate stormwater runoff	

	General location of sanitary sewers and building leads upon which no structures or berms shall be located	
	Detailed location of sanitary sewers and leads	
	Water mains, hydrants, and buildings services and sizes	
	General stormwater runoff calculations and approximate size and location of retention basins and describe any low-impact stormwater management features	Sec 4.306
	Detailed storm sewers, site grading, drainage, detention basins, and/or other pertinent facilities	

✓	Additional Required Information	Zoning Ordinance Section
	Use Statement – provide a statement that describes the intended use of the building and type of mechanical/industrial processes that will take place at the site	
	Other information requested by the building official, planning administrator, Planning Commission, or city consultants to verify that the site and project are developed or improved in accordance with the zoning ordinance and the City’s Master Plan. Such information may include traffic impact studies, market analyses, and evaluations of the demand on public facilities and services	
	A reviewing authority may also require information be submitted even if this table indicates that the particular information is not required	
	Propane tank locations and methods of screening, any overhead utilities, or any outside storage of materials, chemicals, gases, liquids, etc., if applicable	

Please contact the Planning Division if you believe that your project merits review under the Sketch Site Plan Review or Administrative Site Plan Review standards found in Section 6.202 of the Zoning Ordinance

Site plans that do not meet the stipulated requirements for site plan approval shall be considered incomplete and shall not be considered eligible for review

January 2018