

City of Lincoln Park Planning and Development
Site Plan Application and Contents

APPLICATION PROCEDURE AND CONTENTS

The following information shall accompany all site plans and sketch plans submitted for all reviews:

- A. An application for site plan review, supplied by the Building Department, shall be submitted to the Building Superintendent, along with the required application fee and six copies of the site plan at the following scales:
 - 1. A scale of not less than one inch equals twenty feet for property less than one acre;
 - 2. One inch equals thirty feet for property larger than one acre but less than three acres; and,
 - 3. One inch equals fifty feet for property larger than three acres.
- B. A completed site plan application and site plan materials must be submitted at least thirty days prior to the Planning Commission or City Council meeting at which the review is requested. Upon confirmation from the City Planner, City Engineer, City Attorney, and other City consultants and staff that the site plan substantially meets the requirements of this chapter, an additional ten copies of the site plan shall be submitted to the Building Department. The Commission may prepare forms and require the use of such forms in site plan preparation. A separate escrow deposit may be required for administrative charges to review the site plan submittal.
- C. Current proof of ownership of the land to be utilized or evidence of a contractual arrangement to acquire such land, such as an option or purchase agreement, and a title search or other evidence of any applicable easements or deed restrictions.

SITE PLAN CONTENTS

Each site plan submitted for review shall have a sheet size of at least twenty-four inches by thirty-six inches and shall include the following information:

- 1. *Descriptive and identification data.*
 - A. Applicant's name and address, and telephone number.
 - B. Title block indicating the name of the development.
 - C. Scale.
 - D. Northpoint.
 - E. Dates of submission and revisions (month, day, year).
 - F. Location map drawn to scale with northpoint.
 - G. Legal and common description of property.
 - H. The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
 - I. A schedule for completing the project, including the phasing or timing of all proposed developments.

- J. Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
- K. Written description of proposed land use.
- L. Zoning classification of applicant's parcel and all abutting parcels.
- M. Proximity to driveways serving adjacent parcels.
- N. Proximity to section corner and major thoroughfares.
- O. Notation of any variances which have or must be secured.
- P. Net acreage (minus rights-of-way) and total acreage, to the nearest one- tenth acre.

2. *Site data.*

- A. Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
- B. Front, side, and rear setback dimensions.
- C. Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.
- D. Proposed site plan features, including buildings, roadway widths and names, and parking areas.
- E. Dimensions and centerlines of existing and proposed roads and road rights-of-way.
- F. Acceleration, deceleration, and passing lanes, where required.
- G. Proposed location of driveway entrances and on-site driveways.
- H. Typical cross-section of proposed roads and driveways.
- I. Location of existing drainage courses, floodplains, lakes and streams, with elevations.
- J. Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
- K. Location of sidewalks within the site and within the right-of-way.
- L. Exterior lighting locations and method of shielding lights from shining off the site.
- M. Trash receptacle locations and method of screening, if applicable.
- N. Transformer pad location and method of screening, if applicable.
- O. Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
- P. Information needed to calculate required parking in accordance with Zoning Code standards.
- Q. The location of lawns and landscaped areas, including required landscaped greenbelts.
- R. Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
- S. Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
- T. Cross-section of proposed berms.
- U. Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
- V. Designation of fire lanes.
- W. Loading/unloading area.
- X. The location of any outdoor storage of materials and the manner by which it will be screened.

3. *Building and structure details.*

- A. Location, height, and outside dimensions of all proposed buildings or structures.
- B. Indication of the number of stores and number of commercial or office units contained in the building.
- C. Building floor plans.
- D. Total floor area.
- E. Location, size, height, and lighting of all proposed signs.
- F. Proposed fences and walls, including typical cross-section and height above the ground on both sides.
- G. Building facade elevations, drawn to a scale of one inch equals four feet, or another scale approved by the Building Official and adequate to determine compliance with the requirements of this section. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

4. *Information concerning utilities, drainage, and related issues.*

- A. Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
- B. Location of exterior drains, dry wells, catch basins, retention/ detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
- C. Indication of site grading and drainage patterns.
- D. The following information shall be submitted as part of an application for permission to commence any type of development within a flood hazard area:
 - 1. The elevation in relation to mean sea level of the floor, including basement, of all structures.
 - 2. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
 - 3. Proof of development permission from appropriate local, state, and federal agencies as required by this Zoning Code, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under authority of Act 245 of the Public Acts of 1929, as amended by Act 167 of the Public Acts of 1968, the Flood Plain Regulatory Authority.
 - 4. Base flood elevation data where the proposed development is subject to Act 288 of the Public Acts of 1967, the Subdivision Control Act, or greater than five acres in size.
- E. Additional information which may be reasonably necessary to determine compliance with the provisions of this Zoning Code.
- F. Soil erosion and sedimentation control measures.
- G. Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

- H. Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than twenty-five gallons per month.
 - I. Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior area.
 - J. Underground storage tanks locations.
 - K. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.
5. *Information concerning residential development.*
- A. The number, type and location of each type of residential unit (one- bedroom units, two-bedroom units, etc.).
 - B. Density calculations by type of residential unit (dwelling units per acre).
 - C. Lot coverage calculations.
 - D. Floor plans of typical buildings with square feet of floor area.
 - E. Garage and carport locations and details, if proposed.
 - F. Pedestrian circulation system.
 - G. Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
 - H. Community building location, dimensions, floor plans, and facade elevations, if applicable.
 - I. Swimming pool fencing detail, including height and type of fence, if applicable.
 - J. Location and size of recreation open areas.
 - K. Indication of type of recreation facilities proposed for recreation area.
6. *Information applicable to mobile home parks.*
- A. Location and number of pads for mobile homes.
 - B. Distance between mobile homes.
 - C. Proposed placement of mobile home on each lot.
 - D. Average and range of size of mobile home lots.
 - E. Density calculations (dwelling units per acre).
 - F. Lot coverage calculations.
 - G. Garage and carport locations and details, if proposed.
 - H. Pedestrian circulation system.
 - I. Location and names of roads and internal drives.
 - J. Community building location, dimensions, floor plans, and facade elevations, if applicable.
 - K. Swimming pool fencing detail, including height and type of fence, if applicable.
 - L. Location and size of recreation open areas.
 - M. Indication of type of recreation facilities proposed for recreation area.
7. *Additional information*
- Information related to condominium development. The following information shall be provided with all site plans including condominium development:

- A. Condominium documents, including the proposed master deed, restrictive covenants, and condominium bylaws.
- B. Condominium subdivision plan requirements, as specified in Section 66 of Public Act 59 of 1978, as amended, and Rule 401 of the Condominium Rules promulgated by the Michigan Department of Commerce, Corporation and Securities Bureau.

8. *Items not applicable.*

If any of the items listed are not applicable to a particular site, the following information should be provided on the site plan:

- A. A list of each item considered not applicable.
- B. The reason(s) why each listed item is not considered applicable.
- C. Such other information as may be required by the city to assist in the consideration of the proposed development, including but not limited to an analysis of the planning implications of the proposed development including the methodology of how the planning implications were determined. The analysis shall be carried out by qualified individuals and shall include, but need not be limited to:
 - 1. Estimated population holding capacity of any residential land uses to be included in the proposed development and general impact on community facilities such as primary and secondary schools and parks.
 - 2. A traffic analysis which relates the trip generation of the proposed development to existing and projected traffic capacities, volumes and patterns on surrounding streets.

SKETCH PLAN CONTENTS

The sketch plan for administrative approval shall contain the following information, unless the Building Superintendent or his or her designee determines that some of the required information is not reasonably necessary:

- 1. The applicant's name.
- 2. The name of the development.
- 3. The preparer's name and the professional seal of the architect, engineer, surveyor, or landscape architect registered with the State of Michigan.
- 4. The date of preparation and any revisions.
- 5. A north arrow.
- 6. Property lines and dimensions.
- 7. A complete and current legal description and the size of the property in acres and square feet.
- 8. A small location sketch of sufficient size and scale (within a one-quarter mile is suggested) showing the location of the area in relation to surrounding properties, streets, freeways, schools, schools sites, and other significant features of the city, where appropriate.
- 9. A narrative indicating the period of time within which the project will be completed.
- 10. One copy of the final site plan, reduced in size to eight and one-half inches by fourteen inches.