



City of Utica

7550 Auburn Road, Utica, Michigan 48317-5279
(586) 739-1600 • Fax: (586) 739-2867

APPLICATION FOR SITE PLAN

Filing Date: _____

Applicant's Name: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Location of Proposal: _____

Signature: _____

Date & Initials When rec'd	Items to be Included	Comments
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|-------|--|--|
| _____ | 1. 10 sets of complete copies of all site plans, folded. | |
| _____ | 2. A scale of not less than 1" equals 50' if the subject property is less than three (3) acres and 1" equals 100' if three (3) acres or more. | |
| _____ | 3. Date, north point and scale. | |
| _____ | 4. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and buildings within one hundred (100) feet. | |
| _____ | 5. Legal description of parcel. | |
| _____ | 6. Existing and proposed topography with contours at two (2)' foot intervals (based on U.S.G.S. datum), extending a minimum of 100 feet beyond site boundaries. | |
| _____ | 7. An inventory of existing vegetation on the site and an indication of any alterations. | |
| _____ | 8. The location and nature of any streams, drains, swamps, marshes, and/or unstable soils. | |
| _____ | 9. An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins and fencing which are proposed. The applicant shall contact the Municipality and municipal engineer to determine the adequacy of utility and storm water proposals, slope and sod erosion requirements to determine if any such requirements will adversely affect the site plan. | |

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_____	10. A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computation of parking needs.	
_____	11. A detailed planting plan and schedule of plant materials and sizes.	
_____	12. Cross section drawings of any walls, berms, etc.	
_____	13. The location and width of all existing and proposed sidewalks on or bordering the subject site. Where the subject site borders a public right-of-way, a concrete sidewalk five (5) feet in width shall be provided within the public right-of-way one foot from the subjects site's property line. If a sidewalk in good condition exists within the public-right-of-way, the above requirement may be waived by the Building Official.	
_____	14. The location of all existing and proposed structures of the subject property and all existing structures within one hundred (100) feet of the subject property. All existing and proposed structures to be retained or constructed on the site shall be indicated: this includes buildings, signs, trash storage areas, walls, fences, berms, parking areas, etc. The height of all proposed structures shall also be indicated.	
_____	15. The location of all existing and proposed drives and parking areas.	
_____	16. The location and right-of-way widths of all abutting streets and alleys.	
_____	17. The names, addresses, and telephone numbers of the architect, planner, designer, engineer or person responsible for the preparation of the site plan.	
_____	18. The names, addresses and telephone numbers, of the developers.	
_____	19. In addition to the above information, the applicant shall submit a supplementary explanation as to the specific type(s) of activities proposed. Such information shall include, but not be limited to: <ul style="list-style-type: none"> a. Estimated number of employees, resident shoppers, etc. b. Hours of operation. c. Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc. d. Modifications to vegetative cover, drainage patterns, earth work, problem areas. e. Any ancillary improvements that the applicant proposes to remedy or prevent problems created by the development. f. Estimated costs of proposed landscaping berms, walls, acceleration-deceleration lanes, or bypass lanes or any other required site improvement not covered in the Building Permit cost estimates, shall be provided. 	

Site Plan Ordinance Continued:

4. Content of site plan file. The site plan(s), all supplementary data, together with minutes of any meeting and/or hearings related to the proposed site plan shall become part of the official site plan file.
5. Standards for approval. In the process of reviewing the site plan, the planning commission shall consider:
 - a. Specific development requirements set forth in the zoning ordinance.
 - b. The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic.
 - c. The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will ensure:
 - (1) Safety and convenience of both vehicular and pedestrian traffic, both within the site and in relation to access streets.
 - (2) Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
 - (3) Accessibility afforded to emergency vehicles.
 - d. The arrangement of use areas on the site in relation to functional, efficient and compatible arrangements within the site and also to adjacent uses.
 - e. The planning commission may further require landscaping, fences, and walls in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant.
 - f. In those instances wherein the planning commission finds that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfares, thereby diminishing the carrying capacity of the thoroughfare, the planning commission may recommend marginal access drives. For a narrow frontage, which will require a single outlet, the planning commission may recommend that money be placed in escrow with the municipality so as to provide for a marginal service drive equal in length to the frontage of the property involved. Occupancy permits shall not be issued until the improvement is physically provided, or monies have been deposited with the clerk.
 - g. The cost estimates as required in this section shall be reviewed by the appropriate municipal official (i.e., building official, engineer or planner) for their compliance with current cost estimates. These reviews and recommendations shall be forwarded to the planning commission for inclusion in any approved site plan.
 - h. The planning commission may waive site plan information for topography, vegetation, problem soils, landscaping, employment data environmental considerations, etc., when such concerns are obviously not pertinent to the proposed development.
 - i. The planning commission, or building official as part of administrative review procedures, shall seek the input from local public safety officials as part of the site plan review process, prior to approving, disapproving, or approving with conditions, the site plan.
6. Planning commission actions. The planning commission, upon reviewing a site plan, shall take one of the following actions:

- a. Approval. If the site plan meets all the zoning ordinance and related development requirements and standards, the planning commission shall record such approval and the chairman shall sign three copies of the site plan filing one in the official site plan file, forwarding one to the building official, and returning one to the applicant.
 - b. Disapproval. If the site plan does not meet zoning ordinance and related development requirements and standards, the planning commission shall record the reasons for denial. The applicant may subsequently refile a corrected site plan under the same procedures followed for the initial submission.
 - c. Conditional approval. If minor corrections to the site are necessary, which can be clearly noted, then the planning commission shall so note such conditions and the chairman shall sign three site plans as conditionally approved and stating the necessary conditions. One copy shall be retained in the official site plan file, one forwarded to the building official, and one returned to the applicant.
 - d. Table. If the site plan is found to be in violation of the requirements or incomplete with respect to necessary information, the planning commission may table action on the site plan until ordinance compliance is shown or required additional information is provided.
7. Performance guarantees. To ensure compliance with the zoning ordinance and any condition imposed thereunder, the planning commission may require that a cash certified check, irrevocable bank letter of credit, or surety bond acceptable to the city covering the estimated cost of improvements associated with a project for which site plan approval is sought be deposited with the city to ensure faithful completion of the improvements and also be subject to the following:
- a. The performance guarantee shall be deposited prior to the issuance of a temporary certificate of occupancy. The city shall establish procedures whereby a rebate of any cash deposits in reasonable proportion to the ratio of work completed on the required improvements will be made as work progresses. Any partial release of funds shall be less than ten percent which shall be retained by the municipality until all work has been completed and subsequently inspected and approved by the building official. This does not relieve the applicant from satisfying all applicable maintenance warranties and/or guarantees necessary to ensure the proper functioning of said public improvements.
 - b. This section shall not be applicable to improvements for which a cash deposit, certified check, irrevocable bank letter of credit, or surety bond has been deposited pursuant to Act 288 of the Public Acts of 1967, as amended (the state subdivision control act (MCL 560.101 et seq)).
 - c. As used in this section, "improvements" mean those features and actions associated with a project which are considered necessary by the body or official granting zoning approval to protect natural resources, or the health, safety, and welfare of the residents of the city and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, landscaping, and surface drainage. Improvements do not include the entire project which is the subject of zoning approval.
8. Period of completion. An approved site plan shall remain valid for a period of one year from the date of approval. In the event all improvements are not installed, then any such remaining improvements shall be completed no later than July 1 of the following construction season except that the planning commission may, at its discretion, upon application by the owner and for cause shown, provide for up to two successive 12-month extensions.

State law references: Site plans, MCL 125.584c, 125.584d

CITY OF UTICA

COMMERCIAL – ZONING ORDINANCE FEES

SITE PLAN

- | | |
|--------------------|----------|
| - New Construction | \$300.00 |
| - Addition | 175.00 |

MIXED USE DISTRICT APPLICATION

- | | |
|--------------------|--------|
| - NEW CONSTRUCTION | 500.00 |
| - REVISED PLANS | 200.00 |
| - ADDITIONS | 200.00 |
| - MAJOR REDESIGN | 250.00 |

SPECIAL CONDITIONAL USE APPLICATION	500.00
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VARIANCE APPLICATION (PER VARIANCE)	500.00
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PROPERTY SPLITS APPLICATION	200.00
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REZONING APPLICATION	750.00
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SITE CONDOMINIUM APPLICATION	300.00
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