



SITE PLAN REVIEW CHECKLIST (11/2012)

City of Frankenmuth

240 W. Genesee Street

Frankenmuth, MI 48734-1398

Phone: (989) 652-9901 • Facsimile: (989) 652-3451

The items checked below are required for Site Plan approval by the Planning Commission. Site plan approval must be obtained prior to the issuance of a building permit for any new building construction or expansion (exceptions: duplexes and single family residences). The Site Plan Review Subcommittee of the Planning Commission will conduct a preliminary review at their Thursday morning, approximately 9 A.M. meeting prior to the regular Commission meeting at which the project is to be reviewed. A decision will be made by the Planning Commission within 35 calendar days of submittal. The Commission meets on the fourth Tuesday of each month at 7:00 P.M. Adjacent property owners will be notified at least seven days prior to the site plan review meeting. If the plan is tabled or denied, the Commission will submit the reasons for the table or denial in writing to the applicant.

Date of Application _____ Zoning District _____

Applicant's Name _____

Applicant's Email Address _____

Title of Project _____

Location of Property _____

Date of Public Review: _____

Action Taken By: _____ Date of Action: _____

REQ'D.

DESCRIPTION

REQ'D.	DESCRIPTION
	General Information
X	Submit Plan Review Fee
X	Submit two large and eleven small copies of the site plan (at least 14 calendar days prior to the Commission meeting).
X	North Arrow.
X	Name/Title of Project.
X	Location Map, including Street Name(s).
X	Scale of Drawing.
	Zoning of Adjacent Properties.
X	Proposed Use(s).
X	Date of Plan.
	Legal Description of Affected Property.
X	Name, Mailing Address, Telephone, Fax and Email Address of Property Owner(s).
X	Name, Mailing Address, Telephone, Fax and Email Address of Developer.
X	Name, Mailing Address, Telephone, Fax and Email Address of Plan Preparer.

	Site Information
X	Indicate all Property Lines.
X	Indicate all Street Right-of-Ways and Easements.
X	Indicate the Location(s) of all Existing and Proposed Buildings, Structures.
X	Indicate the Location(s) of all Existing and Proposed Fences, Berms, etc.
	Indicate the Location(s) of all Buildings and Structures to be Removed.
	Indicate Total Square Footage of Lot Area.
X	Indicate the Total Square Footage of All Existing & Proposed Structures.
X	Indicate Building Setback Lines as Specified by Ordinance and whether the proposed site design meets ordinance setbacks, yard dimensions, lot coverage and square footage requirements.
	Setbacks from Significant Natural Features (i.e. Cass River and drains) see Section 5.158.
	Show all Sidewalks, Existing and Proposed.
	Utilities
	Identify all Underground Utilities.
	Identify all Above Ground Utilities.
	Whether any over-sizing of public utilities is necessary to serve adjacent properties.
	Locate all Fire Hydrants on or Adjacent to the Property.
	Drives, Parking and Circulation
X	Show all Drives, Including Driveway Approaches from the Street.
X	Show Parking Lot Layout for All Existing and Proposed Spaces, Including Barrier Free Spaces. Also, show Number of Spaces in each Bay or Cluster and the Total for Number of Spaces for the Site.
	Show Loading and Unloading Parking Spaces and Loading Dock Areas.
	Show a Lighting Plan for the Parking Lot(s) and Building(s).
	Show provisions made for joint access to parking lots.
	Traffic Impact Study
	A traffic impact study shall be required when a proposed development would be expected to generate over seventy-five (75) directional trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day. This requirement applies to new phases or changes to a development where a traffic study is more than two (2) years old and roadway conditions have changed significantly (volumes increasing more than 2 percent annually) or a change in use or expansion at an existing site. If yes, please complete the Traffic Impact Checklist .
	Retail Development Design Standards
	All Retail Developments shall be designed in order, as near as practicable, to emulate small town centers, such that retail buildings will be located around a central public area, with landscaping, open space and other features encouraging walking rather than auto traffic as described in Section 5.155 [Retail Development Design Standards].
	Signs
	Submit Signage Plans.

	Landscaping – General
	Not less than seven percent (7%) of the site area shall be landscaped. NOTE(s): [1] This 7% calculation does not include landscaping required for parking lots as described in Section 5.148 [Off-Street Parking Area Landscaping Requirements], and it does not include landscaping in any street right-of-way area.). [2] The 7% calculation will include live flower boxes which are building mounted, and credit will be given for four (4) times the square footage of the top surface area of the flower boxes. [3] Detention basin areas whose primary purpose is for storm water drainage detention cannot be counted as part of the 7% calculation. However, bio-filtration or rain garden areas may qualify if approved by the Planning Commission to be included as part of the 7% calculation.
	Landscaping – Parking
	As used in this Section the term “parking lot landscaping” shall mean landscaped planting areas completely surrounded by parking lot spaces or maneuvering lanes. For all new off-street parking lots with seventy (70) or more parking spaces, there shall be provided landscaped planting areas.
	Additional Information
X	Show a Floor Plan for each Building/Floor.
X	Show Building elevation drawings including all four sides of buildings Front, Side and Rear.
	Indicate the Location of the Dumpster(s) and Screening Thereof.
	Indicate the Location of any Hazardous Waste Storage. Also, will this facility use, store or generate hazardous substances in quantities in excess of the State of MI thresholds for spill reporting as defined in R 324.2002 and R 324.2009 of the MI Administrative Code, unless exempt under R 324.2003. If yes, please complete the Groundwater Protection Checklist .
	Submit Phases of Development and Phase Boundaries
	Submit an Environmental Impact Study.
	Submit the Maintenance Agreement for Common Areas.
	Submit the Master Deed for Condominium Projects.
	Submit Buffer/Berm Plans to Shield/Screen Adjacent Property.
	Indicate Clear Vision Areas for Corner Lots.
	Additional Approvals & Permits
	Driveway Permit(s) a. City of Frankenmuth b. Saginaw County Road Commission c. MI Department of Transportation
	Fire Department.
	Flood Zone Permit – MI Department of Environmental Quality
	Historic District Commission.
	Police Department.
	Sewer/Septic System a. City of Frankenmuth b. Saginaw County Department of Public Health
	Soil Erosion Permit – Saginaw County Public Works Commissioner. See Zoning Code Section 5.156.

	Additional Approvals & Permits, continued
	Water Supply/Well a. City of Frankenmuth b. Saginaw County Department of Public Health
	Storm Drainage Permit. See Zoning Code Section 5.157.
	Zoning Board of Appeals Variance.
	Other

Signature of Applicant _____ Date _____