

# SITE PLAN CHECKLIST

## APPLICATION COMPLETE

- A completed and signed copy of the site plan review application w/fee
- Thirteen copies of a completed site plan

SITE PLAN INFORMATIONAL REQUIREMENTS				
Required Information	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
1. Location map showing site in relation to nearest major intersection.				
2. A scale of not less than 1" = 30' if the developed portion of the subject property is five (5) acres or less, and 1"- 100' if over five (5) acres.				
3. Date and north point.				
4. Location of all existing and proposed structures and uses.				
5. All aisles, drives and parking areas, including the number of spaces in each.				
6. Screening and/or protective walls (Section 1521).				
7. Principal and accessory buildings.				
8. Location of existing and proposed rights-of-way, widths of all abutting streets alleys and easements.				
9. Types of facing material to be used on structures.				
10. Elevations (front, sides and rear views) of all sides of the buildings.				
11. A floor plan drawing showing the specific use areas of all existing and proposed buildings on site.				
12. Seal of registered Architect, Landscape Architect, Land Surveyor, Professional Community Planner or Civil Engineer who prepared the plan. In cases of minor structural alterations, where professional services are not required, additions of three hundred (300) square feet or less, or for changes in the use of existing buildings, the Planning Commission may waive this requirement.				
13. Density calculations (for multiple family projects).				
14. Existing buildings or improvements on the site and all property adjacent to the site that are within 100 feet.				
15. Designation of units by type of buildings.				
16. Interior sidewalks and sidewalks within the right-of-way.				
17. Exterior lighting and methods of shielding them from projecting onto adjacent property.				
18. Trash receptacle location and method of screening. (Section 1532)				
19. Landscape plan. (Section 1510)				
20. Drive or street approaches including acceleration, deceleration and passing lanes, if appropriate.				
21. All utilities located on or serving the site.				

### SITE PLAN INFORMATIONAL REQUIREMENTS

22. Loading and unloading area.				
23. Total floor area.				
24. Designation of fire lanes.				
25. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration and emission levels, and other data of all such equipment or machinery.				
26. Location and extent of development of recreation area, where necessary.				
27. Existing and proposed contours shall be provided at an interval of one (1) foot. These shall clearly indicate the proposed Grading and Drainage Plan and shall identify any areas of reclaimed or filled land. All uses shall detain storm water so that the run-off from the property occurs at not more than an agricultural run-off rate				
28. Address location on building (minimum 6 inch numbers)				

### DISTRICT REQUIREMENTS

What is the use:

's use permitted in the district it is located in      By Right       By SLU

### DISTRICT DIMENSIONAL REQUIREMENTS

District Requirement	Ordinance Standard	Proposed Plot Plan
Minimum Lot Area (ac.)		
Minimum Lot Width (ft.)		
Minimum Setbacks - Front		
- Side		
- Side		
- Rear		
Maximum Building Height (ft and stories)		
Minimum Floor Area (sq. ft.)		
Minimum First Floor Area for Multi-story Unit (Sq. Ft.)		

Parking and Loading Space Requirements Section 15.12 and 15.13.1		
	Required	Provided
Parking Spaces		
Loading Spaces		

GENERAL REQUIREMENTS				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
<b>Sec 1500 Accessory Buildings</b> Do accessory buildings meet the requirements of this section, including location, time of construction, housing animals and maximum size?				
<b>Sec 1501 Approved Facing Material</b> Do accessory buildings in residential zoning districts meet the requirements for facing material in this section?				
<b>Sec 1502 Building Grades</b> Do proposed building grades comply with this section?				
<b>Sec 1504 Clear Vision Area</b> Are the areas around intersection of two roads or a road and driveway in compliance with this section?				
<b>Sec 1505 Erection of More Than One Principal Structure on a Lot</b> Do proposed building grades comply with this section?				
<b>Sec 1506 Essential Services</b> Does the proposed project properly exempt any eligible essential services?				
<b>Sec 1507 Flood Plain and Wetlands Protection</b> Does the proposed project comply with the wetland and floodplain requirements of this section?				
<b>Sec 1508 Frontage</b> Does the proposed lot or parcel front on a public or approved private road?				
<b>Sec 1509 General Yard and Area Limitations</b> Do the rear setbacks on lots backing up to highways, or front yard setbacks on lots adjacent to lots with existing buildings meet the requirements of this ordinance?				
<b>Sec 1510 Greenbelts, Landscaping and Plant Materials</b> Do any proposed greenbelts or other landscaping comply with the requirements of this ordinance?				

<b>GENERAL REQUIREMENTS</b>				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
<p><b>Sec 1511 Nonconforming Lots, Nonconforming Uses of Land, Nonconforming Structures and nonconforming Use of Structures and Premises</b> Do any proposed nonconforming lots, uses or structures comply with the requirements of this ordinance?</p>				
<p><b>Sec 1512 Off-Street Loading and Unloading</b> Do any proposed off-street loading and unloading spaces meet the design standards in this section?</p>				
<p><b>Sec 1513 Off-Street Parking Space Standards</b> Do any proposed off-street parking spaces meet the design standards in this section?</p>				
<p><b>Sec 1514 Off-Street Parking Space Layout Standards: Construction and Maintenance</b> Do any proposed off-street parking spaces meet the design standards in this section?</p>				
<p><b>Sec 1515 Off-Street Waiting Space</b> Do any proposed drive-up windows provide the required number of off-street waiting spaces?</p>				
<p><b>Sec 1516 Performance Guarantee</b> Did the applicant provide the required performance guarantee for proposed improvements such as parking areas, greenbelts or screen walls?</p>				
<p><b>Sec 1517 Performance Standards</b> Do any proposed projects comply with the open storage, fire or explosive hazards and exterior lighting requirements in this section?</p>				
<p><b>Sec 1521 Screen Wall or Fence Requirements</b> Do any proposed fences or screening walls comply with this section?</p>				
<p><b>Sec 1522 Sign Regulations</b> Do any proposed signs comply with this section?</p>				
<p><b>Sec 1523 Single Family Dwelling Standards</b> Do any proposed single family dwellings comply with the requirements of this section?</p>				
<p><b>Sec 1524 Site Plan Review and Approval</b> Do any lots zoned O-1, B-1 or B-2 and adjacent to a major thoroughfare comply with the access requirements of subsection D of this section?</p>				

GENERAL REQUIREMENTS				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
<b>Sec 1526 Water Supply and Sewage Disposal</b> Does the proposed project provide a safe water supply and sanitary sewer service as required by this section?				
<b>Sec 1527 Hazardous Materials</b> If the proposed use will store, generate or use 25 gallons or 220 pounds a month of hazardous material, does it comply with the storage requirements of this section?				
<b>Sec 1528 Condominium Subdivision Approval</b> If the project is a condominium subdivision, does it comply with the requirements of this section?				
<b>Sec 1529 Earth Sheltered Buildings</b> If an earth sheltered building is proposed as part of this project, does it meet the requirements of this section?				
<b>Sec 1530 Ponds</b> If ponds are proposed as part of the project, do they meet the requirements of this section?				
<b>Sec 1532 Trash Receptacle, Transformer, and Mechanical Equipment Screening</b> Are any proposed open storage area, dumpsters, transformers or other and electrical equipment screened in compliance with the requirements of this section?				
<b>Sec 1533 Community Impact Statement Requirements</b> Does any Special Land Use request other than a home occupation include a Community Impact Statement that meet the requirements of this section?				
<b>Sec 1534 Private Drive Standards for Emergency Access</b> Do any proposed driveways meet the requirements of this section?				
<b>Sec 1535 Riparian Waterfront Lot Use Regulations for Keyhole or Funnel Waterfront Access</b> Does any proposed use of property with waterfront access comply with the requirements of this section?				
<b>Sec 1538 Access Management Regulations</b> If the proposed project is within the M-24 Corridor Access Management Overlay District (within 660' of the centerline of M-24 between Davison Lake Road and Sutton Road) does it comply with the requirements of this section?				

GENERAL REQUIREMENTS				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
<b>Art 16 General Exceptions</b> If any proposed improvements qualify for exceptions to height limit, lot area, porch setback, architectural feature setbacks or access drive location, do they comply with the requirements of this section?				

GENERAL STANDARDS FOR APPROVAL OF SITE PLANS				
STANDARDS	Does Site Meet Requirements			COMMENT/FINDINGS OF FACT:
	Yes	No	N/A	
Has the required information been furnished in sufficiently complete and understandable form to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation?				
Applicants Comments:	Zoning Administrators Comments:		Planning Commission Comments:	
STANDARDS	Does Site Meet Requirements			COMMENT/FINDINGS OF FACT:
	Yes	No	N/A	
Are there ways in which the configuration of uses and structures can be changed which would improve the impact of the development on adjoining and nearby properties, persons, and activities, and on the community, while allowing reasonable use of the property within the scope of district regulations and other regulations of this ordinance that are applicable to the property and proposed use and structures?				
Applicants Comments:	Zoning Administrators Comments:		Planning Commission Comments:	
Whether the use proposed for the site is a use permitted in the district and complies with all applicable requirements of the Metamora Township Zoning Ordinance and any other applicable code or ordinance.				
Applicants Comments:	Zoning Administrators Comments:		Planning Commission Comments:	

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS (Cont)**

STANDARDS		Does Site Meet Requirements		
		Yes	No	N/A
The extent to which natural features and characteristics of the land will be preserved; the regard given to existing large trees, natural groves, water courses, and similar natural features that would add attractiveness to the property and environs if they were preserved; the preservation of the natural drainage system, natural buffering, and other techniques for preservation and enhancement of the physical environment.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments:	Planning Commission Comments:		
Whether the use proposed for the site is a use permitted in the district and complies with all applicable requirements of the Metamora Township Zoning Ordinance and any other applicable code or ordinance.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments:	Planning Commission Comments:		
Whether traffic access to the site is such that vehicular congestion or other impairment of traffic may result from access to and from the site. When evaluating traffic impact, the Planning Commission will examine such factors as driveway/street location(s), driveway spacing, internal circulation, parking layout, and pedestrian safety. The Planning Commission shall have a goal of limiting the number of driveways and curb cuts on a public street to the minimum number for safe and efficient ingress and egress.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments:	Planning Commission Comments:		

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS (Cont)**

STANDARDS		Does Site Meet Requirements		
		Yes	No	N/A
Whether the development of the site is such that it does not serve as a physical barrier or detriment to the development of adjacent land.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments:	Planning Commission Comments:		
Whether the location of activities on the site, including the arrangement of buildings and parking areas is such <u>that</u> activities may create noise, odor, excess light, or other nuisances that would be a detriment to existing or future uses of abutting lands.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments:	Planning Commission Comments:		