CITY OF

Ypsilanti

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Zoning Compliance

§122-122
Sketch Plan, Site Plan, and
Site Plan with Engineering

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building
3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

Planning
4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District
4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

There are four levels of review: **zoning compliance review,** which is a letter from Planning stating your planned use and whether it complies with the ordinance; **sketch plan review**, which is a staff review of a scaled plan you submit that contains certain required information; **site plan review**, which is a scaled plan you submit that's drawn by an architect or engineer licensed in Michigan; and **site plan review with engineering review**, which is a site plan you submit that has to be reviewed by the City's engineer due to certain factors, including changes to slopes, stormwater, or utilities. Generally, per the ordinance, the more complex your project is, the more scrutiny it will receive. If unusual conditions exist, however, the City Planner can determine that your applicant requires a higher level of scrutiny. These reviews are required in order to ensure that all new or changed uses and buildings are in compliance with the Zoning Ordinance, to prevent blight, and to promote development of the City in alignment with the Master Plan.

Zoning Compliance review is required when you are planning to change from one permitted use to another permitted use, and are not required under the ordinance to change the building or parking footprint, nor other changes. Often, a letter is not needed, however, lending institutions or other permitting agencies may require one.

Sketch Plan review is generally required when an applicant is proposing a change of use from a permitted use to a Special Use, but is not required by the Zoning Ordinance to change the building or parking footprint, and is not requesting any exceptions or waivers as permitted by the Zoning Ordinance.

Site Plan review is always required when an applicant is proposing:

- new construction, including some larger accessory buildings;
- an expansion to an existing building, alteration of that building's footprint;
- a change of the use of a building, land, or building and land in combination when that use is more intense than the previous/existing use;
- modifications to a parking lot with more than ten spaces, including reconstruction that involves replacing the subgrade;
- an expansion of a Special Use.

Site Plan Review with Engineering Review

Some site plans have to undergo a review by a licensed engineer, in addition to staff review. These projects commonly involve, but are not limited to:

- adding impervious surface (buildings, asphalt, etc) where pervious surface (lawn, gravel, etc) used to be;
- adding a tie-in to a public utility, such as stormwater or sanitary sewer, or a change to an existing tie-in;
- modifications within the right-of-way.

In addition to meeting the standards of the Zoning Ordinance, these projects need to meet the City's Engineering Standards, available online. There are three phases of engineering review, each associated with a different fee:

1. Engineering site plan review
2. Detailed engineering review
3. Construction oversight.

City of Ypsilanti
Planning & Development Department

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

Non-refundable Planning Fee:
$500

Engineering Fee:
$500 for initial review, if needed

SITE PLAN REVIEW APPLICATION

Deadlines

If your application is complete and received by 4:00 p.m. on the third Wednesday of the month, it will be heard in front of Planning Commission at their regular meeting at 7:00 p.m. in Council Chambers of City Hall on the third Wednesday of the following month. If your application can be reviewed administratively (rare), please allow four to six weeks.

Once your site plan has been approved by the Planning Commission, there are often conditions that need to be met that can be reviewed and approved administratively. You will receive a letter &/or email from the Planning Department detailing a list of any conditions that are outstanding and the next steps. Once final planning approvals have been granted, the applicant has six months to begin the project, or the approvals will expire.

Process

1. Planning & Development Department receives the application and fees. Applicant will be contacted to confirm that the application has been received within 3-5 working days, and advised if additional reviews, such as variance application, lot split or combination application, or engineering drawings are necessary.
   - If required, submit detailed engineering plans for review. Engineering plans must be approved by the Planning & Development Department before beginning construction.
   - If required, complete and submit Historic District Work Permit Application to the Building Department. Proposed work must be approved by Historic District Commission.
2. Applicant attends Planning Commission meeting at 7:00 pm in Council Chambers of Ypsilanti City Hall. After staff presentation, the applicant will be provided an opportunity to speak on the project.
3. After Planning Commission decision, applicant will be notified of the Commission's decision and the next steps in permitting process, in writing.
4. If detailed engineering review was required, then a preconstruction meeting must be held before beginning construction. Otherwise, once Planning Department approval has been granted, the applicant may seek Building Department and other approvals.
5. Once work is complete, complete and submit a Certificate of Occupancy Application to the Building Department. All Planning & Development requirements must be met. If applicable, Building, Fire, Engineering and Historic District Commission requirements must also be met.

Applicant*

Name		
Address		
City	State	Zip
Phone / Fax	E-Mail	

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project
Address
List all parcel identification numbers included in development:
Current use:
Proposed use:
Current Zoning:
Legal description of property (may be attached)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature:	Date:
Print Name:	

Complete the checklist on the following page before turning in your application!

Site Plan Required Information Checklist

This checklist **must** be completed by site plan designer and submitted with site plan review application.

The City Planner or Planning Commission may require other data they deem necessary.

Four full-size folded copies of the plans are required, as well as one electronic copy (PDF preferred).

The Planning and Development Department will reject any incomplete submission.

Project-identifying information	
☐	Name of project
☐	Brief description of project
☐	Location map showing major thoroughfares and site location (no scale necessary)
☐	Name, address and phone number of the site owner
☐	Name, address and phone number of the developer
☐	Name, address and phone number of the plan designer and their professional seal
Existing conditions	
☐	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
☐	Area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
☐	Property lines and dimensions, including lines and dimensions of all rights-of-way & easements
☐	All structures and accessory structures, their uses and dimensions. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
☐	*Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown.*
☐	Use(s) of existing buildings
☐	Existing landscaping
☐	*Dimensions of all structures and lot lines within 50 feet of the site*
☐	Existing zoning of the site and all adjacent properties
Proposed conditions	
☐	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
☐	Any changes to site dimensions, and completed *Lot Split/Combination Application*
☐	Any changes to zoning, and completed *Zoning Map Amendment or Text Amendment Application*
☐	Any variances requested, and completed *Variance Application*
☐	Any changes to rights-of-way or easements on the property
☐	All structures and accessory structures, their uses and dimensions, and addition information that may be required by code. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
☐	Building floor plans and architectural wall elevations.
☐	Location and dimensions of any open-air uses, such as outdoor cafes, open-air sales, or outdoor storage
☐	Parking areas, access drives, or sidewalks, showing the method of surfacing, number and size of spaces, aisles, loading areas, and handicapped access ramps.
☐	Landscape plan in accordance with Article XI, division 5 of the Zoning Ordinance. Existing vegetation that is to be retained on the site shall be shown.
☐	Direction and method of stormwater drainage, ground elevations of all existing buildings, site contours at 2 foot intervals, drives and parking lots, and any unusual surface conditions. Include the method of collection; the method and location of the connection to existing stormwater system; and first flush method and type of device that is proposed. Include written approval from the Washtenaw County Drain Commission and manufacturer's data.
☐	Indicate all areas of this site that are located within floodplains.
☐	If phased construction is to be used, each phase must be noted and each phase must stand on its own.

Site designer initials: _____