

# SITE PLAN REVIEW

## CITY OF YPSILANTI APPLICATION

Application Fee of \$500\* due with application

\*Applicant also responsible for engineering review fees as detailed by the attached Engineering Review Fee Schedule

### 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

Address:

List all parcel identification numbers included in development:

Current use:

Proposed use :

Current Zoning:

Proposed Zoning:

### 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:

Submit this application along with application fee, 12 folded copies of proposed site plan, and completed Required Information Checklist to the Planning & Development Department by the third Wednesday of any month for consideration at the following month's Planning Commission meeting.

## Site Plan Required Information Checklist

Must be completed by site plan designer and submitted with site plan review application

**The following checklist reflects the information that is required to be included on every site plan submitted for consideration. The Planning and Development Department reserves the right to reject any incomplete submission. Each site plan submitted will be drawn at a minimum scale of one inch equals 200 feet, and shall include the following:**

	Name of development, scale, north arrow, date of original drawing and any revisions and general location map showing major thoroughfares and site location.
	Name, address and phone number of the site owner, developer and plan designer, and the professional seal of the designer.
	The area of the site in square feet and acres, excluding all existing and proposed rights-of-way. Property lines, dimensions, and building setback distances and dimensions of all structures and lot lines within 50 feet of the site shall also be indicated. If the parcel is part of a larger parcel, boundaries of the total land holding shall be shown.
	Existing zoning of the site and all adjacent properties.
	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 shall be provided on the plan. This information should include at a minimum 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.
	Location of existing and proposed buildings; their intended use; the length, width and height of each building. The location and dimensions of any open-air uses shall also be provided, such as recreational fields, outdoor cafes, or open-air sales 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.
	Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. Also, the proposed method of surfacing such areas shall be noted.
	Building floor plans and architectural wall elevations. The height of all buildings or structures shall be indicated.
	Landscape plan in accordance with Article XI, division 5 of the Zoning Ordinance, which indicates the type and size of all plant material, including all areas to be sod or seeded for grass. Cross sections of all proposed berms shall be provided. Existing vegetation that is to be retained on the site shall be illustrated.
	Location of all propose accessory structures, including fences or walls, outdoor lighting fixtures (including photometric plan to ensure compliance with section 122-641), outdoor communication devices, flagpoles, storage sheds, transformer, dumpsters or trash removal areas, and sighs. Also show the location of all sidewalks or pathways, fire hydrants, existing and proposed utility poles, utility easements, and drainways.
	Location of all outdoor storage areas for materials and the manner in which materials shall be screened and/or covered.
	Locations and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by the ordinance or other state or federal agencies.
	If phased construction is to be used, each phase must be noted and each phase must stand on its own.
	Notation of any variances or special use permits which are required, any legal nonconforming uses or structures, and any state of federal permits that have been secured or may be necessary to secure.

**The City Planner or Planning Commission may require other data deemed necessary for adequate review of a project. The City Planner or Planning Commission may grant waivers of data requirements when specific data is deemed unnecessary in determining compliance of site plan with the regulations or standards of the Zoning Ordinance.**