



OFFICE OF COMMUNITY DEVELOPMENT

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PRELIMINARY SITE PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials with their Site Plan Review or PUD application. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and City of Dexter General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. **Failure to submit a complete application can result in delay or denial of the area/site plan.**

Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" =20' for property less than three (3) acres, or to scale of not less than 1"=100' for property of three (3) or more acres. Sixteen (16) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11"x 17" plans, including floor plans and color renderings of the building elevation, if applicable. |

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

Information Required for Preliminary Site Plan Review – Each preliminary site plan submitted for review shall provide the following information at the time of application:

SUBMITTED	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1. Location, address and legal description of the site, dimensions and area of the site.
<input type="checkbox"/>	<input type="checkbox"/>	2. General topography and site soil information.
<input type="checkbox"/>	<input type="checkbox"/>	3. Name, address and phone number of the property owner and applicant.
<input type="checkbox"/>	<input type="checkbox"/>	4. Title block, scale, north arrow, and date of plan.
<input type="checkbox"/>	<input type="checkbox"/>	5. Location and exterior dimensions of proposed building/structures; outline; floor area distances between building/structures; height in feet and stories; finished floor elevations; and number and type of dwelling units (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	6. Location and general alignment of all proposed streets and drives; right-of-way where applicable; surface area; width dimensions; location and typical details of curbs; turning lanes, with details (where applicable); location and width of all entries and exits; and curve-radii.
<input type="checkbox"/>	<input type="checkbox"/>	7. Proposed parking – location and lot dimensions; space and aisle dimensions; angles of spaces; surface type; total number of spaces, including handicapped spaces; and proposed dumpster location.
<input type="checkbox"/>	<input type="checkbox"/>	8. Location and size of open areas and recreation areas, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	9. Existing zoning classification of property; delineation of required yards and proposed district regulations; dwelling unit schedule; density of development; lot area per dwelling unit for residential projects; lot coverage (percent); and location and size of required buffers (if applicable)..

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SUBMITTED	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	10.	Area of intended filling and/or cutting; outline of existing buildings/structures and drives; existing natural (wooded areas, potential wetlands, etc.); and man-made features to be retained or removed.
<input type="checkbox"/>	<input type="checkbox"/>	11.	Location, width and surface of proposed sidewalks and pedestrian ways
<input type="checkbox"/>	<input type="checkbox"/>	12.	Existing buildings, structures and other improvements, including drives, utility poles and towers; easements; pipeline excavations; ditches (with elevations and drainage directions; bridges and culverts; and a clear indication of all improvements to remain and to be removed.
<input type="checkbox"/>	<input type="checkbox"/>	13.	Adjacent land uses and zoning; and location of adjacent buildings, drives and streets.
<input type="checkbox"/>	<input type="checkbox"/>	14.	Location and area of development phases; building program for each phase; and projected schedule of development by phase.
<input type="checkbox"/>	<input type="checkbox"/>	15.	Location and width of all existing and proposed easements on the site.
<input type="checkbox"/>	<input type="checkbox"/>	16.	General location and size of proposed water, sanitary sewer and storm drainage systems; location of overhead wires and poles; and location of fire hydrants.
<input type="checkbox"/>	<input type="checkbox"/>	17.	Adjacent property owned or controlled by the applicant and/or owner of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	18.	Existing topographic elevations at two (2) foot contour intervals. Indicate the direction of drainage flow.
<input type="checkbox"/>	<input type="checkbox"/>	19.	Location and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains and wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	20.	Proposed storm management plan, including design of sewers, outlets and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit runoff estimates, and off-site drainage patterns shall be provided to permit review of feasibility of storm water detention and/or retention as well as the impact on local surface and groundwater.
<input type="checkbox"/>	<input type="checkbox"/>	21.	Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	22.	Description and location of any existing or proposed outdoor storage facility (aboveground or below ground).
<input type="checkbox"/>	<input type="checkbox"/>	23.	Description and location of on-site wastewater treatment and disposal systems.
<input type="checkbox"/>	<input type="checkbox"/>	24.	Location of existing and proposed drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial purposes.

SUBMITTED	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	25.	Size, location and description of any proposed interior or exterior areas of structures for storing, using, loading, and/or unloading of hazardous substances, hazardous waste and/or polluting materials.
<input type="checkbox"/>	<input type="checkbox"/>	26.	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the clean-up or closure.
<input type="checkbox"/>	<input type="checkbox"/>	27.	Inventory of hazardous substances to be stored, used, or generated on-site – presented in a format acceptable to the local fire marshal.
<input type="checkbox"/>	<input type="checkbox"/>	28.	Completion of the state and county environmental permits checklist (available at the City Offices).

In reviewing a **preliminary site plan**, the applicant should be aware that the Planning Commission shall consider additional criteria when making their decision, and should ensure that the application addresses and/or meets the following requirements:

1. That all required information has been provided.
2. That the proposed development conforms to all regulations of the zoning district in which it is located.
3. That the applicant may legally apply for site plan review.
4. That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient.
5. That the proposed site plan will be harmonious with, and not harmful, injurious, or objectionable to, existing and future uses in the immediate area.
6. That natural resources will be preserved to a maximum feasible extent.
7. That the proposed development respects natural topography to the maximum feasible extent, and minimizes the amount of cutting and filling required.
8. That organic, wet, or other soil which are not suitable for development will be undisturbed or will be modified in an acceptable manner.
9. That the proposed development properly respects floodway and flood plains on or in the vicinity of the subject property.
10. That phases of development are in logical sequence so that any phase will not depend upon a subsequent phase for adequate access, public utility service, drainage or erosion control.

FINAL SITE PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials with their Site Plan Review or PUD application. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and City of Dexter General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. **Failure to submit a complete application can result in delay or denial of the area/site plan.**

Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" =20' for property less than three (3) acres, or to scale of not less than 1"=100' for property of three (3) or more acres. Sixteen (16) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 11"x 17" plans, including floor plans and color renderings of the building elevation, if applicable. I

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

Information Required for Final Site Plan Review – Each final PUD/Site Plan submitted for review shall provide the following information at the time of application:

SUBMITTED	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1. The site plan shall be of a scale not greater than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. The information shall be presented on more than one (1) drawing, where required by the Planning Commission, for purposes of clarity.
<input type="checkbox"/>	<input type="checkbox"/>	2. Scale, north arrow, name and date of plan including date(s) of any revisions.
<input type="checkbox"/>	<input type="checkbox"/>	3. Name and address of property owner and applicant; interest of applicant in the property; and name and address of developer.
<input type="checkbox"/>	<input type="checkbox"/>	4. Name and address of designer. A final site plan shall be prepared by an architect, community planner, engineer, landscape architect, or land surveyor registered in the State of Michigan.
<input type="checkbox"/>	<input type="checkbox"/>	5. A vicinity map; legal description of the property; and dimensions and lot are. Where a metes and bounds description is used, lot line angles or bearing shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.

SUBMITTED	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	6. Existing topography (minimum contour interval of two (2) feet); existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; and clear indication of all natural features to remain and be removed. All eight (8) inch diameter or larger trees shall be accurately located on the final site plan. Label each tree as to being preserved or removed.
<input type="checkbox"/>	<input type="checkbox"/>	7. Existing buildings, structures, and other improvements including drives, utility poles and towers, easements, pipelines, excavations, ditches (with elevations and drainage directions), bridges, and culverts. Include a clear indication of whether improvements are to remain or be removed.
<input type="checkbox"/>	<input type="checkbox"/>	8. A general description of deed restrictions, if any
<input type="checkbox"/>	<input type="checkbox"/>	9. Owner, use and zoning classification of adjacent properties; and the location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	10. Existing public utilities on or serving the property such as location and size of water lines and hydrants; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and catch basins; and location and size of wells, septic tanks and drain fields.
<input type="checkbox"/>	<input type="checkbox"/>	11. Name and right-of-way of existing streets on or adjacent to the property; surface type and width; and spot elevations at intersections with streets and drives of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	12. Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent); and floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling unit.
<input type="checkbox"/>	<input type="checkbox"/>	13. Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.
<input type="checkbox"/>	<input type="checkbox"/>	14. Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; distances between buildings; height in feet and stories; and finished floor elevations and contact grade elevations.
<input type="checkbox"/>	<input type="checkbox"/>	15. Location and alignment of all proposed streets and drives; right-of-way where applicable; surface type and width, and typical cross-section of same showing surface, base, and sub-base materials and dimensions; location and typical details of curbs; turning lanes with details (where applicable); location, width, surface elevations, and grades of all entries and exits; and curve-radii.
<input type="checkbox"/>	<input type="checkbox"/>	16. Location and dimensions of proposed parking lots; number of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; and angle of spaces.

SUBMITTED	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	17.	Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.
<input type="checkbox"/>	<input type="checkbox"/>	18.	Location, width and surface of proposed sidewalks and pedestrian ways.
<input type="checkbox"/>	<input type="checkbox"/>	19.	Location and type of proposed screens and fences; and height, typical elevation and vertical section of screens, showing materials and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	20.	Location of proposed outdoor trash container enclosures; and size, typical elevation, and vertical section of enclosures – showing materials and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	21.	Location, type, size, area and height of proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	22.	Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degrees of slope of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone services; location and size of underground tanks, where applicable; location and size of outdoor incinerators; and location and size of wells, septic tanks and drain fields, where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	23.	Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes; and retaining walls. These shall be submitted to and approved by the City Engineer prior to Planning Commission approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of same, or a copy of the permit from the Washtenaw County Health Department, shall be submitted to the Planning Commission Secretary prior to Planning Commission approval of the final site plan.
<input type="checkbox"/>	<input type="checkbox"/>	24.	Landscape plan showing the location and size of plant materials.
<input type="checkbox"/>	<input type="checkbox"/>	25.	Site plan and description of measures to control soil erosion and sedimentation during grading and construction operations, and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
<input type="checkbox"/>	<input type="checkbox"/>	26.	Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; and restoration of adjacent properties (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	27.	Location, type, direction and intensity of outside lighting.
<input type="checkbox"/>	<input type="checkbox"/>	28.	Right-of-way expansion where applicable with reservation or dedication of the right-of-way to be clearly noted.

In reviewing a final **site plan**, the applicant should be aware that the Planning Commission shall consider additional criteria when making their decision, and should ensure that the application addresses and/or meets the following requirements:

1. That the final site plan conforms to the preliminary site plan as approved by the City Council.
2. That the plan meets all applicable standards in Section 21.04E(3) of the Zoning Ordinance.
3. That the plan meets the City of Dexter's specifications for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been approved by the Dexter Area Fire Department and the City Engineer.
4. That the proposed development will not cause soil erosion or sedimentation problems.
5. That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of water courses in the area; and that the proposed development is coordinated with improvements serving the subject property and with the other developments in the general vicinity.
6. That outside lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent streets.
7. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties.
8. That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect adjacent or neighboring properties.
9. That the parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets.
10. That the plan meets the standards of other government agencies, where applicable and that the approval of these agencies has been obtained or is assured.
11. That the plan provides for the proper expansion of existing public streets serving the site, where applicable.