

***NOTE: A pre-submittal meeting with City staff is recommended.**

**CITY OF ST. JOHNS
APPLICATION
SITE PLAN REVIEW - (please print)**

Tax Roll Number 19-300- Date _____ Fee \$ 175.00

Property Address _____

Owner _____ Applicant _____

Street _____ Street _____

City, State, Zip _____ City, State, Zip _____

Phone Number _____ Phone Number _____

Twenty-one (21) copies of the preliminary site plan drawn to acceptable scale (1" = 50' maximum), must be submitted with application. The following information to be submitted with, or shown on, the site plan:

NOTE: An application is not considered "filed" unless complete application meets the technical requirements as follows:

SITE PLAN REVIEW CHECKLIST

OWNERSHIP

___ Provide proof of ownership (deed, land contracts, etc.).

___ List all the parties having legal interest in the site.

___ Provide legal description for site.

ZONING (General)

___ Show existing zoning of the site, as well as zoning of abutting properties.

___ If special use permits, variances, etc., are required – have applications been filed? Special use permits can be applied for at the same time as site plan. Variances must be granted prior to site plan approval.

___ If special studies (environmental assessments, traffic studies, engineering reviews, etc.), are required, have they been completed and submitted with the site plan?

PROPOSED IMPROVEMENTS

___ Streets – show right-of-way plus any required off-site improvements (by-pass, deceleration lanes, etc.). Show street extensions.

___ Curb cuts – show quantity and location, alignment with existing driveways across the street and on adjacent properties. Show details such as throat width, curb radii, and slope.

___ Utilities – show public sanitary sewer, water and storm drainage systems. Indicate service line connection sizes. Show utility extensions. Indicate existing and proposed usages. Basis of design required including fire flow requirements.

___ Show location and distance to nearest fire hydrant.

___ Private – show gas, electric, cable, etc.

INTRA-AGENCY APPROVALS

___ Obtain soil erosion permits from County.

___ Obtain approval from County Drain Commissioner.

___ Obtain permit from MDOT if on State Highways.

MAN-MADE FEATURES

___ Show all structures, roads, and other physical improvements.

NATURAL FEATURES

___ Show existing and proposed grades at two foot intervals.

___ Show any wetlands, storm water retention areas, including water courses and man-made drainage ways.

___ If on-site soils place limitations on development, provide documentation.

ZONING (Standards)

___ Show square footage for both lot & buildings. Also specify building heights.

___ Show setbacks, lot dimensions, lot coverage, and open space. All streets must indicate North direction. Provide calculations to support net development area and usable open space when applicable.

___ Parking – quantity, dimensions, lay-out, fire lanes, circulation, and barrier-free. Show pedestrian and vehicular conflicts.

___ Show off-street loading/unloading areas.

___ Landscaping – show street trees and buffer zones. Show fencing and screening.

___ Signage – location and dimensions.

___ Show sidewalks, as well as barrier free access.

___ Easements – existing and proposed.

MISCELLANEOUS

___ Solid waste disposal – show location. Indicate storage or use of hazardous materials.

___ Show lighting plan as well as impact on adjacent properties.

___ Indicate how the proposed development will "fit" with neighboring properties. Show compatibility in land use and residential densities. List or show aesthetics of the site. Provide building elevations showing construction materials.

___ Indicate any phasing plans of proposed development.

___ Legal documents – have documents prepared for easements, surety agreements, etc.

___ Provide existing and proposed employee or occupancy numbers.

___ Indicate total proposed maximum occupancy for customers.

___ Indicate Standard Industrial Code (SIC).

Contact the Zoning Administrator or City Engineer, at (517) 224-8944 for further information or questions.

I/we the undersigned hereby certify that all the information submitted with this request: is correct and accurate to the best of my/our knowledge. I/we agree that I/we are solely responsible for providing this information accurately and in its entirety. I/we agree that failure to provide this information is grounds for denial of this request. I/we understand that any studies, surveys, or additional documentation that may be necessary to reach a decision on this matter, shall be conducted solely at my expense.

Signature of Owner

Signature of Applicant