



Township Use Only
SP #: _____
Date: _____
Fee Paid: _____

Site Plan Application

Project Representative

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Property Owner

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Design Professional

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Description of Proposal

Location of Property: _____ Property ID Number: _____ Zoning District: _____

Application Signature

The project representative indicated above must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his/her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the fee schedule as adopted by the Board of Trustees.

Legal Owner: _____

(Signature / Date)

(Print Name)

Project Representative: _____

(Signature / Date)

(Print Name)

*Copy of deed, title and/or option to purchase must be provided at time of application.

Review Process & Submittal Requirements

Review Process

1. The site plan is reviewed administratively by Township staff and approved by the Planning Commission.
2. Upon completion by all Township reviewers, administrative review comments are returned to the project representative.
3. If applicable, revisions are made and resubmitted. Township staff completes administrative reviews until all the non-discretionary requirements are met.
4. Administratively complete plans will be placed on the next available Planning Commission meeting agenda. The Planning Commission meets on the last Tuesday of each month at 7:00 P.M.
5. Review letters will be provided to the applicant the Friday before the meeting.
6. Review comments will be discussed at the Planning Commission meeting and if applicable, revised plans shall be submitted after the Planning Commission takes action (revised plans will not be accepted before, or on the night of, the Planning Commission meeting).
7. To complete the review process, five (5) sets of plans shall be submitted for signatures. A signed site plan is required prior to submitting engineering plans for review.

Submittal Requirements

1. Six (6) copies of the site plan and related documentation for administrative review.
2. Ten (10) copies of the site plan and related documentation for Planning Commission review.
3. The copies must be folded with the printed side out. Sheet size shall not exceed 24" x 36".
4. An electronic PDF version of the site plan is required for the Planning Commission.

SITE PLAN APPLICATION

The Charter Township of Northville

SITE PLAN SUBMISSION REQUIREMENTS - TO BE COMPLETED BY APPLICANT

This checklist is provided as a general guide for plan submittal. Please reference Chapter 170, Article 33, Site Plan Review, for the detailed submission and review criteria. Only complete plans will be reviewed. Incomplete packets or inconsistent information among plan sheets may be returned to the applicant prior to the plan review. Please see Section 33.4 of the Zoning Ordinance for complete submittal requirements.

REQUIREMENTS	PROVIDED	NOT APPLICABLE
General Information		
Proof of ownership or authorization from the land owner to submit the development proposal		
The legal description of the property		
Plan(s) developed using 1983 State plane coordinates		
A location map illustrating the subject parcel(s), surrounding parcels and the street system		
Professional seal, signature, address and phone number of professionals involved in preparation of the site plan		
A boundary survey and lot dimensions in accordance with PA132 of 1970		
Notation of any variances received		
If public sanitary sewer system is not proposed, health department approval is required		
Existing Site Condition Information		
Gross and net acreages		
Site analysis map depicting slopes, drainage flow, water courses, natural features, sight distance limitations, etc.		
Elevations on USC & GS datum, provided at 2' maximum intervals and extending 100' beyond the site boundary		
Surface configuration/elevation of land and roads		
Elevation and details of bridges and culverts which provide passage of storm water onto or away from the site, and under abutting roads, including details of sections, length and elevation		
All recorded and unrecorded easements		
Details of streets/roads abutting the site (width, surface, plantings within the R.O.W., etc.)		
All public and private roads, existing and proposed R.O.W., easements and driveways within 250' of site		
The 100 year floodplain elevation		
Existing utilities and associated structures including storm and sanitary sewers, water mains, electric and telephone lines located adjacent to the site including relationship to R.O.W. or easement lines		
Limits of wetlands regulated		
Locations of concentrated storm water in flow into the site		
Any other special or unusual conditions which might significantly affect the site design		

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REQUIREMENTS	PROVIDED	NOT APPLICABLE
Lighting Plan (Article 21)		
Photometric plan and fixture details		
Tree and Woodland Protection (Article 23)		
Limits of grading identified		
Tree inventory identifying all trees 8" DBH or greater by size, common and botanical name and general condition.		
A table identifying trees by number, species and size and whether they are to remain, by removed or be transplanted		
Trees to be removed graphically identified on plan. Replacement calculations provided		
Landscape plan graphically distinguishes woodland replacement trees from landscape requirements		
Landscape Plan (Article 24)		
Greenbelt, buffer, parking lot, detention, entranceway and interior landscaping requirements identified in a table and graphically on plan(s)		
Dimensions for height and length of any walls or fences		
Plant schedule indicating number, size and species of all proposed plant material		
A note that all planting areas are to be irrigated		
Location, detail and method of screening waste receptacles		
Parking / Loading (Article 26)		
Identify turning radii of the largest anticipated vehicle to verify adequate geometry has been provided to accommodate turning movements through the site		
Dimensions of typical parking spaces, aisles and islands. Islands shall be 2 ft. shorter than adjacent parking space.		
Location of directional signs and pavement markings		
Location, size and screening details for loading/unloading areas		
Parking calculations based on proposed use. Banked parking or proposed modifications to required number of parking spaces shall be clearly identified		
Net usable floor area calculation supported by floor plan(s)		
Site Access (Article 27)		
Identify access points within 500' of site, on both sides of street		
Evidence indicating sight distance requirements of MDOT or Wayne County are met, as applicable		
Provide shared access with adjacent uses, where appropriate (including shared access easement and agreements)		
Dimensions for driveways including width, radii, throat length, length of any deceleration lanes or tapers and all curb radii within site		
Public Streets / Private Roads		
Traffic impact assessment or study, if required per Article 32, Impact Assessment		
Location and dimensions of streets/roads, including pavement width, radii, tangent length		
Pavement cross section details		
Proposed road names		

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Architecture		
Elevations and material sample board		
Rooftop equipment will be screened from public view		
Details of rooftop equipment screening		
Non-Motorized Circulation		
Alignment, type and width of sidewalks or pathways required per the Township pathway plan		
Provision of appropriate pedestrian circulation and facilities within the site		
Sidewalks adjacent to parking spaces shall be in a minimum of 8 ft. wide		
Engineering Information		
Underground water and sanitary sewer supply and pipe sizes		
Location of underground gas supply and pipe sizes		
Details of the storm drainage system		
Finish elevations of any grading and paving shown to 0.01 foot		
Dimensions and road geometrics for proposed roads and drives		
Police and Fire		
Identify source of water supply		
Proposed points of connections with public water system and approximate routes of on-site water mains		
Signage locations such as 'No Parking', 'Fire Lanes', street signs, etc.		