



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

Sketch 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

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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 sketch 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.

SKETCH PLAN APPLICATION

The Charter Township of Northville

SKETCH PLAN CHECKLIST - 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.

The intent of a sketch plan is to allow certain smaller scale projects and non-conforming sites to be processed with lesser information requirements than projects requiring full site plan reviews. Conformity with current site plan standards is expected in those cases where conformity with some or all of the standards is feasible. Please refer to Section 33.5 of the Zoning Ordinance for complete 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		
Existing and proposed building and parking lot locations with dimensions and setbacks		
Existing and proposed parking calculations		
Existing and proposed driveway locations		
Existing and proposed landscaping, illustrated on a plan and requirements identified in a table		
Existing and proposed signs		
Existing and proposed non-motorized/pedestrian facilities, including sidewalks, pathways and crosswalks		
Existing and proposed changes to utilities and storm water system		
Proposed changes to grading, lighting, waste receptacles and existing vegetation		
Details of proposed changes to building design and materials		
Any other items requested by Township staff or the Planning Commission to assist in the review to determine compliance with applicable standards in Section 33, Criteria for Site Plan or Sketch Plan Review		