

Site Plan Submittal Requirements

All information required for site plan review is provided in this checklist below (Section 3.4 of the Zoning Ordinance). Applicants must confirm whether or not each item of information has been provided by checking the appropriate boxes below. Applications found to be incomplete will be returned to the applicant for completion (without further review or placement on a Planning Commission meeting agenda).

	Provided	Not Provided	Not Applicable
Site Plan Descriptive and Identification Data:			
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres or 1 inch = 100 feet for property 3 acres or more in size.			
The proprietors', applicants' and owners' names, addresses and telephone numbers			
The date (month, day, year), title block, scale and north arrow			
The signed professional seal, name and address of the architect, engineer, surveyor, landscape architect or planner responsible for the preparation of the plan			
The zoning district classification of the petitioner's parcel and all abutting parcels			
Pertinent area, height, lot coverage and setback requirements of the zoning district in which the parcel is located			
A legal description of property including a gross acreage figure			
Site Data and Physical Features:			
Existing and proposed lot lines, building lines, structures, and parking areas on the parcel and within 100 feet of the site.			
The location of existing and proposed traffic and pedestrian circulation facilities, including:			
Centerline and existing and proposed right-of-way lines of abutting streets, access drives, service drives, fire lanes, street intersections, acceleration, deceleration and passing lanes and approaches, sidewalks and pedestrian paths, and curbing			
Location of existing and proposed service facilities above and below ground, including:			
Chemical and fuel storage tanks and containers, storage, loading and disposal areas of chemicals, hazardous substances, salt and fuels			
Water mains, hydrants, pump houses, standpipes and building services and sizes			
Sanitary sewers and pumping stations			
Storm water control facilities and structures, including storm sewers, swales, retention/detention basins, drainage ways and other facilities, including calculations for sizes			
Existing and proposed easements and public utility distribution systems			
Dimensioned floor plans, finished floor elevations, typical elevation views and specifications of building materials of all buildings			

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Access and Circulation:			
Dimensioned parking spaces and calculations, drives and type of surfacing			
Exterior lighting locations, type of light and illumination patterns			
The location and description of all existing and proposed landscaping, berms, fencing and walls			
The trash receptacle pad location and the method of screening			
The transformer pad location and the method of screening			
Sign locations, height and size and other pertinent physical features			
Compliance with Huron Township engineering design standards			
Natural Features			
For parcels of more than one acre, existing and proposed topography with a maximum contour interval of two feet on the site and beyond the site for a distance of one hundred feet in all directions. Spot elevations shall be required for parcels of less than one acre in size			
The location of existing drainage courses and associated bodies of water, on and off site, and their elevations			
The location of natural resource features, including wetlands and woodlands			
Additional Requirements for Multiple-Family Districts:			
Density calculations by type of unit			
Designation of units by type and number of units in each building			
Garage and/or carport locations and details where proposed.			
Details of community building and recreational facilities			
Master Deed, Bylaws and Exhibit B for all condominium developments			
Additional Requirements for Office, Central Business District, Commercial and Industrial Districts:			
Loading/unloading area			
Total and usable floor area			
Number of employees, customers, clients or patients in peak usage			
Master Deed, Bylaws and Exhibit B for all condominium developments			

Application Procedure-An application for site plan review shall be processed in the following manner:

In order for the review to be placed on the Planning Commission Agenda (second Monday of the month) the application must be submitted thirty (30) days prior and must contain the following:

A completed application signed by owner. If the owner is not the applicant, the signature of the owner required on the application shall constitute authorization for representation by the applicant. If the owner is a corporation, the application must be signed by a corporate officer. If the owner is a partnership, the application must be signed by a general partner. If the owner is an individual, each individual owner must sign the application.

Fifteen (15) copies of the site plan, all required fees, the application, and this checklist

Prior to submission to the Planning Commission, the Department will schedule a pre-Planning Commission meeting with the applicant and applicable staff to determine completeness and general compliance with the Ordinance. If necessary, applicant shall provide revised plans.

The Department shall place review of the site plan on the next available Planning Commission agenda.