



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

4550 Walnut Lake Road  
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**SITE AND SKETCH  
PLAN APPLICATION**

Date \_\_\_\_\_ SP Case No. \_\_\_\_\_ Section No. \_\_\_\_\_

**Applicant** (Contact person to attend meetings, answer questions, and receive correspondence related to this application)

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

**Property Owner**  Check here if same as above

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

**Property Information**

Street Address	Sidwell Number
Zoning District	Master Plan Designation
Gross Acreage	Parcel Dimensions
Woodland Determination (if applicable) File # _____ Woodland Permit # _____	Wetland Determination (if applicable) File # _____ Wetland Permit # _____

**Project Information**

Project Name
Type (as defined in Section 26.6.1 of the Township's Zoning Ordinance) <input type="checkbox"/> Site Plan: New <input type="checkbox"/> Site Plan: Amendment <input type="checkbox"/> Sketch Plan: PC Review <input type="checkbox"/> Sketch Plan: Admin Review
Do the proposed uses require special land use approval? <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Description

I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

<b>OFFICE USE ONLY</b>	
Date Filed _____	Application Accepted by _____
Fee Paid _____	Tentative Planning Commission Meeting Date _____
Remarks	



# SITE AND SKETCH PLAN APPLICATION INSTRUCTIONS

## General Information

When this completed application is filed in conjunction with a site or sketch plan, it will initiate processing of the plans in accordance with the review procedures described in the Zoning Ordinance, Section 26 of the Township's Code of Ordinances. Please review Section 6.1 of the Zoning Ordinance before submitting this application to assure compliance with Township regulations.

1. Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following:
  - a. Four *folded* copies of plans that comply with the Site Plan Information Checklist on the following page.
  - b. Any other information which the applicant feels will aid the Township in reaching its decision.
  - c. Fees as follows:

Site Plan Review	\$1,500 ( <i>for parcels up to 5 acres</i> ) Plus \$100 each additional acre Plus \$1,500 escrow fee
Site Plan Review: Amendment	\$1,000 Plus \$1,000 escrow fee
Sketch Plan Review	\$1,000 Plus \$1,000 escrow fee
Administrative Review	\$500 Plus \$1,000 escrow fee
Administrative Review for Non Profit Organizations/Subdivisions	\$75 an hour <i>\$150 minimum due at time of application</i>
Stormwater Management Plan	\$1,000
Special Land Use	\$1,000
Wireless Communication Facility and Co-Locations	\$1,000
Work Session with Planning Commission	\$500 <i>\$1,000 if joint meeting with another Board</i>

2. Township staff and consultants will review the plans to ensure compliance with Township Ordinances. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed.
3. When it is determined that the plan review is complete and any necessary revisions have been made, the applicant shall submit twelve sets of *folded* plans and PDF files of the plans a minimum of 10 days prior to the scheduled Planning Commission meeting. Planning Commission meetings are held the second and fourth Tuesday of every month at 7:30 P.M.

If you have any questions, please contact the Community Development Department at (248) 451-4876.



# SITE AND SKETCH PLAN APPLICATION INSTRUCTIONS

<b>SITE PLAN INFORMATION CHECKLIST</b>		
	<b>Site Plans</b>	<b>Sketch Plans</b>
<b>General Site Data</b>		
Written documentation of property owner approval	X	X
Identification & seal of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared the drawings	X	X
The dimensions of all improvements & yards shall be labeled in a manner that clearly indicates compliance with the applicable zoning ordinance standards	X	X
North arrow & scale, at 1 in. = 20 or 30 ft., for projects larger than 3 acres 1 in. = 50 or 100 ft. may be acceptable, provided all important typical areas & ordinance requirements are thoroughly detailed in clearly recognizable form & presented at the customary scale	X	X
Complete legal description of properties & executed & proposed easements	X	X
Size (lot area) of the site	X	
Location map showing surrounding land use, environmental features & roads within a quarter mile	X	X
Zoning of site & all surrounding property, if the site has split zoning, show the line between the districts	X	X
Above & below ground utilities	X	X
Dimensioned setbacks between buildings & other site improvements	X	
Existing and proposed structures (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within 200 ft. of all property lines	X	X
Topography at two-foot contours (existing & proposed) within 200 ft. of all property lines	X	
Benchmarks with USGS reference points	X	
Use statement including a general operations plan with a description of the nature of the existing and/or proposed use or activity, noise impacts, hours of operation, the number or employees & other features or impacts to the existing & proposed uses	X	X
<b>Building Plans</b>		
Architectural building elevations (front, sides & rear), longitudinal & latitudinal building sections	X	X
Type of surface material & design of all exterior surfaces	X	X
Dimensioned floor plans (principal & accessory buildings)	X	X
Decks and/or patios (dimensions, location, height & materials)	X	X
All exterior appliances & method of screening in accordance with Section 5.5	X	X
The gross & usable floor areas within the proposed building(s)	X	X
<b>Access, Parking &amp; Circulation</b>		
Preliminary approval from the Road Commission for Oakland County for driveway locations & other improvements within the public right-of-way	X	
Existing & proposed rights-of-way for all abutting roads	X	X
Location & dimensions of all driveways & street approaches	X	X
Indicate the type of surfaces & curbs, including appropriate details	X	X
Parking spaces (location, number, dimensions, aisle dimensions & surface material)	X	X
Site circulation pattern (direction of pedestrian & vehicular traffic flow if one way or not obvious from the arrangement)	X	
Identification of all fire lanes	X	X
Safety paths, interior walks & their connections, interior sidewalks shall provide a connection to the 8 ft. exterior safety paths	X	X



# SITE AND SKETCH PLAN APPLICATION INSTRUCTIONS

<b>SITE PLAN INFORMATION CHECKLIST</b>		
	<b>Site Plans</b>	<b>Sketch Plans</b>
Carport locations & details (including architectural elevations)	<b>X</b>	
<b>Environmental Features</b>		
Environmental features regulated by the Township such as wetlands, watercourses, floodplains, environmental feature setbacks, & woodlands	<b>X</b>	<b>X</b>
Landscaping plan, including the location, number, type & size of existing & proposed plantings in accordance with Section 5.14	<b>X</b>	<b>X</b>
Greenbelts, walls and/or berm details in accordance with Section 5.13	<b>X</b>	
Site irrigation (sprinklers), illustrating all areas to be irrigated	<b>X</b>	
Treatment of all undeveloped areas (seeded, sodded, plantings, maintenance or other)	<b>X</b>	
<b>Other Information</b>		
Location of all site utilities including fire hydrants & fire department connections (if applicable)	<b>X</b>	<b>X</b>
Trash receptacles & method of screening in accordance with Section 5.16	<b>X</b>	<b>X</b>
Site lighting details in accordance with Section 5.6	<b>X</b>	<b>X</b>
Park and/or recreation areas (show boundary & size in square feet)	<b>X</b>	
Fences, screen walls, or other similar structures in accordance with Section 5.12 & 5.13	<b>X</b>	<b>X</b>
Statistical data shall be furnished, including: number of dwelling units, size of dwelling units, number of bedrooms & the total gross acreage (lot area) involved	<b>X</b>	
Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, noise/sound pressure level & other data for all such equipment or machinery shall be indicated	<b>X</b>	
Location of storage, use & disposal areas for all hazardous substances, & evidence of approval by the applicable Federal, State or local review agency	<b>X</b>	
List of hazardous substances & materials that will be used, stored, present or generated at the proposed facility	<b>X</b>	
If phasing is proposed or intended, it shall be clearly shown on the site plan	<b>X</b>	