

Village of Almont

Planning & Zoning Department
 817 N. Main Street
 Almont, MI 48003
 810-798-8528

For: _____ Date: _____

Address: _____

Parcel ID _____

Applicant/Property Owner: _____

YES	NO	N/A	SITE PLAN REVIEW INFORMATION CHECKLIST
A. Type of Site Plan			
			1. Basic (residential dwellings, additions to dwellings, accessory structures, etc.)
			2. Detailed (Special Use, PUD, Site Plan etc.)
B. Drawing Requirements/Content			
1. Basic Site Plan			
			A. Complete legal description. The property identified by parcel lines and location and size.
			B. Name and address of property owners(s), developer(s), and their interest in said properties
			C. The location of existing structures.
			A. The location of proposed and main accessory buildings, existing structures, fences on the site, the height of all buildings and square footage of floor space.
			B. Yard/setbacks and critical dimensions between buildings and all other site improvements.
			C. Existing easements located on the property.
			D. Location of all site utilities
			E. Fences (location and details)
			F. All architectural building elevations (front, sides, and rear.)
			G. Type of surface material and design of all exterior surfaces.
			H. Dimensioned floor plans
			I. Decks and/or patios
			J. Carport locations and details (including architectural elevations.)
			2. Detailed Site Plan - prepared by and carry the seal of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data.
			A. All the data required for Basic Site Plan, above
			B. Scale and Northpoint should customarily be provided at 1" = 20' or 1" = 30'. For large-scale development, 1" = 50' or 1" = 100' may be acceptable.
			C. Size of the site expressed in acres.
			D. Zoning of site and all surrounding property
			E. Proposed address, if available
			F. Existing improvements within 200' of all property lines (to identify any potential conflict with adjacent uses or buildings).
			G. Topography at 2' contours (existing and proposed) (to determine adequacy of storm drainage plan, impact on adjacent property and standards in the Village of Almont Design Standards).
			H. Benchmarks

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			3. Building Plans
			A. All architectural building elevations (front, sides, and rear) (to verify compliance with maximum height requirements and any applicable architectural standards).
			B. Type of surface material and design of all exterior surfaces (to verify compliance with any applicable architectural standards).
			C. Dimensioned floor plans (to determine parking requirements when based on square footage of useable floor area).
			D. Decks or patios or both (to verify compliance with setbacks or restrictions on outdoor uses).
			4. Access, Parking, and Circulation
			A. Existing and proposed rights-of-way for all abutting roads (to verify compliance with access requirements).
			B. Location and dimensions of all driveways, access aisles and street approaches (to verify compliance with parking and access requirements and standards in the Village of Almont Design Standards).
			C. Parking spaces (location, number, dimensions, and surface material) along with a table identifying the number of parking spaces required under the ordinance and the number provided (to verify compliance with parking and access requirement standards in the Village of Almont Design Standards).
			D. Site circulation pattern (to verify compliance with the site plan standards regarding site circulation safety).
			E. Identification of all fire lanes (to permit review by Fire Chief).
			F. Sidewalks, interior walks, and their connection (to verify compliance with site plan standards regarding pedestrian circulation).
			G. Traffic impact study if requested by the Planning Commission
			5. Environmental Features
			A. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist or where such vegetation will be planted before occupancy. The outline of wooded areas may be shown as such, but any trees over 8" caliper is to be identified and if they are to be removed it is to be noted (to verify compliance with the woodland preservation provisions).
			B. A detailed landscape plan for all yard areas shall be submitted to the Planning Commission showing the names (common and botanical), location, spacing, starting size and planting and staking details of all plantings to be installed, and the locations and types of all natural materials proposed to be included in the landscape treatment of the yard areas. This provision shall apply to all landscape yards including those expanded beyond the minimum setback requirements of the Ordinance. The landscape plan shall be reviewed and approved by the Planning Commission to verify compliance with the landscaping provisions.
			C. A preservation plan with specification describing removal of all trees, individually or as groupings, that are 8" or more in diameter, as measured 4' above the ground, as well as shrubbed areas. The plan shall also describe the method to be employed for protection of trees and shrubbed areas designated to remain during construction. The plan and specifications shall include grade changes or other work adjacent to the remaining trees and shrubbed areas which might produce adverse effect such as, but not limited to, surface drainage, aeration and piling of excavated soil.
			D. Greenbelts, wall and/or berm details. In those instances where a berm is included as part of a greenbelt, a detailed drawing and cross-section of the proposed berm shall be provided as part of the landscape plant (to verify compliance with the landscaping provisions).

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			E. Site irrigation (sprinklers) (to verify compliance with the landscaping provisions).
			F. Treatment of all undeveloped areas (to verify compliance with the landscaping provisions).
			G. Trash receptacles and method of screening (to verify with compliance with the dumpster screening provisions).
			H. All exterior lighting shall be clearly shown on the site plan with appropriate symbols and labeling. Lighting intensity and shielding details along with fixture height and type shall be noted for all exterior lighting (to verify with the lighting provisions in sections 4.05 and the Village of Almont Design Standards).
			6. Other Information
			A. Location of all site utilities (to verify compliance with the requirements for adequate provision of utilities standards and the Village of Almont Design Standards).
			B. Site drainage characteristics and improvements (to verify compliance with the site plan standards regarding adequate drainage standards and the Village of Almont Design Standards).
			C. Park or recreation areas (to verify compliance with the site plans standards regarding open space.)
			D. Fences (location and details) (to verify compliance with the fencing requirements).
			E. Areas to be used for outdoor storage or display (to verify compliance requirements for screening outdoor storage and restrictions on location of outdoor storage and display).
			F. Statistical data shall be furnished, including number of dwelling units; size of dwelling units (i.e. 1-bedroom, 2-bedrooms, 3-bedrooms) if any; and the total gross acreage involved. (In the case of mobile home parks, the size and locations of each mobile home site shall be shown) (to verify compliance with site plan standards regarding addressing off-site impacts).
			G. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, and other data of all such equipment or machinery or both shall be indications (to verify compliance with site plan standards regarding off-site impacts).
			7. Hazardous Substances - Ordinance 154
			A. Hazardous Substances. Any facility which may use, store, or generate hazardous substances or pollution materials (including petroleum-based products) may be required to submit an approved EGLE site identification form and/or a Hazardous Substances Reporting Form. Verify with Zoning Administrator.
			8. Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of the site, the Planning Commission may waive the requirements. All waivers shall be recorded in the Planning Commission's minutes
			9. The Planning Commission has the authority to require additional information not listed here if they determine it necessary to verify compliance with the requirement of this Ordinance.