



CITY OF WALLED LAKE
APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Applications for Site Plan Review must be submitted to the City *in substantially complete form*. The application must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review Checklist (attached), plus the required review fees. Regular meetings of the Planning Commission are held on the second Tuesday of each month at 7:30 p.m. All meetings are held at the Walled Lake City Hall, 1499 E. West Maple Road, Walled Lake, Michigan 48390. Phone number (248) 624-4847.

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Applicant: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner(s) (if different from Applicant): _____

Mailing Address: _____

_____ Email: _____

Telephone: _____ Fax: _____

Applicant=s Legal Interest in Property: _____

Location of Property: Street Address: _____

Nearest Cross Streets: _____

Sidwell Number: _____

Property Description:

If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Acreage parcel), provide metes and bounds description. Attach separate sheets if necessary.

Property Size: (Square Feet): _____ (Acres) _____.

Existing Zoning (please check):

- | | | | | | |
|---|------|--------------------------------------|---|-----|-----------------------------|
| G | R-1A | Single Family Residential District | G | C-2 | General Commercial District |
| G | R-1B | Single Family Residential District | G | C-3 | Central Business District |
| G | RD | Two Family Residential District | G | O-1 | Office District |
| G | RM-1 | Multiple Family Residential District | G | CS | Community Service District |
| G | RM-2 | Multiple Family Residential District | G | I-1 | Limited Industrial District |
| G | MH | Mobile Home District | G | P-1 | Vehicular Parking District |
| G | C-1 | Neighborhood Commercial District | | | |

Present Use of Property: _____

Proposed Use of Property: _____

Please Complete the Following Chart:

Type of Development	Number of Units	Gross Floor Area	Number of Employees on Largest Shift
Detached Single Family			N/A
Attached Residential			N/A
Office			
Commercial			
Industrial			
Other			

Professionals Who Prepared Plans:

A. Name: _____

Mailing Address: _____

_____ Email: _____

Telephone: _____ Fax: _____

Primary Design Responsibility: _____

B. Name: _____

Mailing Address: _____

_____ Email: _____

Telephone: _____ Fax: _____

Primary Design Responsibility: _____

C. Name: _____

Mailing Address: _____

_____ Email: _____

Telephone: _____ Fax: _____

Primary Design Responsibility: _____

ATTACH THE FOLLOWING:

1. The required number of folded copies of the site plan, sealed by a registered architect, engineer, landscape architect or community planner.
2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. Proof of property ownership.
4. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:

Road Commission for Oakland County
Oakland County Health Division

Michigan Department of Environmental Quality
Michigan Department of Natural Resources

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings, or the site plan may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Property Owner Authorizing this Application

Date

TO BE COMPLETED BY THE CITY

Case No. _____

Date Submitted: _____

Fee Paid: _____

Received By: _____

Date of Public Hearing: _____

CITY ACTION

Approved: _____ Denied: _____

Date of Action: _____

CITY OF WALLED LAKE SITE PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials to the City. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. *Failure to submit a complete application can result in delay or denial of the site plan.*

The site plan shall consist of an overall plan for the entire development, drawn to a scale of not less than 1" = 30' if the site is less than five acres, and 1" = 50' if the site is more than five acres. To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site including but not limited to gross floor area; hours of operation; number of units; number of employees on largest shift; number of company vehicles; etc. Mark each of the boxes with one of the following: **P - Provided, NP - Not Provided, NA - Not Applicable.**

	Applicant	Staff	Planning Commission
A. Application Form			
The application form shall contain the following information:			
1. Applicant's name and address.	☐	☐	☐
2. Name and address of property owner, if different from applicant.	☐	☐	☐
3. Common description of property and complete legal description.	☐	☐	☐
4. Dimensions of land and total acreage.	☐	☐	☐
5. Existing zoning and zoning of all adjacent properties.	☐	☐	☐
6. Proposed use of land and name of proposed development, if applicable.	☐	☐	☐
7. Proposed buildings to be constructed.	☐	☐	☐
8. Name and address of firm or individual who prepared site plan.	☐	☐	☐
9. Proof of property ownership.	☐	☐	☐

B. Site Plan Descriptive and Identification Data

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch=30 feet for property less than 5 acres, or 1 inch=50 feet for property 5 acres or more in size. Sheet size shall be at least 24 inches by 36 inches. The following descriptive and identification information shall be included on all site plans:

	Applicant	Staff	Planning Commission
1. Applicant's name, address, telephone number.	☐	☐	☐
2. Title block.	☐	☐	☐
3. Scale.	☐	☐	☐
4. Northpoint.	☐	☐	☐
5. Dates of submission and revisions (month, day, year).	☐	☐	☐
6. Location map drawn to a scale with northpoint.	☐	☐	☐
7. Legal and common description of property.	☐	☐	☐
8. Written description of proposed land use.	☐	☐	☐
9. Zoning classification of petitioner's parcel and all abutting parcels.	☐	☐	☐
10. Proximity to section corner and major thoroughfares.	☐	☐	☐
11. The seal of one of the following professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, or Registered Professional Community Planner. The Architectural plan of the buildings shall be prepared by and bear the seal of a Registered Architect.	☐	☐	☐
12. Boundary dimensions of the property. The boundaries of the site shall be clearly differentiated from other contiguous property.	☐	☐	☐
13. Notation of any variances which have been or must be secured.	☐	☐	☐
14. The performance guarantees to be provided including the amounts, types, and terms.	☐	☐	☐
15. The area of the site in square feet and acres excluding all existing and proposed public right-of-way; and the total area of all building, pavement and other impervious surface.	☐	☐	☐
16. The dimensions of all lots and property lines, showing the relationship of the subject property to abutting properties and all required minimum setbacks from the existing or proposed right-of-way and from adjacent properties.	☐	☐	☐

	Applicant	Staff	Planning Commission
17. Information and statement of how applicant proposes to comply with State, Local and Federal laws, as applicable to site or use.	☐	☐	☐
18. Information and special data which may be critical to the adequate review of the proposed use and its impacts on the site or City. Such data requirements may include traffic studies, market analysis, environmental assessments (including inventory and impact data on flora, fauna, natural resources, hazardous materials, erosion control and pollution), demands on public facilities and services and estimates of potential costs to the City due to failures (as a basis for performance guarantees).	☐	☐	☐
C. Site Data			
1. Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.	☐	☐	☐
2. On parcels of more than one (1) acre, topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.	☐	☐	☐
3. Proposed lot lines, lot dimensions, property lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.	☐	☐	☐
4. Dimensions and centerlines of existing and proposed roads and road rights-of-way.	☐	☐	☐
5. Acceleration, deceleration, and passing lanes, where required.	☐	☐	☐
6. Proposed location of access drives and on-site driveways.	☐	☐	☐
7. Location of existing drainage courses, flood plains, lakes and streams, with elevations.	☐	☐	☐
8. Location and dimensions of existing and proposed interior sidewalks and sidewalks in the right-of-way, in accordance with Section 21.36.	☐	☐	☐
9. Exterior lighting locations and method of shielding lights from shining off the site.	☐	☐	☐
10. Trash receptacle location(s) and method of screening in accordance with Section 21.39.	☐	☐	☐
11. Transformer pad location and method of screening, if applicable.	☐	☐	☐
12. Front, side, and rear yard dimensions.	☐	☐	☐

	Applicant	Staff	Planning Commission
13. Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.	☐	☐	☐
14. Information needed to calculate required parking in accordance with zoning ordinance standards.	☐	☐	☐
15. The location of lawns and landscaped areas.	☐	☐	☐
16. Detailed landscape plan in accordance with the requirements of Section 21.35 indicating location, types and sizes of materials. A landscaping and property maintenance plan and schedule for pruning, mowing, watering, fertilizing, and replacement of dead and diseased materials. Cross section of any berms shall be provided.	☐	☐	☐
18. All existing and proposed easements.	☐	☐	☐
19. Designation of fire lanes.	☐	☐	☐
20. Loading/unloading area.	☐	☐	☐
21. All proposed screen and free standing architectural walls, including typical cross-section and the height above ground on both sides.	☐	☐	☐
22. The location of any outdoor storage of material(s) and the manner in which it shall be screened or covered.	☐	☐	☐
23. Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.	☐	☐	☐
24. A three (3) foot wide hard surfaced splash area shall be installed in the road right-of-way along the curb edge, plus along both sides of any driveway approach, pursuant to the design and installation standards maintained by the City and in accordance with Section 21.35(d).	☐	☐	☐
D. Building and Structure Details			
1. Location, height, and outside dimensions of all proposed buildings or structures.	☐	☐	☐
2. Indication of number of stories and number of commercial or office units contained therein.	☐	☐	☐
3. Typical building floor plans.	☐	☐	☐
4. Total floor area	☐	☐	☐

	Applicant	Staff	Planning Commission
5. Location, size, height, and lighting of all proposed signs..	☐	☐	☐
6. Obscuring walls or berm locations with cross-sections where required.	☐	☐	☐
7. Building façade elevations drawn to a scale of one (1) inch equals four (4) feet, or to another scale approved by the Inspector and adequate to determine compliance with the requirements of the Ordinance. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any other outdoor or roof-located mechanical equipment, such as air conditioning, heating units and transformers that will be visible from the exterior.	☐	☐	☐
E. Information Concerning Utilities, Drainage, and Related Issues.			
1. Location of sanitary sewers and septic systems, existing and proposed.	☐	☐	☐
2. Location and size of water mains, well sites, and water service leads, existing and proposed.	☐	☐	☐
3. Location of hydrants, existing and proposed, with reasonable access thereto for use by public safety and fire fighting personnel.	☐	☐	☐
4. Location of storm sewers and storm sewer facilities existing and proposed, including storm water retention/detention facilities.	☐	☐	☐
5. Indication of site grading, drainage patterns, and other storm water control measures.	☐	☐	☐
6. Storm water drainage and retention calculations.	☐	☐	☐
7. Location of gas, electric, and telephone lines, above and below ground.	☐	☐	☐
8. Types of soils and location of flood plains and wetland, if applicable.	☐	☐	☐
9. Assessment of potential impacts from the use, processing, or movement hazardous materials or chemicals, if applicable.	☐	☐	☐
10. Soil erosion and sedimentation control measures.	☐	☐	☐

	Applicant	Staff	Planning Commission
11. Existing ground elevations on the site of appropriate intervals to show drainage patterns, including existing ground elevations of adjacent land within 100 feet of the subject property and existing building, drive and/or parking lot elevations or any adjacent unusual surface conditions.	☐	☐	☐
12. Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.	☐	☐	☐
13. Curbs and gutters, in accordance with Section 21.44.	☐	☐	☐
E. Information Applicable to Multiple-Family Residential Development.			
1. The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).	☐	☐	☐
2. Density calculations by type of residential unit (dwelling units per acre).	☐	☐	☐
3. Floor plans of typical buildings with square feet of floor area.	☐	☐	☐
4. Building elevations of typical buildings.	☐	☐	☐
5. Garage and/or carport locations and details, if proposed.	☐	☐	☐
6. Dedicated road or service drive locations.	☐	☐	☐
7. Community building location, dimensions, floor plans, and elevations, if applicable.	☐	☐	☐
8. Swimming pool fencing detail, including height and type of fence, if applicable.	☐	☐	☐
9. Location and size of recreation and open space areas.	☐	☐	☐
10. Indication of type of recreation facilities proposed for recreation area.	☐	☐	☐
F. General Notes.			
1. If any of the items listed above are not applicable, the following information should be provided on the site plan:	☐	☐	☐
a. A list of each item considered not applicable.			
b. The reason(s) why each listed item is not considered applicable.			
2. Other data may be required if deemed necessary by the City or Planning Commission to determine compliance with the provisions of this Ordinance.	☐	☐	☐