



**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.

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**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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner(s) (if different from Applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant=s Legal Interest in Property: \_\_\_\_\_

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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 circle one):

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Design Responsibility: \_\_\_\_\_

B. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Design Responsibility: \_\_\_\_\_

\_\_\_\_\_

C. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Design Responsibility: \_\_\_\_\_

\_\_\_\_\_

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**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.

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**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.**

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

**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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Title block.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Northpoint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dates of submission and revisions (month, day, year).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Location map drawn to a scale with northpoint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Legal and common description of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Written description of proposed land use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Zoning classification of petitioner's parcel and all abutting parcels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Proximity to section corner and major thoroughfares.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Boundary dimensions of the property. The boundaries of the site shall be clearly differentiated from other contiguous property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Notation of any variances which have been or must be secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The performance guarantees to be provided including the amounts, types, and terms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Site Data</b>			
1. Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proposed lot lines, lot dimensions, property lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dimensions and centerlines of existing and proposed roads and road rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Acceleration, deceleration, and passing lanes, where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proposed location of access drives and on-site driveways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location of existing drainage courses, flood plains, lakes and streams, with elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Location and dimensions of existing and proposed interior sidewalks and sidewalks in the right-of-way, in accordance with Section 21.36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exterior lighting locations and method of shielding lights from shining off the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Trash receptacle location(s) and method of screening in accordance with Section 21.39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Transformer pad location and method of screening, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Front, side, and rear yard dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant	Staff	Planning Commission
13. Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Information needed to calculate required parking in accordance with zoning ordinance standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The location of lawns and landscaped areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. All existing and proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Designation of fire lanes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Loading/unloading area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. All proposed screen and free standing architectural walls, including typical cross-section and the height above ground on both sides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The location of any outdoor storage of material(s) and the manner in which it shall be screened or covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Building and Structure Details</b>			
1. Location, height, and outside dimensions of all proposed buildings or structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Indication of number of stories and number of commercial or office units contained therein.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Typical building floor plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Total floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Applicant	Staff	Planning Commission
5. Location, size, height, and lighting of all proposed signs..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Obscuring walls or berm locations with cross-sections where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Information Concerning Utilities, Drainage, and Related Issues.</b>			
1. Location of sanitary sewers and septic systems, existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location and size of water mains, well sites, and water service leads, existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of hydrants, existing and proposed, with reasonable access thereto for use by public safety and fire fighting personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location of storm sewers and storm sewer facilities existing and proposed, including storm water retention/detention facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Indication of site grading, drainage patterns, and other storm water control measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Storm water drainage and retention calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location of gas, electric, and telephone lines, above and below ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Types of soils and location of flood plains and wetland, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assessment of potential impacts from the use, processing, or movement hazardous materials or chemicals, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Soil erosion and sedimentation control measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Curbs and gutters, in accordance with Section 21.44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Information Applicable to Multiple-Family Residential Development.</b>			
1. The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Density calculations by type of residential unit (dwelling units per acre).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Floor plans of typical buildings with square feet of floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Building elevations of typical buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Garage and/or carport locations and details, if proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Dedicated road or service drive locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Community building location, dimensions, floor plans, and elevations, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Swimming pool fencing detail, including height and type of fence, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Location and size of recreation and open space areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Indication of type of recreation facilities proposed for recreation area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. General Notes.</b>			
1. If any of the items listed above are not applicable, the following information should be provided on the site plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant	Staff	Planning Commission
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<b>C. Site Data</b>			
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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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proposed lot lines, lot dimensions, property lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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