City of Grosse Pointe
Michigan

Site Plan Review Application

February 28, 2003
CITY OF GROSSE POINTE
APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Applications for Site Plan Review by the Planning Commission 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 Guidelines, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held on the fourth Monday of each month at 7:00 p.m. All meetings are held at Grosse Pointe City Hall, 17147 Maumee, Grosse Pointe, Michigan 48230. Phone number (313) 885-5800.

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:___________________________________

Location of Property: Street Address:___________________________________
Nearest Cross Streets:_________________________________________________
Sidewell 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.

________________________________________________________

S.P.R. Appl: February 24, 2003
Property Size (Square Ft): ____________________________ (Acres): ____________________________

Existing Zoning (please check):

☐ R-1A Single-Family Residential District
☐ R-1B Single-Family Residential District
☐ R-2 Two-Family Residential District
☐ R-T Terrace Residential District
☐ RO-1 Restricted Office District
☐ C-1 Local Business District
☐ C-2 Central Business District
☐ P-1 Vehicular Parking District

Present Use of Property: ________________________________________________________________

Proposed Use of Property: ____________________________________________________________

Please Complete the Following Chart:

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Number of Units</th>
<th>Gross Floor Area</th>
<th>Number of Employees on Largest Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detached Single-Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attached Residential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Mixed Use)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ____________

S.P.R. Appl: February 24, 2003
ATTACH THE FOLLOWING:

1. ____ (___) individually folded copies of the site plans, 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:

   □ Wayne County Road Commission □ Michigan Department of Environmental Quality
   □ Wayne County Health Division □ Michigan Department of Natural Resources
   □ Michigan Department of Transportation

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

Date Submitted: ________________________________  Case No.

Received By: ________________________________    Fee Paid:

PLANNING COMMISSION ACTION

Approved: __________________ Denied: ____________  Date of Public Hearing:

__________________________                     _______________________
Date of Action:

S.P.R. Appl: February 24, 2003
CITY OF GROSSE POINTE
SITE PLAN REVIEW CHECKLIST

As noted in the Site Plan Review Guidelines, 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 1" = 20' if the site is less than one acre, 1" = 30' if the site is between one and three acres, and 1" = 50' if the site is more than three acres. ( ) Individually folded site plans must be submitted. 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.

A. General Descriptive and Identification Data
   (Required on Site Plan(s))

   1. Name, address, and telephone number of applicant and owner
   2. Title block indicating name of the development
   3. Scale and northpoint
   4. Location map drawn to scale with northpoint
   5. Property description: Sidwell number, subdivision name and lot no., metes and bounds description, etc.
   6. Total acreage and net acreage (excluding rights-of-way), to the nearest 1/10 acre
   7. Zoning of petitioner’s and adjacent parcels
   8. Present and proposed uses of property
   9. Identification and seal of architect, engineer, or land surveyor, who prepared plan
   10. Date of initial application and revision dates
   11. Dimensions of all lots, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the limits of the total land holding
   12. Notation of any variances which have been or must be secured

February 24, 2003
### Site Data

<table>
<thead>
<tr>
<th></th>
<th>Applicant</th>
<th>Staff</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Existing lot lines, building lines, structures, driveways, parking areas and other improvements on the site and within 100 feet of the site</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Front, side, and rear setback dimensions</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3.</td>
<td>Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.</td>
<td>Proposed site plan features, including buildings, road widths and names, and parking areas</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Dimensions and centerline of existing and proposed roads and road rights-of-way</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6.</td>
<td>Acceleration, deceleration, and passing lanes, where required or proposed</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7.</td>
<td>Proposed location of access drives and on-site driveways</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8.</td>
<td>Typical cross-section of proposed roads</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9.</td>
<td>Location, number, typical dimensions, and type of paving of proposed parking spaces, including barrier-free spaces</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10.</td>
<td>Parking calculations based on ordinance requirements</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11.</td>
<td>Locations and width of sidewalks within the site and within the right-of-way. Indicate accessible path from barrier-free parking space(s) to main entrance(s) of each building.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12.</td>
<td>Locations and dimensions of off-street loading area, if applicable</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>13.</td>
<td>Exterior lighting locations, manufacturer's details, and methods of shielding lights from shining off of the site</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14.</td>
<td>Waste receptacle and outside storage locations and method of screening, if applicable</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15.</td>
<td>Transformer pad and method of screening, if applicable</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16.</td>
<td>Landscape plan which shows the following:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a.</td>
<td>Lawn areas, indicating whether they are to be seeded or sodded</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b.</td>
<td>Planting schedule indicating location, sizes, species and quantity of proposed shrubs, trees, and other live plant materials</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

February 24, 2003
c. Planting details and maintenance plan for upkeep and replacement of diseased plant material
   
   d. Location, sizes and types of existing trees three (3) inches or greater in diameter measured at one (1) foot off the ground, before and after proposed development
   
   e. Cross-section of any proposed berm
   
   f. Tree protection measures

17. Location of existing drainage courses, floodplains, lakes and streams, with elevations

18. Locations and dimensions of wetlands

19. Locations and description of all easements for public rights-of-way, utilities, private roads, and drainage

C. Building and Structure Details

1. Location, height and outside dimensions of all proposed structures

2. Building facade elevations (elevations shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, HVAC equipment and transformers)

3. Building floor plans

4. Total floor area

5. Indication of number of stories and number of commercial or office units contained in the building

6. Location, size, height, and lighting details of all proposed signs

7. Proposed fences and walls, including typical cross-section and height above the ground on all sides

D. Information Concerning Utilities, Drainage, and Related Issues

1. Schematic layout showing existing and proposed:
   
   a. Well sites and water service leads
   
   b. Septic or other wastewater disposal system
   
   c. Storm sewers and drainage facilities, including retention/detention basins

February 24, 2003
d. Fire hydrants

2. Types of soils and location of floodplains and wetlands, if applicable

3. Soil erosion and sedimentation control measures

4. Proposed finish grades on the site, including finish grades of all buildings, driveways, walkways, and parking lots

5. Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.

6. Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility.

7. Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas

8. Underground storage tanks locations

9. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup

E. Information Applicable to Multiple-Family Residential Development

1. The number, type 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. Lot coverage calculations

4. Floor plans of typical building with square feet of floor area

5. Garage and carport locations and details, if proposed

6. Pedestrian circulation system

7. Location and names of roads and internal drives

8. Community building location, dimensions, floor plans, and facade elevations, if applicable

February 24, 2003
9. Swimming pool fencing detail, including height and type of fence if applicable. □ □ □

10. Location and size of recreation open space □ □ □

11. Indication of type of recreation facilities proposed for recreation area □ □ □

F. Information Applicable to Mobile Home Parks

1. Location and number of pads for mobile homes □ □ □

2. Distance between mobile homes □ □ □

3. Proposed placement of mobile home on each lot □ □ □

4. Average and range of size of mobile home lots □ □ □

5. Density calculations (dwelling units per acre) □ □ □

6. Lot coverage □ □ □

7. Vehicular circulation system, including names of proposed streets □ □ □

8. Garage and carport locations and details, if proposed □ □ □

9. Pedestrian circulation system □ □ □

10. Community building location, dimensions, floor plans and facade elevations, if applicable □ □ □

11. Swimming pool fence details, including height and type of fence, if applicable □ □ □

12. Location and size of recreation open space □ □ □

13. Indication of type of recreation facilities proposed for recreation area □ □ □

G. Information Applicable to Commercial, Office, and Industrial Development

1. Estimated number of employees (total and on largest working shift) □ □ □

H. Non-Applicable Items

If any of the items are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable, and the reason why each listed item is not considered applicable.

February 24, 2003
I. Other Required Data

If phased construction is to be used, each phase must be noted and each phase must be able to stand on its own.

Other data may be required if deemed necessary by administrative officials or the Planning Commission to determine compliance with the provisions of this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand on public facilities and services.
CITY OF GROSSE POINTE
SITE PLAN REVIEW GUIDELINES

Purpose of Site Plan Review

The purpose of site plan review is to determine if proposals for development are in compliance with the Zoning Ordinance and other applicable ordinances and laws. Standards in the Zoning Ordinance are intended to promote the orderly development and/or redevelopment of the City and preserve the social and economic stability of the City.

Basis for Site Plan Review

Various sections of the Zoning Ordinance require site plan review for proposals to: erect, move, relocate, convert, or structurally alter a building; change or add a use to an existing building; expand or decrease off-street parking; or, fill, excavate, or grade land. Site plan review is not required for single family residential uses.

Qualified Site Plan Review Applicants

Any property owner or the owner's designated agent may submit an application for site plan review, provided that the proposed use is permitted in the zoning district in which the property is located.

Review Fees

Review fees must be paid at the time the site plan is submitted. The review fees defray the cost of having the plan reviewed by City officials, the City Planner, and the City Engineer. A site plan will not be reviewed until the review fees are paid.

SITE PLAN REVIEW PROCESS

Procedures have been established to guide the Planning Commission and the applicant through the site plan review process. These procedures place certain responsibilities on the applicant. Compliance with all of the procedural requirements, as well as all Zoning Ordinance standards, will minimize delays and assure expeditious review of the plan.

A step-by-step description of the review procedures follows:

» Step 1: Submittal Requirements. The applicant is required to submit the following materials to the Grosse Pointe City Hall, 17147 Maumee, Grosse Pointe, Michigan. 48230. Phone number (313) 885-5800:

1. A completed and signed Application for Site Plan Review.

2. _____ (__) individually folded copies of the site plan.
3. Evidence that the site plan has been submitted to County, State, or Federal agencies that have jurisdiction over the project, including but not limited to: the Wayne County Road Commission, the Wayne County Health Division, the Michigan Department of Natural Resources, and the Michigan Department of Transportation.

- **Step 2: Distribution of Plans.** Upon submittal of all required application materials, copies of the site plan and application will be transmitted to the City Planner and City Engineer for review.

- **Step 3: Reports from the Planner and Engineer.** The City Planner and City Engineer will review the plan to determine compliance with the Zoning Ordinance and other applicable ordinances and regulations. Copies of the Planner’s and Engineer’s reports will be transmitted to the applicant and to the Planning Commission with copies of the site plan.

- **Step 4: Placement on the Planning Commission Agenda.** A site plan will **not** be placed on the Planning Commission’s regular agenda until it is in substantial compliance with all applicable regulations, except in the circumstances listed at right.

  If a site plan is found not to be in compliance with all applicable regulations, the applicant should work with the City Planner and Engineer to determine necessary revisions. The Planning Commission will be kept updated on the progress of each case but, until the site plan is substantially in compliance with applicable regulations, it will generally not appear on the Planning Commission’s agenda.

- **Step 5: Deadlines.** The applicant may resubmit revised plans as soon as desired after receiving a review letter from the City Planner or Engineer or other review authority. However, if the applicant wishes to have his/her plan considered for placement on the regular agenda, the plans must be submitted **in a substantially complete form** at least twenty-one (21) days prior to the Planning Commission’s meeting at which the proposal will be considered.

- **Step 6: Planning Commission Consideration.** At the regular meeting at which a site plan proposal is considered, the Planning Commission will review the plan, giving consideration to the reports and comments from the Planner, Engineer, and other review authorities; the applicant; and, members of the audience and other concerned citizens.

  Site plans involving a special land use require a public hearing. At the first meeting at which a case is considered, the Planning Commission will schedule a date for the public hearing.

- **Step 7: Final Action.** The Planning Commission is authorized to take the following action on a site plan, subject to the guidelines in the Zoning Ordinance: approval, approval with conditions, or denial. If a plan is approved subject to conditions, the applicant must submit revised, dated plans illustrating compliance with all required conditions.

- **Step 8: Distribution of Final Plan.** After the Planning Commission takes final action, the City Planner will mark three copies of the approved plans APPROVED or DENIED, as
appropriate, with the date the action was taken. One marked copy will be returned to the applicant and the other two copies shall be kept on file in the City Hall.

- **Step 9: Obtaining Permits.** After receiving Planning Commission approval, **construction may not begin until all required permits are obtained from the Building Department**. Please contact the Grosse Pointe City Building Department for further direction regarding preparation of construction documents and plans and obtaining required permits.

**APPLICANT'S ENDORSEMENT**

I acknowledge receiving of the copies of these **Site Plan Review Guidelines** as a part of the Grosse Pointe City Site Plan Review Application package.

__________________________
Signature(s) of Applicant(s)

Date:

February 27, 2003