



Site Plan Requirements

1. General Information

- a. Proprietors', applicants', and owners' names, addresses and telephone numbers.
- b. Property's legal description.
- c. Date of preparation, including revisions.
- d. Zoning classification of petitioner's parcel and all abutting parcels.
- e. Gross acreage of development.
- f. Type of use.
- g. Hours of operation.

2. Map Information

- a. Scale no greater than 1' = 50' for property less than 3 acres and no greater than 1" = 100' for property 3 or more acres.
- b. North arrow.
- c. Location map drawn at a scale of 1" = 2,000' with north point indicated.
- d. Architect, Engineer, Surveyor, Landscape Architect, or Planner's seal.

3. Lot Lines & Centerlines

- a. Existing and proposed lot lines on the parcel and within 100' of the site. When deemed necessary by the Zoning Administrator, a survey may be required.
- b. Centerline and existing and proposed right-of-way lines of any street.

4. Physical Features

- a. Location of all structures with setback and yard dimensions. Drawings or sketches of exterior and elevations. Location of structures within 100' of the site.
- b. Rights-of-way, easements, and public open spaces within or bordering the property. Acceleration, deceleration and passing lanes and approaches.
- c. Proposed locations of access drives, street intersections, driveway locations, sidewalks, curbing, service drives/roads, and bicycle paths. Access drives within 100' of the site.
- d. Proposed parking areas and existing parking areas within 100' of the site. Dimensioned parking spaces and calculation, drives and method of surfacing.
- e. Loading/unloading areas.
- f. Total useable floor area.
- g. Number of employees during peak usage (commercial/industrial).
- h. Location of existing and proposed service facilities above and below ground, including: (1) Chemical and fuel storage tanks and containers. (2) Water supply and wastewater facilities. (3) Sanitary sewage disposal facilities. (4) Storm water control facilities and structures. (5) Location of all easements.
- i. Location of outdoor storage areas.
- j. Snow storage areas.
- k. Exterior lighting locations and illumination patterns.

- l. Location and description of all existing and proposed landscaping, berms, fencing and walls.
- m. Trash receptacle pad location and method of screening.
- n. Transformer pad location and method of screening.
- o. Entrance details including sign locations and size. Designation of fire lanes.

5. Natural Features

- a. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service, Soil Survey of Crawford County, Michigan.
- b. Existing topography with a maximum contour interval of two (2) feet. Topography on the site and beyond the site for a distance of one hundred (100) feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
- c. Location of existing drainage courses and associated bodies of water, on and off site, and their elevations. d. Location of existing wetlands. e. Location of natural resource features, including woodlands and areas with slopes greater than ten (10%) percent (one (1) foot of vertical elevation for every ten (10) feet of horizontal distance).

6. Residential Project Requirements Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information:

- a. Floor area of dwelling units.
- b. Total number of units proposed per building.
- c. Density calculations.
- d. Areas to be used for open space and recreation.
- e. Carport/garage locations.

7. Phased Construction Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following:

- a. Relationship and identification of future structures.
- b. Pedestrian and vehicular circulation.
- c. Time schedule for completion of the various phases of the proposed construction.
- d. Temporary facilities or construction of same as required to facilitate the stated development.

8. Other Information as may be required by the Zoning Administrator or Planning Commission to assist in the consideration of the proposed development