



SITE PLAN REVIEW APPLICATION

*** To be Completed by City ***

Date Submitted: _____ () Approved () Denied

Site Address or Project Location: _____

Phone: _____ E-Mail: _____

Application Fee: \$250.00 (Non-Refundable) () Date Paid: _____

Resubmittal Fee: \$100.00 (Non-Refundable) () Date Paid: _____

Escrow Deposit: \$1,500* () Date Paid: _____

**As determined by the Zoning Administrator for reasonable reimbursement of City costs and expenses.*

Any monies deposited by an applicant, which are not used or spent by the City pursuant to an escrow fee shall be refunded.

Received By: _____ City Clerk

Expected Time for Review Process (Estimated): _____ Zoning Administrator

1. Contact Information

Applicant Name _____

Property Owner (if different than applicant) _____

Address _____

City/State/Zip _____

Phone _____

Email _____

2. Property Information

Property Street Address _____

Permanent Parcel Number _____

Zoning District _____

Area _____ Width _____ Depth _____

Zoning District of Adjacent Properties to the:

North _____ South _____ East _____ West _____

3. Project Information

Current Uses(s): _____ Proposed Use(s): _____

- New Construction
- Change of Use
- Addition to existing structure
- Additional use

Type of Development (check all that apply):

- Site Condominium
- Attached Residential
- Commercial
- Office
- Industrial

Check the appropriate use and fill in the related blank:

Number of Units _____
Number of Units _____
Gross Floor Area _____
Gross Floor Area _____
Gross Floor Area _____

4. Supplemental Reviews and Applications

- Does this project involve a Special Land Use? Yes No
- Will this project require a Variance? Yes No
- Does this property fall within the Natural Features
Overlay District? Yes No
- Does this project require a performance guarantee
as specified in Chapter 17, Section 17.04 of the
City Ordinance? Yes No

NOTE: If responding 'Yes' to any of the above, Site Plan Review may be suspended until any required supplemental applications are completed and submitted. All applications can be found online or at the City Clerk's office.

5. Application Procedure

The completed Concept and Final Site Plan, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

- () **Completed Plan.** A completed concept or final site plan including all elements as specified in Chapter 14, [Table 14.03](#), of the City of Perry Zoning Ordinance.
- () **Submission Checklist.** Confirmation that all submission requirements have been met, see following page.
- () **Project Narrative.** A narrative describing the project elements and improvements as specified in Chapter 14, [Table 14.03](#), of the City of Perry Zoning Ordinance.
- () **Application Form and Fees.** A completed application form and application fee and escrow deposit are required with the initial submittal. As established in Section 14.04 of the Zoning Ordinance, the Site Plan Review Fee can be found in the City of Perry Fee Schedule.
- () **Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land required.
- () **Copies.** At the time of initial submittal, ten (10) folded or rolled copies of plans that comply with the above criteria will be given to the City Clerk. At the time of final submittal, fifteen (15) sets of 11" x 17" plans and an electronic .pdf are required.
- () **Supplemental Applications.** If applicable.

Site Plan Submission Requirements

All preliminary and final site plans shall include the following:

1. A general location sketch showing at a minimum, properties, streets, and use of land within 1/2 mile of the area.
2. Legal description of the subject property.
3. North arrow and plan scale.
4. Name and address of the property owner or petitioner and ownership interest.
5. Name, address, and seal of the person and/or firm who drafted the plan and the date on which the plan was prepared.
6. Existing zoning and use of all properties abutting the subject property.
7. All buildings, parking, easements, and driveways within 100 feet of all property lines.
8. Existing and proposed uses, buildings, and structures.
9. Property lines and dimensions.
10. Existing adjacent streets and proposed streets.
11. Parking lots and access points.
12. General location of utilities, storm water management features, septic systems and wells.
13. Location of proposed buffer strips or screening.
14. General topographical features at contour intervals no greater than 5 feet.
15. Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, landmark trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards.
16. Narrative providing written text describing in general terms:
 - a) The overall objectives of the proposed development.
 - b) Size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, streets and drives, and open space.
 - c) Dwelling unit densities by type, if applicable.
 - d) Proposed method of providing sewer and water service, as well as other public and private utilities.
 - e) Anticipated grading and filling and proposed method of storm water management.

All final site plans shall additionally include the following:

17. Property lines for each site condo unit or lot shown and dimensioned.
18. Buildable area for proposed structures (i.e. setbacks and yards shown) on the subject property for each lot or site condominium unit.
19. Specifications for and location of existing and proposed utilities.
20. All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes serving the site and cross-sections of internal roads serving the development.
21. Location and specifications for curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), fire lanes, and unloading areas.
22. Location and size of all surface water drainage facilities including storm event data.
23. All existing vegetation noted to be protected and a detailed landscaping plan including data on species, number and size of plant materials to be used.
24. Location of profiles of all proposed fencing and walls.
25. Location of all solid waste disposal facilities, including recycling, and screening.
26. Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.
27. Dedicated open space, marked, described and a recordable form to protect such lands in perpetuity.
28. Exterior lighting showing area of illumination (via a photometric chart) and indicating the type and height of fixture to be used.
29. Any signs not attached to the building(s).
30. Elevation drawings of proposed buildings.
31. Location and specifications for trails and sidewalks.
32. Development agreement (as appropriate).
33. Easement descriptions and dedications.
34. Approved road names (as appropriate).
35. Detailed landscape plan, including method of protecting existing vegetation, species, listing, and sizes for new landscaping materials, profile of proposed buffer strips, screening, fence design, and timing of landscaping improvements.

6. Affidavit

I hereby certify that all work performed under this permit for which the application is made will conform with the Zoning Ordinances of the City of Perry, Shiawassee County Zoning Ordinances, and the laws of the State of Michigan. By signing below, the applicant confirms that all site plan requirements as set forth on the previous page have been met.

I, _____ (applicant), do hereby swear that the information given herein is true and correct.

Signature of Applicant

Date

I, _____ (property owner), hereby give permission for the City of Perry officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

Signature of Property Owner

Date

Fees (Non-Refundable)

Note: Additional Fees may be Applicable for Services rendered during the Review Process as specified in Chapter 17, Section 17.03 of the City Zoning Ordinance.

<input type="checkbox"/> Engineer Review	\$	<input type="checkbox"/> N/A	<input type="checkbox"/> Special Land Use	\$	<input type="checkbox"/> N/A
<input type="checkbox"/> Public Works Review	\$	<input type="checkbox"/> N/A	<input type="checkbox"/> Variance	\$	<input type="checkbox"/> N/A
<input type="checkbox"/> Attorney Consultation	\$	<input type="checkbox"/> N/A			
<input type="checkbox"/> Fire Department	\$	<input type="checkbox"/> N/A	<input type="checkbox"/> Additional Resources/Fees:	\$	<input type="checkbox"/> N/A
<input type="checkbox"/> Building Inspector	\$	<input type="checkbox"/> N/A			
			Total Fees	\$	<input type="checkbox"/> N/A

***** To be Completed by City *****

Reviewed By: _____	Zoning Administrator	Date: _____
Comments: See Attached		
Planning Commission Meetings: _____		
Planning Commission Approval: <input type="checkbox"/> Planning Commission Denial: <input type="checkbox"/> See Attached		
Approved with Specified Conditions: <input type="checkbox"/> See Attached	Deadline : _____	
Approved with Specified Exceptions: <input type="checkbox"/> See Attached	Deadline : _____	

City Comments

A series of horizontal lines providing space for city comments.