

CITY OF PLYMOUTH  
201 S. MAIN STREET  
PLYMOUTH, MI 48170  
PHONE (734) 453-1234  
FAX (734) 455-1892

**APPLICATION FOR SITE PLAN REVIEW**

**MUST HAVE A PRE-APPLICATION MEETING PRIOR TO SUBMITTAL  
UNLESS WAIVED BY THE COMMUNITY DEVELOPMENT DIRECTOR**

**ALL SITE PLAN APPLICATIONS “MUST” MEET THE DEADLINE AND BE PAID BY 3PM.  
THERE WILL BE “NO” EXCEPTIONS**

(Required for all Multiple Family Residential, Single Family Cluster Residential, and all Non-Residential development.)

**GENERAL INFORMATION**

Site plans for all Multiple Family Residential, Single Family Cluster Residential, and all Non-Residential developments must be reviewed and approved by the City of Plymouth Planning Commission before building permits may be issued.

This application and all necessary supportive documentation must be submitted with **SIXTEEN (16) COPIES FOLDED AND STAPLED** to the Building and Engineering Department before the review process can begin. Site plans submitted for review must be in the hands of the City **BY 3:00 PM THE DEADLINES FOR THE PLANNING COMMISSION MEETINGS ARE LISTED ON THE WEB SITE.** **SITE PLAN REVIEW FEE \$1,500.00 Plus \$50/acre or fraction thereof**

Applicants seeking site plan approval are encouraged to familiarize themselves with the City of Plymouth Zoning Ordinance, Zoning Map, and Master Plan in order to assure that:

1. The land is properly zoned to permit the use proposed for development of the site; and,
2. The building height, bulk, density, area, off-street parking, landscaping and screening requirements of the zoning ordinance are met.

Copies of the Zoning Ordinance, Zoning Maps and Master Plans may be obtained from the Building Department. The Zoning Ordinance is also available from the City’s website at <http://www.ci.plymouth.mi.us>

**Applicant MUST receive invoice from Comm. Dev. Dept. before payment**

## **REVIEW PROCESS**

This application will be initially reviewed for completeness by the Building and Engineering Department. Applications, which are incomplete, will be returned for modification.

Following receipt, applications are distributed to City department heads and to the City's planning consultant where they are reviewed for compliance with City codes and ordinances.

The Building and Engineering Department notifies applicants of the date and time of the Planning Commission meeting during which the application will be reviewed. They will also provide applicants with a copy of the planning consultant's comments and recommendations concerning the application. **UNLESS SPECIAL ARRANGEMENTS ARE MADE WITH THE CHAIRMAN IN ADVANCE, THE PLANNING COMMISSION WILL NOT REVIEW A SITE PLAN UNLESS THE APPLICANT OR HIS/HER AUTHORIZED REPRESENTATIVE IS PRESENT AT THE MEETING.**

**THE PLANNING COMMISSION MEETINGS ARE THE SECOND WEDNESDAY OF THE MONTH IN THE CITY OF PLYMOUTH COMMISSION CHAMBERS, 201 S. MAIN STREET, PLYMOUTH, MI AT 7:00 PM.**

**CITY OF PLYMOUTH  
APPLICATION FOR SITE PLAN REVIEW**

- A. THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE BUILDING AND ENGINEERING DEPARTMENT AT THE TIME OF APPLICATION SUBMITTAL:

SITE PLAN NUMBER: \_\_\_\_\_

- B. THE FOLLOWING IS TO BE COMPLETED BY APPLICANT PRIOR TO SUBMITTAL OF SITE PLAN (PLEASE PRINT OR TYPE).

**ADDRESS OF PROPOSED DEVELOPMENT**

1. \_\_\_\_\_  
Developers Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone/Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**(ALL CORRESPONDENCE FROM THE CITY WILL BE MAILED TO THIS ADDRESS)**

2. Legal Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Phone/Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Site Plan Designers Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone/Fax Number \_\_\_\_\_  
Registration No \_\_\_\_\_  
Email Address \_\_\_\_\_

**Applicant MUST receive invoice from Comm. Dev. Dept. before payment**

4. Description of Proposed Development.      New      \_\_\_\_\_ Addition      \_\_\_\_\_

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5. Address and General Location of Property.

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6. Legal Description of Property.

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7. Provide the following data:

a. For churches, temples, stadium and sports arenas or indoor or similar outdoor place of assembly.

Seating capacity or length of proposed pews or benches.

\_\_\_\_\_ Seats

\_\_\_\_\_ Feet

b. For hospitals, sanitariums, homes for the aged, convalescent homes.

Number of beds.

\_\_\_\_\_ Beds

c. For fraternities or sororities.

Number of permitted active members      \_\_\_\_\_

Members      \_\_\_\_\_

d. For private clubs, lodges, theaters, auditoriums, multi-purpose rooms, pool halls, establishments for sale and consumption on premises of beverages, food or

refreshment, dance halls, and assembly halls without fixed seats.

Number of persons allowed within the maximum occupancy load as established by the fire marshal.

\_\_\_\_\_ People

e. For auto washes.

Number of employees and the number and length of wash lines.

\_\_\_\_\_ Employees

\_\_\_\_\_ Feet of lines

f. For beauty parlors, barbershops, bowling alleys, laundromats and coin operated dry cleaners, motels or hotels, motor vehicle sales and service establishments and banks.

\_\_\_\_\_ Number of chairs

\_\_\_\_\_ Number of lanes

\_\_\_\_\_ Number of washing (or dry-cleaning) and drying machines

\_\_\_\_\_ Number of auto service stalls in the service room

\_\_\_\_\_ Number of teller cages/windows

g. For gasoline/service stations.

Number of lubrication stalls, racks or pits and number of gasoline pump stands.

\_\_\_\_\_ Lubrication stalls

\_\_\_\_\_ Pump stands

h. For professional offices of doctors, dentists or similar professions.

Number of examining rooms, dental chairs or similar use areas.

\_\_\_\_\_ Chairs

- i. For industrial, furniture and appliance, household equipment, repair shops, showroom of a plumber, decorator, electrician or similar trade, shoe repair and other similar uses.

Maximum number of shift employees per shift.

\_\_\_\_\_ Employees

Prior to submittal of a site plan, the applicant shall review the following elements for inclusion, where applicable, on the proposed plan. All such required information shall be clearly noted on the site plan, and not on any attachment to the site plan, and shall be in sufficient detail to meet the intent and purpose of the review process.

The applicant shall make a check mark in the left hand column marked "Applicant" only and shall mark all applicable elements. If a particular item is not applicable to the site plan, the letters "n/a" should be written in the space. A check mark by the applicant for each of the applicable elements shall indicate that the applicant has checked that element against the site plan and that the information called for in that particular element is properly noted on the site plan.

If the applicant is satisfied that all such information required herein is properly noted on the site plan, the applicant shall sign and date the check list in the place provided and submit the signed application with the site plan to the Building and Engineering Department.

**Element to be included on  
Site Plan**

**Checked by  
Applicant**

1.	Name of Development _____	_____	_____
2.	Name, address & phone number of:		
	a. Developer	_____	_____
	b. Legal owner	_____	_____
	c. Designer/firm	_____	_____
	d. Designer's registration number and seal (*)	_____	_____

(\*) If the designer is a registered professional, the site plan shall include the designer's seal. For projects of less than \$15,000 and single family residential buildings of less than 3,500 square

feet, the designer need not be a registered professional, but should have sufficient experience and knowledge of site plan design to satisfactorily prepare a plan in accordance with the guidelines set forth herein. A seal of a registered professional is required on all Multiple Residential and all Non-Residential projects greater than \$15,000.

3. Scale of Drawing/Paper Size

a. Scale - Engineers scale on plan view appropriate to size of site to adequately detail the layout but in no case less than 1"=100'.

Building elevations (exterior wall facade) drawings and floor plans may use architects scale of 1/8"=1' or a suitable scale of similar size.

b. Paper size – **not to exceed 24" x 36**

4. Date

**Element to be included on  
Site Plan**

**Checked by  
Applicant**

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- 5. North Point \_\_\_\_\_
  
- 6. Complete legal description of the entire site (i.e. Metes and Bounds) description if acreage parcel, lot number(s), and subdivision name. All legal descriptions shall include:
  - a. Gross number of acres \_\_\_\_\_
  - b. Net usable acres \_\_\_\_\_
  - c. Section Number \_\_\_\_\_
  
- 7. Vicinity sketch or site location map which does not have to be drawn to scale.
  
- 8. The location of all existing and proposed in ground and above ground on site utility easements including their connection capability to off-site utility easements. The applicant shall provide a statement verifying that he has researched the availability of all public utilities involved in the site development and is satisfied that same is available and of adequate capacity to meet development needs (\*).

(\*). The applicant may want to retain the services of a professional engineer to conduct a utility feasibility survey for the site. When such studies are made, a copy shall be submitted as a part of this check list. The site plan should also include a dimensional survey

- 9. The provision of a water supply adequate to serve the development for both potable water and for fire emergency use shall be satisfactorily shown to exist or to be provided for.  
  
The location of all existing fire hydrants within 300 feet of the development shall be shown on the site plan.

**Element to be included on  
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10. Grading plan and floor elevations. Drainage of the site shall be shown to adequately assure storm water run-off will not adversely effect off-site properties	_____	_____
11. Water retention or detention ponds are designed to provide a natural appearing pond with side slopes of no greater than 6 on 1 appropriately landscaped and without fencing	_____	_____
12. Location of woodlands, wetlands and waterways shall be shown on the site plan and on property immediately abutting the site under consideration at the adjacent property line	_____	_____
13. Existing zoning classification	_____	_____
14. Existing zoning classification of adjacent parcels	_____	_____
15. Existing land use on adjacent parcels	_____	_____
16. The location of all existing buildings and structures within 100' of the parcel	_____	_____
17. The location of all buildings and structures on site including photos of such structures if they are to remain (*).	_____	_____

(\*) Photographs are optional - they will be useful in the review process if provided.

**Element to be included on  
Site Plan**

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Applicant**

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|-----|---|-------|-------|
| 18. | All building structure heights.<br>(Existing & Proposed)  | _____ | _____ |
| 19. | Location of all off-street parking spaces, including required handicapped spaces, vehicle maneuvering lanes, and service drives.  | _____ | _____ |
| 20. | Location of all loading/unloading facilities.   | _____ | _____ |
| 21. | Location of all driveways, drives and turning lanes.  | _____ | _____ |
| 22. | Location of all drives, driveways and intersections across abutting streets from parcel.  | _____ | _____ |
| 23. | Names, locations, existing and projected right-of-way widths as shown on City, County thoroughfare ROW plans, centerline, and pavement widths of all bordering roads, streets, and easements. | _____ | _____ |
| 24. | Location of all sidewalks, footpaths and bikeways.  | _____ | _____ |

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**Element to be included on  
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25. Critical site dimensions:	_____	_____
	_____	_____
a. Along property lines.	_____	_____
b. Between buildings.	_____	_____
c. Between parking and buildings.	_____	_____
d. Between parking and parcel lines.	_____	_____
e. Between principal and accessory buildings.	_____	_____
f. Parking space width and length (typical).	_____	_____
g. Vehicle maneuvering lane/service drive widths.	_____	_____
h. Curb radius (entrances).	_____	_____
I. Between buildings and parcel lines.	_____	_____
j. Between buildings and retention/detention ponds.	_____	_____
	_____	_____
26. Building layouts (typical floor plan) including:	_____	_____
	_____	_____
a. Principal entrances and service entrances.	_____	_____
b. The relationship between units within a building.	_____	_____
c. Exterior building wall facade drawings of all exposed walls.	_____	_____
	_____	_____
27. The type and color of exterior building wall facade materials to be used.	_____	_____
	_____	_____
28. The location and extent of any outdoor storage areas noted on site plan. If no outdoor storage is proposed it shall be so noted on the site plan.	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Element to be included on  
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29. The type, height and extent of screening for outdoor storage areas.

\_\_\_\_\_

\_\_\_\_\_

30. The type and height of screening for trash receptacles including the types of materials to be used in the screen and the color of the material, and the location of the receptacle and screen on the site.

31. The location, type and extent of any required screening devices. When architectural masonry walls are used a section drawing of the wall shall be provided detailing footings, the type of wall materials to be used, color and height. When landscaped earth berms are used, they shall be shown on the site plan.

\_\_\_\_\_

\_\_\_\_\_

32. A complete landscape planting plan identifying all landscape plantings by location, type and height. Where earth berms are used, their height and width shall be noted and a cross section of the berm included. Plant material sizes shall be noted on the site plan.

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\_\_\_\_\_

33. The location and type of all outdoor lighting by symbol denoting location or by a typical detail drawing of the lighting standard proposed, its lumination power, its height and color of standard, including a photometric layout of the site

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**Element to be included on  
Site Plan**

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| 34. | If a site is to be developed in phases each phase shall be clearly identified on the site plan.   | _____ | _____ |
| 35. | This section is for Multiple Dwelling and Cluster Housing Developments.   |       |       |
| a.  | The maximum lot coverage of all buildings shown   | _____ | _____ |
| b.  | Formula for distances between buildings shown   | _____ | _____ |
| c.  | Site density computations including total number of dwelling units and number of bedrooms per unit. When development is in phases, the requirements for b. and c. above shall be shown for each phase. Each phase shall meet density requirements or an appropriate guarantee acceptable to the City shall be provided assuring that suitable open space shall be reserved and improved to meet density requirements for the phase under development. | _____ | _____ |
| 36. | The size, and location of any and all signs to be used on the site are clearly noted on the site plan.  | _____ | _____ |

**Element to be included on  
Site Plan**

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Applicant**

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|-----|---|----|--|
| 37. | FOR NON-RESIDENTIAL USES                          |    |  |
| a.  | Proposed use                                      | d. | occupancy permitted<br>Number of medical examining rooms, dental chairs, and square footage of waiting rooms or beds |
| b.  | Gross and net usable square footage of floor area | e. | Number of employees in   |
| c.  | Seating capacity or maximum                       |    |  |

largest working shift

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify hereon that I have read and understand the above check list items and that those items that apply are included on the site plan submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_