



**CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN REVIEW APPLICATION**

201 South Main Street
Plymouth, Michigan 48170
(734) 453-1234 ext. 232
www.plymouthmi.gov

GENERAL INFORMATION:

Applicants seeking site plan approval are encouraged to familiarize themselves with the City of Plymouth Zoning Ordinance, Zoning Map, and Master Plan. Review these documents in order to assure that the land is properly zoned to permit the use proposed for development of the site and 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 online.

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

Applicants must have a pre-application meeting prior to submittal unless waived by the Community Development Director. Pre-application meeting fee is \$325.

SITE PLAN REVIEW FEE(S):

Site Plan Review (initial review and one revision).....\$1,500 + \$50/acre or fraction thereof
Subsequent Site Plan Review (after the initial and one revision) \$750
Special Land Use Review \$600 in addition to Site Plan Review fee
Final Site Conformance Review (Multi-Family and Non-Residential) \$50/acre, \$200 Min.

REVIEW PROCESS:

Submit 15 copies of the Site Plan Review Application and 15 copies of the site plan drawings and any supplemental information (folded and stapled) to the Community Development Department before the review process can begin. Site plan drawings shall be on a sheet size that is legible to see details (suggested 24" by 36"), with graphics and scale. Submit one digital copy of the entire submission package (application, site plan drawings, supplemental information, etc.) via email, flash drive, or document sharing application. Site plans submitted for review must be in the hands of the City **by 12:00 PM on the third Monday of the month** in order to be on the following month's agenda. Specific deadlines and meeting dates can be found on the Planning Commission's page on the City's website. Fees shall be provided at the time of submittal.

This application will be initially reviewed for completeness by the Community Development Department. Incomplete applications will be returned for modification. Following determination of completeness, applications are distributed to the City's Planning Consultant, Fire Marshall, applicable department heads, and Planning Commissioners for review to ensure compliance with all applicable codes and ordinances.

The applicant will be provided with the Planning Consultant's comments and recommendations concerning the application in advance of the meeting.

The Planning Commission meets on the second Wednesday of the month in the City of Plymouth Commission Chambers (second floor), 201 S. Main Street, Plymouth, MI at 7:00 PM unless otherwise specified on the City's website.

CITY OF PLYMOUTH

SITE PLAN REVIEW APPLICATION

Community Development Department
 201 S. Main Street Plymouth, MI 48170
 Ph. 734-453-1234 ext. 232
www.plymouthmi.gov

I. Site/Project Information

Site Address	Current Zoning Classification	Date of Application
Name of Property Owner		Phone Number
Mailing Address	Email Address (Required)	
City	State	Zip Code

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	<input type="checkbox"/> Architect	<input type="checkbox"/> Developer	<input type="checkbox"/> Engineer	<input type="checkbox"/> Lessee
Applicant/Company Name	Phone Number			
Applicant/Company Address	City	State	Zip Code	
Email Address (Required)				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name	Phone Number		
Company Address	City	State	Zip Code
Registration Number	Expiration Date	Email Address (Required)	

IV. Type of Project (Please Select All that Apply)

<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> New	<input type="checkbox"/> Remodel
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Industrial	<input type="checkbox"/> Addition	<input type="checkbox"/> Interior Finish
<input type="checkbox"/> Change of Use			<input type="checkbox"/> Special Land Use

V. Historic District

Is this project located in the Historic District?
<input type="checkbox"/> Yes <input type="checkbox"/> No

VI. Description of Work

VII. Applicant Signature

Signature of Applicant	Date
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VIII. Property Owner Signature

Signature of Property Owner	Date
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Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public: _____

My Commission expires: _____

IX. Site Plan Review Checklist

Please include the following applicable information on the site plan.		YES	NO	N/A
1.	Correct scale	[]	[]	[]
2.	Name of person preparing plan*	[]	[]	[]
3.	Date, north point	[]	[]	[]
4.	Property line dimension	[]	[]	[]
5.	Street right-of-way widths	[]	[]	[]
6.	Existing utilities (sewer, water, gas, etc.) and easements	[]	[]	[]
7.	Show adjacent property and buildings, including zoning	[]	[]	[]
8.	Existing topography, trees and other features	[]	[]	[]
9.	Off-site ground, parking lot, roadway, driveway and/or structure elevations for minimum distance of 50 feet	[]	[]	[]
10.	On-site grid of maximum 100 feet intervals each way (closer where rolling terrain warrants) and minimum 2.0 feet contours	[]	[]	[]
11.	Location of new structures including side and front yard setbacks and building length and width (show a general floor plan)	[]	[]	[]
12.	Number of dwelling units per building	[]	[]	[]
13.	Height of structure	[]	[]	[]
14.	Percent one room apartments (efficiencies)	[]	[]	[]
15.	Total number of rooms if multiple-family	[]	[]	[]
16.	Parking requirements met (See Section 78-720)	[]	[]	[]
17.	Number of units and bedrooms each building	[]	[]	[]
18.	Parking lot layout (showing paved area) including ingress and egress and service area	[]	[]	[]
19.	Parking lot space dimensions	[]	[]	[]
20.	Loading and unloading space	[]	[]	[]
21.	Site grading and drainage plan (on-site elevations for pavements, drives, parking lots, curbs, sidewalks and finish grade at bldg.)	[]	[]	[]
22.	Utility connections (sanitary sewer, water, storm sewers)	[]	[]	[]

Please include the following applicable information on the site plan.		YES	NO	N/A
23.	On-site storm water retention	[]	[]	[]
24.	Fire hydrants within 300 feet (on- and off-site)	[]	[]	[]
25.	Sidewalks and elevations	[]	[]	[]
26.	Sedimentation and erosion control plan	[]	[]	[]
27.	Landscape plan showing plant materials to be used	[]	[]	[]
28.	Sign requirements met	[]	[]	[]
29.	Require walls and fences or greenbelts	[]	[]	[]
30.	Corner clearance	[]	[]	[]
31.	Service drive needed	[]	[]	[]
32.	Acceleration lanes and traffic pattern	[]	[]	[]
33.	Trash receptacle locations including screening type and height	[]	[]	[]
34.	Mail box locations	[]	[]	[]
35.	Air conditioner unit locations	[]	[]	[]
36.	Special site features (play areas, pools, etc.)	[]	[]	[]
37.	Handicapped facilities	[]	[]	[]
38.	Building elevation drawings	[]	[]	[]

*Where property line surveys, topography, sewer, water or storm drains are shown, the name of the registered engineer or land surveyor preparing such elements of the plan shall be indicated on the plan.

For Office Use Only

		YES/DATE	NO	N/A
1.	Pre-Application Meeting			
2.	Digital Copy of Application Package			
3.	Public Hearing Notice			
4.	CWA Review			
5.	Municipal Services Review			
6.	Fire Department Review			
7.	Engineering Review			