

# CITY OF OAK PARK SITE PLAN APPLICATION

## FEES

<b>Site Plan Review (Commercial, Industrial, Multi Family Residential)</b>	<b>\$500.00</b>
<b>Special Approval Uses with Site Plan &amp; Public Hearing</b>	<b>\$600.00</b>
<b>Revised Site Plans (changes of 30% or more)</b>	<b>\$300.00</b>
<b>Application for Text or Zoning Amendments (Rezoning)</b>	<b>\$600.00</b>
<b>Planning Commission Special Meeting</b>	<b>\$600.00</b>

## FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Site Plan No. \_\_\_\_\_

Site Plan Review is the process of reviewing drawings that illustrate the layout of land and structures for conformance with ordinance requirements and both on-site and off-site impacts. These requirements may include ingress/egress, traffic flow, landscaping, storm drainage, soil erosion, grading of land, parking, and signage. Developments requiring Site Plan Review include the following:

- ❖ All new construction
- ❖ Structural alteration or substantial changes in use
- ❖ All uses permissible on appeal
- ❖ Any use that requires a new, modified, or expanded parking lot
- ❖ The improvement, expansion, extension, or abandonment of any public or private overhead or underground utility or utility lines or easements

Site plan reviews are conducted by the Planning Commission and approved by the City Council. Parking lots and developments with an area less than 2,000 square feet require staff review only. A pre-application conference with the City Planner, may be requested by contacting the Department of Community and Economic Development at (248) 691-7450.

Submit completed application package to Department of Community and Economic Development including:

- ❖ Application
- ❖ Plans (18 sets ) ( folded )
- ❖ Review Fee

Once the site plans are reviewed and preliminary approval is granted by the Planning Commission, recommendation is forwarded to the City Council for final action.

**Name of Proposed Development:**

**Property Address/Sidwell # and/or Legal Description:**

**Proposed Land Use (detailed description):**

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**Owner Name:**

**Owner Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Signature of Owner of Property:**

**Applicant Name:**

**Applicant Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Signature of Applicant:**

## **Required information to be included on Site Plans (Section 1725, G):**

1. Name of development and title block.
2. Location map at a scale of one inch equals 2,000 feet, showing site location, major roads, and railroads.
3. A scale of not less than one inch equals 50 feet if the subject property is less than three acres, and one inch equals 100 feet if there are three acres or more.
4. Date, north point, and scale (graphic and written).
5. Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
6. Location of all existing and proposed structures, uses, number of stories, gross building area, setback lines, distances between structures, and location of loading areas on the subject property.
7. Location of all existing structures within 100 feet of the subject property lines.
8. All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas and number of parking spaces on the subject property.
9. All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property.
10. Location and height of all walls, fences, and screen planting, including a plan for landscaping of the development and the method by which landscaping is to be maintained.
11. Location and widths of all abutting streets, existing and proposed rights-of-way, easements, and pavements.
12. Types of existing and proposed surfacing, such as asphalt or concrete paving.
13. Types of facing materials to be used on structures.
14. Elevations (front, sides, and rear views) of all sides of the building(s).
15. A floor plan drawing showing the specific use areas of all existing and proposed building on-site.
16. Seal of registered architect, landscape architect, land surveyor, or civil engineer who prepared the plan. In cases of minor structural alterations where professional services are not required, additions of 300 square feet or less, or for changes in the use of existing buildings, the department of technical and planning services may waive this requirement.
17. Density calculations (for multiple family projects).
18. Principal and accessory buildings.
19. Designation of units by type of buildings.
20. Interior walks and pedestrian or bicycle paths within right-of-way.
21. Exterior lighting locations, type of fixtures, and methods of shielding from projecting onto adjoining properties.
22. Trash receptacle and transformer locations and method of screening.
23. Drive or street approaches including acceleration, deceleration and passing lanes, where appropriate.
24. All utilities located on or serving the site, including sizes of water and sewer lines.

25. Loading and unloading areas.
26. Designation of fire lanes.
27. Estimated number of full-time and part-time employees.
28. Address location on building and size of numbers.
29. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, noise, vibration, and emission levels, and other data of all such equipment or machinery.
30. Location and boundaries of wetlands, lakes, streams, rivers, detention basins, drainageways, or other bodies of water, with water elevation levels indicated.
31. Boundaries of 100-year flood plain, if any flood plains are located on the property.
32. Soil types and characteristics using the U.S. Soil Conservation Service "Soil Survey of Oakland County, Michigan, 1980" or more detailed surveys if available. (If required by the city engineer).
33. General location and types of proposed signs for all buildings and uses on site.
34. All of the following information:
  - (a) If connected to a city water system, show existing invert elevation or lateral at proposed tap manhole and approximate invert; otherwise, Location of existing or proposed well.
  - (b) If connected to a city sanitary system, show existing invert elevation or lateral at proposed tap man-hole and approximate invert: otherwise, location of existing or proposed septic tank and field(s).
  - (c) Preliminary storm system layout and flow arrows demonstrating that storm flow connections and disposal methods are feasible.
  - (d) Typical cross-sections for streets, roads, alleys, parking lots, etc., as applicable.
  - (e) Existing and proposed ground contours at intervals of one foot.
35. Such other reasonable and relevant information as may be required by the city to assist in the review of the proposed development.
36. Proposed fire lanes and fire lane signs.
37. Proposed signs and specifications for control of traffic flow.
38. Seal and signature of engineer, land surveyor, or architect responsible for preparation of the plans.
39. Measures to be taken to protect existing on-site trees not proposed for removal as part of the development.
40. Landscape plan showing species, spacing, and size of each tree and plant material and ground cover.
41. Proposed signs for all buildings and uses on site, including character, size, letters, symbols, and lighting.
42. Final site plan approval will not be granted until all approvals have been obtained from outside agencies.

# City of Oak Park

## Frequently used development requirements from the City of Oak Park Zoning Ordinance

*Please note: It is **strongly recommended** that applicants review the Zoning Ordinance in its entirety. Access the Zoning Ordinance on the City's web site (City Code, Appendix A) at [www.oakparkmi.gov](http://www.oakparkmi.gov)*

### **Lighting**

Exterior lighting shall be shielded downward and away from adjacent property, and installed so that the surface of the source of light shall not be visible from any bedroom window. Lighting shall be arranged as far as practical to reflect light away from any residential use, and in no case shall more than one foot candle power of light cross a lot line five feet above the ground in a residential district. (Section 1715, G)

### **Landscaping**

All required landscape areas shall be irrigated with an in-ground water irrigation system to assist in maintaining a healthy condition for all landscape plantings and lawn areas. All site plans shall note installation of required irrigation system. (Section 1716, A, 2)

All required landscape areas which abut vehicular drives, parking or other use areas shall be separated from the vehicular use area with a six-inch minimum curb of concrete or asphalt construction. (Section 1716, A, 4)

All unpaved portions of the site shall be planted with grass ground cover, shrubbery, or other suitable live plant material. (Section 1716, A, 5)

#### *Interior landscaping*

For every new development, except in R-1 and R-2 residential districts, interior landscaping areas shall be provided, equal to at least ten percent of the total lot area. These landscaped areas may be grouped near building entrances, building foundations, pedestrian walkways, service areas or adjacent to fences, walls, or rights-of-way. All interior landscaping shall be designed to the following general design standards, subject to planning commission approval:

- (a) One two-inch caliper deciduous tree, or one five-foot high evergreen tree, for every 400 square feet of required interior landscaping area.
- (b) Two eighteen-inch high or wide shrubs shall be required for every 400 square feet of required interior landscaping area.
- (c) The interior landscaping area shall be covered with grass, ground cover, wood chips, mulch, or any combination of the above. (Section 1716, B, 5)

*Parking lot landscaping*

Within every parking area containing ten or more spaces there shall be parking lot landscaping in accordance with this section. These landscaping areas shall be located so as to divide and break up the parking area and to better define the parking area. All required parking lot landscaping shall conform with the following:

- (a) Any off-street parking areas containing ten or more parking spaces shall have parking lot landscaping according to the following schedule:

<u>Use</u>	<u>Square Feet of Required Parking Lot Landscaping Per Parking Space</u>
Commercial/Office	15
Residential (Multiple)	10
Industrial	5

- (b) All required parking lot landscaping shall be designed to conform with the following requirements, subject to planning commission approval:
  - 1. One two-inch caliper deciduous tree shall be required for every 100 square feet of required parking lot landscaping area.
  - 2. Parking lot landscaping areas shall be curbed with six-inch concrete or asphalt curbing. (Section 1716, B, 6)

**Open storage, trash receptacle, transformer, and mechanical equipment screening.**

In all districts except single-family residential and for all special approval uses, the following standards shall apply:

- (a) Open storage.

The open storage of any industrial or commercial equipment, vehicles, and all materials, including wastes, except new vehicles for sale and/or display, shall be screened from public view, from a public street, and from adjoining properties by an obscuring wall or fence not less than six feet nor more than eight feet high. The required height of the wall shall be determined by the planning commission so as to properly screen all materials, vehicles and wastes. Materials shall not be stored higher than the wall and shall be completely screened if they are stored within 20 feet of the screen wall or fence. All wastes must be completely obscured from view. In no instance shall any open storage of equipment, vehicles and/or materials be permitted within a required front yard in any zoning district.

- (b) Dumpsters and trash storage enclosures.

All areas used for the storage of trash and other waste products shall be completely screened from view. The following standards shall apply to all such trash enclosures:

1. Enclosure shall be screened from public view by a masonry wall of brick, stone or poured concrete with a decorative pattern, with exterior materials of the same or similar type as the principal building.
2. Enclosures shall be at least six feet but not more than eight feet high and shall obscure all wastes and/or containers within. An obscuring gate shall be installed which forms a complete visual barrier which is the same height as that of the other three sides of the enclosure.
3. No enclosures shall be located in a required front or side setback.
4. All dumpsters shall be located on a six-inch concrete pad.

(c) Transformer and mechanical equipment screening.

1. All ground mounted transformers, climate control, and similar equipment shall be screened from view from any street or adjacent property by a wall constructed of the same exterior materials as the building and not less than the height of the equipment to be screened. As an alternative, the equipment may be screened by a dense landscaped planting approved by the planning commission.
2. All rooftop climate control equipment, elevator towers, transformer units, and similar equipment shall be screened from view of any street or adjacent property. The materials used to screen the equipment shall be compatible in color and type with exterior finish materials of the building. Where possible, a parapet wall or similar architectural feature should be selected as the preferred method. All rooftop equipment shall conform to the maximum height regulations of this ordinance. (Section 1717, E)

### **Screen Walls**

Wherever a nonresidential use adjoins a residential district, and wherever a parking lot of eight or more spaces adjoins a single-family residential district, a screen wall shall be provided by the nonresidential use. (For purposes of this section, a parking lot of eight or more spaces shall be considered a nonresidential use).

1. All required screen walls shall be six feet in height, unless otherwise specified, and shall be placed along the lot line of the nonresidential use.
2. Where a public alley separates the nonresidential use from the residential use, the planning commission shall determine the location of the wall so as to best protect the residential district.
3. Required screen walls shall not be extended into a required front setback area to insure proper visibility of pedestrians and vehicles by drivers exiting the nonresidential site.
4. Required screen walls shall be of masonry construction, decorative in nature, of either face brick, poured concrete with a brick pattern, or cement block with a facing of decorative brick.
5. The planning commission may:
  - (a) Approve a partial or complete substitution of the wall(s) using existing or proposed topography, dense vegetation, or other natural or man-made features that would produce substantially equivalent results of screening and durability;

- (b) Approve reduction or increase in wall height where a greater or lesser height is found appropriate based on consideration of topography, sight lines, and distances;
- (c) Approve variations in design standards for reasons of topography or characteristics peculiar to the site, its usage and environs;

In taking such actions, the planning commission shall take into account the principal purpose of the wall(s) is to screen nonresidential activities, including parking, loading and noise, from nearby residential districts. In such cases where the planning commission finds that there would be no substantial need for a screen wall, the requirements may be reduced or substituted in accordance with the table in section 1716C above. The basis for such decision shall be recorded in the minutes of the planning commission.

(Section 1716, B, 7)

**Off-Street Parking**

- 1. Off-street parking minimum requirements:

<u>Parking Pattern (Degrees)</u>	<u>Maneuvering Lane Width (Feet)</u>	<u>Parking Space Width (Feet)</u>	<u>Parking Space Length (Feet)</u>
0	12	8	23
30--53	12	9	20
54--74	15	9	20
75--90	22	9	20

- 2. All spaces shall be provided adequate access by means of on-site maneuvering lanes. Backing directly onto a street shall be prohibited. All parking spaces and associated maneuvering lanes shall be located on private property. No such facilities may be located partially or wholly in any right-of-way.
- 3. All parking areas shall be provided with asphalt or concrete surfacing in accordance with the specifications approved by the city engineer.
- 4. Each entrance and exit to and from any off-street parking area located in an area zoned for other than single-family residential use shall be at least 25 feet distant from adjacent property located in any single-family residential district.

*Required off-street parking:*

<u>Use</u>	<u>Minimum Number of Parking Spaces</u>
Multiple-family residential	Two for each unit.
Offices under 50,000 square feet GFA	Four and one-half (4.5) for each 1,000 square feet of GFA.

Professional offices of doctors, dentists	One for each 35 square feet of usable floor area in waiting rooms (28.6 spaces per 1,000 square feet) and one for each examining room, x-ray room, dental chair or other similar use area.
Industrial	Five plus one for each employee in largest working shift, or five plus one for each 500 square feet GFA, whichever is greater.
Warehouses	Five plus one for every one employee in the largest working shift, or five plus one for each 1,700 square feet of GFA, whichever is greater.
Planned commercial or shopping center	One for each 200 square feet of GFA (five spaces per 1,000 square feet).
Retail stores except as specified herein	One space for each one 150 sq. ft. of GFA.
Beauty and barber shops	Three for each chair, tanning station, or other similar use area.
Restaurant - Sit down	One for each 75 square feet of GFA (13.3 spaces per 1,000 square feet).
Restaurant - Carry Out	One for each 100 square feet of GFA (ten spaces per 1,000 square feet) plus a minimum of eight automobile standing spaces for drive-up window (if provided).

(Section 1726)