



SITE PLAN REVIEW CHECKLIST

Item	Completed
1. Name of development and title block.	<input type="checkbox"/>
2. Location map at a scale of one inch equals 2,000 feet, showing site location, major roads, and railroads.	<input type="checkbox"/>
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.	<input type="checkbox"/>
4. Date, north point, and scale (graphic and written).	<input type="checkbox"/>
5. Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.	<input type="checkbox"/>
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.	<input type="checkbox"/>
7. Location of all existing structures within 100 feet of the subject property lines.	<input type="checkbox"/>
8. All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas and number of parking spaces on the subject property.	<input type="checkbox"/>
9. All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property.	<input type="checkbox"/>
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.	<input type="checkbox"/>
11. Location and widths of all abutting streets, existing and proposed rights-of-way, easements, and pavements.	<input type="checkbox"/>
12. Types of existing and proposed surfacing, such as asphalt or concrete paving.	<input type="checkbox"/>
13. Types of facing materials to be used on structures.	<input type="checkbox"/>
14. Elevations (front, sides, and rear views) of all sides of the building(s).	<input type="checkbox"/>
15. A floor plan drawing showing the specific use areas of all existing and proposed building on-site.	<input type="checkbox"/>
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.	<input type="checkbox"/>
17. Density calculations (for multiple family projects).	<input type="checkbox"/>
18. Principal and accessory buildings.	<input type="checkbox"/>
19. Designation of units by type of buildings.	<input type="checkbox"/>
20. Interior walks and pedestrian or bicycle paths within right-of-way.	<input type="checkbox"/>
21. Exterior lighting locations, type of fixtures, and methods of shielding from projecting onto adjoining properties.	<input type="checkbox"/>
22. Trash receptacle and transformer locations and method of screening.	<input type="checkbox"/>
23. Drive or street approaches including acceleration, deceleration and passing lanes, where appropriate.	<input type="checkbox"/>
24. All utilities located on or serving the site, including sizes of water and sewer lines.	<input type="checkbox"/>
25. Loading and unloading areas.	<input type="checkbox"/>
26. Designation of fire lanes.	<input type="checkbox"/>
27. Estimated number of full-time and part-time employees.	<input type="checkbox"/>
28. Address location on building and size of numbers.	<input type="checkbox"/>
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.	<input type="checkbox"/>
30. Location and boundaries of wetlands, lakes, streams, rivers, detention basins, drainageways, or other bodies of water, with water elevation levels indicated.	<input type="checkbox"/>
31. Boundaries of 100-year flood plain, if any flood plains are located on the property.	<input type="checkbox"/>
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).	<input type="checkbox"/>
33. General location and types of proposed signs for all buildings and uses on site.	<input type="checkbox"/>
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.	<input type="checkbox"/>
(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	<input type="checkbox"/>
(c) Preliminary storm system layout and flow arrows demonstrating that storm flow connections and disposal methods are feasible.	<input type="checkbox"/>
(d) Typical cross-sections for streets, roads, alleys, parking lots, etc., as applicable.	<input type="checkbox"/>
(e) Existing and proposed ground contours at intervals of one foot.	<input type="checkbox"/>
35. Such other reasonable and relevant information as may be required by the city to assist in the review of the proposed development.	<input type="checkbox"/>
36. Proposed fire lanes and fire lane signs.	<input type="checkbox"/>
37. Proposed signs and specifications for control of traffic flow.	<input type="checkbox"/>
38. Seal and signature of engineer, land surveyor, or architect responsible for preparation of the plans.	<input type="checkbox"/>
39. Measures to be taken to protect existing on-site trees not proposed for removal as part of the development.	<input type="checkbox"/>
40. Landscape plan showing species, spacing, and size of each tree and plant material and ground cover.	<input type="checkbox"/>
41. Proposed signs for all buildings and uses on site, including character, size, letters, symbols, and lighting.	<input type="checkbox"/>
42. Final site plan approval will not be granted until all approvals have been obtained from outside agencies.	<input type="checkbox"/>