

# OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

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## SITE PLAN REVIEW APPLICATION

### FEES

Site Plan Review _____	\$750
Special Land Use and Public Hearing (including Site Plan Review) _____	\$1,000
Administrative Review _____	\$300
Text or Zoning Amendments (rezoning*) _____	\$600
Planning Commission Special Meeting (in addition to other fees) _____	\$600
Deviation from Approved Site Plan (major modifications) _____	\$300

Date Received \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Site Plan Number \_\_\_\_\_

### Site plan review

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.

Site plan reviews are conducted and approved by the Planning Commission, with the exception of an administrative review. We encourage you to request a conceptual site plan review meeting. This service is free and helps expedite the approval process.

To schedule a meeting, contact the Economic Development and Planning Department at (248) 691-7455.

### Notice to applicant

Completed applications must be submitted to the Economic Development and Planning Department 30 days prior to the Planning Commission meeting at which the application will be considered.

Complete sets must include the following:

- Application
- Review fee
- Plans - 15 sets, folded
- Electronic copy of all plans

The Planning Commission meets the second Monday of the month at 7 p.m. in the City Council Chambers at 14000 Oak Park Blvd. in Oak Park.

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**Property information**

Name of proposed development \_\_\_\_\_

Property address \_\_\_\_\_

Parcel number | Sidwell number \_\_\_\_\_

Legal description \_\_\_\_\_

Existing land use \_\_\_\_\_

Proposed land use/ text or zoning amendments (detailed description).

\_\_\_\_\_

\_\_\_\_\_

Estimated monetary investment \$ \_\_\_\_\_ Projected Number of Employees \_\_\_\_\_

**Property owner information**

Owner name \_\_\_\_\_

Owner address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_

Print name \_\_\_\_\_

Email address \_\_\_\_\_

**Applicant information**

Applicant name \_\_\_\_\_

Applicant's role \_\_\_\_\_

Applicant's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Applicant signature \_\_\_\_\_ print name \_\_\_\_\_

Email address \_\_\_\_\_

**Site plan review**

**Development Review Process**

The process for application and review by the city for site plan review, special land use approvals, conditional land use approvals, planned unit developments (PUDs), condominium developments, text amendments to the Zoning Ordinance and rezonings of land is shown below "Development Approval Process".

Submittal dates, application forms and information on fee requirements are available at the Economic Development and Planning Department.

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## Development Review Process

<b>Site plan review and condominium subdivision</b>				
Pre-application meeting review with city staff and Planning Commission (optional)	Submittal of site plan application and fee to the city.	Review by city staff and consultants	Placement on Planning Commission agenda	Planning Commission review and final action

<b>Special land use</b>				
Pre-application meeting review with city staff and Planning Commission (optional)	Submittal of site plan application and fee to the city.	Review by city staff and consultants	Placement on Planning Commission agenda	Planning Commission public hearing, review and final action

<b>Rezoning, zoning text amendment and map amendment</b>					
Pre-application review with city staff and Planning Commission (optional)	Submittal of application and fee to the city.	Review by city staff and consultants	Placement on Planning Commission agenda	Planning Commission public hearing, review and final action for Master Plan amendment	City Council public hearing, review and final action on rezoning and zoning text amendment

<b>Planned Unit Development</b>						
Pre-application review with city staff and Planning Commission (optional)	Submittal of preliminary site plan, PUD rezoning application and fee to the city	Review by city staff and consultants	Placement on Planning Commission agenda	Planning Commission public hearing, review recommendation to City Council on preliminary site plan and planned unit development rezoning	City Council public hearing, review and final action on planned unit development rezoning and preliminary site plan	Submittal of Planned unit development agreement, design guidelines, final site plan to Planning Commission for review and final action

The Planning Commission or City Council may withhold approval of any use, site plan, PUD plan or other approval required by this Zoning Ordinance pending approvals which may be required by county, state or federal agencies or departments.

### Site Plan Submittal Requirements

The site plan shall include all the following information, unless the City Planner determines that some of the required information is not reasonably necessary:

- a. **Application, Form, and Fees.** A completed application form, supplied by the city, and an application fee. An application will not be placed on the Planning Commission agenda until the city planner determines the application is complete as reviewed by city staff and consultants and all fees have been paid.
- b. **Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement. Include signature of applicant and legal owner of the property, if different.
- c. **Project Schedule.** A narrative indicating the period of time within which the project will be completed.

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d. **Copies.** 15 copies of the site plan:

1. **Sheet Size.** Sheet size of submitted drawings shall be twenty-four (24) inches by thirty-six (36) inches, with graphics at an engineer's scale of one (1) inch equals twenty (20) feet for sites of twenty (20) acres or less; and one (1) inch equals one hundred (100) feet or less (i.e., one (1) inch equals twenty (20) to one hundred (100) feet) for sites over twenty (20) acres.

2. **Cover Sheet.** Cover sheet providing:

- a) Applicant's name, contact information, common property address
- b) Name of the development.
- c) Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan.
- d) Date of preparation and revision dates.
- e) North arrow.
- f) Property lines and dimensions.
- g) Complete and current legal description, property identification number, and size of property in acres.
- h) Small location sketch of sufficient size and scale to determine the site's location within the city.
- i) Note on each plan sheet stating, "Not to Be Used as Construction Drawings."
- j) Location map at a scale of one-inch equals 2,000 feet, showing site location, major roads, and railroads.

e. **Site Plan.** See Site Plan Checklist. For a detailed list of the site plan submittal requirements see Article 5 Division 1 Section 506 of the Zoning Ordinance or contact the Economic Development and Planning Department at (248) 691-7450.

f. **Additional Items.** Any additional graphics or written materials requested by the Planning Commission or City Council to assist the City in determining the compliance with the site plan standards, such as aerial photography, photographs, traffic impacts using trip generation rates recognized by the Institute of Transportation Engineers (ITE) for an average day and peak hour of the affected roadways, and impact on significant natural features and drainage.

g. **Performance guarantees.** To ensure compliance with the provisions of this ordinance and any conditions imposed by the planning commission, the department of technical and planning services may require that a performance guarantee be deposited with the city to ensure the faithful completion of improvements, in accordance with Section 505 (1) of the Michigan Zoning Enabling Act of 2006, Public Act 110 of 2006, as amended. Improvements for which the city may require a performance guarantee include, but are not limited to, landscaping, berms, screen walls, lighting, surfacing of drives, parking areas, and acceleration/deceleration lanes, traffic control devices, sewer or water line improvements, and stormwater management systems.

## Site Plan Review Approval

Site Plan approval involves a detailed and technical review of a site plan. The review will include the location of buildings, layout of a site, pedestrian and vehicular circulation and access, landscaping, parking, screening etc., as well as conformance with existing master planning documents.

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The Planning Commission may recommend approval, approval with conditions, or denial of the site plan, based upon the finding of the following Standards:

- a. General site elements.
- b. Building design
- c. Preservation of significant natural features
- d. Landscaping
- e. Streets
- f. Access, driveways and circulation
- g. Emergency vehicle access
- h. Sidewalks, pedestrian and bicycle circulation
- i. Barrier-free access
- j. Parking
- k. Loading and storage
- l. Soil erosion control
- m. Utilities
- n. Stormwater management
- o. Lighting
- p. Performance standards
- q. Mechanical equipment and utilities
- r. Waste receptacles
- s. Signs
- t. Hazardous materials and waste
- u. Other agency and department review

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## City of Oak Park

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

It is strongly recommended that applicants review the Zoning Ordinance in its entirety. Access the Zoning Ordinance (City Code, Appendix A) at [www.oakparkmi.gov](http://www.oakparkmi.gov)

#### **OFF-STREET PARKING ([Article 4 Division 1](#))**

**Parking Space Numerical Requirements.** The minimum number of off-street parking spaces shall be determined by the type of use in accordance with the schedule found in Section 403 of this Article.

**Barrier-Free Parking.** Each parking lot that serves a building or use, with the exception of single and two-family dwelling units, shall provide barrier free spaces in compliance with the State Building Code and the 2010 ADA Standards for Accessible Design. Compliance is mandatory whenever a business, state or local government restripes parking spaces in a parking lot or parking structure. The required number of accessible parking spaces must be calculated separately for each parking facility, not calculated based on the total number of parking spaces provided on a site. One of six (or fraction of six) accessible parking spaces, but always at least one, must be van accessible. (See 2010 Standards 208.2).

**Off-Street Loading and Unloading.** On-premises space for standing, loading, and unloading vehicles shall be provided for each use involving the receipt or distribution of goods by commercially licensed vehicles. Compliance with the loading space regulations set forth herein shall be required in order to avoid interference with the public use of streets, alleys, parking areas, driveways, sidewalks, and other public areas.

- a. Location.
  - i. Loading/unloading areas and docks shall be prohibited in the front yard or on any building side facing and directly visible from a public street. Unless otherwise approved by the Planning Commission, and/or the City Planner; in the case of Administrative Site Plan Approval review procedure.
  - ii. Loading/unloading operations shall not interfere with traffic on public streets or offstreet parking.
  - iii. The vehicular path and turning radii to the loading area must be shown on the site plan to verify truck maneuverability for the largest truck intended to serve the use.
- b. Size. The size of all required loading/unloading spaces shall be at least ten (10) feet by fifty (50). Unless otherwise approved by the planning commission or the City Planner; in the case of Administrative Site Plan Approval review procedure.
- c. Loading Space Requirements. The minimum number of loading spaces shall be provided in accordance with the following table. The Planning Commission may modify these requirements upon making the determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use.

(Continued)

Required Loading Space	Gross Floor Area (Sq. Ft.)
0	0 — 1,999
1	2,000 — 19,999
1 space plus one space for each 20,000 square feet in excess of 20,000 square feet.	20,000 — 99,999
5 spaces plus one space for each 40,000 square feet in excess of 100,000 square feet.	100,000 — 499,999
15 spaces plus one space for each 80,000 square feet in excess of 500,000 square feet.	over 500,000

d. Screening. When required off-street loading in a nonresidential district is visible from public view or abuts a residential district, the off-street loading shall be screened by a solid, ornamental masonry wall at least six (6) feet in height above the grade elevation at the residential district line, in addition to the landscape requirements of Article 4, Division 3: Landscape Standards and Tree Replacement.

**Bicycle Parking.** For all new development the amount of bicycle parking shall be determined in accordance with the following table. Unless otherwise noted in the following table, bicycle parking shall be provided at a rate of 1 bicycle for each 10 vehicle parking spaces provided.

Use	Minimum Number of bicycle parking spaces or bicycle facilities per indicated area or unit of measure
Multiple-family residential uses	One space for every 20 units.
Commercial uses	One space for each 2,000 square feet of gross floor area up to 20,000 square feet; one space per 5,000 square feet of gross floor area thereafter; a minimum of four spaces.
Office uses	One space for each 4,000 square feet of gross floor area; a minimum of four spaces.
Industrial uses	One space for each 20,000 square feet of gross floor area; a maximum of 12 spaces

All bike parking spaces will have a rack to safely secure the bicycle to. The rack must meet the following standards:

- a. Support the bicycle upright by its frame in two places.
- b. Prevent the wheel of the bicycle from tipping over.
- c. Enable the frame and one or both wheels to be secured.
- d. Support bicycles without a diamond-shaped frame with a horizontal top tube.

### LANDSCAPING ([Article 4 Division 3](#))

A landscape plan shall be submitted with any site plan for new development. New development includes the construction of a building, expansion of an existing building, expansion of a parking lot or any other structure requiring a building permit.

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A separate detailed landscape plan, prepared by a licensed/registered design professional, shall be submitted as part of the site plan review process. The landscape plan shall demonstrate that all requirements of this Article are met and shall:

- a. Illustrate location, spacing, species, and size of proposed plant material.
- b. Separately identify compliance with the minimum numeric requirements for greenbelts, buffer zones, parking lot trees, detention ponds, and interior landscaping; required trees or materials cannot be double counted.
- c. If applicable, identify compliance with the numeric requirements for tree replacement and preservation.
- d. Identify trees and other landscape elements to be preserved.
- e. Provide details to ensure proposed installation and establishment of proposed plan material.
- f. Identify grass areas and other methods of ground cover.
- g. Identify a landscape maintenance program including a statement that all diseased, damaged or dead materials shall be replaced in accordance with the standards of this Article.

### **Landscaping Standards**

**Greenbelts.** The greenbelt is intended to provide a transition between the roadway and existing or proposed land use. Greenbelts shall be provided in accordance with the following requirements:

- a. The width of the greenbelt shall be ten (10) feet.
- b. Greenbelts shall include only living materials and planting beds, except for approved sidewalks, bike paths, signs, driveways, and essential services.
- c. Where sidewalks are located within the greenbelt, plant material shall be provided on each side of the pathway to provide visual and physical separation between the vehicular and pedestrian circulation.
- d. The greenbelt shall contain a minimum of one (1) canopy tree and six (6) upright shrubs per thirty (30) linear feet, or fraction thereof, of street frontage including any openings for driveways, pathways, or easements. The Planning Commission may approve the substitution of evergreen trees for up to fifty percent (50%) of the required canopy trees when appropriate in consideration of the land use and existing character of adjacent uses.
- e. Ornamental trees may be used to diversify greenbelt planting requirements, provided two (2) ornamental trees shall be provided for each one (1) required canopy tree.
- f. Greenbelts shall be designed to ensure adequate sight visibility for motorists, adequate clearance for pedestrians and vehicles, clearance from overhead utility lines, adequate separation from underground utilities, and accessibility to fire hydrants. Where such conditions prohibit full compliance, the Planning Commission may adjust the location of the required materials so as long as the design intent is met.
- g. Greenbelts are not required in the B1 and MX1 Districts. In the commercial and industrial districts, in cases where existing conditions do not permit the provision of a ten (10)-foot wide greenbelt, the City Manager may permit the greenbelt requirements to be met through the provision of street trees and shrubs within the public right-of-way curblin in compliance with Chapter 78 of the City's Code of Ordinance.

**Interior Landscaping.** For any development that requires a building permit from the City, except in R-1 and R-2 residential districts, interior landscaping areas shall be provided, equal to at least at least ten percent of the total lot area (inclusive of the greenbelt and parking lot landscaping). 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

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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.

**Parking Lot Landscaping.** Within every parking area containing ten or more spaces there shall be parking lot landscaping in accordance with section 445. 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:

Use	Square Feet of Required Parking Lot Landscaping Per Parking Space
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:
  - i. One two-inch caliper deciduous tree shall be required for every 100 square feet of required parking lot landscaping area.
  - ii. Parking lot landscaping areas shall be curbed with six-inch concrete or asphalt curbing.

**Trees not Permitted.** The following trees are not permitted as they split easily, their wood is brittle, their roots clog drains and sewers, and they are unusually susceptible to disease or insects. The Planning commission may however allow trees from the list when associated with appropriate ecosystem. Trees not permitted are as follows: Box Elder, Elms, Tree of Heaven, Willows, Soft Maples (silver), Poplars, Horse Chestnut (nut bearing), Ash, Ginkgo (female), Cottonwood, Mulberry, Black Locust, Honey Locust (with thorns)

**Topsoil.** Topsoil shall consist of a 4" base for lawn areas and an 8"-12" base with planting beds.

**Irrigation.** All landscaped areas shall be provided with a functional underground irrigation system. If the landscape materials used may survive without irrigation, the applicant must demonstrate or provide data to confirm that irrigation is not needed for survival.

**Maintenance.** Landscaped areas and plant materials shall be kept free from refuse and debris. Plant materials, including lawns, shall be maintained in healthy growing condition, neat and orderly in appearance in accordance with the approved site plan. If any plant material dies or becomes diseased, it shall be replaced within 30 days written notice from the city or within an extended time period as specified in said notice.

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### ARCHITECTURAL BUILDING STANDARDS ([Article 3 Division 2](#))

The standards of Article 3, Division 2 shall apply to all proposed development with residential, service, retail, accessory, and industry, manufacturing and processing uses and shall be considered in combination with the standards for the applicable zoning districts and the rest of the zoning ordinance. This division sets forth the architectural standards applicable to the various character districts in the city, and are intended to result in construction and development that reinforces the urban form and character of development as well as use and intensity of use established in the city master plan.

### SIGNS ([Article 4 Division 4](#))

No signage is approved as part of the Site Plan Review process; a separate permit must be requested for the inclusion of any signs at the site subject to the requirements of Article 4 Division 4 of the Zoning Ordinance.

### LIGHTING ([Article 4 Division 5](#))

The standards of Article 4 Division 5 shall apply to any light source that is visible from any property line, or beyond, for the site from which the light is emanating. 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.

### MECHANICAL EQUIPMENT AND UTILITIES ([Article 3 Division 1 Sec. 318](#))

- a. Ground mounted mechanical equipment, such as blowers, ventilating fans, and air conditioning units are permitted only in non-required side yards and in any rear yard, as determined by the Zoning Administrator.
- b. Mechanical equipment shall be placed no closer than three (3) feet to any lot line in the commercial and industrial districts.
- c. Any ground, building, or roof mounted mechanical equipment or utilities, including water and gas meters, utility boxes, transformers, elevator housings, stairways, tanks, heating, ventilation and air conditioning equipment (HVAC), and other similar equipment, shall comply with the following standards:
  1. All such equipment shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearance with the principal building. If such equipment is located in the rear yard and not visible from the roadway screening is not required.
  2. Screening shall be no less than the height of the equipment.
  3. For all commercial and industrial buildings, roof-mounted equipment shall not exceed a height of ten (10) feet above the surrounding roof surface and shall occupy no more than fifteen percent (15%) of the total roof area. All roof-mounted mechanical units must be screened so they are not visible from a street or adjacent property at ground level, measured 25 feet from the building wall, even if not specifically addressed as part of site plan review.
  4. A parapet, extension of the building façade is the preferred method of rooftop screening.
  5. All screening must be installed before a Final Certificate of Occupancy is issued.

### WASTE RECEPTACLES AND ENCLOSURES ([Article 3 Division 1 Sec. 333](#))

Waste Receptacles and Enclosures. Waste receptacles, including dumpsters or compactors, shall be required for all nonresidential uses unless interior facilities are provided. Waste receptacles and enclosures shall not be permitted as accessory to any single-family residential use.

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- a. All outdoor waste receptacles shall be enclosed on three (3) sides and screened. The enclosure shall be constructed of brick or decorative concrete block material, consistent with the building materials of the principal building.
- b. The enclosure shall also include a gate, made of wood or other high-quality material, as determined by the Planning Commission or Zoning Administrator, on the fourth side. The gates shall remain closed when not being emptied and must always be maintained as approved. If the waste receptacle is a dumpster, it must have an enclosing lid or cover.
- c. The enclosure shall have a minimum height of six (6) feet or one (1) foot above the height of the waste receptacle, whichever is greater.
- d. Waste receptacles and enclosures shall be located in the rear yard, not closer than three (3) feet from the rear and side lot lines, or non-required side yard, unless otherwise approved by the Planning Commission and/or the City Planner; in the case of Administration Approval review procedure and shall be as far as practical, but in no case be less than twenty (20) feet, from any residential district. If practical, the back side of the waste receptacle enclosure should be placed against the building. In this circumstance the wall may act as one side of the enclosure.; the wall shall be of non-combustible material, meet the fire code, and not located on a neighboring property.
- e. Waste receptacles shall be easily accessed by refuse vehicles without potential to damage automobiles parked in designated parking spaces or interfering with the normal movement of vehicles on or off the site. If possible, the opening shall not directly face the driveway.
- f. The waste receptacle base shall be constructed of six (6) inches of reinforced concrete pavement. The base shall extend six (6) feet beyond the waste receptacle pad or gate to support the front axle of a refuse vehicle.
- g. The unloading of waste receptacles shall only occur between the hours of 7 a.m. and 11 p.m.
- h. The shared use of receptacles shall be allowed by adjoining businesses where sharing will not create a health or safety concern and where it does not result in the accumulation of visibly excessive quantities of waste. Necessary shared use agreements are required.