

# OAK PARK

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

## SITE PLAN REVIEW CHECKLIST

	Item	Completed	
		Yes	No
1	Name of development and title block.		
2	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.		
3	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.		
4	All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas and number of parking spaces on the subject property.		
5	Types of existing and proposed surfacing, such as asphalt or concrete paving.		
6	Types of facing materials to be used on structures.		
7	Elevations (front, sides, and rear views) of all sides of the building(s).		
8	A floor plan drawing showing the specific use areas of all existing and proposed buildings on site.		
9	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.		
10	Principal and accessory buildings.		
11	Designation of units by type of buildings.		
12	Interior walks and pedestrian or bicycle paths within right-of-way.		
13	Exterior lighting locations, type of fixtures, and methods of shielding from projecting onto adjoining properties.		
14	Trash receptacle and transformer locations and method of screening.		
15	Drive or street approaches including acceleration, deceleration and passing lanes, where appropriate.		
16	Estimated number of full-time and part-time employees		
17	Address location on building and size of numbers.		
18	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.		
19	Proposed fire lanes and fire lane signs.		
20	Proposed signs and specifications for control of traffic flow.		
21	Measures to be taken to protect existing on-site trees not proposed for removal as part of the development.		
22	Landscape plan showing species, spacing, and size of each tree and plant material and ground cover.		