

CITY OF ALLEN PARK SITE PLAN APPLICATION PACKAGE

Prior to having your Site Plan reviewed by the City Of Allen Park Planning Commission you must complete the enclosed forms and return them with your drawings to the Allen Park Building Department. The Building Department will forward copies of the Application, Site Plan Review Checklist, and Site Plan to the City Engineer, City Planner, Legal Department and any other necessary City or County agencies, to review and comment on the proposed project. This information will be collected and presented to the Allen Park Planning Commission for review at a public hearing.

If you do not comply or complete all of the requirements of this package, your proposal may not be submitted or reviewed by the Planning Commission.

This package includes three (3) separate documents. These documents are:

1. Site Plan Application
2. Site Plan Review Checklist
3. Informational – Site Plan Review Process, Fees and Escrow Account

FOR YOUR SITE PLAN REVIEW TO BE PROCESSED, YOU MUST RETURN ALL OF THE FOLLOWING:

1. Site Plan Application
2. Site Plan Review Checklist
3. Publication Fee of \$250.00
4. Escrow Fee of \$2000.00
5. Proposed Site Plan

You must submit (14) copies of the Site Plan Application, Checklist and Site Plan Drawings to the City of Allen Park Building Department thirty (30) days prior to the Planning Commission meeting. The City Of Allen Park Planning Commission meets the 1st Thursday of each month. Failure to meet this time schedule will result in a delay in your Site Plan Review.

If you have any questions, please feel free to contact the City Building Department at (313) 928-4442.

**CITY OF ALLEN PARK
SITE PLAN APPLICATION**

Applicant's Name: _____

Address: _____

Telephone Number: _____

1. The name and address of the owner(s) of record if different from the applicant (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).

Name: _____

Address: _____

Signature _____

2. The address and/or parcel number of the property:

Address: _____

The property is located on _____

Between _____ and _____

On the _____ side of the street, with a frontage of _____ feet and a depth of _____ feet.

Parcel Number: _____

Attach a complete copy of the legal description for the property. Failure to do so may delay your review.

3. Name and address of the developer (if different from the applicant).

Developer's Name: _____

Address: _____

Telephone: (_____) _____ - _____

4. Name and address of the engineer, architect and/or land surveyor.

Name: _____

Address: _____

Telephone: (_____) _____ - _____

5. Project Title: _____

6. Project Description: (Complete all applicable items)

Number of Structures:	_____
Number of Units:	_____
Number of Bedrooms:	_____
Number of Offices:	_____
Gross Square Feet of Building:	_____
Usable Floor Area:	_____
Parking Spaces:	_____
Employees by Shift:	_____
Seating Capacity per Fire Code:	_____
Moveable or Fixed Interior Partition:	_____

7. The gross square footage of the property in the project:

Gross Square Feet: _____

8. Zoning and use of the property:

Zoning – Current: _____ Proposed: _____

Use – Current: _____ Proposed: _____

9. Existing structures on the subject parcel:

10. Land uses, zoning classification and exiting structures on adjoining parcels:

11. Tentative project completion schedule/development phases:

12. Attached written statements and/or engineering documentation that address project influences on existing infrastructure (including traffic capacity of streets, schools and existing utilities) and on the natural environment of the site and adjoining lands.

By signing this application, I acknowledge that I am either the owner of the subject property or officially acting on the owner's behalf.

Signature

You must submit 14 copies of the Site Plan Application, Checklist and Site Plan Drawings to the City of Allen Park Building Department thirty (30) days before the Planning Commission meeting. The City of Allen Park Planning Commission meets the first Thursday of each month. Failure to meet this time schedule will result in a delay in your Site Plan Review.

On this _____ day of _____, 19 ____, before me personally appeared the above named applicant, who being duly sworn, says that the applicant has read the foregoing Site Plan Application, signed by applicant and knows the contents thereof and that the same is true of applicant's own knowledge, except as to those matters stated to be based upon information and belief, and as to those matters, applicant believes to be true.

Notary Public

_____ County, Michigan

My commission expires: _____

**CITY OF ALLEN PARK
SITE PLAN REVIEW CHECKLIST**

Site Plan Contents

The site plan shall consist of an accurate, reproducible drawing at a scale of 1" = 20' or less, showing the site and all land within 150' of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following items. Please mark the box with an "X" if included or an "NA" if Not Applicable.

- [] Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations.
- [] Existing topographic elevations and proposed grades, at a maximum of (50') feet intervals sufficient to determine the direction of drainage flows.
- [] Location, type and condition of significant existing vegetation as determined by a registered landscape architect.
- [] Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains and wetlands.
- [] Location of existing and proposed buildings and intended uses thereof, as well as the length, width and height of each building.
- [] Proposed location of accessory structures, buildings and uses, including but not limited to, all flagpoles, light poles, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where applicable.
- [] Location of existing public roads, rights-of-way and private easements of record and abutting streets.
- [] Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as, acceleration, deceleration and passing lands (if any) serving the development.
- [] Location, design, and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lands and all lighting thereof.
- [] Location, size and characteristics of all loading and unloading areas.
- [] Location and design of all sidewalks, walkways, bicycle paths and areas for public use.

- [] Location of water supply lines and/or wells, including fire hydrants and shut off valves, and the location and design of storm sewers, retention or detention ponds, waste water lines, clean out location, connection points and treatment systems, including septic systems if applicable.
- [] Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam.
- [] Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.
- [] Location, size and specifications of all signs and advertising features.
- [] Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
- [] Location and specifications of all fences, walls and other screening features with cross sections.
- [] Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.
- [] Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
- [] Location and specifications for any existing or proposed, above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
- [] Identification of any significant site amenities or unique natural features.
- [] Identification of any significant views onto or from the site to or from adjoining areas.
- [] North arrow, scale and date of original submittal and last revision.
- [] Seal of the registered engineer, architect or landscape architect.

**CITY OF ALLEN PARK
SITE PLAN REVIEW PROCESS OVERVIEW**

The Site Plan Review Process is divided into three (3) steps: Pre-application Conference, Preliminary Site Plan Review and Final Site Plan Review.

Step 1: Pre-application Conference

THIS STEP MAY PROCEED A FORMAL REQUEST FOR SITE PLAN REVIEW

At this step, the applicant presents a generalized site plan (conceptual plan) to the City Building Department. The Building Inspector may invite the City Planner, City Engineer or other City department representatives to review and comment on the proposed site plan. At this meeting, the Applicant will be informed if the site plan will require a variance from the Zoning Board of Appeals or Special Approval from the City Planning Commission and as to the feasibility.

Step 2: Preliminary Site Plan Review

The Planning Commission will review the information requested in the SITE PLAN APPLICATION, CHECKLIST AND DRAWINGS, along with comments from applicable City and County agencies. In addition, all property owners within three hundred (300) feet of the proposed site will be notified of the Public Hearing at which public comment will be allowed. Based upon comments from City and county agencies, the public and the applicant, the Planning Commission will do one of the following:

- A. APPROVE the Site Plan if no modifications are required.
- B. CONDITIONALLY APPROVE the Site Plan – Require modifications to the Site Plan after, which are complete, the Applicant may resubmit the Modified Site Plan to the Planning Commission for Final Site Plan Review.
- C. DISAPPROVE the Site Plan.

Step 3: Final Site Plan Review

When requested by the Applicant, consideration for Final Site Plan review shall be conducted by the Planning Commission. If the Site Plan requires a variance from the Zoning Board of Appeals, such approval shall be completed before Final Site Plan review.

**CITY OF ALLEN PARK
SITE PLAN FEES AND ESCROW ACCOUNT**

1. Publication Fees

The site plan review process includes a Public Hearing. This involves publication of a notice in the local newspaper and mailing notice to all properties within three hundred (300) feet of the proposed site. You will be assessed a fee of \$250.00 to cover these costs. This fee is due with your application and is non-refundable.

2. Site Plan Review Fee

All proposed site plans are reviewed by the City Planner, City Engineer and other required Departments. You will be assessed the actual costs for this review. The total cost of this service is dependent upon the complexity of the project and the number of times the site plan must be reviewed after modifications. These fees will be deducted, as incurred, from the Escrow Account discussed below.

ACCORDINGLY, IT IS MOST COST EFFECTIVE IF YOU COMPLY WITH ALL CITY REGULATIONS CONCERNING DESIGN STANDARDS.

3. Escrow Account

To guarantee payment of the review costs, you will be required to deposit the sum of \$2,000.00 which will be held by the City in an Escrow Account. This account will continue until your project is completed and a certificate of occupancy is issued, or until such time that the project is withdrawn by you. Any funds remaining after deduction of the review costs will be refunded. However, if the escrow account is depleted, you will be required to deposit additional funds upon the request of the Building Inspector.

4. Construction Permit Fees

Upon approval of your site plan, you must submit detailed construction plans to the Building Department. All Construction permits must be obtained and paid in full before commencing construction.

5. Site Utility Construction

After your site plan has been approved, and if your site plan includes utility construction, such as catch basins, sanitary sewer taps, storm drains, new parking lots or construction in public easements, your building plans will be reviewed by the City Engineer prior to construction. The City Engineer will also provide on-site inspections during the construction of the site utilities. You will be assessed the actual cost of these services and you will be required to deposit, with the City six (6) percent of the estimated cost of the site utility construction. The City will also hold these funds in an escrow account. Upon issuance of a Certificate of Occupancy for your site, any balance in this account will be refunded.

6. Building Department Review

The Building Department and the various mechanical inspectors will review your construction plans. The fee for this review is 10% of the building permit fee.

For further information, please contact the City Building Department at (313) 928-1400.
