



Park Township Site Plan Checklist

Property I.D. Number: 70 - 15 - ___ - ___ - ___ Date _____

Address (if known) _____

Property description _____

Applicant/property owner _____

In the Plan

Specific Information Outline

The following items are to be used solely as guidelines. Each should be considered, but the necessity of their completeness or presence shall be left to the discretion of the reviewer.

A. Type of Site Plan:

- 1. Basic (dwellings, additions to dwellings, accessory structures, etc.)
- 2. Medium (appeals, commercial, multi-family, special use, other specified, etc.)
- 3. Detailed (PUD, subdivision)

Yes No N/A

B. Drawing Requirements:

- 1. Basic**
 - A. Sketch, drawn to scale or superimposed on an air photo or survey of the parcel.
- 2. Medium & Detailed**
 - A. Based on an accurate certified land survey.
 - B. Scale not less than one inch equals 50 feet if less than 3 acres or one inch equals 100 feet if equal to or greater than 3 acres.
 - C. The name and address of the professional individual, if any, responsible for the preparation of the site plan.

C. Content

- 1. Basic Site Plan**
 - A. The property, identified by parcel lines and location and size.
 - B. Name and address of the property owner(s), developer(s), and designer(s).
 - C. The scale, north point
 - D. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
 - E. The location of proposed main and accessory buildings, existing structures to be retained or removed, fences on the site, the height of all buildings and square footage of floor space, distances to lot lines and to other buildings on the property.
 - F. The proposed driveway, if any.
 - G. Existing improvements.
 - H. Show any changes or modifications required for any applicable regulatory agencies' approvals. (Site plan or design plan changes required after the planning commission /zoning administrator (pick one) issues a Special Use Permit shall also be changed in accordance with procedures established in the zoning ordinance for minor adjustments or amendments to Special Use Permits.)
- 2. Medium Site Plan**
 - A. All the data required for a Basic Site Plan, above
 - B. The parcel's legal description.
 - C. Boundary dimensions of natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage, and similar features.
 - D. Location of existing and proposed streets, private roads, drives and parking lots.
 - E. Location of water and sewer lines
 - F. Storm drainage.
 - G. Refuse and service areas.

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- H. Utilities with reference to location, availability and compatibility.
- I. Screening and buffering with reference to type, dimensions and character.
- J. Topographical features, including contour intervals no greater than 5 feet, and delineation of the 100 year flood plain if applicable.
- K. Ditches and watercourses.
- L. Groundcover and other pertinent physical features of the site, including, but not limited to existing vegetation, trees, etc.
- M. Proposed landscaping.
- N. Loading and unloading areas.
- O. Exterior lighting and signs.
- P. Location of existing structures on land immediately adjacent to the site within 100 feet of the site's parcel lines.
- Q. Statement of estimated project completion date, and proposed staging if any.
- R. Statement of gross areas of building(s) and parking ratios.
- S. Current proof of ownership, or evidence of contractual ability to acquire the land. Method of financing or proof of ability to obtain financing.

3. Detailed Site Plan

- A. All the data required for a Basic Site Plan, above, and a Medium Site Plan, above.
- B. Small scale sketch of properties, streets, private roads and uses within one-quarter mile of the development.
- C. Existing natural features of the land including, but without limitation, predominate vegetative cover (e.g., trees 6 inches or more in diameter), existing drainage ways, all wetlands (whether or not designated as regulated wetlands) and land that is generally inundated land under ponds, lakes, creeks, etc., all land included in the floodway and floodway fringe within the 100 year floodplain, slopes exceeding 25 percent, protected dune areas, and historic sites.
- D. Site plans for residential development shall include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each unit type.
- E. Location of streets, private roads, drives, walkways, sidewalks and bike paths showing ingress and egress to property with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
- F. Off-street parking and loading areas where required, and the economic, noise, glare, or odor effects of each use in the proposed development.
- G. Lots and location, size and type of buildings, location of lot lines.
- H. All exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with adjoining properties and properties in the proposed planned unit development.
- I. Required yards and other open spaces.
- J. Location of improvements.
- K. Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Height and area of buildings and structures shall be provided. The height of buildings and structures shall be detailed from the existing grade (and proposed grade if there is to be any change in the grade), as well as from the crown of the street or private road adjoining the property upon which the building or structure will be erected.
- L. A copy of the proposed covenants and restrictions.

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Narrative describing

- a. Overall objectives of the development
- b. Method of financing.
- c. Number of acres allocated to each use.
- d. Gross densities.
- e. Proposed method of providing sewer and water service as well as other public and private utilities.
- f. Proposed method of providing storm drainage.
- g. Proposed form of ownership.

Parallel Plan (for PUD)

- a. Consistent with state, county and township requirements and design for a tentative preliminary plat. (Chapter 18)
- b. Meets standards for lot size, width, and setbacks required by the underlying zoning district or projected zoning in the current comprehensive (master) plan.
- c. Includes public roadway improvements.
- d. Contains an area to provide sufficient area for storm water detention.

Additional requirements prior to permit being issued

- A. Well and septic permits if no municipal water and sewer- Ottawa County Environmental Health Dept. <http://www.miottawa.org/Health/OCHD/forms.htm>
- B. Soil Erosion Permit if project is greater than 1 acre or within 500 feet of a county drain or body of water- Ottawa County Water Resources Commissioner <http://www.miottawa.org/Departments/Drain/sefeesforms.htm>
- C. Michigan Department of Environmental Quality permit if in the high risk erosion, critical dune areas, wetlands, or floodplain areas. http://www.michigan.gov/deq/0,1607,7-135-3307_29692_24403---,00.html
- D. Driveway permit from the Ottawa County Road Commission. <http://webtecstest.com/wp-content/uploads/2013/09/DrivewayCulvertUtilityMisc.pdf>