

Type 4 Site Plan Review Drawing Check sheet

Draft 4

Topic	Check if completed	Comments
Scale: (not greater than 1" =20ft, not less than 1"-200')		
North Arrow		
Name of Business		
Name of business owner		
Name of Developer		
Name of Designer		
Date (on EACH sheet)		
Seal Required first sheet only		
Boundary Dimensions (Include bearings if description is meters & bounds)		
Lot area		
Existing Topography taller than 2 foot)		
Existing natural features		
A grading plan showing finished contours at a maximum of 2 feet correlated with existing contours.		
Concerning Adjacent Properties		
Identify		
Proposed use group		
Existing zoning classification		
Vicinity Map		
Location of Open / recreation areas		
Location of Landscaped areas		
Existing deed Restrictions		
Numbers of residential equivalent units. (REUs)		
Current Use		
Intended use		
Hours of operation		
Number of Off- street Parking spaces existing and required		
Lot width		
Front yard setback		
Off street Loading		
Side yard set back		
Rear yard setback		
Height of existing structures if second story is to be added		
Transition strip		

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Topic	Check if completed	Comments
Adjacent streets		
Surface type and width		
Easements – location/size, purpose		
Existing Improvements to be removed		
Exterior Lighting		
Photo metric lighting plan ie. Around building, parking lot , sidewalks etc..		
Type of Electrical service serving site, including location of poles		
Size of service 3 phase or single phase and voltage 120/220, 230/460 etc. 208/480 Location of transformer / generator		
Adjacent streets Names		
Right of way location		
Building / Structures New		
Locations new or existing address		
Dimensions		
Distance between		
Height		
STREET/ DRIVES		
Right of Way		
Surface width		
Elevations, grades		
Paving		
Curbing		
Adjacent streets		
Surface type and width		
Easements – location/size, purpose		
Existing Improvements to be removed		
PARKING AREAS		
Number of spaces		
Parking calculations		
Dimensions		
Location		
Method of surfacing i.e. Pavement		
Wheel stops		
Curbing		
LOADING AREAS		
Locations		
Size		
Paving		

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Topic	Check if completed	Comments
ENTRIES / EXITS		
Location of proposed		
Location and size of any easements or right ways ect.		
Width		
Designation of fire lanes		
Elevations		
Dedicated roads or service drive locations		
Grades		
Signs Size Width & Height		
Location of signs: Attached, Free standing, Projecting signs, or Digital		
Outside Lighting Photo Metric Plan		
Showing Location		
Landscaping – Plant Materials / Plan		
Location		
Type		
Size or age		
Erosion control		
Retaining walls:		
Location		
Dimensions		
Materials of Walls		
Fill Materials		
Typical cross section		
Utilities: water		
Location		
Type		
Size of Each line		
Well		
Utilities: water (Continued)		
Location and size of well		
Fire Hydrants with 5-inch Storz Adaptors		
Profiles		
Utilities – Sanitary Sewer		
Location of Monitoring manhole for Commercial / Industrial DEV.		
Location lines		
Size of lines		
Inverts		

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Topic	Check if completed	Comments
Profiles		
Location and detail of Sewage lift Station		
Utilities Natural Gas		
Location		
Size of Lines		
Inverts		
Valves		
STORM DRAINAGE UTILITIES		
Location		
Size of lines		
Inverts		
Direction of Flow		
Drainage Pattern		
Detention / Retention area calculations		
Ditches – size elevation, slope		
Culverts, Bridges		
Location of retention ponds and type and height of fencing around said ponds		
Profiles		
Documentation of Ingham County Drain commission review		
Utilities – Phone, electricity		
Location of poles		
Location of transformer pad		
Underground Wires		
Surface mounted equipment		
Emergency Generator		
Location and size of generator and type of fuel source		
Commercial Building structures		
Total floor area		
Ground floor area		
Lot Coverage		
Floor Area ratio		
Dimensions		
Distance between buildings		
Natural features. tree, etc.		
To be removed		
To be retained		
Show Required setback lines and distance		
Development Phase Lines		

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Topic	Check if completed	Comments
For residential developments		
Density calculations by type of unit by bedroom counts;		
Designation of units by type and number of units in each building;		
Carport locations and details where proposed;		
Specific amount, and location of recreation space.		
Topic		
For commercial and industrial developments:		
Loading/unloading areas;		
Gross and useable floor areas;		
Number of employees in peak usage		

CERTIFICATION

I _____ the applicant for this plan do hereby certify that all of the information listed in the check list is included in this package and that to the best of my ability the information is accurate and truthful. Furthermore in signing this checklist, I accept the fact that should the document not meet the criteria for review the plans may not come before the Planning commission until the discrepancies are corrected and then only if the final submission has met the 30 day requirement set forth in the Village Policies

Signed _____ -

Date: _____