

COMMERCIAL / INDUSTRIAL SITE PLAN CHECKLIST**DOCUMENTS REQUIRED**

- _____ 1. An application form as provided by the Township Zoning Administrator shall be fully completed in ink and signed by the petitioner or his representative.
- _____ 2. Nine (9) copies of site plan drawings, signed and sealed by a registered land surveyor, professional engineer, or architect.
- _____ 3. Nine (9) copies of the building floor plans / layout.
- _____ 4. Nine (9) copies of exterior building drawings, including building grades, exterior building elevations, the existing and proposed building grades, building signs and any fascia signs.

INFORMATION REQUIRED ON THE SITE PLAN

- _____ 1. The name of the proposed project/development/activity; the date, North arrow, and scale adequate to illustrate the proposed activity. Also the name, address and telephone number of all fee interest holders and the type of ownership.
- _____ 2. A complete legal description of the parcel(s) as it appears on the deed, and the gross and net area of the proposed site plan in acres. Also, any proposed deed restrictions or covenants affecting the proposed plan and future on or off site development.
- _____ 3. The location and square foot calculations of the proposed project/development/activity and provide calculations for ground coverage, floor area and landscape open space.
- _____ 4. The location of all existing structures on land immediately adjacent to the site within 100 feet of the site's parcel lines, and zoning of the subject and all adjacent property.
- _____ 5. The location of all existing and proposed drives.
- _____ 6. The existing and proposed pavement width, condition, and type, and the location of any acceleration or deceleration lanes existing or proposed.
- _____ 7. The existing or proposed vehicular, circulation systems including all relevant dimensions; parking spaces sizes and numbers; customer / employee parking areas.

- _____ 8. The definition and location of all loading areas, truck docks, service drives, and truck wells, with relevant dimension.
- _____ 9. The designated access locations for fire vehicles and emergency apparatus along with fore lane widths, type of road surfacing, and any turnaround areas along with all relevant dimensions.
- _____ 10. The locations, names and widths of all existing and proposed public and private rights-of-way within 100 feet of the sites' parcel lines, including roads, railroads, easements, clear view triangles, utility licenses, and the jurisdiction or ownership status of each.
- _____ 11. The locations of all permanent or temporary signs, existing or proposed, including their design, area size, height, illumination and the type of construction.
- _____ 12. Any existing and proposed exterior lighting plans which may be anticipated for parking areas, and general information regarding maximum illumination and candlepower of proposed lighting systems.
- _____ 13. The locations of all proposed trash and refuse receptacles and the method to be used for screening these areas.
- _____ 14. Size and location of existing or proposed public and private utilities.
- _____ 15. The existing and proposed topography of the site with elevations utilizing two (2) foot minimum contour intervals five (5) foot intervals may be used where grades are in excess of ten percent (10%). Spot elevations are also acceptable. All benchmark datum, locations, descriptions and elevations shall be noted.
- _____ 16. The location and names of all existing and proposed water courses, water bodies, flood plains, surface drainage ways, either natural or man-made, within 200 feet of the site's parcel lines.
- _____ 17. A complete landscaping plan, including the location of all greenbelts, buffer yard, dimensions and heights of fencing or screening with specific indication of all landscape materials to be utilized.
- _____ 18. Any other information necessary to establish compliance with this ordinance or any other applicable ordinance, such as a review by other governmental agencies. For example, assessment of site, well, septic and potential ground water impact study may be requested by reviewing authorities from the Marquette County Health Department or any available information relative to on-site soil conditions, profiles, inventories, borings and the source of all related reference material, if deemed applicable.