



215 WEST MAIN STREET
NORTHVILLE, MI 48167
(248) 449-9902

SITE PLAN APPLICATION

Refer to Article 19 of the City of Northville Zoning Ordinance for Site Plan Review Procedures and Standards. The Zoning Ordinance is available on the City's website www.ci.northville.mi.us.

See Page 4 for Application Submission requirements and Procedures for Appearing before the Planning Commission. Refer to the Development Review Fee Schedule at www.ci.northville.mi.us for current fees.

Check appropriate review to be completed:

- SITE PLAN REVIEW:** Is this for Preliminary Review Final Review
- CHANGE OF USE** (for proposed development which requires additional parking)
- MINOR SITE PLAN ADMINISTRATIVE REVIEW**(review by City Manager, PC Chair, and City Planner)

TO BE COMPLETED BY APPLICANT

Name of Sponsor of Development: _____

Address _____

Telephone _____ Email _____

Name of Property Owner: _____

Address: _____

Telephone _____ Email _____

Name of Site Planner: _____

Address: _____

Telephone _____ Email _____

Name of Contractor: _____ Builders License No: _____

Address: _____

Name of Engineer: _____

Address: _____

Telephone _____ Email _____

***Point of Contact for this Project/Application to Receive City Department Internal Reviews**

Point of Contact information must be provided in order to receive City Department Internal Reviews prior to the Planning Commission Meeting. Only ONE Point of Contact shall be designated. This person is responsible for forwarding the Internal Reviews to the interested parties. The Internal Reviews are sent via EMAIL.

Name _____ Email Address _____

LOCATION OF PROJECT

Property Address: _____

Cross Streets: _____ and _____

Subdivision: _____ Lot No: _____

Lot Size: _____ Zoning District: _____

Located in the Historic District: *Yes No *IF YES, APPLICATION MUST ALSO BE MADE TO THE HISTORIC DISTRICT COMMISSION FOR APPROVAL.

APPLICATION IS FOR Preliminary Approval Final Approval

TYPE AND COST OF BUILDING – All applicants must complete parts A – D

A. TYPE OF IMPROVEMENT:

New Building

- 1. Addition (If residential, enter number of new housing units added, if any in part D 13)
- 2. Alteration (see 2 above)
- 3. Repair, replacement
- 4. Demolition (If multi-family residential, enter number of units in building in part D 12)
- 5. Moving (relocation)
- 6. Foundation only

B. OWNERSHIP

- 8a. Private (individual, corporation, non-profit instruction, etc.)
- 8b. Public (Federal, State, or local government)
- 9. Proof of ownership (**required**). Proof shall consist of Title Insurance, Purchase Agreement. **Must** have Names of the principal owners involved in any Corporation, Partnership, etc.

C. COST:

10. Total Cost of Improvement \$ _____

To be installed and included in the above cost:

- a. Electrical _____
- b. Plumbing _____
- c. Heating, Air Conditioning _____
- d. Other (elevator, etc.) _____

D. PROPOSED USE – for “demolition” indicate most recent use

- 11. One Family
- 12. Multi-family # of units _____
- 13. Transient hotel, motel, dormitory
Enter # of units _____
- 14. Garage
- 15. Carport
- 16. Other – specify _____

- 17. Amusement, recreational
- 18. Church, other religious
- 19. Industrial
- 20. Parking
- 21. Service station, repair garage
- 22. Hospital, institutional
- 23. Office, bank-professional
- 24. Public utility
- 25. School, library, etc.
- 26. Stores, mercantile
- 27. Tanks, towers
- 28. Other - specify _____

NON RESIDENTIAL – describe in detail the proposed use of building, e.g. food processing plant, machine shop, laundry building or hospital, elementary school, college, parochial school, parking garage for department store, rental office building, office building at an industrial plant. If use of existing building is being changed, enter proposed use.

SELECTED CHARACTERISTICS OF BUILDING

For new buildings and additions, applicant shall complete parts E – L. For demolition, applicant shall complete only part J.

E. PRINCIPAL TYPE OF FRAME

- 29. Masonry (wall bearing)
- 30. Wood Frame
- 31. Structural Steel
- 32. Reinforced Concrete
- 33. Other – specify _____

F. PRINCIPAL TYPE OF HEATING FUEL

- 34. Gas
- 35. Oil
- 36. Electricity
- 37. Coal
- 38. Other – specify _____

G. TYPE OF SEWAGE DISPOSAL

- 39. Public or private company
- 40. Private (septic tank, etc.)

H. TYPE OF WATER SUPPLY

- 41. Public or private company
- 42. Private (well, cistern)

I. TYPE OF MECHANICAL

- Central Air 43. Yes 44. No
- Elevator 45. Yes 46. No

J. DIMENSIONS

- 47. Number of stories _____
- 48. Total square feet of floor area, all floors based on exterior dimensions _____
- 49. Total land area, square feet _____

K. NUMBER OF OFF STREET PARKING SPACES

50. Enclosed _____ 51. Outdoors _____

L. BEDROOMS/BATHS

52. Number of bedrooms _____

53. Number of baths _____ Full baths _____ 1/2 baths _____

M. COMPLETE APPENDIX D “SITE PLAN REVIEW CHECK LIST” Pages 5-9 of this application

Procedures to Appear Before the Planning Commission

- Complete the application and sign.
- Make **15** copies of the application and all backup documentation (i.e. site plans, drawings, plot plans, etc.) and assemble them into 15 identical packets. For each packet, the application must be on top and backup documents must be folded to the same size as the application. Submissions in folders, binders, etc are not accepted.
- **PDF file of complete submission provided at time of submission and emailed to dmassa@ci.northville.mi.us. NO THUMB DRIVES OR FLASH DRIVES accepted. PDF file must exactly match the paper submission.**
- Submit to the Building Department no later than 4:00 p.m. the day of the submission deadline as posted on the City's website www.ci.northville.mi.us and at the Building Department, as deadlines may be moved to accommodate holidays and the newspaper submission schedule. **A timely submission is the fee and paper submission.**
- Planning Commission meetings are held the 1st and 3rd Tuesdays of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City’s website and at City Hall.
- The applicant or a representative should be present at the meeting to answer any questions the commissioners may have. Presentation boards or other large items can be brought to the meeting to help the commissioners in the decision making process.

APPLICATION CHECK LIST - filing considered timely when all is provided by the 4pm submission deadline

- Site Plan Application – completed in its entirety and signed. Unsigned applications are not accepted.
- Site plans, Sketches, etc. – hard copy
- Appendix D – Site Plan Review Checklist
- Proof of ownership (See page 2)
- All of the above assembled into 15 identical packets – no binders, folders, etc.
- PDF file of complete submission that exactly matches paper submission **emailed to dmassa@ci.northville.mi.us. NO THUMB DRIVES OR FLASH DRIVES accepted.**
- Fee (see Development Review Fee Schedule on website) – Applications submitted without fees are not considered a timely submission and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed work and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

PRINT name of applicant

Signature

Print the applicant’s full legal name (individual or company)

Provide the applicant’s complete address

Relationship to owner

Phone #

APPENDIX D

SITE PLAN REVIEW CHECKLIST

To be Completed by Applicant A - G

General Requirement of Overall Development Plan

Submission shall consist of drawings shown at a scale of not less than 1 inch equals 50 feet on a standard sheet size of 24' x 36'. A scale of 1 inch equals 100 feet when conditions warrant or do not allow the use of the standard sheet size at a scale of 1 inch equals 50 feet may be permitted. Architectural elevations and floor plan details shall be drawn to a minimum scale of 1/8 inch equals 1 foot. The appropriate number of drawing/plans as provided in the adopted administrative rules together with the required application and fees shall be submitted to the Building Department along with a PDF file of the complete submission. **NO THUMB DRIVE OR FLASH DRIVES accepted.**

Included in the development plan shall be the following information. If required items of information are not applicable, the applicant shall indicate reason why the information is not necessary. The Planning Commission shall determine if a waiver for the required items of information is appropriate for preliminary and final site plan submittal.

A. TITLE BLOCK INFORMATION

1. Proprietor's Name and Address
2. Name of community where project is proposed
3. Scale of drawing
4. Revision block (month, day, year)
5. Name of Architect, Engineer, Surveyor, Landscape Architect or Planner and Professional Seal.
6. Legal Description of the Parcel

INFORMATION		
Provided	Not Provided	Reason N/A

B. LEGEND INFORMATION

1. Area of Parcel Proposed for Development
2. Zoning Classification of the Site
3. If Residential, show density calculations (i.e.: dwelling units per acre or bedrooms per acre)
4. If Commercial or Industrial show gross and useable floor area
5. Proposed and Existing Land Uses
6. Number of Parking Spaces Provided and Number Required by the Zoning Ordinance
7. Number of Loading & Unloading Spaces if Required & Number Required by the Zoning Ordinance
8. Percent of Parcel Covered by Main & Accessory Buildings

INFORMATION		
Provided	Not Provided	Reason N/A

C. AREA PLAN/COMMUNITY LOCATION

1. Relationship of the Proposed Development to a larger portion of the Community, generally with respect to the closest major arterial intersection.
2. Extent of Proprietors land if more than subject property
3. Zoning classification of all contiguous properties
4. Location of all contiguous buildings
5. Location of driveways opposite development and nearest driveways on contiguous street fronting property
6. Location and size of all off site utilities and utility easements
7. North Arrow

INFORMATION		
Provided	Not Provided	Reason N/A

D. SITE PLAN DEVELOPMENT

1. Location and uses of all proposed and existing buildings
2. Dimensions from all exterior property lines to proposed and existing buildings
3. Existing and proposed grades shall be shown throughout site
4. If development is in phases, total over all conceptual development shall be shown together with details of Phase I
5. On site utilities, their location and connection to off-site utilities
6. Internal circulation pattern and points of ingress and egress to the site and relationship to external points of ingress and egress near or opposite the site
7. Location and design of all parking facilities & loading & unloading areas
8. Construction standards for all drives, walks and parking lots
9. Provisions of acceleration, deceleration and passing lanes
10. Location of trash receptacles, transformer pads or other utility surface structure
11. Applicable barrier free design rules

INFORMATION		
Provided	Not Provided	Reason N/A

E. ARCHITECTURAL PLAN DETAILS

1. Proposed architectural elevations

2. Floor plan layout to show:
 - a. Dwelling unit type (for multiples)
 - b. Useable floor space (for other)
 - c. Proposed use (for other)

3. Structural details for application of performance bonds

INFORMATION

Provided	Not Provided	Reason N/A

INFORMATION

Provided	Not Provided	Reason N/A

F. LANDSCAPING, LIGHTING AND SIGN DETAILS

1. Green spaces, screening walls and/or berms and fencing with details and cross-section around parking stations, trash receptacles, utility structures and for screening adjacent properties

2. Landscaping specifications showing planting materials, species and number noted in landscape legend

3. Exterior lighting with locations and methods of shielding

4. Directional signs, location and size and design

5. Advertising signs, location, size and design

INFORMATION

Provided	Not Provided	Reason N/A

G. GENERAL REMARKS

NOTE: FAILURE TO SUBMIT PLANS THAT DO NOT ALLOW THE PLANNING COMMISSION TO ADEQUATELY ADDRESS ALL THE CRITERIA PROVIDED FOR THE REVIEW BY THE PLANNING COMMISSION ACCORDING TO ARTICLE 19 OF THE ZONING ORDINANCE AND THE SITE PLAN CHECK LIST SHALL RESULT IN A DELAY TO THE APPLICANT.

TO BE COMPLETED BY THE CITY

CASE # _____

DATE _____

Application Fee: \$ _____ Date filed with Building Dept: _____

Date submitted to Planning Commission: _____

Approval: Date and Signature of Secretary: _____

Disapproval*: Date and Signature of Secretary: _____
(*Reason for disapproval attached)

Conditional Approval*: Date and Signature of Secretary: _____
(*Conditions of approval attached)

Revised Site Plan submitted: (Date) _____

All conditions have been met and the revised Site Plan is in accordance with the conditions of approval attached.

Revised Site Plan Approved:

(Signature of Building Inspector)

(Date)

Comments:

NOTE: THIS PROCESSING FORM, TOGETHER WITH ALL CORRESPONDENCE, IS TO BE ATTACHED TO THE PLANNING COMMISSION’S “OFFICIAL COPY” OF THE SITE PLAN, FORMING A PERMANENT RECORD REGARDING THE PLAN SUBMITTED. THE “OFFICIAL COPY” TOGETHER WITH ALL ATTACHED DATA SHALL BE RETURNED TO THE PLANNING COMMISSION FILES AFTER PROCESSING.

CITY USE ONLY

PLAN REVIEW RECORD

Plan Reviews Required

Date Plans Approved

Approved By

Building

Plumbing

Mechanical

Electrical

Police Department

Fire Department

City Engineer

Other

Building Permit #

FOR DEPARTMENTAL USE ONLY

Building Permit Issued _____
(date)

Use Group _____

Building Permit Fee \$ _____

Fire Grading _____

Live Loading _____

Certificate of Occupancy \$ _____

Occupancy Load _____

Drain Title \$ _____

Plan Review Fee: \$ _____

Approved By:

(signature)

(title)