

CITY OF OWOSSO, MICHIGAN
SITE PLAN REVIEW APPLICATION AND CHECKLIST

- **Application must be filed at least 25 days prior to a scheduled Planning Commission meeting for staff review and proper notices.**
- **This application is submitted with 1 copy of the complete site plan and appropriate fees. Applicant shall also submit a digital version of the site plan.**
- Accompanying any site plan required hereunder, the applicant shall provide from, a licensed engineer, soil borings at the proposed construction site to ascertain bearing capacity of foundations soils at the time of footing excavation to certify such soil conditions meet or exceed design capacity of the foundation to support the proposed structure. These requirements shall comply with policies of the City of Owosso, copies of which can be obtained from the Building Department.
- The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided.
- I understand that if my site plan is deemed to be incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until such time as the requirements have been adequately met.
- By signing this application, the applicant hereby grants full authority to the City of Owosso, its agents, employees, representatives and/or appointees to enter upon the undersigned lands/parcel(s) for the purposes of inspection and examination.

Approval of the site plan is hereby requested for the following parcel(s) of land in the City of Owosso.

Application Filed On:

Application Transmitted by City On:

Property Details:

1. Name of Proposed Development:

2. Property Street Address:

3. Location of Property: On the (north, south, east, west side) of Street, between

4. Legal Description of Property:

5. Site Area (in acres and square feet):

6. Zoning Designation of Property:

Ownership:

1. Name of Title/Deed Holder:

2. Address:

3. Telephone No:

4. Email address:

Applicant:

1. Applicant (If different from owner above):

2. Address:

3. Telephone No:

4. Email address:

5. Interest in Property (potential buyer/lease holder/potential lessee/other):

Architect/Surveyor/Engineer preparing site plan:

1. Name of Individual:

2. Address:

3. Telephone No:

4. Email address:

PLEASE NOTE: LLC establishments must have a current plan of operation.

APPLICATION FEES:

- | | |
|---|---|
| • Apartment/townhouse | • \$550.00 + \$4.50/unit |
| • Commercial/Industrial | • \$500.00 + \$50.00/acre |
| • Institutional (Schools, Public Services, Hospitals) | • \$475.00 + \$40.00/acre |
| • Mobile home park | • \$575.00 + \$5.00/unit |
| • Planned Unit Development/Mixed use development | • \$550.00 + \$50.00/acre |
| • Preliminary site plan review | • 75% of site plan review fee |
| • Single family site condo (prelim or final) | • \$700.00 + \$5.00/lot |
| • Site plan revision/review | • 75% of site plan review fee + any needed consulting fees determined by administration |
| • Site plan requiring review by city engineer | • all costs by owner/applicant via escrow |
| • Special meetings with planner/engineer | • all costs by owner/applicant via escrow |
| • Escrow Fee | • \$1,500 |

Signature of Applicant

Date

Signature of Deed/Title Holder

Date

PLEASE PROVIDE AN OVERVIEW OF THE PROJECT:

SITE PLAN REVIEW CHECKLIST:

Check the appropriate line. If item is marked as 'not provided', attach detailed explanation.

ITEM	PROVIDED	NOT PROVIDED
1. Site location Map.		
2. North arrow, scale (one (1) inch equals fifty (50) feet if the subject property is less than three (3) acres and one (1) inch equals one hundred (100) feet if three (3) acres or more.		
3. Revision dates.		
4. Signature and Seal of Architect/Surveyor/Engineer.		
5. Area of site (in acres and square feet).		
6. Boundary of the property outlined in solid line.		
7. Names, centerline and right-of-way widths of adjacent streets.		
8. Zoning designation of property.		
9. Zoning designation and use of adjacent properties.		
10. Existing and proposed elevations for building(s) parking lot areas and drives		
11. Direction of surface water drainage and grading plan and any plans for storm water retention/detention on site.		
12. Required setbacks from property lines and adjacent parcels.		
13. Location and height of existing structures on site and within 100 feet of the property.		
14. Location and width of existing easements, alleys and drives.		
15. Location and width of all public sidewalks along the fronting street right-of-way and on the site, with details.		
16. Layout of existing/proposed parking lot, with space and aisle dimensions.		
17. Parking calculations per ordinance.		
18. Location of all utilities, including but not limited to gas, water, sanitary sewer, electricity, telephone.		
19. Soil erosion and sedimentation control measures during construction.		
20. Location and height of all exiting/proposed fences, screens, walls or other barriers.		
21. Location and details of dumpster enclosure and trash removal plan.		
22. Landscape plan indicating existing/proposed trees and plantings along frontage and on the site.		
23. Notation of landscape maintenance agreement.		
24. Notation of method of irrigation.		
25. Lighting plan indicating existing/proposed light poles on site, along site's frontage and any wall mounted lights.		
a. Cut-sheet detail of all proposed light fixtures.		
26. Architectural elevations of building (all facades). Identifying height, Materials used and colors.		
27. Existing/proposed floor plans.		
28. Roof mounted equipment and screening.		
29. Location and type of existing/proposed on-site signage.		
30. Notation of prior variances, if any.		
31. Notation of required local, state and federal permits, if any.		
32. Additional information or special data (for some sites only)		
a. Environmental Assessment Study.		
b. Traffic Study. Trip Generation.		
c. Hazardous Waste Management Plan.		
33. For residential development: a schedule indicating number of dwelling units, number of bedrooms, gross and usable floor area, parking provided, total area of paved and unpaved surfaces.		
34. LLC establishments must have a current Plan of Operation.		
35. Is property in the floodplain?		

36. Will this require MDEQ permitting?		
37. Performance Bond – when required.		

Additional data deemed necessary to enable to completion of an adequate review may be required by the Planning Commission, City and/or its consultants.

<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>
January 25	December 30
February 22	January 29
March 22	February 27
April 26	April 1
May 24	April 30
June 28	June 3
July 26	July 1
August 23	July 30
September 27	September 2
October 25	September 30
November 22	October 29
December 13	November 19