

SITE PLAN REVIEW APPLICATION AND CHECKLIST

CITY OF OWOSSO
301 W MAIN STREET OWOSSO, MI 48867
989-725-0535
building@ci.owosso.mi.us

- **Site plan required for all commercial, industrial and multi-family residential**
- **Application must be filed at least 25 days prior to a scheduled Planning Commission meeting for staff review and proper notices (see page 3 for submittal deadlines).**
- **This application is submitted with one (1) copy of the complete site plan and appropriate fees.**
- **Applicant shall also submit a digital version of the site plan.**

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|--|---------------------------------------|--|
| Approval of the site plan is hereby requested for the following parcel of land in the City of Owosso. | | |
| Property Details: | | |
| Name of Proposed Development: | | |
| Property Street Address: | | |
| Legal Description of Property: | | |
| Site Area (in acres): | Parcel ID #: | Zoning: |
| Ownership: | | |
| Name: | | |
| Address: | | |
| Telephone No: | Email: | |
| Applicant: | | |
| Applicant (If different from owner above): | | |
| Address: | | |
| Telephone No: | Email address: | |
| Interest in Property (potential buyer/lease holder/potential lessee/other): | | |
| Architect/Surveyor/Engineer preparing site plan: | | |
| Name: | | |
| Address: | | |
| Telephone No: | Email: | |
| Construction Proposed: | | |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Multi-family | <input type="checkbox"/> Number of units |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | |
| Current use | Proposed use | |
| Existing building(s) square footage | Proposed building(s) square footage | |

| 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 (Consultant fees for planning, zoning) | • \$1,500 |
| ❖ A cash deposit of \$1,500 shall be placed with the City of Owosso | |
| ❖ The City will let the applicants know when additional funds are needed (typically when about 25% is remaining) | |
| ❖ Should there be funds remaining in the account after completion of the project, the balance will be returned | |
| 1. 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. | |
| 2. I understand that if my site plan is deemed incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until the requirements have been adequately met. | |
| 3. 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/parcels for the purposes of inspection and examination. | |
| | |
| Signature of Applicant | Date |
| | |
| Signature of Deed/Title Holder | Date |

SITE PLAN REVIEW CHECKLIST:

| Check the appropriate box. If item is marked as 'not provided', attach detailed explanation. | | |
|--|-----------------|---------------------|
| | Provided | Not Provided |
| 1. Site location Map | | |
| 2. North arrow, scale – 1" equals 50' if the subject property is less than 3 acres and 1" equals 100' if 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' 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 | | |

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| 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 | | |
| 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 might be required by the Planning Commission, City, and/or its Consultants.

| <u>2022 Meeting Date</u> | <u>Submittal Deadline</u> |
|---------------------------------|----------------------------------|
| January 24 | December 29 |
| February 28 | January 31 |
| March 28 | February 28 |
| April 25 | March 31 |
| May 23 | April 29 |
| June 27 | May 31 |
| July 25 | June 30 |
| August 22 | July 29 |
| September 26 | August 31 |
| October 24 | September 30 |
| November 28 | October 31 |
| December 12 | November 21 |