



PLANNING COMMISSION PETITION FOR SITE PLAN REVIEW/SUBDIVISION PLAT

Case # _____(SP)

TO THE TAYLOR CITY PLANNING COMMISSION:

Date Filed _____

The undersigned respectfully petition(s) Planning Commission for site plan review as provided for by the Taylor, Michigan Code of Ordinances, Appendix A – Zoning, and in support of this Petition, the following facts are shown:

PROPERTY IDENTIFICATION

Street Address: _____
The property is located on the _____ side of _____ Street, between _____ Street and _____ Street. It has frontage of _____ feet, a depth of _____ feet, and comprises _____ acres. Parcel I.D.# _____ Legal Description: _____

ZONING -- This property is currently zoned _____

Property Owner: _____
Address: _____ Phone: _____ Fax: _____

_____- Yes, I do authorize representatives of the City of Taylor to access the property for the purpose of site (initial) investigation associated with this application.

PROOF OF OWNERSHIP MUST BE ATTACHED TO THIS APPLICATION

PROPOSED USE: *Clearly describe the proposed project – do not write “refer to plans”:* _____

***ALL BUILDING MATERIALS MUST BE LABELED WITH PROJECT NAME OR CASE NUMBER & SUBMITTED TO THE PLANNING DEPARTMENT ALONG WITH SITE PLANS.**

NINETEEN (19) PRINTS OF SITE PLANS (24” X 36”) DRAWN AT A SUITABLE ENGINEERING SCALE SHOWING:

- SUBJECT PARCEL
- INTENDED LAYOUT & LANDSCAPING PLAN
- ALL ADJACENT AND ABUTTING PROPERTY LINES, PUBIC RIGHTS OF WAY, ZONING, AND BUILDINGS WITHIN A RADIUS OF TWO HUNDRED (200) FEET.
- BUILDING FLOOR PLAN AND ALL ELEVATIONS
- STORM AND SANITARY SEWERS. *(if a sanitary sewer is not available, attach a letter from the Wayne County Health Department approving your proposed method).*
- SIZE: SITE PLANS= 24” X 36”, per Section 29.87.a. City of Taylor Code ALL PLANS MUST BE FOLDED.

SITE PLAN REVIEW FEES:

Under 10 acres	\$1,800.00 + \$ 65.00 per acre
10-20 acres	\$2,100.00 + \$ 65.00 per acre
Over 20 acres	\$2,300.00 + \$ 65.00 per acre
Multi-Family	\$2,100.00 + \$ 65.00 per acre

PLEASE NOTE – Partial acres are rounded off / on plans resubmitted for review ½ the current fee applies on each re-submittal. *ALL REVISIONS MUST BE BUBBLED ON RESUBMITTED PLANS. **AN 8.5” X 11” SITE PLAN OF FINAL ADMINISTRATIVELY APPROVED PLAN MUST BE PROVIDED FOR PLANNING COMMISSION MEETING. ALSO, A DIGITAL COPY OF FINAL APPROVED PLAN ON CD-ROM SHOULD BE PROVIDED.**

AFFIDAVIT OF PETITIONER

The undersigned Petitioner, being duly sworn, deposes and says that the statements and information herewith submitted are true and correct to the best of his/ her knowledge, information and belief; further, that s/he is authorized to submit this Petition.

Printed Name of Petitioner _____
Signature of Petitioner _____
Interest in Property _____
Firm _____
Address _____ Phone _____ Fax _____
Mobile Phone _____ Email Address _____
Subscribed and sworn to before me this _____ day of _____, 2_____

Notary Public, Wayne County, Michigan
My Commission Expires: _____

FOR OFFICE USE
Receipt # _____

SECTION 19.04 SITE PLAN DATA REQUIRED

The following data is required to be on the site plan. Applicants should obtain a copy of the site plan checklist utilized by the site plan review committee, as well as review this and any other applicable Ordinances. Nineteen (19) folded copies are required for each submittal, re-submittal, and/or revision. The words "preliminary" must not be on site plans or landscape plans. Plans must be stamped, sealed & signed by the professional engineer, architect, or land surveyor responsible for the site.

1. The following information shall be included on the site plan:
 - A. Name of development.
 - B. Name, address and telephone number of owner(s), developer and designer. Date drawn and revision dates shall be indicated on the site plan.
 - C. North arrow and scale (1" = 100' maximum).
 - D. Boundary dimensions to nearest foot and acreage to nearest 1/10 acre, including a legal description and sidwell number.
 - E. Unique topographic features on or within 100' of the site, including but not limited to, trees more than 10-inches in caliper (5-inches in caliper for ornamental trees), wetlands, flood plains, streams, steep slopes, or drains.
 - F. All access points to public rights-of-way.
 - G. Adjacent land uses and zoning.
 - H. If the parcel is a part of a larger parcel, indicate boundaries of total land holding.
 - I. Existing zoning classification of the parcel.
 - J. Proposed site plan elements including:
 - (1) Buildings
 - (2) Roadway/Widths and Names
 - (3) Parking areas and number of spaces provided.
 - (4) Proposed and Required Setbacks.
 - K. Existing and proposed rights-of-way on major thoroughfares.
 - L. Existing buildings and driveway entrances adjacent to the property.
 - M. Schematic layout of existing and proposed sanitary sewers, water mains, including fire hydrants, storm sewers and storm drainage.
 - N. Two copies of the building floor plans and elevations (including the elevation for each side of the building(s)).
 - O. General location sketch at a legible scale.
 - P. Location of existing and proposed sidewalks/pathways.
 - Q. A landscape plan indicating type and size of material and their location on the site.
 - R. Type of buffering (e.g. fence, greenbelt, etc.) if required.
 - S. Location and screening of waste receptacles.
 - T. Seal and signature of the professional engineer, architect, landscape architect, or land surveyor responsible for the site plan.
 - U. Grade elevations (existing & proposed), including those of adjacent structures.
 - V. Grade Elevations out to 100' of all adjacent properties. Grade points must be shown every 25 feet. There shall be a minimum of 3 grading points on each side of perimeter.
 - W. On site vehicular and pedestrian circulation.
 - X. Exterior lighting.
 - Y. Description of how the balance of the site (where applicable) will be left or maintained.
1. The following additional information is required for townhouse and apartment site plans.
 - A. Dwelling units by number, type, and bedrooms.
 - B. Site density computation.
 - C. Lot coverage computation.
 - D. Pedestrian circulation within the development.
 - E. Recreation facilities and open spaces.
 - F. Street names.
2. The following additional information is required for mobile home parks.
 - A. Number of dwelling units.
 - B. Size of individual mobile home lots.
 - C. Site density computation.
 - D. Pedestrian circulation within the development.
 - E. Recreation facilities and open spaces.
 - F. Location, size and activities within community building.
 - G. Sketch of typical location of mobile homes in each mobile home lot.
 - H. Street names.
 - I. Distance between mobile homes.
3. The following additional information is required for commercial and industrial site plans.
 - A. Type of commercial or industrial use being proposed.
 - B. Number of square feet of gross building, floor and/or leasable area, and of usable floor area.
4. PUD plan requirements are provided in Article 22.00.

SITE PLAN PROCEDURE

Upon initial filing, all site plans are reviewed by an Administrative Review Committee (A.R.C.) which consists of Planning, Building, Engineering, Police, Fire, and Water Departments. The committee meets each Tuesday to review plans. (*APPLICANTS DO NOT ATTEND THESE MEETINGS*).

DEADLINE FOR ADMINISTRATIVE REVIEW IS 12:00 PM MONDAY, ONE WEEK PRIOR TO THE TUESDAY A.R.C. MEETING, NO EXCEPTIONS ARE MADE. *Plans submitted after the deadline will be scheduled for the following week's meeting.*

Plans must satisfy the A.R.C. before being forwarded on to the Planning Commission Agenda. The Planning Commission meets the 1st and 3rd Wednesday of each month at 7:00 PM. To be placed on the Agenda, a plan must clear the A.R.C. two Mondays before the Planning Commission meeting. **NO EXCEPTIONS.**

SEMCOG Data Form must be filled out & returned to the Planning Department prior to being placed on Planning Commission Agenda, for all non-residential projects.

A DIGITAL COPY OF ADMINISTRATIVELY APPROVED PLAN, ON CD-ROM, AND AN 8.5" X 11" COPY OF SITE PLAN MUST BE PROVIDED PRIOR TO PLANNING COMMISSION MEETING. ALSO, A DIGITAL COPY OF FINAL PLAN ON CD-ROM AND AN 8.5" X 11' COPY MUST BE PROVIDED.

The Taylor Planning Commission must make a recommendation to the Zoning Board of Appeals on any variances related to site plan review, or temporary uses.

DEADLINE FOR ZBA IS 5:00 PM, THREE WEEKS BEFORE THE MEETING. ALL DEADLINES ARE FIRM AND NO EXCEPTIONS ARE MADE.

FOR EASIER PROCESSING:

- ◆ All plans **must** be collated and folded to 9" x 12". No exceptions are made.
- ◆ Deadline for submitting plans for Administrative Review is **12:00 PM MONDAY, ONE WEEK PRIOR TO THE MEETING.**
- ◆ **Proof of ownership**, a Deed, agreement to purchase and any cross-access agreements (if applicable), must be attached to application. SEMCOG Data form must be filled out for all non-residential projects.
- ◆ Coordinate within your organization and designate **ONE** contact person to work with the City.
- ◆ If deficiencies exist and revised plans are required, you will work with the assigned staff member until the plan has cleared A.R.C. and is ready to be placed on the Planning Commission Agenda.
- ◆ All revisions **must** be bubbled on resubmitted plans. Dated revision summaries must be included in title blocks.
- ◆ Purchase a copy of the Zoning Ordinance which includes a Zoning Map, from the Planning Department.