

# **City of Grosse Pointe Michigan**

## **Site Plan Review Application**

**February 28, 2003**

Case No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

**CITY OF GROSSE POINTE**  
**APPLICATION FOR SITE PLAN REVIEW**

**NOTICE TO APPLICANT:** Applications for Site Plan Review by the Planning Commission must be submitted to the City *in substantially complete form*. The application must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review Guidelines, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held on the fourth Monday of each month at 7:00 p.m. All meetings are held at Grosse Pointe City Hall, 17147 Maumee, Grosse Pointe, Michigan. 48230. Phone number (313) 885-5800.

---

**TO BE COMPLETED BY APPLICANT:**

I (we) the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner(s) (if different from Applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Legal Interest in Property: \_\_\_\_\_

---

Location of Property: Street Address: \_\_\_\_\_

Nearest Cross Streets: \_\_\_\_\_

Sidwell Number: \_\_\_\_\_

**Property Description:**

If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., "acreage parcel"), provide metes and bounds description. Attach separate sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_

Property Size (Square Ft): \_\_\_\_\_ (Acres): \_\_\_\_\_

Existing Zoning (please check):

- |                                                                  |                                                          |
|------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> R-1A Single-Family Residential District | <input type="checkbox"/> RO-1 Restricted Office District |
| <input type="checkbox"/> R-1B Single-Family Residential District | <input type="checkbox"/> C-1 Local Business District     |
| <input type="checkbox"/> R-2 Two-Family Residential District     | <input type="checkbox"/> C-2 Central Business District   |
| <input type="checkbox"/> R-T Terrace Residential District        | <input type="checkbox"/> P-1 Vehicular Parking District  |

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Please Complete the Following Chart:

| Type of Development    | Number of Units | Gross Floor Area | Number of Employees on Largest Shift |
|------------------------|-----------------|------------------|--------------------------------------|
| Detached Single Family |                 |                  |                                      |
| Attached Residential   |                 |                  |                                      |
| Office                 |                 |                  |                                      |
| Commercial             |                 |                  |                                      |
| Other (Mixed Use)      |                 |                  |                                      |

Professionals Who Prepared Plans:

A. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Primary Design Responsibility: \_\_\_\_\_

B. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Primary Design Responsibility: \_\_\_\_\_

C. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Primary Design Responsibility: \_\_\_\_\_

---

**ATTACH THE FOLLOWING:**

1. \_\_\_\_\_ ( ) individually folded copies of the site plans, sealed by a registered architect, engineer, landscape architect or community planner.
2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. Proof of property ownership.
4. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:
  - ☐ Wayne County Road Commission ☐ Michigan Department of Environmental Quality
  - ☐ Wayne County Health Division ☐ Michigan Department of Natural Resources
  - ☐ Michigan Department of Transportation

**PLEASE NOTE:** The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

---

**APPLICANT'S ENDORSEMENT:**

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner Authorizing this Application

\_\_\_\_\_  
Date

|                                    |               |                               |
|------------------------------------|---------------|-------------------------------|
| <b>TO BE COMPLETED BY THE CITY</b> |               | Case No. _____                |
| Date Submitted: _____              |               | Fee Paid: _____               |
| Received By: _____                 |               | Date of Public Hearing: _____ |
| <b>PLANNING COMMISSION ACTION</b>  |               |                               |
| Approved: _____                    | Denied: _____ | Date of Action: _____         |

# CITY OF GROSSE POINTE SITE PLAN REVIEW CHECKLIST

As noted in the **Site Plan Review Guidelines**, each applicant is required to submit certain materials to the City. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. *Failure to submit a complete application can result in delay or denial of the site plan.*

The site plan shall consist of an overall plan for the entire development, drawn to a scale of 1" = 20' if the site is less than one acre, 1" = 30' if the site is between one and three acres, and 1" = 50' if the site is more than three acres. \_\_\_\_ ( ) individually folded site plans must be submitted. To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site including but not limited to gross floor area; hours of operation; number of units; number of employees on largest shift; number of company vehicles; etc. Mark each of the boxes with one of the following: **P - Provided, NP - Not Provided, NA - Not Applicable.**

|                                                                                                                                                                                                | Applicant                | Staff                    | Council                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>A. General Descriptive and Identification Data<br/>(Required on Site Plan(s))</b>                                                                                                           |                          |                          |                          |
| 1. Name, address, and telephone number of applicant and owner                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Title block indicating name of the development                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Scale and northpoint                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Location map drawn to scale with northpoint                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Property description: Sidwell number, subdivision name and lot no., metes and bounds description, etc.                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Total acreage and net acreage (excluding rights-of-way), to the nearest 1/10 acre                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Zoning of petitioner's and adjacent parcels                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Present and proposed uses of property                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Identification and seal of architect, engineer, or land surveyor, who prepared plan                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Date of initial application and revision dates                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Dimensions of all lots, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the limits of the total land holding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Notation of any variances which have been or must be secured                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*February 24, 2003*

|                                                                                                                                                                                     | Applicant                | Staff                    | Council                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>B. Site Data</b>                                                                                                                                                                 |                          |                          |                          |
| 1. Existing lot lines, building lines, structures, driveways, parking areas and other improvements on the site and within 100 feet of the site                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Front, side, and rear setback dimensions                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Proposed site plan features, including buildings, road widths and names, and parking areas.                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Dimensions and centerline of existing and proposed roads and road rights-of-way                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Acceleration, deceleration, and passing lanes, where required or proposed                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Proposed location of access drives and on-site driveways                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Typical cross-section of proposed roads                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Location, number, typical dimensions, and type of paving of proposed parking spaces, including barrier-free spaces                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Parking calculations based on ordinance requirements                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Locations and width of sidewalks within the site and within the right-of-way. Indicate accessible path from barrier-free parking space(s) to main entrance(s) of each building. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Locations and dimensions of off-street loading area, if applicable                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Exterior lighting locations, manufacturer's details, and methods of shielding lights from shining off of the site                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Waste receptacle and outside storage locations and method of screening, if applicable                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Transformer pad and method of screening, if applicable                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Landscape plan which shows the following:                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Lawn areas, indicating whether they are to be seeded or sodded                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Planting schedule indicating location, sizes, species and quantity of proposed shrubs, trees, and other live plant materials                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

February 24, 2003

|                                                                                                                                                                                                                        | Applicant                | Staff                    | Council                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| c.. Planting details and maintenance plan for upkeep and replacement of diseased plant material                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Location, sizes and types of existing trees three (3) inches or greater in diameter measured at one (1) foot off the ground, before and after proposed development                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Cross-section of any proposed berm                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Tree protection measures                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Location of existing drainage courses, floodplains, lakes and streams, with elevations                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Locations and dimensions of wetlands                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Locations and description of all easements for public rights-of-way, utilities, private roads, and drainage                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Building and Structure Details</b>                                                                                                                                                                               |                          |                          |                          |
| 1. Location, height and outside dimensions of all proposed structures                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Building facade elevations (elevations shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, HVAC equipment and transformers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Building floor plans                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Total floor area                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Indication of number of stories and number of commercial or office units contained in the building                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Location, size, height, and lighting details of all proposed signs                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Proposed fences and walls, including typical cross-section and height above the ground on all sides                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Information Concerning Utilities, Drainage, and Related Issues</b>                                                                                                                                               |                          |                          |                          |
| 1. Schematic layout showing existing and proposed:                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Well sites and water service leads                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Septic or other wastewater disposal system                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Storm sewers and drainage facilities, including retention/detention basins                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

February 24, 2003

|                                                                                                                                                                                                                                                                         | Applicant                | Staff                    | Council                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| d. Fire hydrants                                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Site grading and drainage patterns                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Gas, electric and telephone lines                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Types of soils and location of floodplains and wetlands, if applicable                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Soil erosion and sedimentation control measures                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Proposed finish grades on the site, including finish grades of all buildings, driveways, walkways, and parking lots                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility.                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Underground storage tanks locations                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. Information Applicable to Multiple-Family Residential Development</b>                                                                                                                                                                                             |                          | <input type="checkbox"/> |                          |
| 1. The number, type and location of each type of residential unit (one bedroom units, two bedroom units, etc.)                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Density calculations by type of residential unit (dwelling units per acre)                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Lot coverage calculations                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Floor plans of typical building with square feet of floor area                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Garage and carport locations and details, if proposed                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Pedestrian circulation system                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Location and names of roads and internal drives                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Community building location, dimensions, floor plans, and facade elevations, if applicable                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

February 24, 2003

|                                                                                               | Applicant                | Staff                    | Council                  |
|-----------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 9. Swimming pool fencing detail, including height and type of fence if applicable.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Location and size of recreation open space                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Indication of type of recreation facilities proposed for recreation area                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>F. Information Applicable to Mobile Home Parks</b>                                         |                          |                          |                          |
| 1. Location and number of pads for mobile homes                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Distance between mobile homes                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Proposed placement of mobile home on each lot                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Average and range of size of mobile home lots                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Density calculations (dwelling units per acre)                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lot coverage                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Vehicular circulation system, including names of proposed streets                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Garage and carport locations and details, if proposed                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Pedestrian circulation system                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Community building location, dimensions, floor plans and facade elevations, if applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Swimming pool fence details, including height and type of fence, if applicable            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Location and size of recreation open space                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Indication of type of recreation facilities proposed for recreation area                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>G. Information Applicable to Commercial, Office, and Industrial Development</b>            |                          |                          |                          |
| 1. Estimated number of employees (total and on largest working shift)                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>H. Non-Applicable Items</b>                                                                |                          |                          |                          |

---

If any of the items are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable, and the reason why each listed item is not considered applicable.

February 24, 2003

**I. Other Required Data**

If phased construction is to be used, each phase must be noted and each phase must be able to stand on its own.

Other data may be required if deemed necessary by administrative officials or the Planning Commission to determine compliance with the provisions of this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand on public facilities and services.

## **CITY OF GROSSE POINTE SITE PLAN REVIEW GUIDELINES**

### **Purpose of Site Plan Review**

The purpose of site plan review is to determine if proposals for development are in compliance with the Zoning Ordinance and other applicable ordinances and laws. Standards in the Zoning Ordinance are intended to promote the orderly development and/or redevelopment of the City and preserve the social and economic stability of the City.

### **Basis for Site Plan Review**

Various sections of the Zoning Ordinance require site plan review for proposals to: erect, move, relocate, convert, or structurally alter a building; change or add a use to an existing building; expand or decrease off-street parking; or, fill, excavate, or grade land. Site plan review is not required for single family residential uses.

### **Qualified Site Plan Review Applicants**

Any property owner or the owner's designated agent may submit an application for site plan review, provided that the proposed use is permitted in the zoning district in which the property is located.

### **Review Fees**

Review fees must be paid at the time the site plan is submitted. The review fees defray the cost of having the plan reviewed by City officials, the City Planner, and the City Engineer. A site plan will not be reviewed until the review fees are paid.

## **SITE PLAN REVIEW PROCESS**

Procedures have been established to guide the Planning Commission and the applicant through the site plan review process. These procedures place certain responsibilities on the applicant. Compliance with all of the procedural requirements, as well as all Zoning Ordinance standards, will minimize delays and assure expeditious review of the plan.

A step-by-step description of the review procedures follows:

- ▶ **Step 1: Submittal Requirements.** The applicant is required to submit the following materials to the Grosse Pointe City Hall, 17147 Maumee, Grosse Pointe, Michigan. 48230. Phone number (313) 885-5800:
  1. A completed and signed **Application for Site Plan Review**.
  2. \_\_\_\_\_ ( ) individually *folded* copies of the site plan.

3. Evidence that the site plan has been submitted to County, State, or Federal agencies that have jurisdiction over the project, including but not limited to: the Wayne County Road Commission, the Wayne County Health Division, the Michigan Department of Natural Resources, and the Michigan Department of Transportation.

- ▶ **Step 2: Distribution of Plans.** Upon submittal of all required application materials, copies of the site plan and application will be transmitted to the City Planner and City Engineer for review.
- ▶ **Step 3: Reports from the Planner and Engineer.** The City Planner and City Engineer will review the plan to determine compliance with the Zoning Ordinance and other applicable ordinances and regulations. Copies of the Planner's and Engineer's reports will be transmitted to the applicant and to the Planning Commission with copies of the site plan.
- ▶ **Step 4: Placement on the Planning Commission Agenda.** A site plan will not be placed on the Planning Commission's regular agenda until it is in substantial compliance with all applicable regulations, except in the circumstances listed at right.

If a site plan is found not to be in compliance with all applicable regulations, the applicant should work with the City Planner and Engineer to determine necessary revisions. The Planning Commission will be kept updated on the progress of each case but, until the site plan is substantially in compliance with applicable regulations, it will generally not appear on the Planning Commission's agenda.

- ▶ **Step 5: Deadlines.** The applicant may resubmit revised plans as soon as desired after receiving a review letter from the City Planner or Engineer or other review authority. However, if the applicant wishes to have his/her plan considered for placement on the regular agenda, the plans must be submitted *in a substantially complete form* at least twenty-one (21) days prior to the Planning Commission's meeting at which the proposal will be considered.
- ▶ **Step 6: Planning Commission Consideration.** At the regular meeting at which a site plan proposal is considered, the Planning Commission will review the plan, giving consideration to the reports and comments from the Planner, Engineer, and other review authorities; the applicant; and, members of the audience and other concerned citizens.

Site plans involving a special land use require a public hearing. At the first meeting at which a case is considered, the Planning Commission will schedule a date for the public hearing.

- ▶ **Step 7: Final Action.** The Planning Commission is authorized to take the following action on a site plan, subject to the guidelines in the Zoning Ordinance: approval, approval with conditions, or denial. If a plan is approved subject to conditions, the applicant must submit revised, dated plans illustrating compliance with all required conditions.
- ▶ **Step 8: Distribution of Final Plan.** After the Planning Commission takes final action, the City Planner will mark three copies of the approved plans APPROVED or DENIED, as

appropriate, with the date the action was taken. One marked copy will be returned to the applicant and the other two copies shall be kept on file in the City Hall.

- ▶ **Step 9: Obtaining Permits.** After receiving Planning Commission approval, construction may not begin until all required permits are obtained from the Building Department. Please contact the Grosse Pointe City Building Department for further direction regarding preparation of construction documents and plans and obtaining required permits.

#### **APPLICANT'S ENDORSEMENT**

I acknowledge receiving of the copies of these **Site Plan Review Guidelines** as a part of the Grosse Pointe City Site Plan Review Application package.

---

Signature(s) of Applicant(s)

Date: