

APPLICATION FOR
SITE PLAN REVIEW &
Conditional Use Permit

CITY OF DAVISON

200 E. FLINT ST.
SUITE 2
DAVISON, MI 48423
810.653.2191
www.cityofdavison.org

(For City Use Only)

Date Complete Application Rec'd: _____

Site Plans: Yes No

Digital Plans Yes No

Escrow: \$ _____

Site Plan Fee \$ _____

Name of Applicant: _____ Phone: _____ Cell: _____

Applicant's Address: _____ Email Address: _____

Address of Property to be Developed/Occupied: _____

Name of Proposed Development: _____

Name and address of every other person, firm or corporation having legal equitable interest in the property: (Attach additional sheets if necessary)

Name: _____ Address: _____

Name: _____ Address: _____

General Location of Property: _____
(Nearest Crossroads or Intersections)

Legal Description: (Attach legal if necessary) _____

Current Zoning: _____ Parcel(s) PID #: _____

Parcel Size: (Road Frontage) _____ (Lot Depth) _____ (Acreage) _____

Proposed Use of Property: _____

Proposed or Type of Construction: _____

Total Cost of Development: _____ Construction Time: _____

I (we), the undersigned, do hereby respectfully make an application and petition for site plan review under the provisions of the Ordinances of the City of Davison and in support of the application the information as required by Section 1262.07 of the Zoning Ordinance has been provided.

Signature

Date

Signature

Date

CITY OF DAVISON
200 E. FLINT ST.
SUITE 2
DAVISON, MI 48423

INSTRUCTIONS FOR SITE PLAN REVIEW
AND CONDITIONAL USE PERMIT

NOTICE TO APPLICANT: Regular meetings of the City of Davison Planning Commission are held on the third Tuesday of each month at 7:00 p.m. at City Hall in the Council chambers. In order to prevent any unnecessary delays in the processing of your application, the petitioner/developer shall submit a complete site plan to the City Manager's office or his/her designee so that the site plans can be reviewed interdepartmentally and any revisions, corrections or information that may be necessary can be corrected and/or made available to the applicant. This does not necessarily mean that upon review by the Planning Commission or any other City Official or Department any further pertinent information will not be requested.

INSTRUCTIONS:

SITE PLAN INFORMATION AND COPIES REQUIRED.

- a. Application for site plan review shall be made to the City Manager's office so that the application can be reviewed interdepartmentally and any revisions, corrections, or information necessary can be corrected and/or made available by the petitioner. Those uses identified in Table 1262-A as requiring a plot plan shall submit the information listed in Table 1262-B. Those uses identified in Table 1262-A as requiring a site plan shall submit the information listed below. This does not necessarily mean that upon review by the Planning Commission any further pertinent information will not be requested.
- b. Two (2) physical copies and an electronic copy of the application (in a readable format) shall be filed, the same to be reviewed interdepartmentally and accompanied by the necessary fees and documents as required. The applicant will be notified of any corrections and/or modifications necessary within thirty (30) days. The applicant shall submit modified site plans to the Zoning Administrator or his or her designee. Upon finding the application complete the City shall instruct the applicant to submit additional copies of application materials, upon request, to the Zoning Administrator thirty (30) days prior to the Planning Commission's next regular or special meeting intended for that purpose. Plans shall be prepared by a licensed design professional. The plans shall have the signature and seal of the licensed professional affixed thereon. Drawings shall be to the scale of not less than one (1) inch equals twenty (20) feet if the subject property is less than three (3) acres, or not less than one (1) inch equals sixty (60) feet if three (3) acres or more. The information shall accompany all plans submitted for review and must comply with the procedures set forth in these Codified Ordinances and/or in any Statelaws or statutes. Each site plan shall contain the following information:

Generally

- A. Statistical data, including the number of dwelling units, the size of dwelling units (e.g., one (1) bedroom, two (2) bedrooms, and three (3) bedrooms), if any, and total gross acreage involved.
- B. The title and date of the plan, including the date and nature of all subsequent revisions.
- C. North arrow and scale. The scale shall be not less than one (1) inch equals twenty (20) feet for property under three (3) acres and at least one (1) inch equals sixty (60) feet for those three (3) acres or more.
- D. A location map showing the site in relation to existing roads and developments within the City.
- E. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- F. The zoning classification of the petitioner's parcel and all abutting parcels.
- G. The location and height of all existing and proposed structures on and within one hundred (100) feet of the subject property.

- H. The location and the pavement and right-of-way width of all abutting roads and streets, and driveway locations on abutting public streets. The location of all easements of record.
- I. The name, address, and telephone number of the property owner or petitioner.
- J. The name, firm address, and telephone number of the professional civil engineering or architectural firms responsible for the preparation of the site plan (including an imprint of the professional seal).
- K. Notation of City, county, or State license/permits required and/or secured.
- L. The method of waste collection.
- M. A statement on intended phases of the project with boundaries of other phases shown with phantom lines.
- N. All required setbacks for front, side, and rear yards.

Natural Features

- A. Existing and proposed topography with contours at two (2)-foot intervals (based on USGS datum), extending a minimum of two hundred (200) feet beyond site boundaries.
- B. Description of soil erosion and sedimentation control measures.
- C. The location of clusters of trees on site and all existing trees over twenty-four (24) inches in diameter.
- D. The location of existing wetlands.
- E. The location of floodplains, drainage courses, lakes, ponds, drains, rivers, and streams, including their water surface elevation, floodplain elevation, and normal high water elevation.
- F. Soil characteristics of the parcel utilizing information provided by the U.S. Soil and Conservation Services "Soil Survey of Genesee County."
- G. A grading plan showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to indicate required cutting, filling, and grading.

Physical features.

- A. A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computation of parking needs. Each individual parking space shall be indicated including typical parking space dimensions for regular and handicapped spaces and type of lot surfacing.
- B. A note specifying maintenance of paved surfaces and other improvements as follows:
Maintenance Agreement - Paved surfaces, walkways, signs, lighting, and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed. Parking lot striping and markings shall be maintained in a clearly visible condition.
- C. The location of all trash receptacles and the location, height, and type of fences and walls to screen receptacles.
- D. The location of existing and proposed fire hydrants, water mains, pump houses, standpipes, and building services, and sizes, including proposed connections to public sewer or water supply systems and/or considerations for extensions to loop other public water mains in adjacent public rights-of-way.
- E. The location and dimension of required easements for public rights-of-way, utilities, access and shared access.
- F. The proposed finish grade of buildings, driveways, walkways, parking lots, and lawned areas.
- G. Proposed sanitary sewer facilities and the location of all existing utilities, easements and vacations and the general placement of lines, tie-ins to buildings, pump stations, and lift stations.
- H. A description of a feasible storm drainage system and proposed storm sewer facilities (sewers and appurtenances), including catch basins, outlets, enclosed or open ditches, and proposed swales for the retention of off-site drainage.
- I. Storm water calculations to permit review of any proposed retention of drainage.
- J. Front, rear, and side elevations of proposed buildings and proposed types of building materials, roof design, projections, canopies and overhangs, screen walls and accessory buildings, and any other outdoor mechanical equipment, i.e., air conditioning, heating units, etc.
- K. Traffic and pedestrian circulation patterns, both within the site and on the public streets adjacent to the site and the proposed location and dimensions of any pedestrian sidewalks, malls, and open areas for parks and recreation either required or otherwise deemed necessary by the Planning Commission.
- L. Entrance details including sign locations and size.
- M. Plans and specifications (height, cross sections, materials) for greenbelts, berms, fences, walls, or other protective barriers required by this Zoning Code.

- N. Designation of fire lanes.
- O. A detailed landscape plan, in conformance with the requirements of Sections 1288.22 and 1288.23, indicating the location, type, and size of trees, plants, berms, etc.
- P. A note specifying annual landscape maintenance procedures such as the following:
Landscape Maintenance Agreement - Owner agrees to seasonal maintenance program and will replace all diseased, dead or damaged plants, replenish mulch, control weeds, fertilize and prune beginning upon completion of construction of landscaping.
- Q. A note on the location and type of outdoor lighting, proposed illumination patterns, and the method of screening to prevent glare onto adjacent streets and properties.
- R. The location, height, and area of all signs.
- S. The location of any outdoor storage of material(s) and the manner in which it shall be screened or covered.
- T. Information and plans for the storage, loading, disposal and transfer of any hazardous/toxic waste (gas, oil, transmission fluid, lubricants, solvents, etc.) If any

Additional requirements.

- A. Information and special data which may be critical to the adequate review of the proposed use and its impact on the site or City. Such data requirements may include traffic studies, site investigation reports, environmental assessments (including inventory and impact data on flora, fauna, natural resources, historic sites, hazardous materials, erosion control and pollution), demands on public facilities and services and estimates of potential costs to the City due to failures as a basis for performance guarantees.
- B. Recreation and open space areas for residential development projects which shall be provided where deemed necessary by the Planning Commission.
- C. Other data which the City may reasonably deem necessary for adequate review.
- D. With residential proposals, a site summary indicating the number and location of one
(1) bedroom units, two (2) bedroom units, etc.; typical floor plans with the square feet of floor areas; density computation; recreation facilities; open spaces; street names; and lot coverage. A statement as to whether the project is to be a condominium, cooperative or rental shall also be provided.
- E. With nonresidential proposals, the number of offices, the number of employees, the number of floors, typical floor plans, and the gross and usable floor area.
- F. With residential proposals, details of a community building, swimming pool and fencing, and carport locations, if proposed.

5. Referral to Planning Commission.

- A. The site plan shall be referred, within fifteen (15) days after the Zoning Administrator has made a determination of a complete application, to the Planning Commission for its review and evaluation at its next regular or special meeting intended for that purpose.
- B. The Commission shall review and communicate its approval or recommend site plan modifications to the applicant within not more than forty-five (45) days after receipt of the site plan. In cases where modifications have been recommended, the applicant shall resubmit a site plan incorporating those modifications to the Commission for its review.
The same number of copies shall be provided as was the case for the original submission.
- 1. The Commission shall approve a site plan only upon a finding that the proposed use will not, upon the facts known at the time of submission of the site plan, cause undue hardship, or create unsafe or hazardous health or safety conditions, or create a nuisance condition to the detriment of adjoining land users or the general public.
- 2. Any required modification shall be directed to the specific elimination of unsafe or hazardous health or safety conditions or the prevention of nuisance conditions, and shall be so noted.
- C. Upon receipt of the modified site plan, the Planning Commission shall evaluate the changes that have been made and, if deemed acceptable, shall communicate its approval of the site plan to the applicant within not more than forty-five (45) days after receipt of the modified site plan.
- 1. Such modified site plan may be disapproved for any inadequacy found to be detrimental to the public health, safety, and general welfare.

2. Any site plan approval granted under this Zoning Code shall become null and void and all fees forfeited unless construction and/or use is commenced within twelve (12) months of the date of issuance of said site plan approval, except that the Planning Commission may, at its discretion, upon application by the owner and for cause shown, provide for up to two (2) successive twelve (12) month extensions.
3. Any such disapproval may be appealed to the Board of Zoning Appeals under the provisions of this chapter. The Board shall consider such appeal as a petition for a variance and subject to the same standards and relief.

REVOCATION OF SITE PLAN APPROVAL

Any site plan approval shall be revoked when construction of said development is not in conformance with the approved plans, in which case the Planning Commission and/or Zoning Administrator shall give the applicant notice of intention to revoke such approved plans at least ten (10) days prior to review of the violation by the Planning Commission and/or Zoning Administrator. After conclusion of such review, the Planning Commission and/or Zoning Administrator shall revoke its approval of the development if the Commission and/or Zoning Administrator determines that a violation in fact exists and has not been remedied prior to such hearing. The approval by the Planning Commission and/or Zoning Administrator of any site plan under the provisions of this Zoning Code shall expire and be considered automatically revoked one (1) year after the date of such approval unless actual construction has commenced and is proceeding in accordance with the issuance of a valid building permit. If such construction activity ceases for any reason for a period of more than one (1) year, any subsequent use of said land shall be subject to review and approval of a new site plan for said property in conformance with the provisions of this Zoning Code, except that the Planning Commission may, at its discretion, upon application by the owner and for cause shown, provide for up to two (2) successive twelve (12)-month extensions.

Any questions on these requirements, or if you need any additional information, please contact the Building Department, 810.653.2191 or go to www.cityofdavison.org.