

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING DIVISION
5151 MARSH ROAD, OKEMOS, MI 48864
(517) 853-4560 / FAX (517) 853-4095**

SITE PLAN REVIEW APPLICATION

- A. Applicant _____
Address of Applicant _____
Telephone - Work _____ Mobile/Cell _____ Fax _____
Email _____
Interest in property (circle one): Owner Tenant Option Other
- B. Site address / location / parcel number _____
Legal description (please attach if necessary) _____
Current zoning _____ Site acreage _____
Proposed project/Project name _____
Project Description (indicate building square footage) _____
- C. Developer (if different than applicant) _____
Telephone - Work _____ Mobile/Cell _____ Fax _____
Email _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
Name _____
Telephone - Work _____ Mobile/Cell _____ Fax _____
Email _____
- E. Type of Use: (Circle one) Commercial Residential Office Retail
 Institutional Industrial Utility Multiple housing Other

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

Signature of Applicant

Date

Type/Print Name

Fee: _____

Received by/Date: _____

Receipt of this application does not deem the application to be complete. Additional information or materials may need to be submitted prior to determining the application is complete.

**Site Plan Review Application Attachment
Requirements Per Section 86-154 & Section 38-377**

Section 86-154 Application; required information

The application shall be submitted to the director of community planning and development and shall include the following to encourage applicants to propose plans for and develop property which has high quality of site and building design. No application shall be processed until it is complete.

- (1) A site plan review application form available in the department of community planning and development containing the following information, where applicable:
 - a. The address and/or parcel number of the subject property.
 - b. The applicant's name, address, and phone number.
 - c. The name, address, and phone number of all persons with an ownership interest, if different from the applicant.
 - d. Name and address of the developer, if different from the applicant.
 - e. Name and address of the engineer, architect, landscape architect, land planner, and/or land surveyor aiding in preparation of the site plan.
 - f. Project title.
 - g. The gross and net acreage of all parcels in the project.
 - h. Projected time frame and development phases.
 - i. Total number of existing and proposed structures, units, bedrooms, or offices.
 - j. Square footage and usable floor area of existing and proposed buildings.
 - k. Number of acting and proposed parking spaces, carports, or garages.
 - l. Number of employees by shift.
 - m. Amount and type of existing and proposed recreation and open space.
- (2) A legal description and plot of survey of the subject property.
- (3) Evidence of fee and/or other ownership of the subject property for which site plan review is being requested.
- (4) A nonrefundable fee in the amount established in the schedule of fees as adopted by the township board.
- (5) Copies of required applications made to and reviews or permits received from other township, county, state, or federal departments and agencies.
- (6) Layout plan, drawn to scale, showing the proposed location of structures and other improvements including roads, driveways, pedestrian walks, off-street parking areas, landscaped areas, buffers and screenings, vegetative pattern, natural features, fences and walls, lighting locations, and the land uses and zoning classifications on the subject parcel and adjoining parcels.
- (7) Landscape plan, drawn to scale, showing the locations of existing trees proposed to be removed or retained on the site, the location and design of landscaped areas, and the varieties and sizes of plant materials, including trees, shrubs, vines, and ground covers, to be planted therein, and other landscape features as may be necessary to illustrate the landscape content.
- (8) Utility plan, drawn to scale, showing the location and size of existing and proposed public water mains, wells, and sanitary sewers and associated easement or location of existing and proposed private drinking water wells, on-site wastewater treatment and disposal systems. The location of existing and proposed monitoring wells, irrigation wells, test wells, or wells used for industrial processes shall also be depicted. The location of existing and proposed private utilities including natural gas, electricity, telephone, and cable television and associated easements shall also be shown on the plan.

- (9) The location and elevations of existing and proposed water features, as well as their applicable floodplain. Grading and drainage plans, drawn to scale, including design of storm sewers, outlets, and showing existing and proposed contours at two-foot intervals, stormwater detention areas and retention ponds, and the piped stormwater drainage system. Plans shall also indicate direction of drainage flow. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit review of feasibility and permanence of drainage detention and/or retention as well as the impact on local surface and groundwater.
- (10) Floor plans and elevations, drawn to scale, illustrating all sides of the proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified.
- (11) Sign plans, drawn to scale, indicating their size, materials, and illumination, if any.
- (12) A map of the natural features of the site prior to development and a written description of the features to be retained, removed, or modified, and proposed measures to mitigate any negative impacts on the site and adjacent properties. Natural features to be addressed include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, water features, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and wildlife habitats, vegetative cover types with potential to sustain significant, or endangered wildlife.
- (13) The location and status of any floor drains in existing or proposed structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
- (14) A description and location for any existing or proposed above ground and below ground storage facilities.
- (15) The delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure.
- (16) The description of the type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas for the storing, using, loading or unloading of hazardous substances, hazardous wastes, and/or polluting materials.
- (17) An inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the township fire marshal (include CAS numbers).
- (18) Completion of the environmental permits checklist on the form provided by the department of community planning and development.
- (19) Such other information as is necessary to enable the director of community planning and development to determine whether the proposed site plan will conform to the provisions of this chapter.

Sec. 38-377. Required lighting plans.

- (a) All multiple-family residential and nonresidential projects requiring special use permit and/or site plan review approval shall submit a lighting plan, which identifies all existing and proposed outdoor lighting on the site, the design and height of all luminaires and an iso-illuminance curve pattern photometric report showing footcandle intensity throughout the subject site.
- (b) All multiple-family residential and nonresidential building permit applications shall include information regarding proposed outdoor lighting, luminaire locations, and the light intensity planned for each luminaire. If necessary to insure compliance with the ordinance, the building official reviewing the building permit may also request a photometric report.