

Site Plan Review Checklist – Planned Unit Development



City of Rogers City

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Thank you for your interest in helping Rogers City grow. We are thrilled to assist you with your project. Please use this checklist to help assure your site plan is complete and avoid project delays. Feel free to contact Toby Kuznicki tkuznicki@rogerscity.com any time if you have questions.

Contact name and number _____
 Subject Property Address _____
 Parcel Number _____
 Proposed Use of Property _____
 Proposed Number of Employees _____
 Estimated Project Budget _____

Preliminary Site Plan Requirements

	Submit 12 copies at least 30 days prior to the Planning Commission meeting at which the preliminary site plan will be reviewed.	Yes	No	N/A	Comments
1	General footprint of proposed and existing buildings.				
2	Indication of proposed uses and their general locations.				
3	General layout of streets, drives, parking areas, and pedestrian paths.				
4	Individual parcels, if applicable.				
5	Proposed setbacks for district perimeters and individual buildings within the development.				
6	Proposed perimeter buffer zones and screening.				
7	Conceptual landscape plan.				
8	Development phases, if applicable.				
9	Type, estimated number and density range for residential development.				

10	Other information as may be deemed necessary by City staff or the Planning Commission to properly review the proposal.				
11	Additional supporting documentation including a written narrative describing the project.				

Final Site Plan Requirements

Submit 12 copies at least 30 days prior to the Planning Commission meeting at which the final site plan will be reviewed.					
Basic Map Information		Yes	No	N/A	Comments
1	NUMBER OF COPIES: 3 copies submitted to the Zoning Administrator for staff site plan review, then 12 copies submitted for Planning Commission review.				
2	CONTACT INFORMATION: Name and address of the property owner(s), developer(s), and designer(s) and their interest in said properties.				
3	LEGAL DESCRIPTION: The parcel's legal description.				
4	MAP REQUIREMENTS: The date, a north arrow, the scale, and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = forty (40) feet for parcels under three (3) acres and at least one (1) inch = one hundred (100) feet for parcels of three (3) acres or more.				
5	BOUNDARY LINES: The boundary lines and dimension of the property. Show relationship of the subject property to abutting properties. A certified survey of the property which has been prepared and sealed by a professional licensed surveyor may be required by the Zoning Officer.				
6	ZONING CLASSIFICATION: The existing zoning district in which the site is located and the zoning of adjacent parcels.				
Natural Features & Topography		Yes	No	N/A	Comments
7	NATURAL FEATURES: Boundary dimensions of natural features such as existing trees and vegetation, forests, water bodies, wetlands, floodplains, high risk erosion areas, slopes over ten (10) percent, drainage, and other similar features.				
8	TOPOGRAPHY: The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.				
Structures & Development Features		Yes	No	N/A	Comments

9	LOCATION OF STRUCTURES AND ACCESSORY FEATURES: The location, dimension, and height of all existing structures and all proposed uses or structures on the site, including principal building(s), accessory structures, trash receptacles, walkways, signs, exterior lighting, common use areas, recreational areas and facilities, and any impervious surface. Indicate gross building areas.				
10	LOCATION OF VEHICULAR FEATURES: Location of proposed drives, neighboring drives, vehicle entrances and loading points, vehicular circulation features, size and number of parking spaces, service lanes (show the dimensions of a typical parking stall and parking lot), and loading and unloading areas.				
11	ELEVATIONS & FLOOR PLANS: Preliminary building plans including floor plans and drawings or sketches of the exterior and elevations and/or perspective drawings of the building or structures under consideration. Indicate number of stories.				
12	TYPE OF SURFACE: Types of surfacing such as paving, turfing, or gravel to be used at the various locations.				
13	SETBACKS: Setback lines and distances between structures and lot lines.				
14	AREA OF DEVELOPMENT: Indicate the gross land area of the development and area of the property subject to be covered by structures (not available as open space).				
15	RIGHTS-OF-WAY, EASEMENTS, AND PUBLIC SPACES: The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.				
16	UTILITIES: Size and location of proposed sewer and water lines and connections. Location of all other utilities on the site.				
17	NEARBY STRUCTURES: The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within a two hundred (200) foot radius of the site, including road names.				
18	ADJACENT FRONT YARD DIMENSIONS: The front yard dimensions of the nearest building on both sides of the proposed structure.				
19	LANDSCAPING, FENCES, AND WALLS: A landscaping plan including the location and height of all walls, fences, and screen planting, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained. (Plant materials shall be chosen and installed in accordance with §32-42 of the Zoning Ordinance.)				
20	OUTDOOR STORAGE: Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).				
21	SNOW STORAGE: The location of snow storage areas.				

	Drainage, Stormwater, Wastewater & Wells	Yes	No	N/A	Comments
22	DRAINAGE: The location, size, and slope of all surface and subsurface drainage facilities.				
23	FLOOR DRAINS: Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.				
24	WASTEWATER TREATMENT: Description and location of on-site wastewater treatment and disposal systems.				
25	WELL LOCATION: Location of existing private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.				
26	STORMWATER RUNOFF PLAN: A stormwater runoff control plan in accordance with the requirements of §32-38.				
27	DOCUMENTATION OF COMPLIANCE WITH SOIL EROSION AND STORMWATER STANDARDS: All site plans shall comply with the terms of the Presque Isle County Soil Erosion and Sedimentation Control Standards and Rogers City Stormwater Management Requirements of §32-38. It shall be the applicant's responsibility to provide documentation of compliance with these standards.				
	Other	Yes	No	N/A	Comments
28	HOURS OF OPERATION: Anticipated hours of operation for the proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.				
29	RESIDENTIAL PROJECT REQUIREMENTS: Site plans for residential projects (multiple-family developments and manufactured home parks) shall include the following additional information: <ol style="list-style-type: none"> 1. Minimum floor area of dwelling units. 2. Total number of units proposed. 3. Number of bedrooms per unit in multiple family developments. 4. Areas to be used for open space and recreation. 				
30	PHASED CONSTRUCTION: Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following: <ol style="list-style-type: none"> 1. Relationship and identification of future structures. 2. Pedestrian and vehicular circulation. 3. Time schedule for completion of the various phases of the proposed construction. 4. Temporary facilities or construction of same as required to facilitate the stated development. 				

31	<p>IMPACT STATEMENT: Staff may require a statement which addresses the following as applicable to the type of use:</p> <ol style="list-style-type: none"> 1. A complete description of the proposed development including: areas of the site, the number of lots or units, and the number and characteristics of the population impact such as density, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable. 2. Expected demands on community services and how these services are to be provided, to specifically include: school classroom needs, volume of water consumption related to ground water reserves, change in traffic volume on adjacent streets, and other factors that may apply to the particular development. 3. Statements relative to the impact of the proposed development on soil erosion, drainage patterns, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise pollution, and the aesthetics and scale of development in terms of the surrounding environment. Statement of the impact of the development with respect to noise, dust, fire hazard, fumes, odors, vibration, smoke, or excessive light. 				
32	<p>OTHER: Information as may be required by the Zoning Officer or Planning Commission to assist in the consideration of the proposed development.</p>				
33	<p>SCHEDULE: A schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes; tabulation of the number of acres in the proposed project for various uses, the number of housing units proposed by type, estimated residential population by type of housing; estimated nonresidential population; anticipated timing for each unit; height, open space, building density, parking areas, population density and public improvements proposed for each unit of the development.</p>				
34	<p>LEGAL: Deed restrictions, protective covenants, and other legal statements or devices to be used to control the use, development, and maintenance of the land and the improvements thereon, including those areas which are to be commonly owned and maintained.</p>				