

# Site Plan Review Checklist



## City of Rogers City

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 Rogers City, MI 49779  
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[www.rogerscity.com](http://www.rogerscity.com)

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](mailto: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 \_\_\_\_\_

### Site Plan Requirements

(For development projects \$350,000 or less in value, the Zoning Officer may accept a site plan with only data listed in 32-222 (listed at the end of this checklist))

	Basic Map Information	Yes	No	N/A	Comments
1	<b>NUMBER OF COPIES:</b> 3 copies submitted to the Zoning Administrator for staff site plan review, then 12 copies submitted for Planning Commission review.				
2	<b>CONTACT INFORMATION:</b> Name and address of the property owner(s), developer(s), and designer(s) and their interest in said properties.				
3	<b>LEGAL DESCRIPTION:</b> The parcel's legal description.				
4	<b>MAP REQUIREMENTS:</b> 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	<b>BOUNDARY LINES:</b> 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	<b>ZONING CLASSIFICATION:</b> The existing zoning district in which the site is located and the zoning of adjacent parcels.				
<b>Natural Features &amp; Topography</b>		Yes	No	N/A	Comments
7	<b>NATURAL FEATURES:</b> 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	<b>TOPOGRAPHY:</b> 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.				
<b>Structures &amp; Development Features</b>		Yes	No	N/A	Comments
9	<b>LOCATION OF STRUCTURES AND ACCESSORY FEATURES:</b> 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	<b>LOCATION OF VEHICULAR FEATURES:</b> 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	<b>ELEVATIONS:</b> Drawings or sketches of the exterior and elevations and/or perspective drawings of the building or structures under consideration. Indicate number of stories.				
12	<b>TYPE OF SURFACE:</b> Types of surfacing such as paving, turfing, or gravel to be used at the various locations.				
13	<b>SETBACKS:</b> Setback lines and distances between structures and lot lines.				
14	<b>AREA OF DEVELOPMENT:</b> 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	<b>RIGHTS-OF-WAY, EASEMENTS, AND PUBLIC SPACES:</b> The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.				

16	<b>UTILITIES:</b> Size and location of proposed sewer and water lines and connections. Location of all other utilities on the site.				
17	<b>NEARBY STRUCTURES:</b> 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	<b>ADJACENT FRONT YARD DIMENSIONS:</b> The front yard dimensions of the nearest building on both sides of the proposed structure.				
19	<b>LANDSCAPING, FENCES, AND WALLS:</b> 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	<b>OUTDOOR STORAGE:</b> Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).				
21	<b>SNOW STORAGE:</b> The location of snow storage areas.				
	<b>Drainage, Stormwater, Wastewater &amp; Wells</b>	Yes	No	N/A	Comments
22	<b>DRAINAGE:</b> The location, size, and slope of all surface and subsurface drainage facilities.				
23	<b>FLOOR DRAINS:</b> 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	<b>WASTEWATER TREATMENT:</b> Description and location of on-site wastewater treatment and disposal systems.				
25	<b>WELL LOCATION:</b> Location of existing private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.				
26	<b>STORMWATER RUNOFF PLAN:</b> A stormwater runoff control plan in accordance with the requirements of §32-38.				
27	<b>DOCUMENTATION OF COMPLIANCE WITH SOIL EROSION AND STORMWATER STANDARDS:</b> 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.				
	<b>Other</b>	Yes	No	N/A	Comments
28	<b>HOURS OF OPERATION:</b> 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	<p><b>RESIDENTIAL PROJECT REQUIREMENTS:</b> Site plans for residential projects (multiple-family developments and manufactured home parks) shall include the following additional information:</p> <ol style="list-style-type: none"> <li>1. Minimum floor area of dwelling units.</li> <li>2. Total number of units proposed.</li> <li>3. Number of bedrooms per unit in multiple family developments.</li> <li>4. Areas to be used for open space and recreation.</li> </ol>				
30	<p><b>PHASED CONSTRUCTION:</b> 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:</p> <ol style="list-style-type: none"> <li>1. Relationship and identification of future structures.</li> <li>2. Pedestrian and vehicular circulation.</li> <li>3. Time schedule for completion of the various phases of the proposed construction.</li> <li>4. Temporary facilities or construction of same as required to facilitate the stated development.</li> </ol>				
31	<p><b>IMPACT STATEMENT:</b> Staff may require a statement which addresses the following as applicable to the type of use:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>				
32	<p><b>OTHER:</b> Information as may be required by the Zoning Officer or Planning Commission to assist in the consideration of the proposed development.</p>				

## Plot Plan Requirements

(For development projects \$350,000 or less in value, the Zoning Officer may accept a site plan with only data listed below)

3 copies shall be submitted to the Zoning Officer for staff site plan review (if Planning Commission review is requested by Zoning Officer, then applicant shall submit 12 copies after staff site plan review).

		Yes	No	N/A	Comments
1	Legal description of the property.				
2	Name and address of the property owner(s), developer(s), and designer(s) and their interest in said properties.				
3	The shape, location, and dimensions of the lot and property lines, drawn to scale. The scale shall be of such size as deemed adequate by the Zoning Officer to make a judgment that the application meets the requirements of this Ordinance. When deemed necessary by the Zoning Officer, a survey may be required.				
4	The scale, north arrow, and date.				
5	Location of required setbacks of the zoning district.				
6	The location, shape, dimensions, and height of all structures or impervious surfaces to be erected, altered, or moved onto the lot and of any building or other structure already on the lot, drawn to scale. In addition, an elevation drawing of the proposed building(s) may be required by the Zoning Officer in order to measure the height of the proposed structures.				
7	The location and configuration of the lot access and driveway, drawn to scale.				
8	The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.				
9	The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.				
10	Natural features such as forests, water bodies, wetlands, high risk erosion areas, slopes over 10%, drainage, and other similar features, if determined by the Zoning Officer to be applicable.				
11	Other information concerning the lot or adjoining lots that may be essential for determining whether the provisions of this Ordinance are being observed, as deemed necessary by the Zoning Officer.				