

WAYLAND TOWNSHIP

PO BOX 1 1060 129th Avenue Bradley, MI 49311

Phone: 269-792-6394 Fax: 269 -792-0366

www.waytwp.org

**Planning Commission
Site Plan Review Checklist**

- This checklist shall be completed and submitted as part of the submittal packet to the Planning Commission. This is the same checklist that will be used by staff and Planning Commissioners to verify that all requirements set forth in the zoning ordinance are met.
- PCI reviews the plan for completeness with the site plan checklist. If substantially complete the plan can be forwarded to the Planning Commission. If not, the applicant is notified and must revise the site plan to comply with the checklist.
- A site plan which is to be reviewed by the Planning Commission shall be submitted to Professional Code Inspections office **no less than 21 days** before the next regularly scheduled Commission meeting.
- Site plans shall be drawn at a scale of not more than 1" = 100 'and shall contain the information set forth on the Site Plan Checklist unless specifically waived by the Planning Commission.
- Either YES, NO or NA (Not Applicable) shall be marked next to each item.
- Before submitting a formal application for site plan review the applicant is encouraged to meet with the Zoning Administrator to review procedures and ask questions.

For additional information or questions contact

Professional Code Inspections (PCI)
Kirk Scharphorn Jr. or Lori Castello, Zoning Administrators
1575 142nd Avenue Dorr, MI 49323
Ph: 616-877-2000 Fax: 616-877-4455

www.pcimi.com

OR

SITE PLAN CHECKLIST

See Chapter 18A of Wayland Twp. Zoning Ordinance for actual language



GENERAL INFORMATION

- _____ Date on which the site plan was prepared
- _____ North arrow and scale
- _____ Architect, landscape architect, engineer, or professional surveyor who prepared the plan:
_____ Name _____ Address _____ Professional seal

PROPERTY INFORMATION

- _____ Legal description based upon the most current survey.
- _____ Small-scale sketch of properties, streets and zoned uses of land within one-half mile of the site, sufficient to illustrate the existing character and development in the area of the site
- _____ A sketch illustrating the location of the site within the Township
- _____ The size in acres and square feet of the subject property
- _____ Property line dimensions
- _____ Current zoning of site and all abutting properties
- _____ Current use of site and on adjacent properties
- _____ Location and use of existing structures within 100 feet of the boundary of the subject property
- _____ Proposed contour lines at not less than two feet intervals on the site and with 50 feet of site

BUILDINGS AND USES

- _____ Location of existing and proposed buildings including: __ Use __ Length __ Width __ Height __ Square footage __ Finished floor elevations
- _____ Roof top equipment including method of screening
- _____ Setback of buildings from all property lines
- _____ Architectural elevation drawings and exterior building materials
- _____ Outdoor storage and waste disposal facilities if in a commercial or industrial zone (Section 13.7 or 14.5)

UTILITIES AND STORM WATER MANAGEMENT

Location, size and dimensions of the following:

- _____ utility easements
- _____ water lines
- _____ sanitary sewer lines
- _____ storm drainage lines
- _____ ditches and swales
- _____ retention and /or detention areas
- _____ fire hydrants
- _____ catch basins
- _____ septic tank and drain fields and water wells if applicable
- _____ transformers and above ground utilities.

VEHICLE CIRCULATION

Location, size and dimensions including pavement width of the following:

- _____ proposed streets
- _____ abutting streets
- _____ rights-of-way
- _____ service drives
- _____ driveways / curb cuts showing width, curb radii and deceleration /acceleration lanes
- _____ curbs and gutters
- _____ access easements serving the site
- _____ driveways opposite the site and driveways and intersections within 100 feet on either side of the site
- _____ traffic control signs

PEDESTRIAN/ BICYCLE CIRCULATION

_____ Location, dimensions and surface type of all sidewalks, bike paths, and other walkways

PARKING (Chapter 19)

- _____ Number and dimensions of spaces and aisles
- _____ Computations to show number of spaces required
- _____ Distance to nearest property line
- _____ Barrier free parking spaces and sidewalk ramps
- _____ Type of parking area surface
- _____ Curbs and gutters
- _____ Loading areas

LIGHTING

- _____ Location of exterior lights including building lights
- _____ Height (Section 19.5.B)
- _____ Type of fixture

LANDSCAPING (Section 3.50)

- _____ Number of plants, type, size, location and spacing for:
 - _____ greenbelts;
 - _____ front yard along all streets abutting property;
 - _____ parking lots
 - _____ computations for all required landscaping
 - _____ berms, walls and fences

Please note that the number of plantings required by the Ordinance may be modified (increased or decreased) by the Planning Commission based on the criteria below. If a reduction in the required landscaping is proposed please provide the reasons for this reduction on the landscaping plan relative to the criteria.

Modification of Required Landscaping. For existing and proposed uses that require site plan approval to either expand or be built, landscaping shall be installed insofar as practical. The Planning Commission in its review of the site plan has the authority to increase, decrease or otherwise modify the landscaping and screening requirements of this article. In doing so, the Commission shall consider the following criteria:

1. The amount of space on the site available for landscaping.
2. Existing landscaping on the site and on adjacent properties.
3. The type of use on the site and size of the development.
4. Existing and proposed adjacent land uses.
5. The effect the required landscaping would have on the operation of the existing or proposed land use.
6. Whether additional landscaping is necessary to mitigate the adverse effects of adjoining land uses, to reduce headlight glare, reduce noise and to otherwise achieve the objectives of this Section.

OTHER REQUIRED INFORMATION

- _____ Signs (Chapter 18)
- _____ Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or by State or Federal Agencies.
- _____ The Planning Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on public safety, existing utilities, the environment and natural features.
- _____ The Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.
- _____ The Planning Commission may require that an analysis of the site be performed to determine if any environmental contamination exists on the site from farm activities or any other previous use of the land which may pose a health or safety risk to potential users of the site.