

The following was excerpted from Administering Township Zoning: A Basic Guide for Citizens and Local Officials, 2nd edition, MSU Extension 1990.

**Appendix III
CHECKLIST FOR SITE PLAN REVIEW**

Following is a checklist of the information commonly required to be submitted and evaluated in order to insure conformance with ordinance requirements and state and federal statutes. This checklist is generic, meaning it has been developed based on commonly required information and ordinance requirements. If your community does not have a checklist to help insure that site plan review is properly performed, one should be prepared. This list may be helpful in doing so. Do not attempt to use this list as is, without first insuring that each element is related to a requirement or standard already in your zoning ordinance. Communities have no authority to require information or conformance with standards that are not included in the zoning ordinance. If there are elements of this checklist that you feel should be a standard part of the procedures followed in your community, then be sure to first amend your zoning ordinance to properly include the necessary standards that could serve as a basis for this checklist. No representation is made that every appropriate agency or permit requirement of every local, state and federal agency is referenced herein.

Typically, zoning/planning staff will prepare a report as to the degree of conformance or nonconformance of a proposed site plan with ordinance requirements after checking the following basic considerations, if the site plan meets all ordinance requirements then it would be approved, if it could be modified to meet them, it would be approved with conditions, if it did not and could not meet them, then it would be denied. An outline of a typical staff report is on the last page of this Appendix.

SITE PLAN REVIEW CHECKLIST

Date of application: _____

Type of request: _____

Applicant: _____

Location of Property: _____

Zoning District: _____

Date of Hearing: _____

BASIC INFORMATION & DETERMINATIONS

- Whether the required number of copies of the information has been submitted, and whether required fees are paid.
- Whether the necessary information on ownership has been submitted. Whether the proposed use is consistent with the existing zoning classification of the parcel and whether any other required approvals (e.g. special land use or nonconforming use expansion authorization) have already been obtained or are pending (specifically identify)
- Whether any necessary public hearings with proper notice have been scheduled or held. ___Whether any variances may be necessary. (Specifically identify on attached sheet).
- Whether the site requires any special reviews because it is In a location subject to special regulations such as the following:
 - designated high risk of erosion area
 - designated natural river
 - designated environmental area
 - designated sand dune area
 - designated historic district
 - designated or known groundwater recharge area
 - designated wetland
 - adjoining an inland lake or stream
 - identified hazardous waste area
 - known site for disposal of solid waste
 - whether the land is subject to a farmland or open space agreement.
 - others, specify:
- Whether any special studies will be necessary, such as environmental impact assessments, traffic studies, fiscal impact studies, or engineering reviews. (Attach sheet with list).
- Which other local, county, state and federal agencies need to be contacted for review and comment and whether any other special permits have to be obtained from them such as wastewater or air discharge permits (attach sheet with list). Possibilities include:
 - wastewater discharge permits from the DNR
 - Pollution Incident Prevention Plans from the DNR
 - hazardous waste storage, treatment or disposal, several permits from the DNR d. air pollution control permits for air discharges of Industrial processes or burning of solid or hazardous wastes, from the DNR
 - dredging within 500 feet of a river, stream, creek, ditch, wetland or floodplain. permit from the DNR
 - dredging, filling or construction in a waterbody, permit from the DNR
 - others, specify:
- Whether any oversizing of public utilities is necessary to serve adjacent properties. Whether additional road rights of way, outlets, utility easements, etc., are necessary to serve adjacent properties in the future.
- Identification of the sections of the ordinance with applicable standards. (Attach sheet with list.)

IS ALL REQUIRED INFORMATION DEPICTED AND ARE ALL SPECIFIC STANDARDS MET?

Basic Facts

- North arrow, scale, date, name of project, and who prepared the drawing depicted?
- Accuracy of property description(s), location and length of property lines, streets, lakes, and other physical features in or adjoining the project.
- Accuracy of dimensions of existing and proposed buildings, accessory structures (including length of buildings, height, if of stories, elevations)
- Whether the area of proposed buildings, the lot and impervious surfaces is within ordinance allowances.
- Whether the proposed site design meets ordinance setbacks, yard dimensions, lot coverage, square footage, floor area ratio and related standards.
- Whether the number and size of proposed lots is correct.

Risks of Natural Hazards

- Whether any risks of natural hazards from flooding, high risk of erosion, slumping of steep slopes or sandy soils, subsidence or other natural event has been adequately considered.

Drainage and Watercourses

- Whether proposed grades, drainage and stormwater retention/detention is adequate and whether any required fencing thereof is indicated and of proper materials and sizes. Whether required sediment control plans are adequate.
- Whether proposed locations of structures and uses relative to wetlands, water recharge areas and floodplain are adequate.
- Whether proposed bulkheads, docks, fill or other structures in or adjacent to a watercourse meet local, state, and federal requirements.

Drinking Water and Wastewater

- Whether water and sanitary sewer services including hydrants, clean-outs and shutoff valves (or well and septic) are properly depicted and conform with engineering specifications.

Other Utilities

- Whether the location of other utilities for electric, natural gas, telephone, steam or cable TV on the site are appropriate.
- Where any major natural gas or electric lines cross the property.

Access and Circulation

- Whether the location, dimensions, direction of travel, and construction specifications for streets, alleys, driveways, dividers, curbs, gutters and other permanent improvements are depicted.
- Whether all proposed rights of way, emergency vehicle access, fire lanes, bicycle paths, pedestrian circulation and traffic circulation is illustrated and adequate.
- Whether proposed street names meet ordinance requirements.
- Whether deceleration, bypass, acceleration, center turn and corner clearances are satisfactory.
- Whether curb cuts, curb radii, throat widths, slopes and tapers meet ordinance requirements.
- Whether conflicts exist between proposed curb cuts and existing curb cuts in the general vicinity.

Parking and Loading

- Whether the required number of handicapped and regular parking spaces are provided, and whether the size, angle of stalls, widths of aisles and size and location of islands is adequate.
- Whether sufficient space exists for snow storage.
- Whether barrier free access is adequate.
- Whether the loading/unloading area is large enough and functionally designed with the proper surfacing materials.

Open Spaces

- Whether proposed common open spaces and common facilities are adequate and functional.

Fencing/Screening/Buffering/Landscaping

- Whether the fencing/screening meets ordinance requirements relative to size, materials and location, including screening of roof appliances.
- Whether landscaping, buffering/berming meets ordinance requirements relative to size, materials/species and location.

Signs

- Whether the size, number and type of signs meets ordinance requirements.

Lighting

- Whether lighting is satisfactorily directed to avoid adjoining parcels or glare in the streets, and whether the headlights of cars entering the parcel are adequately screened from adjoining parcels.

Solid and Hazardous Waste

- Whether solid waste disposal is illustrated and adequate.
- Whether the location and specifications for storage of any chemicals, salts, flammable materials, or hazardous materials on the site meets local, state and federal requirements.

Other Environmental Impacts

- Whether any endangered plant or animal habitat would be affected.
- Whether any unacceptable pollution, impairment or destruction of the environment would occur if the site plan were approved.

Compatibility and Aesthetics

- Whether the site design adequately considers any significant views and/or unique natural features.
- Whether the design is compatible with adjoining land uses in terms of the degree to which it minimizes negative Impacts (especially noise, dust, odor, light, vibrations), conveniently and safely extends streets and utilities, blends with the exterior design, scale and materials of existing development, and generally has an aesthetic character that will not negatively affect the value of surrounding lands.
- Whether an aerial photo of existing site conditions has been reviewed and special circumstances noted.

HAVE COMMENTS BEEN RECEIVED FROM THE FOLLOWING AGENCIES?**County and local agencies**

- Road Commission or Street Dept.
- Health Dept (septic/well permits)
- Drain Commissioner (drains and often soil erosion and sedimentation control permits)
- Fire Chief (water lines, hydrants, emergency vehicle access)
- Sheriff's Dept. or Police Chief
- Engineering Dept. (casements, rights of way, utility lines)
- Building Dept. (building code, sometimes sign codes)
- Water Dept. (water lines, hydrants, valves)
- Wastewater Treatment Dept.
- Zoning/Planning Dept.
- School District(s)

State Agencies

- Michigan Dept. of Transportation (driveway permits, access onto property along state or federal trunklines and freeways)
- Michigan Dept of Natural Resources
- Floodplains
- Inland lakes and streams permits
- Wetlands permits
- Solid waste permits
- Hazardous waste permits
- Air discharge permits
- Michigan Dept. of Commerce
- Condominium approvals
- Plat approvals
- Mobile home park approvals
- Michigan State Police/Fire Marshall (flammable materials storage)

Federal Agencies

- US Army Corps of Engineers (Permits for activities In certain wetlands, floodplains and navigable watercourses along the Great Lakes and connecting waters).

ARE THE ORDINANCE STANDARDS FOR SITE PLAN REVIEW MET?

Each of the discretionary standards for site plan review in your ordinance would be listed, and they would be checked off as met or unmet. See sample discretionary standards in Subsection 6 of Appendix I.

- 1.
- 2.
- 3.
- 4.
- 5.

LIST ALL CONDITIONS IMPOSED AND WHY

Each condition imposed would be listed and the reason for requiring it would be stated here.

- 1.
- 2.
- 3.
- 4.
- 5.

RECORD OF ACTION TAKEN

Action taken by decision body or official: _____

(usually Planning Commission/Zoning Board or Zoning Administrator)

Date: _____

Date conditions drafted and final site plan signed by the appropriate individual: _____

Date transmitted to developer: _____

Necessary easements prepared and approved by technical staff and attorney: _____

Date: _____

Necessary common open space agreements prepared and approved by technical staff and attorney:

Date: _____

Necessary performance guarantees prepared and approved by attorney: _____

Date transmitted to developer: _____

Note: Use a separate sheet to keep track of any subsequent amendments to an approved site plan but keep them filed with the final approvals. During construction several inspections should be made to insure conformance, and prior to the issuance of an occupancy permit a thorough inspection should be made to insure complete conformance to the site plan.