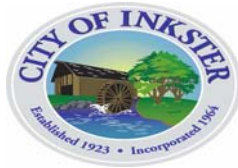


City of Inkster
26215 Trowbridge
Inkster, Michigan 48141



Planning & Economic Development
313-563-9760
313-563-6488 (Fax)

**PLANNING COMMISSION PETITION
FOR
SPECIAL LAND / REGULATED LAND USE**

Filing Fee SCU / RLU = \$500.00

Case # _____(SLU/RLU)

TO THE INKSTER CITY PLANNING COMMISSION:

Date Filed _____

The undersigned respectfully petition(s) Planning Commission to permit a Special Land / Regulated Land Use as hereinafter requested, and in support of this petition, the following facts are shown:

PROPERTY IDENTIFICATION

Street Address: _____

The property is located on the _____ side of _____ Street, Between _____ Street and _____ Street.

It has frontage of _____ feet, a depth of _____ feet, and comprises of _____ acres.

Legal Description: _____

Property Owner _____

Address: _____

Phone: _____ Fax _____

Yes, I do authorize representatives of the City of Inkster to access the property for the (initial) purpose of site investigation associated with this application.

- **PROOF OF OWNERSHIP MUST BE ATTACHED TO THIS APPLICATION**

PROPOSED USE _____

- **Attach a statement indicating why the change of use requested is necessary for the preservation of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons in the vicinity.**

The undersigned Petitioner, being duly sworn, deposes and says that the statements and information herewith submitted are true and correct to the best of his/ her knowledge, information and belief; further, that s/he is authorized to submit this Petition.

Signature of Petitioner

Date

Printed Name of Petitioner

Title of Petitioner

Company's Name

Company's Address

- **PROOF OF REPRESENTATION MUST BE ATTACHED TO THIS APPLICATION IF THE PETITIONER IS NOT THE OWNER OF PROPERTY REQUESTING REVIEW.**

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public, Wayne County, Michigan
My Commission Expires: _____

**REQUIRED INFORMATION
FOR
SPECIAL CONDITIONS USE / REGULATED USE**

Section 155.286(E) Site Plan Submittal Requirements

1. Name, address, and telephone number of the owner/lessee, and the professional who prepared the plans.
2. Name and address of the proposed project.
3. Scale, north arrow, date of site plan preparation, and date of any revision (when applicable). NOTE: Each time the site plan is revised and resubmitted the revision date must be clearly indicated on the plans.
4. Legal description of the site, as determined by an existing title policy or recent boundary survey. If the proposed site is part of a larger parcel, the boundaries of the entire parcel should also be described.
5. A vicinity map showing the site in location to major streets, bodies of water, and railroad lines. NOTE: The vicinity map should be of sufficient scale to adequately delineate the site.
6. Existing zoning within the boundaries of the site and existing zoning of properties abutting the site.
7. Existing land use within the boundaries of the site and existing land use of properties abutting the site.
8. Dimensions of all lot lines.
9. Existing vegetation on the site (if any).
10. Schedule of parking needs in accordance with Section 155.077.
11. Location and width of existing sidewalk(s).
12. Location, height, and type of existing walls and/or fences.
13. Location of existing drives and parking areas.
14. Typical standard and handicapped parking spaces. (With dimensions)
15. Maneuvering lane(s) dimensions.
16. Specified type of proposed activities.
17. Note indicating that all signage will be in compliance with the City of Inkster requirements.
18. Location of screened trash storage area.
19. Location of exterior lighting.
20. Loading space(s) location (if needed).
21. Footprint of all the existing and proposed buildings.

22. Relationship of the subject property to abutting properties and buildings within one hundred feet.
23. Indication of any proposed alterations of existing vegetation on the site.
24. Detailed planting plan and schedule of plant materials and size.
25. Cross-section drawings of required wall/fence.
26. Location and width of proposed sidewalks.
27. Required front, rear, and side yard setbacks.
28. Setbacks to existing and proposed structures.
29. Height of proposed structures as defined in Section 155.061.
30. Location of proposed drives and parking areas.
31. Right-of-way width of abutting streets and alleys.
32. Estimated number of employees.
33. Hours of operation.
34. Note indicating any anticipated changes in terms of dust, odor, smoke, fumes, noise, light, etc.
35. Note indicating ancillary improvements proposed to remedy or prevent problems created by the development.
36. Estimated cost and quantity of required site improvements not covered in the Building Permit cost estimates. (Include as applicable costs for storm sewer, water main and leads, sanitary sewer and leads, pavement, landscaping and earth work)
37. Location of wetlands and or floodplain (if applicable).
38. Signature and seal of registered architect, engineer or land surveyor.
39. General explanation and indication of how the site will be serviced with utilities (sanitary sewer, storm sewer, and water).
40. Preliminary consideration to storm water detention unless detention requirements are waived by the City of Inkster. Indicate general location and concept of storm water detention. Detailed detention calculations are not required until final site plan. See Appendix VI for more details.
41. An indication of the anticipated water demands and wastewater generation should be provided. This could be included on the site plan by note.
42. The existing, or proposed, building leads for water and sewer should be indicated.
43. The existing or proposed location of water meter, indicating if service line size is to be reduced after entering the building.
44. A note indicating: All fees are to be paid before construction begins.
45. Existing or proposed utility and drainage easements should be indicated on the plans.

46. The following note should be added indicating that water and sewer services will meet City Building Code and Water and Sewer Department requirements.

"The proper water, storm sewer, and sanitary sewer connections, as applicable for the site, should be confirmed by the Department of Public Services prior to issuance of any construction or occupancy permits for the proposed new development."

FINAL SITE PLAN REQUIRED INFORMATION

The following minimum information should be provided and/or addressed on the final site plan. This information is in addition to the information from the preliminary site plan. Note that all comments that are applicable to the specific site plan should be addressed.

A. Water Main

The following items should be considered and indicated on the site plan relative to the design and location of the water main and service lead.

Water Main

1. Finish grade elevations for all proposed water main structures should be indicated on the plans.
2. The size, type, and class of pipe should be indicated on the plans.
3. Water main piping three inches and larger in diameter should be Ductile Iron Class 54 Pipe.
4. The water main bedding must be MDOT Class II sand.
5. Compacted sand backfill is required for water main trench located under or within three feet of pavement; other backfill material, used where applicable, must be free of large lumps of clay, debris, and rock.
6. The designer should provide a dimension plan for the water main structures. All structures, mains, and service leads should be referenced from two known points.
7. City of Inkster Standard Details for water should be made part of the plans by being attached. (Mylars and/or prints may be obtained by contacting the City Engineer Consultant.)
8. If the water main will be dedicated to the City (Public) then the minimum size is eight (8)- inch.
9. An easement is required for existing or proposed public water mains not located in the public right-of-way. The easement description should be included with the plans. Prior to the issuance of a certificate of occupancy the easement should be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

Water Lead

1. Domestic service pipe must be type "K" copper pipe.
2. The length and size of the service lead should be indicated.

3. Minimum service size should be one (1) inch.
4. All connections should be the flared type

B. Sanitary Sewer

The following should be considered and indicated on the site plans relative to the design of the sanitary sewer system.

Sanitary Sewer Mains

1. The type, size, length, and slope of each run of sewer main pipe should be indicated.
2. City of Inkster Standard Details for sanitary sewer should be attached to the plans and a note incorporating them by reference should be included on the plans. (Mylars and/or prints may be obtained by contacting the Engineering Consultant).
3. A Ten State Standards for design should be met at a minimum.
4. Sanitary sewer manholes should be numbered consecutively on the plan.
5. An easement is required for existing or proposed public sanitary sewer mains not located in the public right-of-way. The easement description should be included with the plans. Prior to the issuance of a certificate of occupancy the easement should be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office.
6. The rim and invert elevation for each sanitary sewer structure should be indicated on the plans.
7. Compacted MDOT class II sand backfill is required for sanitary sewer trench located under or within three feet of pavement; other backfill material, used where applicable, must be free of large lumps of clay, debris, and rock.

Sanitary Sewer Lead

1. Sanitary sewer leads should be 6-inch pipe with a minimum slope of one percent.
2. Three quarter inch crushed stone should be used for sanitary lead bedding.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

3. Stainless steel tapping saddle to be used where applicable
4. Cleanouts should be used near the building. Check with the Structural/Safety Department for specifications.

C. Storm Sewer

1. The size, length, type of pipe, type of joint, and slope should be indicated for each run of storm sewer on the plans.
2. The recommended type of storm sewer pipe is C76 Class IV, concrete pipe with premium joints, twelve (12)-inch diameter minimum. Other type of pipe may be considered, but premium joints must be provided.

3. The rim and invert elevations for each storm sewer structure should be indicated on the plans.
4. The storm sewer structures should be numbered consecutively. All structures should be located by dimensions to two known points and/or property lines.
5. Sand backfill should be provided for storm trench located under or within three feet of paved areas.
6. The City of Inkster requires that on site storm water detention be a part of all new development plans. Detention must be provided for volumes generated by a 10 year storm, and the drainage flow rate from the site to the City sewer may not exceed the one year pre-project storm event flow. For an explanation of determining storm water detention sizing, please see Appendix VI. On a case by case basis, the City Engineering Consultant may exempt a project from having storm water detention. If your project is not required to have detention, proceed to item 13.

The City uses the Oakland County Design guidelines to aid in storm water detention system design. The applicant's professional should contact Wade-Trim if he/she is unfamiliar with the guidelines.
7. Storm water detention details should be provided on the plans, unless the developer has been exempted from on site detention.
8. The designer should show where on-site detention will be located, and the calculations of how the storage volume will be provided. The maximum depth of standing water within parking lot storage areas is eight inches.
9. Calculations for a restricted outlet from the storm water system should be shown on the plans. Restrictors should be at least three inches in diameter. Pipes smaller than this tend to clog too easily.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

10. If restricted inlet covers are used, the designer should provide calculations and information verifying that the restricted covers will perform as stated.
11. The design should provide for "emergency overflow" of storm water from the detention area. The emergency overflow must be designed to ensure the overflow goes into the public right-of-way rather than onto adjacent parcels or into buildings.
12. The location and details of the on-site storm sewer system connection to the City's storm system should be included on the plans.
13. An easement is required for existing or proposed public storm sewer mains not located in the public right-of-way. The easement description should be included with the plans. Prior to the issuance of a certificate of occupancy the easement should be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office.

D. Grading

The following comments should be addressed and indicated on the site plan.

1. Minimum of two permanent benchmarks on or adjacent to the site.

2. A sufficient amount of existing and proposed elevations should be provided throughout the site and on abutting parcels to determine existing and proposed slope and drainage patterns. Flow arrows should be shown on the plans to indicate the direction of overland drainage.
3. Drainage grades across pavement areas should be between one and three percent, and all drainage should enter into the storm water system. Across grassy swales, drainage grades should be a minimum of 0.5 percent.
4. The designer should show that the proposed site drainage will not adversely affect abutting parcels. The designer may not force site drainage to abutting parcels or block existing drainage from abutting parcels.
5. The following note should be added to the plans:

"The Developer is responsible for resolving any drainage problems on adjacent property which are a result of the Developer's activities."

E. Paving

The following comments on paving issues should be addressed on the site plan.

1. A cross section of proposed pavement should be shown.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

2. A concrete sidewalk five feet in width is required to be provided across the frontage of the site, within the public right-of-way. (The new sidewalk should be four inches thick except at driveway crossing(s), where it should be a minimum of six inches in thickness.)
3. A note should be added to the site plan indicating that:

"Existing flags of sidewalk across the site's frontage that are damaged now, or that become damaged during the construction, shall be removed and replaced, as directed by Inkster Department of Public Services. Such work shall be done prior to issuance of a final occupancy permit for the new development."
4. The specific parking layout should be shown with the location and size of the parking spaces.

F. General

In addition to the above information, the following items should be considered when preparing the site plan:

1. A Wayne County Permits Department approval and a permit for any work within road right-of-ways for any roads under the jurisdiction of Wayne County will need to be obtained. The following roads in Inkster are under the jurisdiction of the County: Inkster, Middlebelt, and Cherry Hill west of Inkster Road.
2. For any work done in the Michigan Avenue right-of-way, a Michigan Department of Transportation approval and permit will need to be obtained.
3. In areas that may contain wetlands, the applicant should document that no regulated wetlands exist on the site and/or that the site development will not impact any regulated wetlands. If any wetlands exist on or immediately adjacent to the site, Michigan Department of Environmental Quality clearance will be required.

4. For developments that may discharge materials other than typical domestic waste, or that may discharge potentially hazardous waste, a detailed floor plan showing all floor drain locations, and secondary containment systems to prevent accidental discharges to them, should be provided as part of the site plan package.
5. The estimated quantities for storm sewer, sanitary sewer, water main, and any earth work should be on the plans.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin). A completed copy of the check list to be submitted with the site plan.

SITE PLAN PROCEDURE

FOR EASIER PROCESSING: ALL PLANS MUST BE COLLATED, STAPLED and FOLDED. NO EXCEPTIONS ARE MADE.

Preliminary site plans must be drawn to scale (engineering scale) on 24" x 36" sheets. They must be prepared, signed, and sealed by a registered architect, engineer, or land surveyor and contain all of the information listed in the Preliminary Site Plan Information section, pages 6-8, of this packet, unless the Site Plan Review Committee waives certain information not applicable to the site in Step 4 and the Planning Commission accepts this recommendation in Step 5. The fee for preliminary site plan review is indicated in Appendix IV. NOTE: Although preliminary site plans may be prepared by a land surveyor, the final site plans **must** be prepared by a registered engineer or architect.

The Planning and Economic Development Department will typically schedule a meeting of the Concept/Site Plan Review Committee, which will be held at City Hall, usually within two weeks of receiving the preliminary site plan. The applicant will be notified as to the date and time of this meeting. **The applicant is encouraged to attend the meeting and bring his/her professional to discuss the proposed preliminary site plan with representatives of the Review Committee.**

The Planning and Economic Development Department will place the site plan for consideration on the next available Planning Commission agenda and will forward copies of the Review Committee comment letters to the Planning Commission. To be considered for the Planning Commission agenda, all information (all Concept/Site Plan Review Committee letters recommending approval, fees, and 11 copies of the site plan to be considered) must be submitted ten (10) days prior to the next Planning Commission meeting. The applicant will be notified of the meeting date. **The applicant and/or their professional is encouraged to attend the Planning Commission meeting to answer any questions. Failure to attend this meeting may result in the Planning Commission tabling (taking no action) pending clarification of specific issues.**

Once preliminary site plan approval has been obtained, the applicant's professional must prepare a final site plan. **Final site plans must be prepared signed and sealed by a registered architect or engineer.** If the City Engineer referred the site plan to the Engineering Consultant, the applicant must submit one copy of engineering plans that address the modifications that are to be made on the site to the Planning and Economic Development Department, along with payment of the final site plan review fees (see Appendix IV) for the City Engineering Consultant. The minimum information required for various exterior site modifications is listed in the Final Site Plan Required Information section of this packet.