

# Preliminary Site Plan Review Checklist

This checklist **must** be completed by the site plan professional and submitted with the Site Plan Review Application. The site plan professional will be **required to initial all items within the checklist** as a verification that the Site Plan submission is complete. If an item is omitted from the Site Plan submission, then mark the reasoning in the Notes column. When applicable, the professional may use the Notes column to indicate the page number for site plan requirements.

The following information is categorized into different sections to help organize the Site Plan submission and allow for an efficient review. The City may require and request other reasonable and relevant information to assist in the review of the proposed development.

## GENERAL SITE PLAN REVIEW REQUIREMENTS

| Requirements   | Applicant review | Notes | City review |
|--|------------------|-------|-------------|
| Name, address, phone number of owner/lessee and professional who prepared the plans  |                  |       |             |
| Proof of property ownership  |                  |       |             |
| Seal of registered architect, landscape architect, land surveyor, or, civil engineer that prepared the plan  |                  |       |             |
| Name and address of the proposed project   |                  |       |             |
| Scale, north arrow, date of site plan preparation, and date of any revision. Each time the site plan is revised/resubmitted, the <b>revision date must be clearly indicated</b> on the plan    |                  |       |             |
| <b><i>Include the following elements on the first page of the Site Plan submission:</i></b>  |                  |       |             |
| Legal description of the site. The boundaries of the entire parcel shall be indicated in the site plan.  |                  |       |             |
| Location map with north arrow showing the site in location to major streets, bodies of water, railroad lines, zoning and environmentally sensitive areas (e.g. wetlands) within a quarter mile |                  |       |             |
| Estimated number of full-time and part-time employees and hours of operation   |                  |       |             |

## SITE PLAN DRAWING – Section 155.073 (B) and (C); 155.074; 155.075; 155.076 (B); 155.079

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

| Requirements  | Applicant review | Notes | City review |
|---|------------------|-------|-------------|
| The site plan drawing should be at a scale of not less than one inch equals 30 feet                                     |                  |       |             |
| <b><i>Criteria to show conditions adjacent to the proposed site:</i></b>  |                  |       |             |
| Dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties       |                  |       |             |
| Surrounding land uses and zoning of properties abutting the site  |                  |       |             |
| Location of all existing structures within 100 feet of the subject property lines                                       |                  |       |             |
| All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property |                  |       |             |
| Location and width of all abutting streets, rights-of-way, easements, and pavements                                     |                  |       |             |
| <b><i>Criteria to show elements within the proposed site:</i></b>   |                  |       |             |
| Location of all existing and proposed lot lines, lot dimensions, and property lines                                     |                  |       |             |
| Location of all existing and proposed easements   |                  |       |             |

|   |  |  |  |
|---|--|--|--|
| Location, height and dimensions of all existing and proposed structures, with its respective uses, number of stories, gross building area, setback lines, distances between structures  |  |  |  |
| Location and dimensions of existing and proposed sidewalks, drives, pedestrian and bicycle paths, roadways, parking areas and loading/unloading areas. Applicant may request that the loading zone size be reduced to 10' x 35'. Loading areas must be screened from public view. |  |  |  |
| Types of surfacing, such as asphalt or concrete paving, turfing, sod, or stone to be used   |  |  |  |
| Location of existing vegetation on site   |  |  |  |
| Location, height and type of existing and proposed walls and fences including materials and color   |  |  |  |
| Location of screened trash storage area (e.g. dumpster) and method of screening   |  |  |  |
| Security plan, including security camera locations  |  |  |  |
| Note indicating any anticipated changes in terms of dust, odor, smoke, fumes, noise, light, etc.  |  |  |  |
| Note indicating ancillary improvements proposed to remedy or prevent problems created by the development  |  |  |  |
| Assessment of potential impacts from the use, storage, processing, or movement of hazardous materials or chemicals, if applicable   |  |  |  |

**ACCESS AND CIRCULATION PLAN – Section 155.077; 155.078**

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

| Requirements  | Applicant review | Notes | City review |
|---|------------------|-------|-------------|
| Schedule of parking needs in accordance with Section 155.077 (B) and Section 155.078 (A). Applicants may seek a waiver of parking requirements. |                  |       |             |
| Location and dimensions of standard and barrier free parking spaces, including signage.   |                  |       |             |
| Dimensions, curve radii and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements               |                  |       |             |
| Dimensions of acceleration, deceleration, passing and maneuvering lanes   |                  |       |             |
| Dimensions of parking spaces, islands, circulation aisles and loading zones   |                  |       |             |
| Proposed fire lanes and fire lane sign  |                  |       |             |
| Proposed signs and pavement markings for traffic control  |                  |       |             |

**LANDSCAPE PLAN – Section 155.073 (D); 155.080**

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

| Requirements  | Applicant review | Notes | City review |
|---|------------------|-------|-------------|
| Location of existing and proposed lawns and landscaped areas  |                  |       |             |
| Location of existing and proposed shrubs, trees, and other live plant material. One street tree shall be planted per every 35 linear feet of right-of-way. One ornamental tree shall be planted for every 75 linear feet of right-of-way. |                  |       |             |
| Planting list: include caliper size, height, method of installation, botanical and common name, and quantity  |                  |       |             |
| Landscape maintenance schedule  |                  |       |             |

**ELEVATION DRAWINGS – Section 155.061; 155.072 (F) and (G); 155.251**

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

| Requirements  | Applicant review | Notes | City review |
|---|------------------|-------|-------------|
| Elevations (front, sides and rear views) of all sides of the building(s), including window and door openings  |                  |       |             |
| Height and setbacks of existing and proposed structures as defined in Section 155.061   |                  |       |             |
| Types of facing materials and colors to be used on structures, this includes accessory structures and all buildings. Exterior colors shall be subtle, neutral colors and at least 30% of the ground floor street façade shall be constructed with windows or other transparent material.  |                  |       |             |
| Show the address location on the building and size of numbers   |                  |       |             |
| Show proposed sign location for all buildings and uses on site, including character, size, letters, symbols, and method of illumination lighting. Note that a sign application is a separate planning process from the Site Plan Review and will need to be completed to install signage. |                  |       |             |

**FLOOR PLAN**

| Requirements   | Applicant review | Notes | City review |
|--|------------------|-------|-------------|
| A floor plan drawing showing the specific use areas of all existing and proposed building on-site and total floor area |                  |       |             |

**LIGHTING PLAN – Section 155.076**

| Requirements   | Applicant review | Notes | City review |
|--|------------------|-------|-------------|
| Location and height of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations     |                  |       |             |
| Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles) |                  |       |             |
| Fixture specifications including total lumen output, type of lamp and method of shielding  |                  |       |             |

**UTILITIES AND DRAINAGE PLAN**

| Requirements   | Applicant review | Notes | City review |
|--|------------------|-------|-------------|
| Location and size of existing and proposed storm sewers  |                  |       |             |
| Location and size of existing and proposed sanitary sewers   |                  |       |             |
| Location of existing and proposed building leads for water and sewer   |                  |       |             |
| Location of existing and proposed water mains, well sites, water meters, water service and fire hydrants   |                  |       |             |
| Location and dimensions of existing and proposed utility and drainage easements  |                  |       |             |
| Location of existing and proposed gas, electric and telephone lines, above and below ground  |                  |       |             |
| Location of all roof drains  |                  |       |             |
| Location of transformers and utility boxes   |                  |       |             |
| Show a typical pavement cross section for all proposed paving that includes the approximate thickness of pavement, type of pavement (e.g. concrete, hot mix asphalt) |                  |       |             |
| Storm water management facilities are required for all developments that increase the imperviousness of the existing   |                  |       |             |

|   |  |  |  |
|---|--|--|--|
| <p>site. All storm water management facilities shall be designed to the Wayne County Storm Water Management Standards and reviewed and approved by the Wayne County Permits Office. If imperviousness of the site is increased:</p> <ul style="list-style-type: none"> <li>• Indicate general location and concept of storm water detention. Detailed detention calculations are not required until final site plan approval.</li> <li>• Provide the approximate location of the detention inlet pipeline, outlet pipeline and proposed connection to the existing public storm sewer system</li> </ul> |  |  |  |
| <p>Note indicating that “The proper water, storm sewer, and sanitary sewer connections, as applicable, shall be confirmed by the Department of Public Services prior to issuance of any construction or occupancy permits for the proposed new development.”</p>  |  |  |  |