City of Marine City
Building Department
260 S Parker St.
Marine City, MI 48039
(810) 765-9011
buildingdepartment@cityofmarinecity.org

SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST FOR PLANNING COMMISSION

Cash Receipting Code: Plan Com

Application Fees:	**$200.00**	**Single & Multi-Family (up to 3 units)**
	$300.00	**Commercial, Industrial, Subdivisions, Condos, Multi-Family (4 or more units)**
	$200.00	**Special Use Application**

When this completed application is filed in conjunction with the site plan for the proposed development, it will serve to initiate processing of the plans in accordance with the review procedure as described in the City of Marine City Zoning Ordinance. The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Marine City Zoning Ordinances, which are available on the City's website at www.cityofmarinecity.org, and complying with the various requirements therein. Further, these professionals shall make themselves aware of all master plan requirements including, major thoroughfares, land use, recreation, etc. Be sure to complete each applicable section of this application, omission of any required information will delay the review process. **Applicant will reimburse the City of Marine City for all planning Consultant fees and Engineering Consultant fees associated with this application prior to being placed on the agenda.**

Applicant Name(s): _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name(s): _____

Property Owner Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Proposed Development: _____

Address of Development: _____

Parcel No.: _____ Description of Development: ☐ New ☐ Addition

☐ Copy of Legal Description Attached

Proposed Use: _____

_____

_____

I (We) hereby attest that all of the information provided in this application and attachments submitted, are true and correct to the best of my (our) knowledge and belief.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Site Plan Preparer Signature: _____ Date: _____

If petitioner is not the owner, state the basis for representation (i.e. Attorney, Representative, Option-to-Buy, etc.): _____

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Site Plan Review Process for Applicant

- Applicant contacts Marine City Building Department for an appointment to discuss zoning, permitted uses, and special land uses (if applicable), and the review process.
    - If a variance is required, applicant may be directed to complete application for the Zoning Board of Appeals.
    - Planning Commission Approval is required for the following:
        - Division of Parcels of land & splitting lots.
        - For any & all uses in the following zoning districts: RM Multi Family Residential, WM Waterfront Recreation & Marina, MHP Mobile Home Park, B-1 General Business District, B-2 General Business District, I-1 Light Industrial, I-2 Heavy Industrial, P-1 Vehicular Parking.
        - For special uses in single family districts – will require notice be sent to all properties within 300 ft, no less than 15 days prior to meeting
        - Where special or changes of use approval is requires as stated in each individual zoning district list in the ordinance – will require notice be sent to all properties within 300 ft, no less than 15 days prior to meeting.
        - Any addition to an existing principal or accessory building within districts listed above where the proposed addition constitutes an increase of 1000 sq ft or 10% more of the existing building, whichever is less – will require notice be sent to all properties within 300 ft, no less than 15 days prior to meeting.

- Applicant contracts with engineer to prepare site plan based on discussions with the Marine City Building Department.

- Applicant submits **completed application, fee and three (3) sets of signed and sealed site and landscape plans** to the City of Marine City for review by the Marine City Building Department, City Manager and Wade Trim Engineering Firm.
    - Upon review from Wade Trim Engineering Firm, a plan review identifying site plan violations will be forwarded to the applicant indicating the necessary and advisable site plan revisions.
    - Upon review, Wade Trim may require a Zoning variance. The applicant will be directed to complete the application for the Zoning Board of Appeals.

- After the initial review, applicant will revise site plans in accordance with Wade Trim Engineering Firm recommendations and resubmit revised plans to the Planning Commission. **Applicant will need to submit ten (10) copies of signed & sealed revised site and landscape plans at least Twenty One (21) calendar days prior to the next Planning Commission meeting (second Monday of each month).**
    - Each re-visit of plans due to deficiencies or tabling of the original site plan will incur a charge of 75% of the original cost and may incur additional fees assessed by City Planning and/or Engineering Consultants (ie a re-submission of a Commercial Site Plan will be charged an additional $225.00, minimum)

NOTE: APPLICANT WILL BE RESPONSIBLE FOR REIMBURSING THE CITY OF MARINE CITY FOR ALL PLANNING CONSULTANT FEES AND ENGINEERING CONSULTANT FEES ASSOCIATED WITH THIS APPLICATION PRIOR TO BEING PLACED ON THE AGENDA.

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Checklist of Required Data to be Included on Site Plan

Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36" with plan view drawn to a minimum scale of 1" = 20' if the subject property is less than three acres, and 1" = 50' if three or more acres. Applicant must submit ten (10) sets of sealed plans at least thirty (30) days prior to the next regular scheduled meeting. If the proposed development requires landscaping, then a landscape architect seal must also be on the plans. Included on the site plan will be all dimensions and the following:

General:

- ☐ Proprietors name, address and telephone number
- ☐ Date (month, day, year) including revisions
- ☐ Title block
- ☐ Scale
- ☐ North point
- ☐ Location map drawn at a scale of 1" = 2000' with North point indicated
- ☐ Architect, engineer, surveyor, landscape architect, or planner's seal
- ☐ Existing lot lines, building lines, structures, parking areas, etc. on the parcel, and within 100 feet of the site
- ☐ Centerline and existing and proposed right-of-way lines
- ☐ Zoning classification of petitioner's parcel and all abutting parcels
- ☐ Gross acreage figure
- ☐ Proximity to major thoroughfare and/or section corners

Physical Features:

- ☐ Proposed locations of access drives, street intersections, driveway locations, sidewalks, signs, curbing, and acceleration, deceleration, and passing lanes
- ☐ Location of existing and proposed service facilities above and below ground, including:
  - Storage, loading, and disposal areas for chemicals, hazardous substances, salt, and fuels
  - Water main, hydrants, pump houses, standpipes, and building services and sizes
  - Sanitary sewers and pumping stations
  - Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways, and other facilities, including calculations for sizes
  - Location of all easements
- ☐ All buildings with dimensioned floor plans, setback and yard dimensions, and typical elevation views of proposed structures
- ☐ Dimensioned parking spaces and calculations, drives, and method of surfacing

Physical Features Continued:

- ☐ Exterior lighting locations and illumination patterns
- ☐ Location and description of all existing and proposed landscaping, berms, fencing, and walls
- ☐ Sidewalks and bike paths
- ☐ Trash receptacle pad location and method of screening
- ☐ Transformer pad location and method of screening
- ☐ Dedicated road or service drive locations
- ☐ Entrance details including sign locations and size
- ☐ Designation of fire lanes
- ☐ Any other pertinent physical features

Natural Features

- ☐ Existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions shall be indicated.
- ☐ A grading plan showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling, and grading.
- ☐ Location of existing drainage courses, lakes, ponds, wetlands, river and streams, including their water surface elevation, floodplain elevation, and ordinary high water mark.
- ☐ Location of other natural resources features, including woodlands.

Additional requirements for Multiple-Family, and PUD Developments:

- ☐ Density calculations by type of unit by bedroom count
- ☐ Designation of units by type of unit in each building
- ☐ Carport locations and details where proposed
- ☐ Specific amount of space and locations
- ☐ Type of recreation facilities to be provided in recreation space
- ☐ If proposed, details of community building and fencing of swimming pool

Additional requirements for commercial and industrial developments:

- ☐ Loading / unloading areas
- ☐ Gross and useable floor area
- ☐ Number of employees in peak usage

Note: Incomplete applications will delay the review process

Complete Applicable Proposed Use Information:

Churches, stadiums, theaters

Theater, hospitals, convalescent homes, auto washes, furniture and appliance stores, household equipment repair stores, all trades such as plumbers or electricians, all repair activities, auto dealers, golf courses and miniature golf courses.

Seating Capacity _____ Persons

Number of employees _____ Persons

Industrial

Numbers of Employees by Shift	Shift	Employees
	_____to _____	_____
	_____to_____	_____
	_____to_____	_____

Hospitals, convalescent homes — Number of Beds _____

Private golf and/or swimming clubs — Number of Members_____

Barbers, beauty salons — Number of Chairs_____

Lodge halls, pool parlors, roller/skate rinks — Health Department Capacity _____

Laundromats — Number of Machines _____

Doctor Office — Number of Exam Rooms _____

Dentist Office — Number of Chairs _____

Hotels, motels, commercial lodging — Number of Employees _____
Number of Rooms _____

Multiple family dwellings — Number of Units _____
Number of Bedrooms _____

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Additional information may be needed for the City of Marine City Engineer's review of your site plan. Please review the following checklist and include any of the mentioned items as they apply to your project.

GENERAL LAYOUT

		YES	NO	N/A
1	DATE			
2	NORTH ARROW			
3	CORRECT SCALE (Not <1:50 for property < 3 ac or 1:100 for property > 3 ac)			
4	PROPERTY LINES/LOT LINES LOCATED AND DIMENSIONED			
5	LOCATION/HEIGHT OF EX. & PROP. STRUCTURES WITHIN 100'			
6	EX. & PROP. DRIVEWAYS, SIDEWALKS LOCATED & DIMENSIONED			
7	EX. & PROP. CURB OPENINGS & SIGNS LOCATED AND DIMENSIONED			
8	EX. & PROP. EXTERIOR LIGHTING LOCATED			
9	EX. PARKING AREAS SHOWIN W/TYP. PARKING SPACE DIMENSIONED			
10	PROPOSED PARKING AREAS LOCATED AND DIMENSIONED			
11	EX. & PROP. UNLOADING AREAS LOCATED AND DIMENSIONED			
12	EX. & PROP. RECREATION AREAS LOCATED AND DIMENSIONED			
13	RIGHT - OF -WAY WIDTHS OF ABUTTING STREETS & ALLEYS			
14	LOCATION OF PAVEMENTS OF ABUTTING STREETS, ALLEYS			
15	NAME/ADDRESS OF PROFESSIONAL FIRM OR INDIVIDUAL			
16	SEAL OF PROFESSIONAL(S)			
17	NAME/ADDRESS OF PROPERTY OWNER OR PETITIONER			
18	LOCATION OF TRASH RECEPTACLES			
19	LOCATION OF LANDSCAPING			
20	LOCATION, HEIGHT & TYPE OF FENCES OR WALLS			
21	SIZE & LOCATION OF EX/ & PROP UTILITIES INCLUDING PUBLIC UTILITY CONNECTIONS			
22	LOCATION OF ALL FIRE HYDRANTS			
23	NUMBER AND TYPE OF PROPOSED DWELLINGS			
24	RESIDENTIAL AREA: ACREAGE OF SITE, SUBAREAS, & STAGING AREAS			
25	MULTI-FAMILY: TYP ELEVATION VIEWS, DIMENSIONED FLOOR PLAN			
26	SIZE AND LOCATION OF ALL SURFACE DRAINAGE FACILITIES			
27	EX. & PROP. TOPOGRAPHY (2' MIN. CONTOUR INT., TREES, ECT.)			
28	PLAN SIZE 24" X 36"			
29	VICINITY MAP			
30	LEGAL DESCRIPTION			
31	USGS BENCHMARK (2 MIN - USE CITY LIST OF BM)			
32	EX. & PROP UTILITY EASEMENTS LABELLED			
33	ADJACENT TOPOGRAPHY WITHIN 100' OF SITE			
34	FINISH FLOOR ELEVATIONS			
35	SIDEWALKS INDICATED (ALONG EX/PROP. PUBLIC ROWS, ONSITE AS NECESSARY)			
36	100 YEAR FLOODPLAN (MDEQ APPROVAL)			
37	WETLANDS LIMITS, SETBACKS (MDEQ) APPROVAL			

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PARKING

		YES	NO	N/A
1	PARKING REQUIREMENTS MET			
2	HANDICAP PARKING			
3	HANDICAP RAMPS			
4	PARKING LOT LAYOUT ACCEPTABLE (IE BACKING, CROSS MOVEMENTS CAUSE CONFLICT)			
5	PARKING SPACE DIMENSIONS			
6	LOADING AND UNLOADING			
7	PAVEMENT SECTION (APPROPRIATE FOR ONSITE SOILS & TRAFFIC TYPE)			
8	CURB SECTION			
9	LOCATION OF ADJACENT/OPPOSITE DRIVEWAYS, SOIL BORINGS			

STREETS

		YES	NO	N/A
1	INTERSECTIONS AT RIGHT ANGLES			
2	ACCELERATION AND DECELERATION LANES			
3	MINIMUM RAD - II CURVES			
4	RAD-II ON CUL-DE-SACS			
5	RAD-II AT INTERSECTIONS			
6	FIRETRUCK ACCESSIBLE			
7	PAVEMENT SECTION (APPROPRIATE FOR ONSITE SOILS)			
8	CURB SECTION			
9	PROFILE INC. STORM SEWER PROFILE, ALL OTHER (EX. OR PROPOSED UTILITY CROSSINGS)			
10	IS ROADS DEPT. REVIEW WARRANTED?			
11	SHOULD TRAFFIC IMPACT STATEMENT BE REQUESTED?			

GRADING

		YES	NO	N/A
1	MINIMUM 1% GRADES, MAXIMUM 5% GRADES ON PAVEMENT			
2	MAXIMUM 8% SLOPE IN NONPAVED AREAS			
3	RETENTION WALL DESIGN AND DETAILS			
4	OFFSITE GRADING (EASEMENT OBTAINED)			
5	REQUIRED LANDSCAPE BERMS			
6	REASONABLE INTERSECTION GRADES			
7	ONSITE SOILS INFORMATION			

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DRAINAGE

		YES	NO	N/A
1	DRAINAGE DISTRICTS AND DESIGN CALCULATIONS PROVIDED			
2	HYDRAULIC GRADE LINES SHOWN IN PROFILE ON PLANS			
3	ONSITE RETENTION OR DETENTION			
4	ADEQUATE OUTLET - DETAIL]			
5	ADEQUATE FREEBOARD			
6	RETENTION POND FENCED			
7	STORM SEWER DESIGN (DIA., SLOPES, PIPE MATERIALS)			
8	2.0 FPS MINIMUM VELOCITY			
9	10.0 FPS MAXIMUM VELOCITY			
10	SOIL EROSION CONTROL			
11	STORM SEWER SIZED & EXTENDED FOR ADJOINING PROPERTIES (CHECK MASTER PLAN)			
12	SUMP PUMP CONNECTIONS SHOWN (NO BLIND TAPS)			
13	ROOF DRAINS, OUTLET			
14	DRAINAGE TO RIGHT-OF-WAY RESTRICTED			
15	IS HYDROLOGY REVIEW WARRANTED?			
16	EASEMENTS WHERE REQUIRED (12" MINIMUM)			
17	CONSTRUCTION DETAILS (MANHOLES, C.B.'S, PIPE MATERIALS)			

WATER SUPPLY

		YES	NO	N/A
1	EXISTING BORINGS, PROBES, WELLS			
2	PROPOSED WELLS			
3	ADEQUATE ISOLATION			
4	WATER MAIN SIZE ADEQUATE			
5	WATER MAIN LOOPED (IF SERVING MORE THAN 30 UNITS)			
6	ADEQUATE FIRE HYDRANT COVERAGE			
7	FIRE HYDRANT OR FIRE HYDRANT & GATE VALVE PROVDED AT DEAD ENDS IF WATER MAIN TO BE EXTENDED			
8	F.G. PROVIDED FOR FIRE HYDRANT AND GATEWELL RIMS			
9	PROPER JOINT RESTRAINT PROVIDED			
10	WATER MAIN SIZED & EXTENDED TO SERVE ADJOINING PROPERTY			
11	VALVE LOCATIONS (1250' MAX. SPACING, NOT MORE THAN 30 DISCONNECTED WHEN CLOSING SECTIONS, NOT MORE THAN 4 VALVES TO CLOSE OFF SECTION)			
12	ADEQUATE SEPARATION FROM SEWERS			
13	ARE INDIVIDUAL SERVICES SHOWN ON PLANS			
14	IS HYDRAULICS DEPARTMENT REVIEW WARRANTED			
15	EASEMENTS WHERE REQUIRED (12" MINIMUM)			
16	CONSTRUCTION DETAILS (VALVES, TRENCH, HYDRANT, AND MATERIALS SPECIFICATIONS FOR VALVES, TRENCH, HYDRANT)			

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SANITARY SEWER

		YES	NO	N/A
1	EXISTING INVERTS			
2	FIRST FLOORS SERVICED			
3	BASEMENT FLOORS SERVICED (IF INDICATED)			
4	SERVICE LEADS SHOWN IN PLAN & PROFILE & SIZED APPROPRIATELY			
5	MINIMUM SLOPES ACCEPTABLE (2FPS REQUIRED)			
6	MANHOLE SPACING (400' MAX)			
7	CLEANOUTS ON LEADS			
8	IS CAPACITY AVAILABLE IN EXISTING COLLECTION SYSTEM/P.S.			
9	SEWER ACCESSIBLE			
10	ADEQUATE SEPTIC TANK WHERE NECESSARY			
11	ADEQUATE DRAINFIELD AREA (AND RESERVE AREA			
12	ADJACENT PROPERTIES SEPTIC TANK/DRAINFIELD			
13	EASEMENTS WHERE REQUIRED (20' MINIMUM IF IN REAR OR SIDE YEARD)			
14	CONSTRUCTION DETAILS (M.H., TRENCH, PIPE MATERIALS, CONNECTIONS TO M.H., CASTINGS)			
15	PROFILE INCLUDING ALL EX. & PROPOSED UTILITY CROSSINGS (NO CONFLICTS WITH ANY OTHER UTILITIES ESPECIALLY SEWER LEADS)			
16	SEWER SIZED AND EXTENDED TO SERVE ADJOINING PROPERTY			
17	DETAILS FOR SEWER TESTING PROVIDED			
18	BASIS OF DESIGN & SERVICE DISTRICT SERVICE MAP ON PLAN (MDEW PERMIT APPLICATION REQUIRED)			

MISCELLANEOUS SITE DETAILS

		YES	NO	N/A
1	TRASH CONTAINERS AND ENCLOSURES			
2	LIGHTING			
3	UNDERGROUND WIRING			
4	SIGNS			
5	SIDEWALKS			
6	MISS DIG NOTES			

REQUIRED APPROVALS

		YES	NO	N/A
1	COUNTY DRAIN COMMISSION (SOIL EROSION CONTROL)			
2	COUNTY ROAD COMMISSION			
3	MDOT			
4	HEALTH DEPARTMENT			
5	MDEQ - SANITARY SEWER			
6	MDEQ - WATER			
7	MDEQ - WETLANDS			
8	MDEQ - LAND & WATER MANAGEMENT			