

Site Plan Review Checklist

Site Plan Review is an administrative process through the Site Plan Review Committee. The Committee is comprised of members of my Village Departments, including Public Safety, Public Services, Zoning, Community Planning and Economic Development.

Site Plan Review provides the Village with an opportunity to review the proposed use of a site plan in relation to all applicable provisions of the Zoning Ordinance and Village planning. Site Plan Review also provides the Village with an opportunity to review the relationship of the plan to surrounding uses, accessibility, on and off-site pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety and general welfare.

A site plan is required for review by the Planning Commission and any applicable departments per Section 1001 of the zoning ordinance whenever one (1) or more of the following conditions apply:

- As part of an application for a special use permit
- Any change in use which requires construction of five (5) or more additional parking spaces
- As part of an application for approval of a condominium development
- Any other construction or moving of structures except:
 - Single family and duplex residences on individual parcels and their accessory structures
 - Non-residential accessory structures under five hundred (500) square feet
 - Expansions of under five hundred (500) square feet to existing structures

The Planning Commission meets on the 3rd Tuesday of every month at 6:00 p.m.

Listed below are the basic submission requirements for all Site Plan Applications. All Site Plans must be developed using this checklist, which will also serve as the review and approval coversheet during the process. Using the checklist, provide all information pertinent to the project and note on which plan page the information can be found.

- Applicable fee (if additional reviews are required, additional fees will be collected)

Nine Copies of the following:

- Application (completed and signed)

Which should include:

- Project Name
- Property owner and developer's name, address, phone number and email
- Design professional's name, address, phone number and email
- Plan date and revision dates
- A scale of not less than one inch equals 50 feet if the subject property is less than three (3) acres and one inch equals 100 feet if property is three (3) acres or more.
- Date, north point and scale.
- Location map
- Site Plan (signed, sealed and dated by a Michigan licensed professional within their respective discipline per the professional laws of that discipline)
- Dimensional Information
- The dimensions of all lot and property lines with square footage of each lot.
- Number of dwelling units and bedrooms and density of dwelling units per acre when site plan involves residential uses.
- Lot coverage as a percentage of total area.
- The dimensions of all existing and proposed structures and the setback of the buildings from the lot lines.
- Front, rear and side elevations of a typical proposed structure showing building height.
- Use Specific Design Standards – In a note on the plans the applicant will identify any use specific design standards for the use listed in Table 3-2 of the Village of Millington Zoning Ordinance.
- Parking and Loading
- Parking space and loading space calculations demonstrating that the site complies with the minimum parking space and loading space requirements in Table 3-2 of the Village of Millington Zoning Ordinance.
- Floor plan showing useable floor area if parking space requirements are based on floor area.
- Location and dimension of parking spaces, loading spaces and maneuvering aisles.
- Proposed pavement material.
- Access and Circulation

- Location of each driveway as well as the setback from side lot lines, size, and radius of driveways. Also, all driveways within 100' of the site.
- Location and width of sidewalks.
- Existing and proposed streets including right of ways that are on the subject site, adjacent to the site or within 100' of the site.
- Drainage
 - Existing or proposed storm sewers, open drains and detention/retention structures
- Storm calculations for the site and drainage structures based on the 25 year storm.
- Existing and proposed grades at two (2) foot intervals and proposed drainage patterns.
- Public Utilities
 - Existing and proposed water lines and wells.
 - Existing and proposed sanitary sewer lines.
- Natural Features
 - Streams, marshes and ponds.
 - Limits of any wetland, including attachment of a wetland determination by a recognized consultant (wetland limits must be confirmed by the DEQ prior to final approval).
- Adjacent Property Information
 - Existing land use and zoning of all adjacent property.
 - Buildings within one hundred (100) feet of the boundary of the site.
 - Notes on any potential off-site impacts regulated by Section 406 Performance Standards and how they are proposed to be migrated.
- Outdoor Storage and Display – Identify area proposed to be used for outdoor storage and display
- Signs – Identify the location, dimensions and lighting of all proposed signs.
- Exterior Lighting
 - Identify the location, height and style of lighting
 - Provide a photometric plan in foot/candles of the proposed site lighting.
- Groundwater Protection
 - Listing the type and quantity of hazardous materials stored on site in quantities reportable under Title 40 Part 355 Appendix A of the Federal Code of Regulations. A copy is available as part of the site plan application.
 - Identify the location of storage and loading/unloading sites for hazardous materials on site.
 - Identify secondary containment provisions for any hazardous material stored or used on the site.

- Landscaping and Screening – provide on a separate landscaping plan:
- Proposed plant location, spacing, size and species (common and botanical name).
- Existing and proposed contours on-site and 100 feet beyond the site at intervals not to exceed two (2) feet.
- Straight cross section including slope, height and width of berms and type of ground cover, or height and type of construction of wall or fence, including footings.
- Significant construction details to resolve specific site conditions, such as tree wells to preserve existing trees or culverts to maintain existing natural drainage patterns.
- Planting and staking details in either text or drawing form to ensure proper installation and establishment of proposed materials.
- Identification of existing trees and species proposed to be saved. These trees can, at the discretion of the Planning Commission, be used toward meeting the requirements prescribed herein. Clearly reference on the plan the total number of trees proposed to be preserved and methods thereof.
- Emergency Vehicle Access and Safety
- Show designation of fire lanes.
- Identify location of fire hydrants on or within 100' of the site.
- Development Impact Statement (if applicable)
- Compliance with Other Laws and Rules – Provide a note identifying any county, state or federal law or regulation the site is required to comply with and the status of that compliance.
- Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this ordinance are being observed.
- The Planning Commission may waive, either by general rule or on a case by case basis, any of the above informational requirements they determine unnecessary to evaluate a site plan's compliance with the standards for approval under this zoning ordinance.