

**Filing Fee: \$500.00 (plus deposit) Stockbridge Planning Commission**

Revised: 08-19-13

**Final Site Plan Review Application**

**Stockbridge Township**

**P.O. Box 565 Stockbridge Mi. 49285**

**Phone: (517) 851-7658, Fax: (517) 851-7530**

**Permit #:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Description (may be written on a separate piece of paper) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** The total cost for the request of a Final Site Plan Review is the responsibility of the requestor. The Final Site Plan Review request, at times, will exceed the deposited amount. The requestor will be responsible to pay the exceeded amount due, prior to the meeting. Any and all funds in excess of the total cost of request, will be returned to the applicant.

**Required Documents and Information needed for Final Site Plan Review(Section 12.09):**

**Application.** Any person may file a request for preliminary site plan approval by filing required forms with the Township Clerk. All site plans shall contain the following to be accepted:

1. A completed application signed by the owner; if the owner is a corporation, a corporate officer must sign the application; if the owner is a partnership, a general partner must sign the application; if the owner is an individual, each individual owner must sign the application. If the owner(s) is not the applicant, the applicant must provide a statement from the owner that the applicant has permission to proceed.
2. The application and review fees.
3. Fourteen (14) copies of the preliminary site plan drawing(s).

**Information Required for Review.** Every final site plan submitted under this Article shall contain information required by Township regulations for site plan review. Site Plans shall consist of an overall plan for the entire development. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet, nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. Included on the final site plan shall be all dimensions and the following:

1. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such detail that the Planning Commission can readily interpret the plan. More than one (1) drawing shall be included as part of a final site plan where required by the Planning Commission for clarity.
2. Scale, north arrow, name and date of plan; date of any revisions thereto.
3. Name, address, and phone number of the property owner and applicant; interest of applicant in property, name, address, and phone number of the developer.

4. Name, address, and phone number of the designer. A detailed site plan shall be prepared and sealed by an architect, landscape architect, engineer, or land surveyor, unless waived by the Township Planning Commission.
5. A vicinity map; legal description of site; dimensions and lot area. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan and the lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor, and shall correlate with the legal description.
6. Existing topography (contour interval of two (2) feet); all existing natural features, including but not limited to trees, wooded areas, streams, marshes, ponds and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy, individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, not a part of a group of trees, are to be accurately located on the plan.
7. Existing buildings, structures, and other improvements, including drives, utility poles and towers, light fixtures/lighting plan, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts; clear indication of all improvements to remain and to be removed; deed restrictions, if any.
8. Owner, use, and zoning classification of adjacent properties; location and outline of buildings, drives, parking lots, other improvements on adjacent properties.
9. Name of existing streets, on or adjacent to the property, and associated rights-of-way as designated by Stockbridge Township's adopted right-of-way requirements, surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of the proposed development.
10. Zoning classification of the subject property; location of required yards; total site area and floor area; total ground floor area and lot coverage (percent); floor area ratio.
11. Grading plan, showing finished contours at two (2) foot intervals and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.
12. Location and exterior dimensions of all proposed buildings and structures, location to be referenced to property lines or to a common base point; distances between buildings; height in feet, and number of stories; finished floor elevations and contact grade elevations.
13. Location and alignment of all proposed streets and drives; rights-of-way where applicable; surface type and width, and typical cross section of same showing surface, base, and sub-base materials, dimensions, and slopes; location and typical details of curbing; turning lanes (where applicable) with details; location, width, surface elevations and grades of all entries and exits; curve-radii.
14. Location and dimensions of proposed parking lots; number of spaces in each lot; barrier free spaces; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; angle of spaces.
15. Location, width, and surface of proposed sidewalks and pedestrian ways.
16. Location, use, size and proposed improvements of open spaces and recreation areas; maintenance provisions for such areas.
17. Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions.

18. Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosure, showing materials and dimensions.

19. Location, type, size, area, height, and sketch of proposed signs.

20. At the discretion of the Planning Commission, final engineering drawings for all site improvements such as but not limited to, water, sanitary sewer and storm sewer systems; streets, drives, and parking lots, retention ponds and other ponds or lakes; retaining walls; shall be submitted to and approved by the Engineering Consultant prior to Planning Commission approval of the final site plan. A letter of approval for on-site water and sewer facilities by the Ingham County Environmental Health Department shall be submitted prior to Planning Commission approval of the final site plan.

For all existing and proposed features listed above, indicate: Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed utilities; location and size of retention ponds and degrees of pond side slope, calculations for sizing of storm drainage facilities; location of electric and telephone poles and wires; location and size of surface mounted equipment for electric and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields, if on-site facilities are to be used.

21. Landscape plan showing location and size of plant materials.

22. Description of measures to control soil erosion and sedimentation during grading and construction operations, until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.

23. Location of proposed retaining walls, and dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.

24. Location, type, direction, and intensity of outside lighting.

25. Right-of-way expansion(s) where applicable; reservation or dedication of right-of-way to be clearly noted, dedication of right-of-way where applicable shall be executed, or provisions made for same, prior to approval of the final site plan by the Planning Commission.

26. Construction Schedule.

27. All items as required by Section 12.07.B.

28. Additional Requirements for Residential Developments.

- a. Density calculations by type of unit by bedroom counts.
- b. A complete schedule of the number, site, lot area per dwelling unit and type of dwelling units.
- c. Carport and/or garage locations and details where proposed.
- d. Specific amount and location of recreation spaces.
- e. Type of recreation facilities to be provided in recreation space.
- f. Details of Community Building and fencing of swimming pool if proposed.

29. Additional Requirements for Commercial and Industrial Developments.

- a. Loading/unloading areas.
- b. Total and usable floor area.
- c. Number of employees at peak usage.

The undersigned affirms that he/she/they are the specified owners, lessees, or representatives involved in this petition, and that the foregoing answers, statements, and information in all respects are true and to the best of his/her/their knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Application and Fee to the above address in care of Becky Muraf "Township Clerk"**

**Official Action Taken**

**Dates:**

\_\_\_\_\_  
Application & Fee received

\_\_\_\_\_  
Advertised in paper

\_\_\_\_\_  
Public Hearing

\_\_\_\_\_  
Return to Clerk from PC

**Planning Commission Action:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ (Reason for denial see attached)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Commission Chairman or Designee**