

Site Plan Review Checklist
Chikaming Township Zoning Ordinance
Effective 1/1/2020

Project Name _____

Project Address _____

PARCEL ID NO. 11-07- _____ - _____ - _____ - _____

Date Submitted: _____

	ITEM	APPLICANT	ZA	PC	BOT	NA
	FEE INCLUDED					
	APPLICATION FORM					
1	Applicant's name and address					
2	Name, address, and signature of owner					
3	Common description of property					
4	Property Code No.					
5	Complete Legal Description					
6	Dimensions of land					
7	Total Acreage					
8	Existing zoning of applicants parcel					
9	Zoning of surrounding properties					
10	Existing use of applicant's parcel					
11	Proposed use of land					
12	Name of proposed development, if applicable					
13	Proposed buildings to be constructed					
14	Square feet of gross floor area					
15	Square feet of usable floor area					
16	Proof of fee ownership					
17	Number of permanent employees, if applicable					
18	Names, addresses, and telephone numbers of architects, engineers, attorneys, and other professionals associated with this project.					
19	Review comments and/or approvals from county, state, and federal agencies					
	SITE PLAN					
20	Applicant's name, address, and telephone number					
21	Title block with name of development					
22	Scale indicator					
23	Northpoint					
24	Dates of submission and revisions (mo., day, yr.)					
25	Location map, to scale, with Northpoint					
26	Legal description of property					
27	Common description of property					
28	Acreage					
29	Dimensions of all lots and property lines showing the relationship of the site to abutting parcels					
30	If the site is part of a larger parcel, shows the boundaries of the total land holdings.					
31	Schedule, including phasing, of completion					
32	Identification and seal of design professional					
33	Written description (narrative) of proposed use					
34	Zoning classification of parcel and all abutting parcels					
35	Proximity to driveways serving adjacent parcels					
36	Proximity to section corners					
37	Proximity to major thoroughfares					
38	Notation of any variances that must be secured					
39	Notation of any existing variances					
40	Net acreage minus rights of way					
	SITE DATA					
41	Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site					
42	Front, side, and rear setback dimensions					

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43	Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark				
44	Proposed site features including buildings, roadway widths and names, and parking areas				
45	Existing structures within 50 feet of the subject property				
46	Dimensions and centerlines of existing and proposed roads and road rights of way, and acreage of proposed roads and road rights of way				
47	Acceleration, deceleration, and passing lanes, where required				
48	Proposed vehicular circulation system, including location of driveway entrances, roads, and on site driveways				
49	Location of existing drainage courses, floodplains, lakes and streams, with elevations, and acreage of bodies of water.				
50	Boundaries of all wetland areas . See section 17.02 (3)(E)(k) in Zoning Ordinance for details				
51	Location of existing and proposed sidewalks and sidewalks in the road right of way				
52	Exterior lighting locations and the method of shielding lights from shining off the site				
53	Trash and recycling locations and method of screening				
54	Transformer pad locations and method of screening, if applicable.				
55	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives and method of surfacing				
56	Information needed to calculate required parking in accordance with the Zoning Ordinance standards				
57	Locations of lawns and landscaped areas, including required landscaped greenbelts				
58	Landscape plan, including location, size type and quantify of proposed shrubs, trees and other live plant material.				
59	Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot off the ground, before and after development				
60	Cross-section of proposed berms				
61	Location and description of all easements for cubic rights-of-ways, utilities, access, shared access, and drainage				
62	Designation of fire lanes				
63	Loading and unloading areas				
64	The location of any outdoor storage of materials and the manner by which it will be screened				
65	Indicate locations of steep slopes				
	BUILDING AND STRUCTURE DETAILS				
66	Location, height, and outside dimensions of all proposed buildings or structures				
67	Indication of the number of stores and number of				
68	Proposed streets, driveways & sidewalks (details)				
69	BC Road Department Permit or waiver				
70	Locations & dimensions of parking areas				
71	Existing & proposed water, sewer, storm drainage, electric, gas & other utilities on or adjacent to site				
72	MI EGLE permits or waivers				
73	Proposed site drainage patterns				
74	Drainage plan - detailed, prepared & sealed by engineer				
75	BC Drain Commission Soil Erosion Permit or waiver				
76	Proposed common open space & recreational areas				

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77	Proposed landscaping				
78	Signs				
79	Location & dimensions of access drives				
80	Exterior lighting				
81	Proposed buildings, accessory structures, etc.				
82	Elevation sketches of proposed buildings				
83	Easements - recorded				

ATTACH ANY COMMENTS ON A SEPARATE SHEET.
 PLEASE REFERENCE LINE NUMBER FOR EACH COMMENT.