

Application Packet Site Plan Review

PLANNING AND ZONING DEPARTMENT CITY OF ECORSE, MICHIGAN

Albert B. Buday Civic Center
3869 West Jefferson Avenue
Ecorse, MI 48229
(520) 366-1259
ecorsemi.gov



This packet contains the following:

- General overview of the application process
- The purpose of municipal review
- The process and procedures of submitting an application
- The eligibility criteria for applications
- The evaluation criteria for applications
- The Application Form
- The Application Completion Checklist

The following other elements may be obtained on the City website or at the Community Development offices in City Hall:

- The current fee schedule
- The [Zoning Ordinance and Map](#)
- Other [Applications and Forms](#)
- The [list of Planning Commission and Zoning Board of Appeals meeting dates, times, and submission deadlines](#)



GENERAL OVERVIEW

Please follow these general steps to complete your SITE PLAN application with the City of Ecorse:

- 1) Read this packet *before* completing any forms or paying any fees. Make sure that your project meets the circumstances that require a SITE PLAN review and meets the eligibility criteria for a review. These criteria are included later in this packet.
- 2) Complete and sign the Application Form and Application Completion Checklist, which are included later in this packet.
- 3) Determine your application fee – visit the City website or the Community Development office at City Hall to obtain a copy of the current fee schedule. Review the fee schedule and determine how much your application fee will be, or ask a City staff member to help you calculate your fee.
- 4) Submit the following items to the City:
 - a. The completed Application Form and Application Completion Checklist
 - b. All the documents and materials on the project that will be reviewed by city staff – these are listed in the Application Completion Checklist
 - c. The application fee in the form of a check, *payable to the City of Ecorse*. If mailing the check, please send it to:

Building Official
Community Development Department
Albert B. Buday Civic Center
3869 West Jefferson Avenue
Ecorse, MI 48229

If you are not sure what type of review you need for your project, do not know if your project will require appearing before a Board or Commission, or need help with any other piece of information, please contact the City or contact a specific staff member using the [City's online staff directory](#).

City of Ecorse

Phone: 313-386-2520

Fax: 313-386-1340

GENERAL OVERVIEW

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PURPOSE

The [City Zoning Ordinance](#) provides standards and requirements for SITE PLAN submission and review. This packet outlines the processes and standards for all uses and structures for which SITE PLAN approval is required by the Planning Commission to ensure compatibility with the character of the city and the provision of public health, safety, welfare, and other principles of sound planning. The Planning Commission shall make the final decision on site plans that are not related to special land uses.

Zoning Ordinance Section 8.2.1 – Site Plan Required

Site plan review (SPR) and approval is required under the following circumstances:

- A. Any development that would, if approved, provide for the establishment of more than one (1) principal use on a parcel, such as, a single family site condominium or similar project where a single parcel is developed to include two (2) or more sites for detached single family dwellings, excluding accessory dwelling units.
- B. Development of non-residential uses or multiple families uses in a single family district.
- C. Residential developments that will include five (5) or more dwelling units.
- D. The development or construction of any accessory uses or structures, except for uses or structures that are accessory to a residential use in the SFR, and FR districts.
- E. Any use or construction for which submission of a site plan is required by any provision of these regulations.
- F. Establishment of any regulated use unless expressly exempted in this Article.

A copy of the Zoning Ordinance can be found on the City website:

<https://www.ecorsemi.gov/Departments/Community-Development/Planning-and-Zoning.aspx>

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PROCESS AND PROCEDURES

Zoning Ordinance Section 8.4

A. Overview

1. Pre-Application Conference

An applicant shall be required to hold a pre-application conference with the Building Official, Zoning Administrator and/or City Planner to discuss in general the substantive requirements for the application prior to submittal.

2. Conceptual Review

After a pre-application conference, an applicant may submit an application for conceptual review before the Planning Commission prior to formal submittal of a site plan review application. The purpose is to gather feedback on the proposed land use and potential requirements of the Planning Commission. Feedback provided by the Planning Commission under a conceptual review is non-binding, subject to change, and is not to be construed as a guarantee for approval. A conceptual review does not include a completeness or technical review by the Building Official, Zoning Administrator, and/or City Planner.

3. Completeness Review

All required application materials shall be presented to the Building Department by the property owner or their designated agent at least fourteen (14) days prior to the Planning Commission meeting where the site plan will be considered. The Building Department staff shall review the application for completeness in order to determine if the application has been properly submitted and the applicant has corrected all deficiencies. Completeness reviews are solely for the purpose of determining whether the preliminary information required for submission of the application is sufficient to allow further processing and shall not constitute a decision as to whether an application complies with the provisions of this Ordinance. Once deemed complete, the application will be sent to City staff for review.

4. Technical Review

An application determined to be complete will undergo a technical review by the Building Department to determine compliance with applicable standards. This review may include distributing the plan to other local agencies or departments with jurisdiction for comment on any problems the plans might pose and shall result in a report submitted to the Planning Commission with the site plan review application. Once the technical review is complete, the application will be placed on the next regularly scheduled Planning Commission meeting.

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B. Planning Commission Review

The Planning Commission shall review the application and make a determination to approve the application, require any conditions it may find necessary, or deny the application.

1. Administrative Review

The Zoning Administrator or Planner may review and make a decision on a qualifying site plan review application. The Zoning Administration or Planner shall perform the duties of the Planning Commission prescribed in this Article when conducting an administrative review. No part of this subsection shall prohibit the Zoning Administrator, Planner or Applicant from requesting the site plan be submitted to the Planning Commission for review and approval. A site plan review application qualifying for administrative review shall meet the following criteria:

- a. The use is permitted by right in the established zoning district.
- b. Will result in less than one thousand (1,000) square feet of new development or construction.
- c. Will generate less than five hundred (500) trip ends per day as determined by the proposed land use activity based on the most recent edition of the Trip Generation Manual published by the Institute of Transportation Engineers.

2. Planning Commission Review

All other uses requiring a site plan shall be reviewed and decided upon by the Planning Commission.

3. Approval

The site plan shall be approved upon determination that it is in compliance with the standards of this Ordinance, other City planning documents, other applicable ordinances, and state and federal statutes.

4. Conditional Approval

The Planning Commission may approve a site plan, subject to any conditions to address necessary modifications, obtain variances, or approvals from other agencies. Conditions imposed shall meet each of the following objectives:

- a. Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole;

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- b. Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity;
- c. Be necessary to meet the intent and purpose of the zoning requirements, be related to the standards established in the zoning ordinance for the land use or activity under consideration, and be necessary to ensure compliance with those standards.

5. Denial

If the Planning Commission determines that a proposed site plan does not meet the standards of this Ordinance, or otherwise will tend to be injurious to the public health, safety, welfare, or orderly development of the City, it shall deny the application by a written endorsement which clearly sets forth the reason for such denial.

C. Record of Action

The City shall keep a record of decisions on all site plans on file in the Clerk's Office. The record shall include the following information

1. Minutes

All minutes from any meeting where the site plan was considered.

2. Finding of Fact

The decision on a site plan review shall be incorporated in a finding of fact relative to the land use under consideration and shall specify the basis for the decision and any conditions imposed.

3. Final Site Plans

An electronic PDF version and a full size print set (24" x 36") of the final site plans stamped by a licensed architect, landscape architect, or civil engineer. Approved site plans shall include any required revisions and the date of the revisions. The print set shall be marked "Approved" and signed and dated by the Applicant and Planning Commission Chair if approved by the Planning Commission, or the Zoning Administrator if administratively approved. Denied site plans shall be marked "Denied" and signed and dated by Planning Commission Chair if denied by the Planning Commission, or the Zoning Administrator if administratively denied.

4. Development Agreement

An approved site plan shall include a site plan development agreement outlining the approved use, any applicable conditions, and procedural process. The development agreement shall be signed and notarized by the applicant and Planning Commission Chair.

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ELIGIBILITY CRITERIA

All development projects are eligible for SITE PLAN review, EXCEPT the following items, for which the payment of any or all applicable bonds is required for issuance of a building permit.

Zoning Ordinance Section 8.2.2 - Site Plan Not Required

- A.** Construction, moving, relocating, or structurally altering a principal residential structure in the SFT, SFC and FR districts, including any customarily incidental accessory structures.
- B.** Excavating, filling, or otherwise removing soil, provided that such activity is normally and customarily incidental to single family uses described in this subsection for which site plan approval is not required.
- C.** A change in the ownership of land or a structure.
- D.** A change in the use of a structure to a similar use allowed by right in the zoning district in which it is located, provided that no modification to the site is proposed or required by the standards of the regulations and that the site maintains full and continuing compliance with these regulations.
- E.** Residential developments that will include four (4) or fewer dwelling units.
- F.** Permitted home occupations.



EVALUATION CRITERIA

The following criteria shall be used as a basis upon which site plans will be reviewed and approved.

Zoning Ordinance Section 8.5 – Site Plan Review Standards

- A. Adequacy of Information:** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed uses and structures.
- B. Site Design Characteristics:** Elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of parcel, the character of adjoining land uses, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by these regulations.
- C. Site Appearance:** Landscaping, earth berms, fencing, signs, walls, structures and other site features shall be designed and located on the site so that the proposed development is aesthetically pleasing and harmonious with nearby existing or future developments.
- D. Compliance with District Requirements:** The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, open space, density and all other requirements set forth in the Article 3: Regulated Uses and Dimensions, unless otherwise provided in these regulations.
- E. Privacy:** The site design shall provide reasonable visual and sound privacy. Fences, walls, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and the safety and privacy of occupants and uses.
- F. Emergency Vehicle Access:** All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.
- G. Circulation:** Every structure or dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. The site plan shall provide a pedestrian circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system. The arrangement of public and common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets or pedestrian ways in the vicinity of the site. The width of streets and drives shall be appropriate for the volume of traffic they will carry.
- H. Parking:** The intended use shall provide sufficient parking facilities as specifically required by this Ordinance.
- I. Drainage:** Appropriate measures shall be taken to ensure that the removal or drainage of surface water will not adversely affect adjoining properties or the capacity of the public drainage system. Provisions shall be made for a feasible storm drainage system, the construction of storm water collection, storage and transportation facilities, and the prevention of erosion. Surface water on all paved

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- areas shall be collected at intervals so that it will not obstruct vehicular or pedestrian traffic and will not create nuisance ponding in paved areas. Final grades may be required to conform to existing and future grades of adjacent properties. Grading and drainage plans shall be subject to review by the City Engineer. All stormwater management plans shall require approval and a permit issued by the applicable agency, including but not limited to the Michigan Department of Transportation, Wayne County and/or the City of Ecorse.
- J. Soil Erosion and Sedimentation:** The proposed development shall include measures to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current Wayne County Roads and City engineering standards.
- K. Exterior Lighting:** Exterior lighting shall be designed so that it is deflected away from adjoining properties, visual glare is minimized, and so that it does not impede vision of drivers along adjacent streets.
- L. Public Services:** Adequate services and utilities, including water, sewage disposal, sanitary sewer, and storm water control services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development.
- M. Screening:** Off-street parking, loading and unloading areas, outside refuse storage areas, and other storage areas that are visible from adjacent homes or from public roads, shall be screened by walls or landscaping of adequate height. All walls must be solid and constructed of masonry and shall be subject to the approval of the code official and cannot be located in required setbacks without written authorization from the code official.
- N. Danger from Fire and Hazards:** The level of vulnerability to injury or loss from incidents involving fire and hazardous materials or processes shall not exceed the capability of the City to respond to such incidents so as to prevent injury and loss of life and property. In making such an evaluation, the City shall consider the location, type, characteristics, quantities, and use of materials or processes in relation to the personnel, training, equipment and materials, and emergency response plans and capabilities of the City. Sites that include significant storage of flammable or hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater, and public sewer system.
- O. Health and Safety Concerns:** Any use in any zoning district shall comply with applicable federal, state, county, and local health and pollution laws and regulations with respect to noise; dust, smoke, and other air pollutants; vibration; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; radioactive materials; and toxic and hazardous materials.
- P. Phases:** All development phases shall be designed in logical sequence to ensure that each phase will independently function in a safe, convenient, and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.

EVALUATION CRITERIA



APPLICATION FORM

NOTICE TO APPLICANT: Applications for Site Plan Review must be submitted to the City *in substantially complete form*. The application must be accompanied by the data specified in the Zoning Ordinance and Application Completion Checklist (below) plus the required review fees.

DATE:		PROJECT ADDRESS/NAME:	
APPLICATION TYPE			
Please check the box or boxes for the type of application you are submitting. Applications that require an appearance before the Planning Commission or Zoning Board of Appeals (ZBA) must also complete the Planning Commission Hearing Application and/or the ZBA Hearing Application. These applications are separate and can be submitted after this application, but must be in advance of the meeting. These applications are available online or at the City Hall Community Development office - additional fees may be required.			
<input type="checkbox"/> Site Plan <input type="checkbox"/> Rezoning <input type="checkbox"/> Special Land Use <input type="checkbox"/> Planned Unit Development (PUD) <input type="checkbox"/> Condominium Development <input type="checkbox"/> Manufactured Home Development <input type="checkbox"/> Plat Review <input type="checkbox"/> Landscape Plan Review		<input type="checkbox"/> Non-use (Dimensional Variance) <input type="checkbox"/> Use Variance <input type="checkbox"/> Land Division (Lot Split) <input type="checkbox"/> Land Combination (Lot Combination) <input type="checkbox"/> Master Deed or Similar Document Review <input type="checkbox"/> Other _____	
APPLICANT		TITLEHOLDER OF PROPERTY (if different than Applicant)	
LEGAL NAME:		LEGAL NAME:	
COMPANY:		COMPANY:	
MAILING ADDRESS:		MAILING ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
SIGNATURE:	DATE:	SIGNATURE:	DATE:
By signing above, it is agreed that: I hereby certify that the information given herein, and that all information and data furnished in connection with this application, is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.			



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City of Ecorse, Michigan**

PARCEL ID (PROPERTY TAX ID) NUMBERS	ACREAGE
PROPERTY TAX ID NUMBER(S): # # # #	TOTAL ACREAGE IMPACTED BY DEVELOPMENT: Gross: Net:
ZONING DISTRICT	LAND USE
CURRENT ZONING:	CURRENT LAND USE:
PROPOSED ZONING:	PROPOSED LAND USE:

PROPERTY DESCRIPTION
PROPERTY DESCRIPTION: If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Acreage parcel), provide metes and bounds description. Attach separate sheets if necessary.



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PROFESSIONALS WHO PREPARED PLANS		
ENGINEERING	ARCHITECTURE	OTHER _____
NAME:	NAME:	NAME:
COMPANY:	COMPANY:	COMPANY:
MAILING ADDRESS:	MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:	PHONE:
EMAIL:	EMAIL:	EMAIL:
OTHER ESSENTIAL INFORMATION		
If you would like to mention any other essential information, such as your future plans to apply for another type of review on this site, please do so here.		
FOR CITY USE ONLY		
PROJECT NAME:		
APPLICATION NUMBER:		
FEE PAID Yes/No: Date Paid: Check #: Check Amount (\$):		
ANTICIPATED FEE BREAKDOWN Planning: Engineering: Building/City: TOTAL ANTICIPATED FEE:		
OTHER NOTES:		



APPLICATION COMPLETION CHECKLIST

Type: Site Plan, Manufactured Home Development, Condominium Development, Planned Unit Development (PD), or Special Land Use

Complete all pages of this checklist as a component of your application.

Per [Zoning Ordinance Article 8 Section 8.3](#), the general required items of an application for site plan approval are listed below. Additional detail on exact submission requirements is found on the following pages.

Submission Item	Included in Submission?
1. A completed Site Plan Review Application on the City form.	
2. Payment of all required fees and escrows.	
3. 12 copies of the Site Plan, drawn to an appropriate scale and presented on 24" x 36" sheet, and a digital PDF on a flash drive or emailed. THE SITE PLAN MUST CONVEY ALL THE REQUIRED INFORMATION IN A CLEAR MANNER – you may submit as many separate sheets as you find necessary, and staff reserves the right to ask that the drawings be separated into individual sheets if they are not clear. The scale shall be as follows: Properties < 1 acre: One (1) inch = twenty (20) feet Properties 1-3 acres: One (1) inch = thirty (30) feet Properties > 3 acres: One (1) inch = fifty (50) feet	
4. A written description of the project proposal (the "narrative").	
5. Any additional information required by guidelines adopted by the City Planning Commission must also be supplied. Other data may be required if deemed necessary by the Planning Commission or City staff to determine compliance with provisions in these regulations. Such information may include traffic studies, market analysis, environmental assessment, and evaluation of the demand on public facilities and services.	
6. Evidence the plan has been submitted for review to all affected jurisdictions, including but not limited to, Wayne County Department of Public Services, Michigan Department of Transportation (MDOT), Michigan Department of Energy, Great Lakes, and Environment (EGLE), and the U.S. Army Corps of Engineers. If an applicable review is not submitted, statement of a date certain for submission or the reason why their review is not applicable must be provided.	



ITEMS THAT MUST BE INCLUDED ARE SHADED IN WHITE.

ITEMS NOT APPLICABLE TO THE SITE PLAN OR WRITTEN NARRATIVE ARE SHADED GREY.

If an item that is **NOT ALREADY SHADED GREY** is not applicable to your site or does not exist on your site (e.g., there are no wetlands on the site, so a wetland review is not necessary), **then please INDICATE THAT IN THE THIRD COLUMN** and include an explanation either on the site plan or in the written narrative.

Submission Item	Shown on Site Plan	Included in Written Narrative Submission or Appended	Not Applicable (N/A)
<p>1. Essential map elements, including:</p> <ul style="list-style-type: none"> a. The submission and revision dates on all sheets, b. North arrow. c. Title block indicating the name of the development. d. General location map drawn to scale with north arrow. e. Scale. The scale shall be at one of the following: Properties < 1 acre: One (1) inch = twenty (20) feet Properties 1-3 acres: One (1) inch = thirty (30) feet Properties > 3 acres: One (1) inch = fifty (50) feet 			
<p>2. Dimensional and legal information of the property, including:</p> <ul style="list-style-type: none"> a. The boundary lines of the property and all dimensions – if the site is a part of a larger parcel, the plan should indicate the boundaries of the proposed development parcel. b. Front, side, and rear setbacks as required by the Zoning Ordinance, and as provided on the site. c. Gross acreage and net acreage (minus right-of-way) to the nearest one-tenth (1/10) acre. d. Percentage of site devoted to open space. e. Legal and common descriptions, including parcel identification (Sidwell) number(s) for each parcel depicted on the plan. f. Notation of any variances that have or must be secured. 			
<p>3. The location, centerline, dimensions, and notation of jurisdiction of all abutting rights-of-way, including:</p> <ul style="list-style-type: none"> a. Roadways and walkways. b. Location of and proximity to driveways serving adjacent parcels. c. Location of and proximity to major thoroughfare(s). d. Location, description, and County Registrar of Deeds filing identification of all easements for public rights-of-way, utilities, access, shared access, and drainage. 			
<p>4. The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.</p>			



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<p>5. The location of all existing and proposed structures and uses on the site, including:</p> <ul style="list-style-type: none"> a. Proposed drives (with dimensioned minimum and maximum widths). b. Roadways and walkways (with typical cross-sections). c. Signs. d. Exterior lighting. e. Acceleration, deceleration, passing, and fire lanes, where required. f. Parking (showing the dimensions of a typical parking area and any information needed to calculate required parking in accordance with the Zoning Ordinance). g. Loading and unloading areas. h. Common use areas. i. Recreational areas and facilities. 			
<p>6. Description of the use(s) of the site and other human-made facilities.</p>			
<p>7. The location and identification of all existing structures, lot lines, building lines, and parking areas, within a two hundred (200) foot radius of the site and all existing improvements on the site and on all parcels within one hundred (100) feet of the site.</p>			
<p>8. The location and description of the environmental characteristics of the site prior to development such as topography, soils, vegetative cover, mature specimen trees, drainage, streams, wetlands, shorelands, or any other unusual environmental features.</p>			
<p>9. Natural features that will be retained, removed, and/or modified including vegetation, hillsides, drainage, streams, wetlands, shorelands, and wildlife habitat. Include cross-sections of proposed berms.</p>			
<p>10. The description of the areas to be changed shall include their effect on the site and adjacent properties. An aerial photo may be used to delineate areas of change.</p>			
<p>11. A landscaping plan with all existing and proposed landscaping (location, size, type, and quantity of proposed live plant material to conform with the Zoning Ordinance), walls, and/or fences.</p>			
<p>12. A grading plan showing the topography of the existing and finished site and within one hundred (100) feet of the site shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.</p>			
<p>13. A stormwater management plan showing all existing above and below grade drainage facilities, open or enclosed, and proposed plans incorporating low impact development water quality technologies and other best management practices.</p>			
<p>14. Location, type, and size of all above and below grade utilities, including trash receptacles and storage facilities, and method(s) of screening, if applicable.</p>			

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15.	Type, direction, and intensity of outside lighting and method of shielding shown on a photometric plan in compliance with exterior lighting standards.			
16.	Location of any cross-access management easements, if required.			
17.	Location of pedestrian and non-motorized facilities, if required.			
18.	An indication of how the proposed use conforms to existing and potential development patterns and any adverse effects.			
19.	The method to be used to control any increase in effluent discharge to the air or any increase in noise, level emanating from the site. Consideration of any nuisance that would be created within the site or external to the site whether by reason of dust, noise, fumes, vibration, smoke, or lights.			
20.	Plans to control soil erosion and sedimentation, including during construction.			
21.	The method to be used to serve the development with municipal water.			
22.	The method to be used for sewage treatment.			
23.	The number of units proposed, by type, including a typical floor plan for each unit, dimensions, and area in square feet.			
24.	<p>Building and structural details, as applicable, including:</p> <ul style="list-style-type: none"> a. Location, height, and outside dimensions of all structures. b. Indication of any store, commercial, or office units to be contained within the building. c. Building floor plans. d. Total and usable floor area of all buildings. e. Location, size, height, and lighting information of all proposed signs. f. Architectural elevations for all building facades, to an approved scale, including information on materials, roof design, dimensions of projections and architectural features, outdoor mechanical equipment. The City may permit photographs in lieu of elevations for existing buildings where minor or no change to the façade is proposed. <p><i>If the project is a Residential Development, include:</i></p> <ul style="list-style-type: none"> a. Indication of number, location, and type of residential units. b. Density calculations by type of residential unit (dwelling units per acre). c. Lot coverage calculations. d. Details of the pedestrian circulation system. e. Location and names of roads and internal drives and proposed circulation systems connecting existing adjacent roads, with appropriate jurisdictions noted. f. Community building location, dimensions, floor plans, and elevations, if applicable. g. Swimming pool fencing detail, if applicable. h. Location, size, and type of recreation areas, both open and enclosed. 			

APPLICATION COMPLETION CHECKLIST



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25.	The number of people to be housed, employed, visitors or patrons, anticipated vehicular and pedestrian traffic counts, and hours of operation.			
26.	Phasing and schedule of the project, including ultimate development proposals.			
27.	General description of deed restrictions and/or cross access management easements, if any or required.			
28.	The name, address, and telephone number of the property owner.			
29.	Name(s), address(es), and phone number(s) of person(s) responsible for preparation of site plan drawings and supporting documentation.			
30.	Sealed/stamped drawings from a licensed architect, engineer, or landscaped architect.			

ADDITIONAL ITEMS – CONDOMINIUM DEVELOPMENT

Submission Item	Shown on Site Plan	Included in Written Narrative Submission or Appended	Not Applicable (N/A)
1. Ownership Interests: All persons with an ownership interest in the land on which the condominium project will be described and their contact information included, as well as description of the nature of each person/entity's interest (for example, fee owner, option holder, lessee, or land contract vendee).			
2. Condominium Regulations: All deed restrictions or other regulations proposed to be included in the condominium documents AND the nature of restrictive covenants which regulate the layout, use and maintenance of public or common areas, accessory structures, payment of assessments, and enforcement of condominium regulations. These items shall be physically incorporated as part of the site plan through detail sheets attached with the plan.			
3. Road Details: Cross sections of any proposed roads, drive aisles and/or paved area.			
4. Documents: All condominium documents as defined in the Zoning Ordinance, including master deed, bylaws, restrictive covenants, and easements.			
5. Easement Records and Details: All necessary easement documents showing the dedication of land areas for the purposes of constructing, operating, inspecting, maintaining, repairing, altering, replacing, and/or removing pipelines, mains, conduits and other installations of a similar character for the purpose of providing public utilities, including conveyance of sewage, water and storm water run-off across, through and under the property subject to said easement, and excavating and refilling ditches and trenches necessary for the location of said structures.			

APPLICATION COMPLETION CHECKLIST



ADDITIONAL ITEMS – PLANNED UNIT DEVELOPMENT (PD)

Submission Item	Shown on Site Plan	Included in Written Narrative Submission or Appended	Not Applicable (N/A)
1. A boundary survey of the exact acreage prepared by a registered land surveyor or civil engineer.			
2. A topographic map of the entire area at a contour interval of not more than two feet. This map shall show all major stands of trees, bodies of water, wetlands and unbuildable areas.			
3. A proposed development plan showing the following, but not limited to:			
a. Land use areas represented by the Zoning Districts listed as FR, MFR, NMU, CC, C, or LI or PSP of this Ordinance.			
b. A circulation plan including vehicular circulation patterns, major drives and location of vehicular access, parking areas, non-motorized circulation patterns, pedestrian and bicycle facilities, and cross sections of public and private streets.			
c. Transition treatment, including minimum building setbacks to land adjoining the PD and between different land use areas within the PD.			
d. The general location of nonresidential buildings and parking areas, estimated floor areas, building coverage and number of stories or height.			
e. The general location of residential unit types and densities and lot sizes by area.			
f. The general location and type of all Low Impact Development (LID) storm water management technologies.			
g. Location of all wetlands, water and watercourses, proposed water detention areas and depth to groundwater.			
h. The boundaries of open space areas that are to be preserved or reserved and an indication of the proposed ownership.			
i. A schematic landscape treatment plan for open space areas, streets and border/transition areas to adjoining properties.			
j. A preliminary grading plan, showing the extent of grading and delineating any areas, which are not to be graded or disturbed.			
k. A public or private water distribution, storm, and sanitary sewer plan.			
l. Elevations of the proposed buildings using traditional building materials shall be used. Materials such as exterior insulation finish system (EIFS), fluted concrete masonry units, concrete panels, panel brick, and scored concrete masonry unit block are not considered traditional building materials.			

APPLICATION COMPLETION CHECKLIST



Community Development Department City of Ecorse, Michigan

m. A written statement explaining in detail the full intent of the applicant, showing dwelling unit types or uses contemplated and resultant population, floor area, parking and supporting documentation, including the intended schedule of development.			
4. A market study, traffic impact study, and /or environmental impact assessment, if requested by the Planning Commission or City Council.			
5. A pattern book or design guidelines manual if requested by the Planning Commission or City Council.			