

TOWNSHIP OF SOLON
COUNTY OF KENT, MICHIGAN
SITE PLAN REVIEW CHECKLIST

Applicant: _____

Applicant's Address: _____

Address of Property: _____

Date Application was submitted: _____

Title of Project: _____

BASIC INFORMATION

___ The required numbers of copies of the site plan have been submitted and the required fees and escrow deposits paid.

___ Ownership information has been submitted.

___ The proposed use complies with Zoning Ordinance requirements, or other approvals have been obtained or are pending.

___ Any necessary public hearing has been held.

___ Does the site require special review because of any of the following:

- ___ a. Designated high-risk of erosion/steep slopes
- ___ b. Possible wetland issues
- ___ c. Adjoining a lake or stream
- ___ d. Known site for disposal of solid waste
- ___ e. Whether land is subject to farmland or open space agreement.
- ___ f. Stormwater Operation and Maintenance agreement required
- ___ g. Other _____

___ Area any special studies needed, such as environmental impact assessment, traffic study, or engineering review?

IS ALL REQUIRED INFORMATION SHOWN?

Application:

- ___ Name, address and phone number of applicant.
- ___ Name, address and signature(s) of owner(s) of record, if applicable.
- ___ Name and address of engineer, architect and/or surveyor.
- ___ Address and tax identification number of property.
- ___ Sketch showing location of property, zoning districts, streets and uses of land within one-half (1/2) mile of property.
- ___ Period of time within which project is to be completed; proposed phases.
- ___ A narrative description of the project and the intended land uses.
- ___ Property owner's signed consent for inspection by Township.

Site Plan:

- ___ 10 copies with scale not exceeding 1 inch for each 100 feet (as to sites over 3 acres) and 1 inch for each 20 feet (as to sites less than 3 acres.) Digital copy of file.
- ___ Legal description of property.
- ___ Size (in acres) of the entire property, of the area propose4d to be developed, and of the area to remain undeveloped.
- ___ Location of existing and proposed property lines and required setbacks.
- ___ Location of existing and proposed public and private streets, parking areas, acceleration/deceleration lanes, sidewalks, access easements, loading and unloading areas, etc.
- ___ Boundaries and zoning of abutting lands.
- ___ Location of existing and proposed water bodies.
- ___ Topographic contours and plans for significant grading changes.
- ___ Location and type of existing soils and location of soil borings.
- ___ Location and description of existing natural features, including open space, forests, trees, and other significant vegetation, brooks, ponds, and other waterways or water features, floodplains, hills, steep slopes and similar natural assets and proposed landscaping.
- ___ Existing and proposed water supply and sewage disposal arrangements.
- ___ Location and size of existing and proposed store water management systems.

- ___ Open space and recreation areas.
- ___ Buildings and/or facilities for public or community use.
- ___ Outdoor lighting.
- ___ Signs.
- ___ Public Utilities.
- ___ Fences, walls and other screening.
- ___ Refuse and service areas.
- ___ Identification of any significant scenic views.
- ___ Typical elevation views of buildings.
- ___ Preliminary building sketches and/or general statement about type and nature of buildings.
- ___ 100-year flood plain, if applicable.
- ___ Seal of engineer, architect or surveyor who prepared the site plan.
- ___ Deed restrictions, master deed restrictions, condominium bylaws, if applicable.

STANDARDS FOR REVIEW OF SITE PLAN

Zoning District Regulations:

- ___ Is proposed use a permitted or special land use in zoning district?
- ___ Compliance with all yard/setback requirements, lot coverage, building height, minimum lot area and width and minimum dwelling unit floor area (if applicable.)
- ___ Compliance with other District Regulations, such as design standards for Highway Commercial district.

Access and Traffic Circulation:

- ___ Access and entry points
- ___ Internal traffic and pedestrian circulation routes. Do all driveways and streets meet minimum standards?
- ___ Spacing and alignment with existing and future access points on nearby properties.
- ___ Proposed street names 9to be approved by Kent County Road Commission.)
- ___ Are Kent County Road Commission requirements on driveway permits, curb cuts, etc., satisfied.

Stormwater Drainage:

- ___ Method of handling and removal of surface waters.
- ___ Are stormwater retention or detention basins adequate?
- ___ Proposed location of drainage structures and used in relation to wetlands, streams, etc.
- ___ Will removal of surface waters have adverse effects on neighboring lands?
- ___ Will Stormwater Maintenance Agreement be required/submitted?

Landscaping:

- ___ Existing tree and soil removal
- ___ Grade changes, in relation to grades on adjacent lands
- ___ Preservation of trees
- ___ Buffering of buildings or other structures
- ___ Will nearby properties be screened from noise, headlights, glare, trash receptacles, etc.?

Outdoor Lighting:

- ___ Nature of outdoor lighting, if any.
- ___ Will outdoor lighting be shielded and directed so as to avoid glare onto adjacent properties or public streets.

Exterior Uses:

- ___ Outdoor storage areas or areas of operations, machinery, heating and cooling units.
- ___ Service areas, loading areas.
- ___ Accessory buildings and structures.

Water Supply and Sewage Disposal:

- ___ Method and location of providing water supply.
- ___ Method and location of sewage disposal

Signs:

- ___ Number, nature and location of signs.

___ Do signs comply with sign requirements for zone where property is located.

Parking and Loading:

___ Number and size of handicapped and regular parking spaces.

___ Does site plan show detail of parking and loading areas.

___ Is there sufficient space for snow removal storage.

___ Is the loading/unloading area large enough and will traffic circulate safely.

___ Are the off-street parking and loading requirements of the ordinance complied with?

OTHER MATTERS

___ Are all Township requirements satisfied?

___ What conditions need to be imposed by Planning Commission.

___ Performance bond or bank letter of credit.

___ Conditions and limitations to be imposed, if site plan is approved.

___ Is additional information needed?
