

# HOW TO SUBMIT A SITE PLAN FOR REVIEW

Site plans for uses permitted in a specific district are eligible for review by the Planning Commission, provided they are complete and prepared according to the Village's regulations. If the use desired is not permitted in the location chosen, please refer to the directions for requesting a rezoning.

## Materials to submit

- The Village will supply you with a [site plan review form](#).
- Following is a list of items each site plan must include - if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
- All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
- One digital submission on a thumb drive and ten (10) copies of each plan must be submitted, including (10) copies of elevation perspectives of any buildings to be constructed.

## Timeline for review

- All plans must be delivered to the Village office by 4:00pm three (7) days prior to the date of the Planning Commission meeting, Planning Commission meetings are held on the third Tuesday of each month at 10 A.M.
- The Village Zoning Administrator will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by 4:00pm two (8) days prior to the meeting. Plans that require a longer time to revise will be considered at the next month's meeting.
- Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Village's ordinances and rules.

## Fees

- The Village charges a fee of \$200 for each site plan reviewed.
- If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

## How the process works

- The Planning Commission will receive a copy of your site plan prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan, including any recommendations or conditions for approval.
- The Planning Commission will discuss the plan and vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning Commission for incomplete information. A new site plan and fee may be submitted at any time after that.



**Village of Sebewaing**  
222 N. Center Street  
Sebewaing, Michigan 48759  
Phone: (989) 883-2150 Fax: (989) 883 – 9367  
Email: office@SebewaingMI.gov

---

**A. VILLAGE OF SEBEWAING APPLICATION FOR SITE PLAN REVIEW**

***Must Be Submitted At Least 14 Days Prior To Meeting with a completed Site Plan***

One digital submission on a thumb drive and ten (10) copies of each plan must be submitted, including (10) copies of elevation perspectives of any buildings to be constructed.

**\$200 Fee to be paid after Zoning Administrator Reviews**

---

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner** (If different than applicant): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Subject Property Address:** \_\_\_\_\_

**Subject Property ID #:** \_\_\_\_\_

**Legal Description** (Provide the legal description of the property affected - if additional space is needed please attach a separate sheet to this application):

---

**Current Zoning:** \_\_\_\_\_

**Current Use(s):** \_\_\_\_\_

**Proposed Use(s):** \_\_\_\_\_

All uses	Number of Employees Maximum per Shift	
	Estimated Daily Traffic Generation	
	Expected Hours of Operation	
	Number of Parking Spaces	
Residential Uses	Type of Dwelling Units	
	Total Number of Units	
	Estimated Population	

I hereby certify that I am the owner of record of this property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent, and I agree to conform to all applicable laws of the State of Michigan. All information submitted on or with this application is accurate to the best of my knowledge.

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

Is applicant acting as Agent of property owner:      Yes    No

---

<i>For Office Use Only</i>	<i>Date Filed</i>		<i>Amount Paid</i>	
	<i>Case #</i>		<i>Cash or Check #</i>	
	<i>Current Zoning</i>		<i>Receipt #</i>	
<i>Permit Fee: \$200</i>				
<i>Hearing Date</i>				

<i>For Planning Commission Use Only</i>	<i>Approved, as submitted</i>	
	<i>Approved, with modifications:</i>	
	<i>Denied, for the following reasons:</i>	
<i>Date of Action</i>		

## **B. SITE PLAN REVIEW CHECKLIST**

A detailed site plan must be prepared according to the guidelines in the Village Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the Village to schedule a preapplication meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. Completed site plans must be submitted by 4:00PM three weeks prior to the next scheduled Planning Commission meeting.

### **General Information**

- Name and Address of the owner and project printed on plans
- Date (Revision dates)
- North Arrow
- Location map, (show at least 600' around perimeter of site)
- Scale (Minimum 1"=20', Maximum 1"=60')
- Zoning (Subject parcel and adjoining parcels)
- Lot dimensions
- Building dimensions
- Square footage of buildings
- Buildings Uses - Indicate layout if there is more than one building
- Building elevation drawings including all four sides of buildings

### **Transportation**

- Public roadways - Include curb, lanes, shoulder, width, through lanes, etc.
- Access Drives (width, traffic directions, curb, signs, etc.)
- Barrier free parking (size and number of spaces)
- Loading Docks
- Road right-of-way (Existing and proposed)
- Curbing
- Curb cut dimensions
- Return radii of driveways
- Adjacent and across the street curb cuts (Location and size)
- Provisions for joint access and parking

### **Surrounding Land Use**

- Phases of development and phase boundaries
- Neighboring structures on all adjacent lots and distance from joint property lines
- Neighboring land uses/proposed uses
- Wetlands (Calculations of all areas proposed and existing)
- Floodplains

## HOW TO SUBMIT A SITE PLAN FOR REVIEW

---

### Site Detail

- Utility, drains, water bodies or public easement of any kind
- Setback dimensions of front, side and rear yards for all buildings
- Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)
- Number of parking spaces
- Parking space dimensions
- Circulation drive dimensions
- Sign locations
- Buffer yards - type and proposed detail of landscaping
- Fences (Size and location)
- Accessory structures
- Dumpster location and screening
- Bumper blocks or other vehicular restrictions
- Sidewalks (Size, type location)
- Existing trees (Type and size)
- Proposed water mains
- Proposed sanitary sewer
- Fire hydrants (Existing and proposed)
- Topography at 5 ft. intervals

### Additional requirements for condominium projects

- Limited/ General Commons, etc.
- Density per Acre
- Units (Size and location)
- Master Deed

### Additional information for a Final Site Plan

- Landscaping
- Ground elevations, first floor finished elevations
- Easements
- Copy of Survey to verify property lines and existing structures
- Drainage ditches
- Storm Sewers
- Drainage
- Lot split/Combination from register of deeds

## HOW TO SUBMIT A SITE PLAN FOR REVIEW

---

### **Additional requirements for condominium projects**

- Limited/ General Commons, etc.
- Density per Acre
- Units (Size and location)
- Master Deed

Signature of Applicant: \_\_\_\_\_

## C. SITE PLAN REVIEW FLOW CHART

