



CITY OF MUNISING
301 E. Superior Street
Munising, MI 49862
(906)387-2095
www .cityofmunising.org

Site Plan Review Application

1. Identification

Project Name _____

Applicant Name _____

Address _____

City/State/Zip _____

Phone (_____)
Fax (_____)

Interest in the Property (e.g., fee simple, land option, etc.) _____

Property Owner (if other than applicant) _____

Address _____

City/State/Zip _____

Phone (_____)

2. Property Information

Property Street Address _____

Permanent Parcel Number _____

Legal Description of Property

Zoning District _____

Area _____ Width _____ Depth _____

Current Use(s) _____

Zoning District of Adjacent Properties to the:

North _____ South _____ East _____ West _____



3. Site Plan Required Elements. Consult *Article 5, Division 1, Section 501 Uses Requiring Site Plan Review* to determine if your project requires a full site plan review. Some projects qualify for an administrative Sketch Plan Review or are altogether exempt from the review process. The site plan for the proposed development shall include all the following information when required (refer to *Article 5, Division 1, Section 506.*):

A. Cover Sheet (Section 506(e)) Cover sheet providing:	Completed
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- Applicant's Name. _____
- Name of the development. _____
- Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan. _____
- Date of preparation and revision dates. _____
- Engineering scale and North arrow. _____
- Complete and current legal description of subject property, including total size of property in acres. _____
- Small location sketch of sufficient size and scale to determine the site's location within the City. _____
- Note on each plan sheet stating, "Not to Be Used as Construction Drawings". _____

B. Site Plan (Section 506(f)) Plan sheet(s) indicating:	Completed
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- Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site. _____
- Lot lines and all structures on the property and within one hundred (100) feet of the site's property lines. _____
- Location of any vehicle access points on both sides of the street within one hundred (100) feet of the site along streets where vehicle access to the sites is proposed. _____
- Existing buildings and any public or private easements, noting those which will remain, and which are to be removed. _____
- Elevations showing height, materials, and colors for all proposed structures, including any residential units, shall be provided, and considered part of the approved site plan; the building elevations must show all rooftop mechanical units along with the proposed method of screening. _____



Locations of all natural, historical, and architectural features; natural features shall include all woodlands, trees, wetlands, lakes, rivers, drainage ways, topo, etc.

Location(s) of any EGLE-regulated wetland, including submission of a wetland delineation by a qualified wetland consultant, and indication of the status of application for an EGLE wetland permit or copy of permit received including description of any wetland mitigation required; and location of other non-regulated wetland areas over two (2) contiguous areas.

Location and method of screen for all waste receptacles including dumpsters and compactors, meeting the requirements of *Section 369 Waste Receptacles and Enclosures*.

Location and dimensions of parking lots and spaces, and loading/unloading areas (including vehicle pathway to access loading area), and calculations to meet the requirements of Article 4, Division 1, Off-Street Parking and Loading Standards.

Details of exterior lighting meeting the requirements of Article 4, Division 5, Lighting, *INCLUDING* locations, height, method of shielding; and a photometric grid overlaid on the proposed site plan indication the overall light intensity throughout the site (in footcandles).

Size, type, height, and method of lighting for identification signs including:

- Location, type, height, and method of lighting for identification signs.
 - Location and type of any directional or regulatory/traffic control signs, with details for any sign not conforming to the Michigan Manual of Uniform Traffic Control Devices.
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Details of site circulation with access design, including:

- Dimensions of existing and proposed right-of-way lines, including those abutting the site, and names of abutting public streets.
 - Indication of pavement widths and pavement type including internal service and access drives.
 - Street horizontal and vertical dimensions, including curve radii.
 - Locations and dimensions of access points, including deceleration or passing lanes, distance from adjacent driveways or intersection streets, including those across a street.
 - Location of existing sidewalks and location and dimensions for proposed sidewalks and bicycle paths.
 - Written verification of access easements or agreements, if applicable.
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C. Landscape Plan (Section 425)
Plan sheet(s) illustrating:

Completed

A landscape plan in accordance with Article 4, Division 3, Landscaping Standards, indicating proposed plant locations with common plant name, number, and size in caliper at installation.

Berms, retaining walls or fences shown with elevations from the surrounding average grade.

D. Grading Plan
For all developments where grading will occur, plan sheet(s)

Completed

Existing and proposed topography at a minimum of two-foot contour levels, with topography extending a minimum of fifty (50) feet beyond the site in all directions and a general description of grades within one hundred (100) feet, or further where required to indicate storm water runoff into an approved drain or detention/retention pond.

A Stormwater Management Plan including:

- A general description and location of stormwater management system, including pre-and post-site development runoff calculations.
- Location and design (slope) of any retention/detention ponds.
- If outfall or basins constructed in EGLE wetlands and MDEQ requires, a permit under the Inland Lakes & Streams Act PA 346 of 1972, as amended (attach a copy to the application).

E. Additional Items (Section 16.05.k.)

Completed

Include any additional graphics or written materials requested by the Planning Commission or City Commission to assist the City in determining the compliance with the site plan standards, such as aerial photography, photographs, traffic impacts using trip generation rates recognized by the Institute of Transportation Engineers (ITE) for average daily peak hour of the affected roadways, and impact on significant natural features.



4. Application Procedure. The completed site plan, with all elements to be turned in to the City Building Department to commence the review process, shall include all the following information (refer to *Section 16.05*):

?Completed Site Plan. A completed site plan including all elements specified above as required for proposed development and property.

?Applications, Form and Fees. A completed application form and an application fee; check to see if a separate escrow deposit is required for administrative charges to review the site plan submittal.

?Proof of Ownership. Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land.

?Project Schedule. A narrative indicating the period of time in within which the project will be completed. ?Sheet Size. Sheet size of submitted drawings shall be at least twenty-four by thirty-six inches (24" x 36"). For properties of twenty (20) acres or less, an engineer's scale of one-inch equals twenty feet (1" = 20'). Properties larger than twenty (20) acres require a scale of one inch equals one hundred feet (1" = 100') or less.

I, _____ (applicant), do hereby swear that the information given herein is true and correct.

Signature of Applicant	Date	Printed Name of Applicant

Signature of Property Owner (if different)	Date	Printed Name of Property Owner (if different)
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I, _____ (property owner), hereby give permission for City of Munising officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

OFFICE USE ONLY

Date Filed _____	Hearing Date _____
Fee Paid _____	Receipt _____
Remarks _____	