



## PLAN REVIEW CHECK-LIST

Planning & Development Services Department - Engineering Services

Project \_\_\_\_\_

Process Number PENG \_\_\_\_\_ Updated \_\_\_\_\_

### PRE-APPLICATION REQUIREMENTS

**Environmental Approval:** When working within 25 feet of a regulated Woodland or Wetland

- a. Project Number \_\_\_\_\_
- b. Approval Date \_\_\_\_\_

**Site Plan Approval:** Site Plan review & approval is required for any development of previously undeveloped property, nonresidential condominiums, special land uses and amendments to previously approved plans.

- a. Project Number \_\_\_\_\_
- b. Planning Commission Approval Date \_\_\_\_\_
- c. Township Board Approval Date \_\_\_\_\_

**Zoning Variance:** When a variance or review/interpretation of the township's Zoning Ordinance(s) is required

- a. Project Number \_\_\_\_\_
- b. Approval Date \_\_\_\_\_

**Pre-Application Meeting:** A pre-application meeting is not required but is recommended. A brief meeting scheduled with township representatives from planning, zoning, engineering, environmental, building, and water utilities to discuss the project before the submittal of construction plans.

### APPLICATIONS MUST INCLUDE THE FOLLOWING

Completed and signed "Engineering Review Process Application"

Legal property owner must sign the application or provide a letter of permission.

**Construction Drawings:** Eight (8) sets, including the following:

- a. Engineering Plans – in accordance with Township Ordinances:
  - Chapter 24 - Water Supply & Sewage Disposal Systems
  - Chapter 8, Article XIII - Grading & Drainage & Article XV - Soil Erosion & Sedimentation Control
- b. No larger than 24" x 36"

**One Electronic Submittal of Construction Drawings with each hard copy submittal.**

**Signed and Sealed Engineer's Cost Estimate**

- Cost of Sanitary Sewer, Water Supply, Storm Water Management, paving, Grading and/or Drainage. Township Engineer will review and approve

**Plan Review Fee:**

Plan Review/Permit Fee (based on cost of project)

A plan review/permit fee equal to 2.0% of the estimated cost of the project, as determined by the Development Services Director/Township Engineer, with a minimum fee of seven hundred fifty dollars (\$750.00) shall be paid at the time an application is filed. Additional fees will be determined following approval of the submitted cost estimate. Two plan reviews are included with the minimum fee with each additional plan review charged at \$500.00.

- \$37,500.00 or less ..... \$ 750.00
- \$37,500.01 or more ..... 2%

- **STAGES OF THE PLAN REVIEW PROCESS:** Plans are reviewed in the order they are received / period varies by workload. Most plan reviews require a minimum of ten (10) business days.
- Once the Township Engineer has determined that your construction plans are approvable, you will receive **CONSTRUCTION LETTER ONE**.

**ORIGINAL SUBMITTAL**

**Construction Drawings Submitted to Township:** \_\_\_\_\_

**Review Due by** (date to be provided by township): \_\_\_\_\_

**Review sent via Email:** \_\_\_\_\_ **Approval:**      **Yes**      **No** (Resubmittal Required)

**1st REVISION**

**Construction Drawings/Detail Sheet Submitted to Township:** \_\_\_\_\_

**Review Due by** (date to be provided by township): \_\_\_\_\_

**Review sent via Email:** \_\_\_\_\_ **Approval:**      **Yes**      **No** (Resubmittal Required)

- Two (2) Plan Reviews are included with application plan review fees. Additional charges will apply if construction plans are not approved at this stage.

**2nd REVISION**

**Construction Drawings/Detail Sheet Submitted to Township:** \_\_\_\_\_

**\$500.00 Plan Review Fee**

**Review Due by** (date to be provided by township): \_\_\_\_\_

**Review sent via Email:** \_\_\_\_\_ **Approval:**      **Yes**      **No** (Resubmittal Required)

**3rd REVISION**

**Construction Drawings/Detail Sheet Submitted to Township:** \_\_\_\_\_

**\$500.00 Plan Review Fee**

**Review Due by** (date to be provided by township): \_\_\_\_\_

**Review sent via Email:** \_\_\_\_\_ **Approval:**      **Yes**      **No** (Resubmittal Required)

**4th REVISION**

**Construction Drawings/Detail Sheet Submitted to Township:** \_\_\_\_\_

**\$500.00 Plan Review Fee**

**Review Due by** (date to be provided by township): \_\_\_\_\_

**Review sent via Email:** \_\_\_\_\_ **Approval:**      **Yes**      **No** (Resubmittal Required)