

PLANNING & DEVELOPMENT SERVICES

4550 Walnut Lake Road
 West Bloomfield, MI 48323
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 wbtownship.org



SITE AND SKETCH PLAN APPLICATION

OFFICE USE ONLY	
Date:	_____
Case #:	_____
Fee:	_____

APPLICANT

Contact Person		
Business Name <i>(if applicable)</i>	Email	
Address	Phone	Cell Phone
City	State	Zip Code

PROPERTY OWNER

Check here if same as above

Name	Email	
Address	Phone	Cell Phone
City	State	Zip Code

PROPERTY INFORMATION

Street Address	Sidwell Number
Zoning District	Master Plan Designation
Gross Acreage	Parcel Dimensions
Woodland Determination <i>(if applicable)</i>	Wetland Determination <i>(if applicable)</i>
File # Woodland Permit #	File # Wetland Permit #

PROJECT INFORMATION

Project Name	
TYPE <i>(as defined in Section 26.6.1 of the Township's Zoning Ordinance)</i>	
Site Plan: <input type="checkbox"/> New or <input type="checkbox"/> Amendment Sketch Plan: <input type="checkbox"/> PC Review or <input type="checkbox"/> Admin Review Other: _____	
Do the proposed uses require special land use approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	Wireless Communication Facility & Co-Locations: <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Description	

I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

 Date Signature of Applicant Print Applicant Name

 Date Signature of Property Owner Print Property Owner Name



SITE AND SKETCH PLAN APPLICATION INSTRUCTIONS

GENERAL INFORMATION

When this completed application is filed in conjunction with a site or sketch plan, it will initiate processing of the plans in accordance with the review procedures described in the zoning ordinance, Section 26 of the Township's code of ordinances. Please review Section 6.1 of the zoning ordinance before submitting this application to assure compliance with Township regulations.

1. Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following:
 - a. **Two *folded* copies and a PDF of the plans** that comply with the Site Plan Information Checklist on the following page. Plans shall include all the following applicable components: Site Plan, elevations, engineering, photometric, wetland, woodland, landscape & storm water management.
 - b. Any other information which the applicant feels will aid the Township in reaching its decision.
 - c. **FEES:**

Site Plan Review	\$1,500 (<i>for parcels up to 5 acres</i>) Plus \$100 each additional acre Plus \$1,500 escrow fee
Site Plan Review: Amendment	\$1,000 Plus \$1,000 escrow fee
Sketch Plan Review	\$1,000 Plus \$1,000 escrow fee
Administrative Review	\$500 Plus \$1,000 escrow fee
Stormwater Management Plan	\$1,000
Special Land Use	\$1,000
Wireless Communication Facility and Co-Locations	\$1,000
Work Session with Planning Commission	\$500 <i>\$1,000 if joint meeting with another Board</i>

2. Township staff and consultants will review the plans to ensure compliance with Township ordinances. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed.
3. When it is determined that the plan review is complete and any necessary revisions have been made, the applicant shall submit an updated PDF of the plans a minimum of 10 days prior to the scheduled Planning Commission meeting. The Planning & Development Services Department will not accept revisions once the plans are complete and a meeting date is set. Planning Commission meetings are generally held the second and fourth Tuesday of every month at 7:30 P.M.

If you have any questions, please contact the Planning & Development Services Department at (248) 451-4818.



SITE AND SKETCH PLAN APPLICATION INSTRUCTIONS

SITE PLAN INFORMATION CHECKLIST		
	Site Plans	Sketch Plans
GENERAL SITE DATA		
Written documentation of property owner approval	X	X
Identification & seal of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared the drawings	X	X
The dimensions of all improvements & yards shall be labeled in a manner that clearly indicates compliance with the applicable zoning ordinance standards	X	X
North arrow & scale, at 1 in. = 20 or 30 ft., for projects larger than 3 acres 1 in. = 50 or 100 ft. may be acceptable, provided all important typical areas & ordinance requirements are thoroughly detailed in clearly recognizable form & presented at the customary scale	X	X
Complete legal description of properties & executed & proposed easements	X	X
Size (lot area) of the site	X	
Location map showing surrounding land use, environmental features & roads within a quarter mile	X	X
Zoning of site & all surrounding property, if the site has split zoning, show the line between the districts	X	X
Above & below ground utilities	X	X
Dimensioned setbacks between buildings & other site improvements	X	
Existing and proposed structures (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within 200 ft. of all property lines	X	X
Topography at two-foot contours (existing & proposed) within 200 ft. of all property lines	X	
Benchmarks with USGS reference points	X	
Use statement including a general operations plan with a description of the nature of the existing and/or proposed use or activity, noise impacts, hours of operation, the number of employees & other features or impacts to the existing & proposed uses	X	X
BUILDING PLANS		
Architectural building elevations (front, sides & rear), longitudinal & latitudinal building sections	X	X
Type of surface material & design of all exterior surfaces	X	X
Dimensioned floor plans (principal & accessory buildings)	X	X
Decks and/or patios (dimensions, location, height & materials)	X	X
All exterior appliances & method of screening in accordance with Section 5.5	X	X
The gross & usable floor areas within the proposed building(s)	X	X
ACCESS, PARKING & CIRCULATION		
Preliminary approval from the Road Commission for Oakland County for driveway locations & other improvements within the public right-of-way	X	
Existing & proposed rights-of-way for all abutting roads	X	X
Location & dimensions of all driveways & street approaches	X	X
Indicate the type of surfaces & curbs, including appropriate details	X	X
Parking spaces (location, number, dimensions, aisle dimensions & surface material)	X	X
Site circulation pattern (direction of pedestrian & vehicular traffic flow if one way or not obvious from the arrangement)	X	
Identification of all fire lanes	X	X
Safety paths, interior walks & their connections, interior sidewalks shall provide a connection to the 8 ft. exterior safety paths	X	X
Carport locations & details (including architectural elevations)	X	



SITE AND SKETCH PLAN APPLICATION INSTRUCTIONS

SITE PLAN INFORMATION CHECKLIST		
	Site Plans	Sketch Plans
ENVIRONMENTAL FEATURES		
Environmental features regulated by the Township such as wetlands, watercourses, floodplains, environmental feature setbacks, & woodlands	X	X
Landscaping plan, including the location, number, type & size of existing & proposed plantings in accordance with Section 5.14	X	X
Greenbelts, walls and/or berm details in accordance with Section 5.13	X	
Site irrigation (sprinklers), illustrating all areas to be irrigated	X	
Treatment of all undeveloped areas (seeded, sodded, plantings, maintenance or other)	X	
OTHER INFORMATION		
Location of all site utilities including fire hydrants & fire department connections (if applicable)	X	X
Trash receptacles & method of screening in accordance with Section 5.16	X	X
Site lighting details in accordance with Section 5.6	X	X
Park and/or recreation areas (show boundary & size in square feet)	X	
Fences, screen walls, or other similar structures in accordance with Section 5.12 & 5.13	X	X
Statistical data shall be furnished, including: number of dwelling units, size of dwelling units, number of bedrooms & the total gross acreage (lot area) involved	X	
Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, noise/sound pressure level & other data for all such equipment or machinery shall be indicated	X	
Location of storage, use & disposal areas for all hazardous substances, & evidence of approval by the applicable Federal, State or local review agency	X	
List of hazardous substances & materials that will be used, stored, present or generated at the proposed facility	X	
If phasing is proposed or intended, it shall be clearly shown on the site plan	X	