

SITE PLAN REVIEW CHECKLIST

Date Received _____

Melrose Township
P.O. Box 189

Case # _____

Walloon Lake, MI 49796

{Submit 12 copies of entire package at least 20 days prior to Planning Commission meeting}

Agent or Applicant: _____ **Phone:** _____

Address: _____

SITE CHARACTERISTICS	
Subject Property Address _____	
Subdivision and Lot Number (If Applicable) _____	
Tax Parcel Number _____	Zoning District: _____
Proposed Use of Property _____	
Proposed Number of Employees _____	# of Dwelling Units _____
Site Size (Sq. Ft./Acres) _____	Building Sq. Ft. _____ Lot coverage % _____

CHECKLIST

	BASIC MAP INFORMATION	YES	NO	N/A	COMMENTS
1	PROPOSED SITE LOCATION MAP (INDICATE SUFFICIENT AREA REFERENCE TO LOCATE SITE)				
2	APPROPRIATE SCALE				
3	DATE, NORTH ARROW, STREET NAMES (EXISTING AND PROPOSED RIGHT-OF-WAYS).				
4	ALL EASEMENTS, UTILITY LINES, RIGHTS-OF-WAY AND OTHER SERVICES ON & BORDERING PROPERTY				
5	PROPERTY LINE DIMENSIONS				
BASIC ZONING INFORMATION					
6	ZONING SETBACK LINES BUILDING (INCLUDING THE EAVE) SETBACKS: FRONT _____ SIDE _____ SIDE _____ REAR/WATER _____				
7	DISTANCE BETWEEN BUILDINGS (NEAREST POINT TO NEAREST POINT)				
8	LOCATION OF NEW BUILDINGS AND GENERAL FLOOR PLAN DIMENSIONS OF BLDG. (S) = _____ X _____ TOTAL SQ. FT. = _____				
9	PROPOSED BLDG ELEVATIONS (TO SCALE, PRELIMINARY SKETCHES PERMITTED) MAX. HEIGHT = _____				
10	ALL EXISTING STRUCTURES (LABELED) WITHIN 100 FEET OF PERIMETER PROPERTY LINES				
11	MULTIPLE HOUSING UNITS – NUMBER OF UNITS = _____ COMPOSITION (EFFICIENCY, ONE BEDROOM, TWO, THREE)				
12	SURROUNDING ZONING (PROPERTIES IMMEDIATE TO SUBJECT SITE)				
13	OPEN SPACE AREA (SQUARE FEET/ACRES & % OF LOT)				

	NATURAL FEATURES	YES	NO	N/A	COMMENTS
14	BOUNDARIES OF EXISTING NATURAL FEATURES (TREES, LAKES, PONDS, STREAMS, ROCK OUT-CROPPINGS, SEVERE TOPOGRAPHY, WETLANDS, WOODLANDS, ETC.).				
15	HAS A WETLAND PERMIT BEEN APPLIED FOR? RECEIVED?				
16	EXISTING TOPOGRAPHY				
17	SOIL ANALYSIS; IS IT IN A CRITICAL DUNE AREA?				
18	SITE INVENTORY PROVIDED?				
19	ARE THERE SCENIC VIEW CONSIDERATIONS?				
	DRAINAGE/PARKING/ROADS				
20	ACCESS DRIVES, INTERNAL ROADS (NOTE PUBLIC OR PRIVATE) SERVICE ROADS & ACCESS RIGHTS WIDTH OF RIGHT-OF-WAY = _____ SEALED ENGINEER PLANS?				
21	LOADING/UNLOADING, SERVICE AREAS				
22	SIDEWALKS, PATHS, AND TRAILS (INTERNAL AND PUBLIC WITHIN ROAD RIGHT-OF-WAY)				
23	ACCELERATION/DECELERATION LANES				
24	ROAD AGENCY APPROVAL?				
25	PARKING AREAS (DIMENSIONED TYPICAL PARKING SPACE, MANEUVERING LANES)				
26	PARKING SPACES REQUIRED _____, PARKING SPACES ACTUAL _____, HANDICAP PARKING LOCATION AND NUMBER _____.				
27	REQUIRED LANDSCAPING IN PARKING AREAS				
28	SNOW STORAGE/SNOW MANAGEMENT PLAN				
29	DUMPSTER LOCATION, SCREENING INDICATION				
30	LOCATION OF WATER/WELL, SEWER/SEPTIC, AND STORMWATER				
31	SITE GRADING AND DRAINAGE PLAN (ON-SITE ELEVATIONS FOR PAVEMENTS, DRIVES, ROADS, PARKING LOTS, CURBS, SIDEWALKS AND FINISHED GRADES AT BUILDING FACADES ATTACH A SEALED ENGINEERED DRAINAGE PLAN.				
32	PROPOSED RETENTION/DETENTION SEDIMENTAION PONDS				

	OTHER SITE REQUIREMENTS	YES	NO	N/A	Comments
33	PROPOSED LANDSCAPING (REQUIRED GREENBELTS, PLANT MATERIALS/SIZE AND TYPE, FENCES, RETAINING WALLS, EARTHBERMS, ETC.)				
34	LOCATION OF OUTDOOR LIGHTS, POLE HEIGHTS, BOLLARDS, BUIDING ATTACHED, LUMINARY SHIELDING TECHNIQUES*				
35	LOCATION OF SIGN(S)*				
36	FIRE HYDRANTS AND FIRE VEHICLE ACCESS.				
37	ATTACH FIRE DEPARMENT APPROVAL				
38	SITE AMENTITIES (PLAY AREA, POOLS, BEACHES, TENNIS COURTS, ETC.).				
39	DOES IT COMPLY WITH THE DESIGN GUIDELINES?				
40	IMPACT STATEMENT ATTACHED?				

*Signs and Lights also need to be approved by Melrose Township.

Projected plans for future use of the total site:

Development Schedule indicating the approximate date when construction will begin and be completed:

Project Description (include site area, number of proposed lots and/or units, demographics or population generated such as density, elderly, school-age, seasonal population, family size, income groups, etc.):

Additional Comments:

 APPLICANTS SIGNATURE

 DATE