

PLANNING COMMISSION SITE PLAN REVIEW

Site Plan review and procedures for review is intended to provide an essential vehicle for the design and expeditious review of new land development proposals, redevelopment proposals, and for the occupation of existing vacant buildings in the city. These procedures are further designed and intended to promote compatibility of land use with respect to their internal and external functions and compliance with the City of Trenton Code of Ordinances.

All uses permitted in any zoning district as a special land use, or a use permitted subject to the conditions attached to it, shall require review and approval by the Planning Commission at a duly advertised public hearing.

Every site plan submitted to the Planning Commission shall be in accordance with the applicable requirements of Chapter 110 of the City of Trenton Ordinance. No site plan shall be approved until the plan has first been reviewed by the Building Department in coordination with the Engineering Department, Fire Department, Police Department, and the Department of Public Services for compliance with the applicable standards of their respective departments.

The following shall be submitted to the Building Department:

- All site plan submissions shall be accompanied by a Letter of Transmittal that is specific in delineating the purpose of the submission.
- Seven (7) copies of the proposed Site Plan are required along with a **completed application**. (For city departments to review)
- After preliminary approval by the city departments with all required corrections made, if any, an additional ten (10) copies of the corrected site plan shall be submitted. (These final site plans will be distributed to the planning commission members at the next scheduled meeting, for review at the following scheduled meeting)

After a **completed application** with all required information and applicable fees is received by the Building Department, and upon completion of the review by all applicable city departments, but before forwarding its review comments to the Planning Commission, the Building Department will prepare and forward an official notice to a newspaper of general circulation in the City of Trenton, and will send same by general mail to all persons to whom real property is assessed within 300 feet of the peripheral boundaries of the subject property not less than 15 days prior to the hearing. Scheduled Planning Commission meetings take place on the second and fourth Wednesday of each month at 7:00 PM in Trenton City Hall, 2800 Third St.

The Planning Commission, by majority vote of a quorum, shall review the site plan for compliance with the standards set forth by ordinance, after a public hearing is held and take action to table, approve, or deny the approval of site plan submitted for its review.

Revisions to an approved site plan prior to the issuance of a building permit or during construction, shall be subject to review and re-review in the same manner as set forth herein for an initial site plan review.

Approval of any site plan by the Planning Commission shall be valid for one year commencing on the date of the site plan approval with or without issuance of a building permit. The applicant may request a one-year extension provided the request is submitted at least 30 days before the site plan expires.

APPLICATION FOR SITE PLAN REVIEW

CITY OF TRENTON PLANNING COMMISSION

2800 Third Street, Trenton, MI 48183-2992

Phone: (734) 675-8251 ≈ Fax: (734) 675-8504

* ALL APPLICANTS ARE REQUIRED TO COMPLETE SECTIONS I, II, III, IV AND V

I. PROPERTY INFORMATION

A. LOCATION OF CONSTRUCTION

ADDRESS

II. IDENTIFICATION

A. PROPERTY OWNER

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS			

B. DEVELOPER

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS			

C. SITE PLAN DESIGNER

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS			

III. DESCRIPTION OF PROPOSED DEVELOPMENT

Please describe your project:

IV. APPLICANT SIGNATURE

Failure to provide the required information may result in a delay or denial of your request

SIGNATURE OF APPLICANT	APPLICATION DATE
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APPLICATION FEE: \$2,500.00

The applicant is responsible for the payment all fees applicable to this application at the time of submission

V. CHECKLIST

A. THE FOLLOWING ELEMENTS SHALL BE INCLUDED ON THE SITE PLAN

Prior to submittal of a site plan, the applicant shall review the following elements for inclusion, where applicable, on the site plan. All such required information shall be clearly noted on the site plan, and not on any attachment to the site plan, and shall be in sufficient detail to meet the intent and purpose of the review process.

Checked
by
Applicant

The applicant shall check the box in the right hand column next to the applicable element indicating that the applicant has checked that element against the site plan and that the information called for in that particular element is properly noted on the site plan.

1. Name of development, including the name, address and phone number of the developer, designer/firm, and designer's registration number and seal.

2. Scale of drawing:
 a. If less than three acres – 1-inch = 50-feet
 b. If more than three acres – 1-inch = 100-feet
 c. Sheet size shall not exceed 36-inches x 24-inches
 d. Legend

3. Date, North point, and scale.

4. A complete legal description of the entire site, i.e.: metes and bounds description if an acreage parcel, or lot number(s) and subdivision name. All legal descriptions shall include the gross number of acres and section number(s). The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.

5. Vicinity sketch or site location map, which does not have to be drawn to scale.

6. Topographic survey of the site and adjacent properties in sufficient detail to accurately indicate the existing contour, drainage pattern of the site and immediate vicinity. The survey shall be referenced to Wayne County datum or the City of Trenton datum and shall include the following:

- a. Reference and site benchmark.
- b. The location of all existing sanitary sewers, water mains, ditches/swales, gas mains, power/telephone poles and wires, trees, and sidewalks. Indicate all pipe sizes and the diameter of trees at breast height (DBH).
- c. Rim and invert elevations of the existing upstream and downstream sanitary and storm manholes with the lineal footage between manholes, including the proposed tap invert elevation and the percent of fall, on both the sanitary and storm leads, minimum of one percent required. On all proposed sanitary and storm sewer work that is more than 6 inches lead installation, include all proposed rim and invert elevations on all manholes, catch basins and inlets, with the proposed pipe sizes, type of pipe, lineal footage between the proposed structures, and the percent of fall.
- d. Rim and invert elevations, with pipe sizes of all existing catch basins and inlets.
- e. Rim and top of pipe elevations of all existing gate wells. On all proposed water main installation, indicate all proposed gate well rim elevation, lineal footage between gate wells and fire hydrant locations. All proposed water mains shall have a minimum of 6 feet of cover. If the installation of a fire suppression line is required City of Trenton Fire Department, "hydraulic calculations" must be submitted with the site plan for review.

<ul style="list-style-type: none"> f. The location of all adjacent buildings that are closest to the parcel or lot being developed. g. Elevations of the existing top of curb, gutter, and the road centerline on the lot. Where any road or service drives are to be installed, indicate the proposed top of curb grades, the road width, the right-of-way width, and the percent of fall on the curb. h. Dimensions of all existing and proposed underground utilities off of the property lines. i. Electric supply (above and below ground). j. Telephone lines (above and below ground). k. Gas supply lines. l. Cable TV lines. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>7. The existing zoning classification of the parcel, and the existing zoning classification of adjacent property.</p>	<p>_____</p>
<p>8. Existing land use on adjacent parcels.</p>	<p>_____</p>
<p>9. The location of all buildings and structures on the site, and the location of all existing buildings and structures within 100 feet of the parcel.</p>	<p>_____</p>
<p>10. All building and structure heights.</p>	<p>_____</p>
<p>11. The location of all off-street loading and unloading facilities.</p>	<p>_____</p>
<p>12. The location of all driveways, drives, and turning lanes.</p>	<p>_____</p>
<p>13. The location of all drives, driveways, and intersections across abutting streets from the parcel.</p>	<p>_____</p>
<p>14. The names, locations, right-of-way widths, centerlines, and pavement widths of all bordering roads, streets, and easements.</p>	<p>_____</p>
<p>15. The location of all sidewalks.</p>	<p>_____</p>
<p>16. Critical site dimensions:</p> <ul style="list-style-type: none"> a. Along the property lines. b. Between buildings. c. Between parking spaces and buildings. d. Between the principal building and accessory buildings. e. Typical parking space width and length. f. Vehicle maneuvering lane and service drive widths. g. Curb radius of entrance. h. Between buildings and property lines. i. Between buildings and any retention or detention basins. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>17. Building layouts (typical floor plan) including:</p> <ul style="list-style-type: none"> a. Principal entrances and service entrances. b. The relationship between units in a building. c. Exterior building wall elevation drawings of all exposed walls. 	<p>_____</p> <p>_____</p> <p>_____</p>
<p>18. Exterior building wall elevation drawings showing the type and color of exterior building wall materials to be used on all exterior walls and the area(s) to be covered by any signs to be attached to building walls.</p>	<p>_____</p>
<p>19. The location, size, and types of signs to be utilized shall be provided for the site and buildings on the site. In those instances where signs are not determined due to unknown occupants at the time of site plan review, it shall be required that all signs receive the review and approval of the Trenton Planning Commission prior to occupancy of a structure.</p>	<p>_____</p>
<p>20. The location and extent of any outdoor storage areas, including the type, height, and extent of screening.</p>	<p>_____</p>
<p>21. The type and height of screening device for trash receptacles.</p>	<p>_____</p>
<p>22. The location, type, and extent of any required screening devices.</p>	<p>_____</p>
<p>23. The location and type of all outdoor site lighting.</p>	<p>_____</p>
<p>24. A landscape planting plan when prepared as a separate drawing shall be at the same scale as the plan view drawing. A qualified person as stipulated in <u>Article XXVII. of Chapter 110</u>, shall prepare all landscape plans and shall contain all applicable information and meet all applicable requirements of the article.</p>	<p>_____</p>
<p>25. For multiple-family dwelling developments:</p> <ul style="list-style-type: none"> a. The maximum lot coverage of all buildings shown. b. Site dwelling density computations, including the total number of dwelling units proposed and the number of bedrooms per unit. c. When development will be in phases, the requirements shall be shown for each phase. 	<p>_____</p> <p>_____</p> <p>_____</p>
<p>26. For nonresidential uses:</p> <ul style="list-style-type: none"> a. Proposed use. b. The gross and net usable square feet of floor area. c. Seating capacity or maximum occupancy permitted. d. Number of medical examining rooms, dental chairs, and square feet of waiting rooms or number of beds. e. The number of employees in the largest working shift. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

ADDITIONAL REQUIREMENTS FOR PD, W-R, AND I-2 DISTRICTS

An Impact Assessment **is required** for all principally permitted uses and special land uses in the **PD, W-R, and I-2 Districts**.

- A. Intent. The purpose of an impact assessment is to evaluate the developmental, ecological, environmental, social, economic, and physical impact of a proposed development on and surrounding the development site. The impact assessment shall, at minimum, assess the following, as applicable:
1. Water, noise, vibration, odor, fumes, and air pollution (e.g. dirt, dust, and fly ash) associated with the proposed use.
 2. Effect of the proposed use on public utilities.
 3. Historic and archeological significance of the site and adjacent properties.
 4. Displacement of people and other land uses by the proposed use.
 5. Alteration of the character of the area by the proposed use.
 6. Effect of the proposed use on the city's tax base and adjacent property values.
 7. Compatibility of the proposed use with existing topography, and topographic alterations required.
 8. Operating characteristics and standards of the proposed use.
 9. Proposed screening and other visual controls.
 10. Impact of the proposed use on vehicular and pedestrian traffic.
 11. Impact of the proposed use on flora and fauna.
 12. Negative short-term and long-term impacts, including duration and frequency of such impacts, and measures proposed to mitigate such impacts.
 13. How general on-site drainage will be accommodated in accordance with all applicable federal and state requirements, including soil and sedimentation controls, the prevention of site contamination during development and operation of the facility and if necessary, what performance standards will be observed during development and operation of the facility to control dust, noise, odor, fumes, smoke and vibration during development.
 14. The *environmental* analysis of the land, including a hydrology study, analysis of soil conditions, and analysis of other significant *environmental* features. The hydrology study shall consist of information and analysis in sufficient detail (as determined by the City Engineer) to indicate the impact of the project on surface water and groundwater.
 15. The presence of site contamination shall include a Phase I Environmental Site Assessment. Where available, or where required by the Michigan Department of the Environment, Great Lakes, and Energy or other regulatory agency, the applicant shall also submit a Phase II Environment Assessment, Baseline Environmental Assessment, and a Due Care Plan.
- B. Evaluation of the impact assessment. The Planning Commission and City Council shall consider the criteria listed below in their evaluation of an assessment. Failure to comply with any of the criteria may be justification to deny approval. The City Council and Planning Commission shall determine that the proposed use:
1. Will be harmonious with and in accordance with the general objective of the master plan.
 2. Will be designed, constructed, operated, and maintained in harmony with the existing or future neighboring uses.
 3. Will not be hazardous or disturbing to existing or future neighboring uses.
 4. Will represent a substantial improvement to property in the immediate vicinity and to the community as a whole.
 5. Will be served adequately by essential public services and facilities, such as highways, streets, drainage structures, police and fire protection, and refuse disposal, or persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.
 6. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
 7. Will not involve uses, activities, processes, materials, equipment, and conditions of operations that will be detrimental to any persons, property, or the general welfare by reason of excessive smoke, dust, fumes, glare, noise, vibration or odors.
 8. Will not have a detrimental impact on the environment, including but not limited to an impact on waterways, wetlands, woodlands, or other natural features.

Section A-72. Site plan review fees

The following fees shall be charged for the purpose of reviewing site plans in accordance with the requirements of chapter 110 of the Code of Ordinances, pertaining only to zoning:

- (1) Sites 0 – 20 acres \$2,500.00.
- (2) Sites more than 20 acres \$2,500.00 plus \$200.00 per additional acre.
- (3) Major redesign of any submitted site plan will be treated as a new submittal, with respect to fees charged.
- (4) Each additional subsequent review of the site plan will be charged one-half of the original fee.
- (5) Those site plans not requiring review by the Planning Commission or the Planning Consultant will require a base review fee of \$500.00.

Section A-73. Subdivision plan review fees

The following fees shall be charged for the purpose of reviewing subdivision plans by the city (including public hearing):

- (1) Subdivision / condominium plat \$2,500.00 plus \$30.00 per lot or unit.

Example:

Single parcel platted into 100 lots \$5,500.00.

- (2) Existing plat reconfigured into additional or fewer lots \$2,500.00 plus \$30.00 per lot.

Example:

Existing 100 lot condo reconfigured to 90 lots \$5,200.00.