City of Traverse City

PLANNING COMMISSION SITE PLAN REVIEW APPLICATION*

Planning Department, 400 Boardman, Traverse City MI 49684 (231) 922-4778 (231)922-4457 fax

NOTE: BEFORE SUBMITTING AN APPLICATION, AN APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT, THE TRAVERSE CITY CODE OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1364.04(a)

APPLICATION FEE:	$200.00	DATE:	_____
CHECK NO.	_____	HEARING DATE:	_____
RECEIPT NO.	_____	PARCEL NUMBER:	_____

Property address: _____

Legal description: _____

_____

_____

Description of request: _____

_____

_____

_____

THE COMPLETED APPLICATION AND FOURTEEN (14)* COPIES OF THE SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT A MINIMUM OF 21 DAYS PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, *SITE PLANS AND SITE DEVELOPMENT STANDARDS.*

Names of all property owners: _____

_____

_____

Applicant's name: _____

Address: _____

Phone: _____ Fax: _____

Signature of owner(s): _____

Signature of applicant (if different than owner): _____

Relationship of applicant to owner: _____

*For Planning Commission-approved special land use permits, planned unit developments or for land use permits for a use generating more than 500 motor vehicle trips per day.

SITE PLAN REQUIREMENTS CHECKLIST		
Yes	**No**	**Site plans are required to meet the following requirements**:
		Filing fee
		Sealed by a registered architect or engineer (except site plans to be referred to the Planning Commission for approval may defer this requirement until receiving Planning Commission approval.)
		Drawn to scale with a scale on the plan
		Rendered on a minimum sheet size of 24 inches by 36 inches
		Legal description
		Property lines and dimensions
		North arrow
		Date
		Vicinity map
		Property owner's and applicant's name and address
		Preparer's name and address
		Street names
		Existing street and alley widths
		Location and width of utility easements
		Size and location of existing and proposed utilities and building service lines
		The zoning classification of the site and surrounding properties and, where applicable, the zoning request
		Required setback lines, lot size, lot coverage (impervious surface) and any variance to be requested
		The size and location of existing buildings and improvements on and adjacent to the subject parcel
		The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials
		A land use tabulation summary provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities
		The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys

Source: Traverse City Code §1366.03

Yes	No	Site plans are required to meet the following requirements:
		The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls
		Natural features, such as unique topographic features, wetlands, 100-year flood plain elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development
		Any other information necessary to establish compliance with City ordinances.
		Landscaping - meets landscaping requirements of Chapter 1372
		Parking - meets parking requirements of Chapter 1374
The following additional information if requested by the Planning Director:		
		A report describing the soil types and the ability of soils to accommodate the proposed development.
		A tree location survey signed by an engineer, surveyor, landscape architect, showing all existing trees having a diameter at breast height of six inches or greater, the common and/or scientific names and the diameter at breast height of these trees, plus an indication of trees to be preserved, to be transplanted, or to be removed during site development. Closely grouped trees shall be designated by the predominate species represented, the number present and the diameter at breast height range of the group or clump.
		The existing and proposed topography at 2 foot intervals

Source: Traverse City Code §1366.03

CHECKLIST OF STANDARDS FOR GRANTING SITE PLAN APPROVAL		
Yes	**No**	The Planning Commission or Planning Director must consider the following standards for granting site plan approval. These items must be indicated on the site plan.
		Primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
		All roof-mounted equipment, including satellite dishes and other communication equipment, must be screened from recreation trails or from public sidewalks adjacent to the site by a parapet wall or similar architectural feature.
		Reasonable visual and sound mitigation for all dwelling units shall be provided. Fences, walks, barriers and landscaping shall be used appropriately for the protection and enhancement of property and for the privacy of its occupants.
		Every principal building or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.
		Every development shall have legal access to a public or private street.
		The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.
		A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.
		All parking areas shall be designed to facilitate safe and efficient vehicular and pedestrian circulation, minimize congestion at points of access and egress to intersecting roads, to encourage the appropriate use of alleys and minimize the negative visual impact of such parking areas.
		Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.
		All loading and unloading areas and outside storage areas, including areas for the storage of trash, which are visible from residential districts or public rights-of-way shall be screened by a vertical screen consisting of structural and/or plant materials not less than six feet in height.
		Exterior light sources shall be deflected downward and away from adjacent properties and rights-of-way and shall not violate night sky provisions of the Traverse City Code of Ordinances.
		Adequate utilities shall be provided to properly serve the development. All utilities shall be placed underground.
		Sites at which hazardous substances and potential pollutants are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.

Source: Traverse City Code §1366.04