



CITY OF SANDUSKY SITE PLAN REVIEW

In accordance with Article 12 of the City of Sandusky Zoning Ordinance, applicants seeking approval of building projects within the City must submit a site plan for review by the Planning Commission.

Requests for a site plan review by the Planning Commission must be received a minimum of two (2) weeks prior to the scheduled meeting date.

A completed original application along with fourteen (14) copies of the site plan and supporting documentation should be sent to:

City Clerk
Sandusky Municipal Building
26 W. Speaker Street
Sandusky, MI 48471

The following is a reprint of the information required for a site plan review. Items which do not apply must be so indicated.

To Be Completed by the Petitioner

1. **Date:** _____
2. **Parcel Location:** _____
3. **Property Description:** _____
(tax number and/or attached legal description)
4. **Property Dimensions:**

_____	_____	_____
Frontage	Depth	Acreage
5. **Zoning District:** _____
(Currently Zoned)
6. **Present Land Use:** _____
(How the land is currently developed)

7. **Proposed Land Use:** _____
8. **Required Site Plan Data:**
- a. **A scale of not less than 1" equals 50' if the subject property is less than three (3) acres and 1" equals 100' if three acres or more.**
 - b. **Date, North point, and scale.**
 - c. **The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.**
 - d. **Legal description of the parcel.**
 - e. **Existing and proposed topography with contours at two (2) foot intervals, (based on U.S.G.S. datum), extending a minimum of 100 feet beyond site boundaries.**
 - f. **An inventory of existing vegetation on the site and an indication of any alterations.**
 - g. **The location and nature of any streams, drains, swamps, marshes, and/or unstable soils.**
 - h. **An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins and fencing which are proposed. The applicant shall contact the municipality and municipal engineer to determine the adequacy of utility and storm water proposals, slope and sod erosion requirements to determine if any such requirements will adversely affect the site plan.**
 - i. **A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computations of parking needs.**
 - j. **A detailed planting plan and schedule of plant materials and sizes.**
 - k. **Cross section drawings of any walls, berms, etc.**
 - l. **The location width of all existing and proposed sidewalks on or bordering the subject site. Where the subject site borders a public right-of-way, a sidewalk five (5) feet in width shall be provided within the public right-of-way one foot from the subject site's property line. If a sidewalk in good condition exists within the public right-of-way, the above requirement may be waived by the Planning Commission.**

- m. **The location of all existing and proposed structures of the subject property and all existing structures within 100 feet of the subject property. The setbacks to all existing and proposed structures to be retained or constructed on the site shall be indicated; this includes buildings, signs, trash storage areas, walls, fences, berms, parking areas, etc. The height of all proposed structures shall also be indicated.**
- n. **The location of all existing and proposed drives and parking areas.**
- o. **The location and right-of-way widths of all abutting streets and alleys.**
- p. **The names, addresses, and telephone numbers of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan.**
- q. **The names, addresses, and telephone numbers of the developers.**
- r. **In addition to the above information, the applicant shall submit a supplementary explanation as to the specific type(s) of activities proposed.**
 - 1. **Estimated number of employees, resident shoppers, etc.**
 - 2. **Hours of operation**
 - 3. **Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc.**
 - 4. **Modifications to vegetative cover, drainage patterns, earth work, problem areas.**
 - 5. **Any ancillary improvements that the applicant proposes to remedy or prevent problems created by the development.**
 - 6. **Estimated cost of proposed landscaping berms, walls, acceleration-deceleration lanes, or bypass lanes or any other required site improvement not covered in the building.**
 - 7. **Permit cost estimates, shall be provided.**

**9. Exhibits Attached:
(Check all boxes that apply)**

- | | |
|--|---|
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Elevation Drawings | <input type="checkbox"/> Vicinity |

10. Legal Owner(s):

(Name)

(Address)

(Phone)

11. Applicant (if other than owner):

(Name)

(Address)

(Phone)

12. Owners Signature:

(signature of legal owner(s) required before processing)

To Be Completed by City Clerk

1. Fee Payment:

Date paid

Amount

2. Planning Commission Review of Applicant:

a. Hearing:

(Date and Time of Hearing)

b. Planning Commission Action:

Approval

Denial

Conditional Approval

***Condition(s) of Approval**
State conditions and attach
Reference sheet, if required

***Reason(s) for Denial**
State reason(s) and attach
Reference sheets, if required