



Case number: _____
Date filed: _____
Project name: _____

Site Plan Review & Special Land Use Application

There are two stages for the City of Inkster’s Site Plan Review process: Preliminary Review and Final Review. The Planning Commission oversees the Preliminary Site Plan Review process while the Planning Staff oversees the Final Site Plan Review. For more information about the process, see Chapter 155.286 of the Zoning Ordinance. Refer to Chapter 155.286, Article B, sections 1-4 to understand the different projects in which a site plan is or is not required.

Listed below is the Site Plan Review Application for both Preliminary and Final Reviews. In addition, listed below are two checklists that must be completed during each review stage. Submissions can be brought to the Planning Department and e-mailed to: planning@cityofinkster.com. The following items are needed for a Site Plan Review application to be considered complete:

1. A complete application;
2. A complete Preliminary Site Plan Review checklist;
3. One Site Plan Review application fee, see fee schedule; and
4. Preliminary Site Plan submission: Five paper 24”x 36” copies* and one single pdf copy of the Site Plan.
 *Six paper copies of Site Plan if project is located within Town Center District.
5. Final Site Plan submission: Three paper 24”x 36” copies and one single pdf copy.
6. All Site Plans must be folded, stamped, sealed and signed by Michigan licensed architect or engineer.

APPLICANT INFORMATION		
Name		
Address		
City	State	Zip
Phone	E-mail	

PROPERTY INFORMATION
Name of project
Address
List all parcel identification numbers included in development
Property owner (must include proof of ownership within application, e.g. copy of the property deed)
Current use
Proposed use

Current zoning		
Gross Floor Area		
Number of Employees on Largest Shift		
Acreage		
Legal description of property (may be attached)		
Special Land Use Required?	Yes	No

SIGNATURE

I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Inkster to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy.

Applicant Signature:	Date:
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Print Name:

Property Owner Signature:	Date:
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Print Name:

NOTARY SIGNATURE

Subscribed and sworn to before me this ____ day of _____, 20____.

X _____ Notary Public, Wayne County, Michigan	My Commission Expires:
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Preliminary Site Plan Review Checklist

This checklist **must** be completed by the site plan professional and submitted with the Site Plan Review Application. The site plan professional will be **required to initial all items within the checklist** as a verification that the Site Plan submission is complete. If an item is omitted from the Site Plan submission, then mark the reasoning in the Notes column. When applicable, the professional may use the Notes column to indicate the page number for site plan requirements.

The following information is categorized into different sections to help organize the Site Plan submission and allow for an efficient review. The City may require and request other reasonable and relevant information to assist in the review of the proposed development.

GENERAL SITE PLAN REVIEW REQUIREMENTS

Requirements	Applicant review	Notes	City review
Name, address, phone number of owner/lessee and professional who prepared the plans			
Proof of property ownership			
Seal of registered architect, landscape architect, land surveyor, or, civil engineer that prepared the plan			
Name and address of the proposed project			
Scale, north arrow, date of site plan preparation, and date of any revision. Each time the site plan is revised/resubmitted, the revision date must be clearly indicated on the plan			
<i>Include the following elements on the first page of the Site Plan submission:</i>			
Legal description of the site. The boundaries of the entire parcel shall be indicated in the site plan.			
Location map with north arrow showing the site in location to major streets, bodies of water, railroad lines, zoning and environmentally sensitive areas (e.g. wetlands) within a quarter mile			
Estimated number of full-time and part-time employees and hours of operation			

SITE PLAN DRAWING – Section 155.073 (B) and (C); 155.074; 155.075; 155.076 (B); 155.079

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

Requirements	Applicant review	Notes	City review
The site plan drawing should be at a scale of not less than one inch equals 30 feet			
<i>Criteria to show conditions adjacent to the proposed site:</i>			
Dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties			
Surrounding land uses and zoning of properties abutting the site			
Location of all existing structures within 100 feet of the subject property lines			
All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property			
Location and width of all abutting streets, rights-of-way, easements, and pavements			
<i>Criteria to show elements within the proposed site:</i>			
Location of all existing and proposed lot lines, lot dimensions, and property lines			
Location of all existing and proposed easements			

Location, height and dimensions of all existing and proposed structures, with its respective uses, number of stories, gross building area, setback lines, distances between structures			
Location and dimensions of existing and proposed sidewalks, drives, pedestrian and bicycle paths, roadways, parking areas and loading/unloading areas. Applicant may request that the loading zone size be reduced to 10' x 35'. Loading areas must be screened from public view.			
Types of surfacing, such as asphalt or concrete paving, turfing, sod, or stone to be used			
Location of existing vegetation on site			
Location, height and type of existing and proposed walls and fences including materials and color			
Location of screened trash storage area (e.g. dumpster) and method of screening			
Security plan, including security camera locations			
Note indicating any anticipated changes in terms of dust, odor, smoke, fumes, noise, light, etc.			
Note indicating ancillary improvements proposed to remedy or prevent problems created by the development			
Assessment of potential impacts from the use, storage, processing, or movement of hazardous materials or chemicals, if applicable			

ACCESS AND CIRCULATION PLAN – Section 155.077; 155.078

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

Requirements	Applicant review	Notes	City review
Schedule of parking needs in accordance with Section 155.077 (B) and Section 155.078 (A). Applicants may seek a waiver of parking requirements.			
Location and dimensions of standard and barrier free parking spaces, including signage.			
Dimensions, curve radii and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements			
Dimensions of acceleration, deceleration, passing and maneuvering lanes			
Dimensions of parking spaces, islands, circulation aisles and loading zones			
Proposed fire lanes and fire lane sign			
Proposed signs and pavement markings for traffic control			

LANDSCAPE PLAN – Section 155.073 (D); 155.080

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

Requirements	Applicant review	Notes	City review
Location of existing and proposed lawns and landscaped areas			
Location of existing and proposed shrubs, trees, and other live plant material. One street tree shall be planted per every 35 linear feet of right-of-way. One ornamental tree shall be planted for every 75 linear feet of right-of-way.			
Planting list: include caliper size, height, method of installation, botanical and common name, and quantity			
Landscape maintenance schedule			

ELEVATION DRAWINGS – Section 155.061; 155.072 (F) and (G); 155.251

Below is a table of general site plan standards, however, consult the above zoning code sections for more detail.

Requirements	Applicant review	Notes	City review
Elevations (front, sides and rear views) of all sides of the building(s), including window and door openings			
Height and setbacks of existing and proposed structures as defined in Section 155.061			
Types of facing materials and colors to be used on structures, this includes accessory structures and all buildings. Exterior colors shall be subtle, neutral colors and at least 30% of the ground floor street façade shall be constructed with windows or other transparent material.			
Show the address location on the building and size of numbers			
Show proposed sign location for all buildings and uses on site, including character, size, letters, symbols, and method of illumination lighting. Note that a sign application is a separate planning process from the Site Plan Review and will need to be completed to install signage.			

FLOOR PLAN

Requirements	Applicant review	Notes	City review
A floor plan drawing showing the specific use areas of all existing and proposed building on-site and total floor area			

LIGHTING PLAN – Section 155.076

Requirements	Applicant review	Notes	City review
Location and height of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations			
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles)			
Fixture specifications including total lumen output, type of lamp and method of shielding			

UTILITIES AND DRAINAGE PLAN

Requirements	Applicant review	Notes	City review
Location and size of existing and proposed storm sewers			
Location and size of existing and proposed sanitary sewers			
Location of existing and proposed building leads for water and sewer			
Location of existing and proposed water mains, well sites, water meters, water service and fire hydrants			
Location and dimensions of existing and proposed utility and drainage easements			
Location of existing and proposed gas, electric and telephone lines, above and below ground			
Location of all roof drains			
Location of transformers and utility boxes			
Show a typical pavement cross section for all proposed paving that includes the approximate thickness of pavement, type of pavement (e.g. concrete, hot mix asphalt)			
Storm water management facilities are required for all developments that increase the imperviousness of the existing			

<p>site. All storm water management facilities shall be designed to the Wayne County Storm Water Management Standards and reviewed and approved by the Wayne County Permits Office. If imperviousness of the site is increased:</p> <ul style="list-style-type: none"> • Indicate general location and concept of storm water detention. Detailed detention calculations are not required until final site plan approval. • Provide the approximate location of the detention inlet pipeline, outlet pipeline and proposed connection to the existing public storm sewer system 			
<p>Note indicating that “The proper water, storm sewer, and sanitary sewer connections, as applicable, shall be confirmed by the Department of Public Services prior to issuance of any construction or occupancy permits for the proposed new development.”</p>			

Final Site Plan Review Checklist

This checklist **must** be completed by the site plan professional. The site plan professional will be **required to initial all items within the checklist** as a verification that the Site Plan submission is complete. If an item is omitted from the Site Plan submission, then mark the reasoning in the Notes column. The Final Site Plan submission needs to follow the same General Site Plan submission and scale requirements listed in the Preliminary Site Plan Review Checklist. The City may require and request other reasonable and relevant information to assist in the review of the proposed development.

WATER MAIN

Requirements	Applicant review	Notes	City review
Finish grade elevations for all proposed water main structures			
Size, type and class of pipe			
Piping three inches and larger in diameter shall be Ductile Iron Class 54 pipe and or Polyvinyl Chloride (PVC) pipe as directed by the Director of the Department of Public Services			
Bedding shall be MDOT Class II sand			
Compacted sand backfill is required for water main trench located under or within three feet of pavement; other backfill material, used where applicable, must be free of large limps of clay, debris and rock			
Provide a dimension plan for all water main structures. All structures, mains, and service leads shall be referenced from two known points			
City of Inkster Standard Details for water shall be made part of the plans by being attached			
If the water main will be dedicated to the City (Public) then the minimum size is eight inches			
An easement is required for existing or proposed public water mains not located in the public right-of-way. The easement description shall be included with the plans. Prior to the issuance of a C of O, the easement shall be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office			

WATER LEAD

Requirements	Applicant review	Notes	City review
Domestic service pipe must be type "K" copper pipe			
The length and size of the service lead			
Minimum service size shall be one inch for industrial/commercial projects; ¾ in for residential			
All connections shall be the flared type			

SANITARY SEWER MAINS

Requirements	Applicant review	Notes	City review
Demonstrate type, size, length and slope of each run of sewer main pipe			
City of Inkster Standard Details for sanitary sewer shall be attached to the plans and a note incorporating them by reference			
The Ten State Standards for design shall be met			
Sanitary sewer manholes shall be numbered consecutively			

An easement is required for existing or proposed public sanitary sewer mains not located in the public right-of-way. The easement description shall be included with the plans. Prior to the issuance of a C of O, the easement shall be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office			
The rim and invert elevation for each sanitary sewer structure and pipeline			
Compacted MDOT Class II sand backfill is required for sanitary sewer trench located under or within three feet of pavement; other backfill material, used where applicable, must be free of large lumps of clay, debris and rock			

SANITARY SEWER LEADS

Requirements	Applicant review	Notes	City review
Leads shall be six-inch diameter pipe with a minimum slope of one percent			
Three quarter inch crushed stone shall be used for sanitary lead bedding			
Stainless steel tapping saddle shall be used			
Cleanouts shall be used near the building			

STORM SEWER

Requirements	Applicant review	Notes	City review
Size, length, type of pipe, type of joint, and slope shall be indicated for each run of storm sewer			
The recommended type of storm sewer pipe is C76 Class IV, concrete pipe with premium joints, 12 in diameter minimum. Other type of pipe may be considered, but premium joints must be provided			
The rim and invert elevations for each storm water structure and pipeline			
The storm sewer structures shall be numbered consecutively. All structures shall be located by dimensions to two known points and/or property lines			
Sand backfill shall be provided for storm trench located under or within three feet of paved areas			
Per City of Inkster's Municipal Separate System Storm Sewers (MS4) permit, on-site storm water detention is a requirement of all new development plans that increase the imperviousness of the site. Detention must be designed to Wayne County Storm Water Management Standards, reviewed and approved by the Wayne County Construction Permit Office. A permit from the Wayne County Permit Office must be obtained prior to the start of the construction. The applicant's professional should contact the Wayne County Construction Permit Office if they are unfamiliar with the standards.			

<p>The calculated area of imperviousness (pavement and structures), and the total area of pervious (grass, gravel area, planted/landscaped, wooded, non-paved) for the existing and proposed conditions of the site. Include the following completed table on the plans:</p>						
<p>LAND USE SUMMARY</p>						
CHARACTERISTICS	EXISTING CONDITIONS	PROPOSED CONDITIONS	CHANGE			
Total Development Area (acres)						
Total Impervious Area (acres)						
Total Impervious Area (acres)						
<p>Storm water detention details shall be provided on the plans, unless the developer has been exempted from on-site detention by Wayne County Construction Permit Office</p>						
<p>All drawings, details, and calculations, as required by the Wayne County Construction Permit Office</p>						
<p>Detention outlet pipes from the detention basin six-inches in diameter and smaller shall be sleeved by an eight-inch diameter or larger pipeline</p>						
<p>Location and details of on-site storm sewer system connection to the City's storm system</p>						
<p>An easement is required for existing or proposed public storm sewer mains not located in the public right-of-way. The easement description shall be included with the plans. Prior to the issuance of a C of O, the easement shall be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office</p>						

GRADING

Requirements	Applicant review	Notes	City review
Include a minimum of two permanent benchmarks on or adjacent to the site			
A sufficient number of existing and proposed elevations shall be provided throughout the site and on abutting parcels to determine existing and proposed slopes and drainage patterns. Flow arrows shall be shown on the plans to indicate the direction of overland drainage			
Grades across pavement areas shall be between one and three percent, and all drainage shall enter into the storm water system. Across grassy swales, drainage grades shall be a minimum of 0.5 percent			
The plans shall show that the proposed site drainage will not adversely affect abutting parcels. Site drainage shall not flow to abutting parcels or impede existing drainage from abutting parcels			
Note indicating "The Developer is responsible for resolving all drainage problems on adjacent property which are a result of the Developer's activities."			

PAVING

Requirements	Applicant review	Notes	City review
Show location of impervious pavement and state the annual maintenance schedule			
A concrete sidewalk five feet in width shall be provided across the frontage of the site, within the public right-of-way. The new sidewalk shall be four inches thick except at driveway crossing, where it shall be a minimum of six inches in thickness			
Note indicating "Existing flags of sidewalk across the site's frontage that are damaged now, or that become damaged during construction, shall be removed and replaced, as directed by City staff. Such work shall be done prior to issuance of a final occupancy permit for the new development."			
Specific parking layout with the location and size of parking spaces and parking isles, showing all pavement markings per Michigan Department of Transportation (MDOT) standards			

GENERAL

Requirements	Applicant review	Notes	City review
Any work done in City of Inkster right-of-way requires an Excavation Permit from the Inkster Department of Public Services			
Wayne County Permits Department approval and a permit for any work within toad rights-of-way for any roads under jurisdiction of Wayne County is required. The following roads in Inkster are under the jurisdiction of the County: Inkster, Middlebelt, and Cherry Hill west of Inkster Road			
Any work done in the Michigan Avenue right-of-way requires Michigan Department of Transportation approval and permit			
In areas that may contain wetlands, the applicant shall document that no regulated wetlands exist on the site and/or that the site development will not impact and regulated wetlands. If any wetlands exist on or immediately adjacent to the site, Michigan Department of Environment, Great Lakes and Energy (EGLE) clearance will be required			
For developments that may discharge materials other than typical domestic waste, or that may discharge potentially hazardous waste, a detailed floor plan showing all drain locations, and secondary containment systems to prevent accidental discharges to them, should be provided as part of the site plan package			