



CITY OF FLAT ROCK
DEPARTMENT OF BUILDING & SAFETY

25500 Gibraltar Road, Flat Rock, MI 48134
Telephone (734)782-0445 Fax (734)783-0304
www.flatrockmi.org

APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Applications for site plan review by the Planning Commission must be submitted to the City for conceptual review. The application must be accompanied by four (4) individual, folded copies of the site plan, plus the required review fee. After completion of the conceptual review sixteen (16) individual folded copies of the site plan, must be submitted to the City fifteen (15) day prior to the Planning Commission meeting. Regular meetings of the Planning Commission are held on the fourth Monday of each month at 7:30 p.m. at the Flat Rock City Hall, 25500 Gibraltar Road, Flat Rock, Michigan. Phone number (734) 782-0445.

TO BE COMPLETED BY THR CITY

Date Submitted: _____ Action Taken: _____ Approved: _____

Received By: _____ Approved Subject to Conditions: YES NO

Fees:	Planner:	\$ _____	Denied:	_____
	Engineer:	\$ _____		
	City:	\$ _____	Date of Action:	_____
	Total Deposit:	\$ _____		

ADDITIONAL FEES MAY BE REQUIRED

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned, do hereby respectfully request site plan review, and provide the following information to assist in the review:

Name of Applicant: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____ Fax: _____

Property Owner (if different from applicant): _____

Address: _____ City: _____



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State: _____ Zip: _____

Phone: _____ Fax: _____

Relationship of Applicant to Owner: _____

Location of Property: Street Address: _____

Nearest Cross Streets: _____

Property Description: _____

If part of a recorded plat, provide lot numbers and subdivision name,
If not part of a recorded plat (i.e. "acreage parcel"), provide metes and bounds
description, Attach separate sheets if necessary.

Proposed Use: _____

Building Data:

Size: _____ Square Feet of Floor Area: _____

Height: _____ Fee : _____ Stories: _____

If a Residential Development:

Total Dwelling Units: _____ Number of Units by Bedroom Type: _____

If Commercial or Office Development:

Total Leasable Units: _____



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Name of Architect or Engineer who Prepared Plans: _____

Address: _____ Phone: _____

ATTACH THE FOLLOWING:

1. Sixteen (16) individually folded copies of the site plan, sealed by a registered architect, engineer, landscape architect or community planner,
2. Proof of property ownership.
3. Proof that the plans have been submitted for review to appropriate County, State and Federal agencies,



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THE APPLICANT OR A DESIGNATED REPRESENTATIVE MUST BE PRESENT TO ALL SCHEDULED REVIEW MEETINGS OR THE SITE PLAN PROPOSAL WILL BE TABLED DUE TO LACK OF REPRESENTATION.

NOTICE TO APPLICANT:

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval,

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge, I acknowledge that the Planning Commission will not review my plan unless all information required in this application, the Site Plan review checklist, and the Zoning Ordinance have been submitted. I further acknowledge that the City and it's employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

Signature of Applicant,



CITY OF FLAT ROCK PLANNING COMMISSION SITE PLAN REVIEW GUIDELINES

Purpose of Site Plan Review

The purpose of site plan review is to determine if proposals for development are in compliance with the Zoning Ordinance and other applicable ordinances and laws. Standards in the Zoning Ordinance are intended to promote the orderly development of the City and preserve the social and economic stability of the City's neighborhoods, commercial and industrial districts, and other areas.

Basis for Site Plan Review

Article 21,00 of the Zoning Ordinance requires site plan review for proposals to: erect, move, relocate, convert or structurally alter a building; change or add a use to an existing building; expand or decrease off-street parking; or, fill, excavate, or grade land. Site plan review is not required for single family residential uses.

Qualified Site Plan Review Applicants

Any property owner or the owner's designated agent may submit an application for site plan review, provided the property is correctly zoned for the intended use.

Review Fees

Review fees must be paid at the time the site plan is submitted. The review fees defray the cost of having the plan reviewed by department heads, the City Planner, and the City Engineer. The Planning Commission will not review a site plan until the initial review fees are paid.

Site Plan Review Process

Procedures have been established to guide the Planning Commission and the applicant through the site plan review process. These procedures place certain responsibilities upon the applicant. Compliance with all of the procedural requirements, as well as the Zoning Ordinance standards, will minimize delays and assure expeditious review of the plan.

A step-by-step description of the review procedures follows:

Step I: Submission Requirements, The applicant is required to submit the following materials:

1. A completed and signed copy of the Application for Site Plan Review,
2. Sixteen individually folded copies of the site plan,
3. Proof that the plan has been submitted for review to affected County, State, and Federal agencies, including but not limited to the County Office of Public Services, County Drain Commission, County Health Department, and Michigan Department of Transportation.



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4. The required review fee.

These materials must be submitted to the Department of Building and Safety at least fifteen (15) days prior to the Planning Commission meeting at which the review is requested. The Planning Commission meets on the fourth Monday of each month at 7:30 p.m. at the Flat Rock City Hall.

Step 2: Distribution of Plans. Upon submission of all required application materials, the site plans and application will be placed on the Planning Commission agenda for review. The site plans and application will be distributed to the Planning Commission, Fire Department, Police Department, Department of Building and Safety, Department of Public Services, City Engineer, and City Planner for review and comment.

Step 3: Reports from Consultants and Department Heads. The consultants and department heads shall review the plans to determine compliance with the Zoning Ordinance, and shall submit written reports and recommendations to the Planning Commission.

Step 4: Initial Consideration by the Planning Commission. At the first regular meeting at which a site plan proposal is considered, the Planning Commission has the option of accepting it for study at a subsequent meeting, or commencing study of the proposal at the first meeting.

Step 5: Public Hearing. Site plans involving a conditional use may require a public hearing in accordance with Article 27.00 of the Zoning Ordinance. After payment of appropriate fees, the Planning Commission will set the date of the public hearing at the first regular meeting at which the site plan proposal is considered. Notification of the public hearing will be mailed to all property owners within 300 feet of the subject site.

Step 6: Request for Revisions. Upon review of the site plan proposal, the Planning Commission may request the applicant to complete certain revisions prior to formal action being taken. The applicant will be given the opportunity to revise the plan and submit sixteen folded copies for further review by the consultants, department heads, and Planning Commission.

Step 9: Final Action. The Planning Commission is authorized to take the following action on a plan, subject to guidelines in the Zoning Ordinance: approval, approval with conditions, or denial. If a plan is approved subject to conditions, the applicant shall submit a revised plan with a revision date, indicating compliance with the conditions.

Step 10: Distribution of Final Plan. After the Planning Commission has taken action on a site plan and all steps have been completed, the Building Official shall mark two copies of the application and plans *APPROVED* or *DENIED*, as appropriate, with the date that action was taken. One marked copy shall be returned to the applicant and the other copy shall be kept on file in the Department of Building and Safety.



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CITY OF FLAT ROCK PLANNING COMMISSION CHECKLIST FOR SITE PLAN APPROVAL

Site plans submitted for review by the Flat Rock Planning Commission must contain all of the information listed below before the site plan can be approved. This checklist is provided as a benefit to the applicant; review of the Zoning Ordinance is recommended to insure compliance with all standards and regulations. A building permit will be issued only after site plan approval has been obtained, site engineering has been approved by the City Engineer, and final construction plans have been reviewed and approved by the Building Official.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch= 30 feet for property less than 5 acres, or 1 inch= 50 feet for property 5 acres or more in size. Sheet size shall be at least 24 inches by 36 inches. Sixteen individual folded copies must be submitted. The following information should be included on all site plans, if applicable:

A. GENERAL DESCRIPTIVE AND IDENTIFICATION DATA

- () Applicant's name, address, telephone number.
- () Title block indicating the name of the development.
- () Scale.
- () Northpoint.
- () Dates of submission and revisions (month, day, year).
- () Location map drawn to a scale with northpoint.
- () Legal and common description of property.
- () The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
- () Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
- () Written description of proposed land use.
- () Zoning classification of petitioner's parcel and all abutting parcels.
- () Proximity to section corner and major thoroughfares.
- () Notation of any variances which have been or must be secured.



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- () Net acreage (minus right-of-way) and total acreage, to the nearest 1/10 acre.

B. SITE DATA

- () Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.
- () Front, side and rear setback dimensions.
- () Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.
- () Proposed site plan features, including buildings, roadway widths and names, and parking areas.
- () Dimensions and centerlines of existing and proposed roads and road rights-of-way.
- () Acceleration, deceleration, and passing lanes, where required.
- () Proposed location of access drives and on-site driveways.
- () Typical cross-section of roads and driveways.
- () Location of existing drainage courses, floodplains, lakes and streams, with elevations.
- () Location of existing and proposed interior sidewalks and sidewalks in the right-of-way.
- () Exterior lighting locations and method of shielding lights from shining off the site.
- () Trash receptacle location(s) and method of screening, if applicable.
- () Transformer pad location and method of screening, if applicable.
- () Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
- () Information needed to calculate required parking in accordance with zoning ordinance standards.
- () The location of lawns and landscaped areas, including required landscaped greenbelts.
- () Landscape plan, including location, types of shrubs, trees, and other live plant material.



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- () Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot off the ground, before and after proposed development.
- () Cross-section of proposed berms.
- () Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
- () Designation of fire lanes.
- () Loading/unloading area.
- () The location of any outdoor storage of material(s) and the manner in which it shall be screened.

C. BUILDING AND STRUCTURE DETAILS

- () Location, height, and outside dimensions of all proposed buildings or structures.
- () Indication of number of stories and number of commercial or office units contained in the building.
- () Typical building floor plans.
- () Total floor area.
- () Location, size, height, and lighting of all proposed signs.
- () Proposed fences and walls, including typical cross-section and height above the ground on both sides.
- () Building facade elevations drawn to a scale of one (1) inch equals four (4) feet, or to another scale approved by the Director of Building and Safety and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any other outdoor or roof-located mechanical equipment, such as air conditioning units, heating units and transformers.

D. INFORMATION CONCERNING UTILITIES, DRAINAGE, AND RELATED ISSUES

- () Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; storm sewers and drainage facilities including the



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location of retention/detention facilities; and, the location of gas, electric, and telephone lines.

- () Indication of site grading, and drainage patterns.
- () Types of soils and location of floodplains and wetlands, if applicable.
- () Soil erosion and sedimentation control measures.
- () Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.
- () Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.

E. INFORMATION APPLICABLE TO MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENT

- () The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).
- () Density calculations by type of residential unit (dwelling units per acre).
- () Lot coverage calculations.
- () Floor plans of typical buildings with square feet of floor area.
- () Garage and carport locations and details, if proposed.
- () Pedestrian circulation system.
- () Location and names of roads and internal drives.
- () Community building location, dimensions, floor plans, and facade elevations, if applicable.
- () Swimming pool fencing detail, including height and type of fence, if applicable.
- () Location and size of recreation and open space areas.
- () Proposed recreation facilities.
- () Colored rendering of typical building.



F. INFORMATION APPLICABLE TO MOBILE HOME PARKS

- () Location and number of pads for mobile homes.
- () Distance between mobile homes.
- () Proposed placement of mobile home on each lot.
- () Average and range of size of mobile home lots.
- () Density calculations (dwelling units per acre).
- () Lot coverage circulation.
- () Garage and carport locations and details, if proposed.
- () Pedestrian circulation system.
- () Location and names of roads and internal drives.
- () Community building location, dimensions, floor plans, and facade elevations, if applicable.
- () Swimming pool fencing detail, including height and type of fence, if applicable.
- () Location and size of recreation open areas.
- () Indications of type of recreation facilities proposed for recreation area.

G. INFORMATION APPLICABLE TO COMMERCIAL AND INDUSTRIAL DEVELOPMENT

- () Type of commercial or industrial use being proposed.
- () Indication of the estimated number of employees.
- () Colored rendering of the building.

H. NON-APPLICABLE ITEMS

If any of the items listed are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable, and the reason(s) why each listed item is not considered applicable.

I. OTHER REQUIRED DATA

Other data may be required if deemed necessary by administrative officials or the Planning Commission to determine compliance with the



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provisions in this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand on public facilities and services.

NOTICE

In accordance with the City of Flat Rock Zoning Ordinance, Article 2, Section 2.15 - Safety Provisions, Subsection B.I - Fire Protection - Fire Protection Systems:

A rapid entry key control system shall be installed in every new structure in the C-1, C-2, C-3, HR, O, RE, M-1, M-2, M-3, PR and PUD Districts other than single family residential structures.

Specific requirements for this system shall be detailed by the Fire Chief.