

SITE PLAN REVIEW CHECKLIST

If a checklist item is not applicable to the subject project, please indicate as so.

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| _____ | 1. <u>Scale and North Arrow.</u> The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20'), and not less than one inch (1") equals fifty feet (50') and of such accuracy that the Planning Commission can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed. |
| _____ | 2. <u>Legal Description.</u> Legal identification of the property (i.e., plat and lot number or other legal description). |
| _____ | 3. <u>Owner.</u> Name and address of property owner, developer, and designer. |
| _____ | 4. <u>Vicinity Map.</u> Vicinity map showing the location of the site in relation to the surrounding street system. |
| _____ | 5. <u>Property Lines.</u> Property lines with dimensions and area of parcel/lot. |
| _____ | 6. <u>Adjacent Rights-of-Way.</u> Adjacent rights-of-way including the location of existing drives on the frontage opposite the site to be developed (if corner, both sides). Other public and private rights-of-way or easements. All rights-of-way and easements are required to be dimensioned. |
| _____ | 7. <u>Adjacent parcels/lots.</u> Indicate adjacent parcels including their zoning and existing use. |
| _____ | 8. <u>Topography – Drainage.</u> Existing and proposed topography including grades at all property corners, building corners and street center line, and arrows indicating proposed direction of drainage. Onsite storm water retention should be indicated per Construction Specifications. |
| _____ | 9. <u>Natural Features.</u> Location of natural features such as woodlots, marshlands, streams, rivers, lakes, drains and similar features. |
| _____ | 10. <u>Buildings.</u> Existing and proposed buildings, structures, and/or additions, indicating dimensions, area (square footage), height and construction type.

<i>Building elevations (including building materials and height dimensions) and building floor plan (dimensioned) sheets are required to be included in site plan sets.</i> |
| _____ | 11. <u>Building Setbacks & Minimum Building Spacing.</u> Building setbacks of front, side and rear yards and distances between buildings on site. |

- _____ 12. Proposed Drive Location. Proposed drive location, width and approach type that meets the requirements of the City of Leslie Construction Specifications. Include all pertinent dimensions.
- _____ 13. Parking & Loading. Location (*including required parking lot setbacks*), size, and number of parking spaces, loading and stacking spaces, including calculations. Barrier free parking requirements must be met. All service lanes identified and dimensioned.
- _____ 14. Landscaping. Indicate and provided calculations for greenbelts, buffer zones, parking lots, detention/retention ponds, berms, etc. Required foundation plantings, walls, and fencing need to be indicated.
- _____ 15. Waste Receptacles & Enclosures & Other Mechanical Equipment. Location and method of screening.
- _____ 16. Sidewalks & Paths. Identify all existing and proposed/required sidewalks and paths.
- _____ 17. Lighting. Identify all existing and proposed freestanding, building-mounted and canopy light fixtures on the site plan and building elevations.

A photometric plan indicating the overall light intensity throughout the site (in foot-candles) is required to be included in site plan sets.

- _____ 18. Utilities. Identification of existing and proposed utilities:
- _____ a. Utility poles, underground gas, electric and telephone lines.
- _____ b. Water lines, including location and sizes of existing and proposed water mains, fire hydrants and other structures, and service line(s). Indicate private well location if City water is not available.
- _____ c. Sanitary sewer, lines including location and sizes of existing and proposed sewer mains, sewer structures, and service lead(s). Indicate septic tank location if sewer is not available.
- _____ d. Storm sewer, including location and sizes of existing and proposed storm pipes, structures, detention/retention area(s), or other provision for on-site drainage.
- _____ 19. Signs. Existing and proposed sign locations - advertising and directional signs on the site for informational purposes.

A separate sign permitting review and approval through the City of Leslie Zoning Administrator is required prior to the installation of any new signage.

20. Other Requirements, as necessary.

- _____ a. County Road Department approval (for property adjacent to County roads). Ingham County Road Department, 301 Bush Street, P.O. Box 38, Mason, MI 48854-0038.
- _____ b. County Health Department approval (wells and septic tanks). Ingham County Health Department, 5303 S. Ceder Street, Lansing, MI 48911.
- _____ c. Michigan Department of Environment, Great Lakes, and Energy Water Resources Division approval (for development of floodway or development in wetlands, land adjacent to streams and lakes, etc.) Michigan Department of Environment, Great Lakes, and Energy, 525 W. Allegan (Constitution Hall, 1S) P.O. Box 30242, Lansing, MI 48909-7742.
- _____ d. County Drain Commission approval (for development along County drains). Ingham County Drain Commission, 707 Buhl Avenue, P.O. Box 220, Mason, MI 48854.