

Berlin Charter Township Planning Commission
Preliminary Site Plan Review Application _____
Final Site Plan Review Application _____

Applicant Information:

Name: _____ Address: _____

Telephone: _____

Fax: _____

Property Owner Information (if different from Applicant)

Name: _____ Address: _____

Telephone: _____

Fax: _____

Engineer/Architect Information:

Name: _____ Address: _____

Telephone: _____

Fax: _____

Legal Council:

Name: _____ Address: _____

Telephone: _____

Site Information:

Address: _____ Parcel Number: _____

Proposed Use: _____

Application Fee:

Amount Paid: _____ Date Paid: _____

Intent: Berlin Charter Township recommends that the applicant check off each item below as it is completed. This will assist in avoiding missing a required submittal item that could require resubmittal. The provisions below are intended to only be an outline of the requirements of the Ordinance. The application is not intended to be comprehensive. The appropriate sections of the Ordinance should be reviewed when developing the required information.

- Planning Commission Schedule Provided to Applicant
- Site Plan Submitted.** Twelve (12) copies of the Site Plan must be submitted. The following information must be included on the Site Plan. A Site Plan which is not complete will not be accepted for review by the Township.
- Conditional Use.** Check the *Conditional Use Supplement to the Site Plan Review Application* to see whether the proposed use is a conditional use. If so, be sure to read the appropriate Ordinance subsection for any conditions that may apply.
- Legal description of the property under consideration.
- A map indicating the gross land area of the development, the present zoning classification thereof and the zoning classification and land use of the area surrounding the proposed development.
- A fully dimensioned map of the land showing topographic information at a contour interval of two feet (2') or less.
- A vicinity map showing the location of the area in relation to surrounding properties, streets, freeways, schools, school sites and other significant features of the community where appropriate.
- A site development plan with at least the following details shown to scale and dimensional.
- The date, north arrow, and scale. The scale shall be not less than one inch (1") equals twenty feet (20'), for property under three (3) acres and at least one inch (1") equals one hundred feet (100') for those three (3) acres or more.
- Statistical data, including number of dwelling units, size of dwelling units, if any, and total gross acreage involved.
- The location and height of all existing and proposed structures on and within one hundred feet (100') of the subject property's boundary.

- All lot and/ or property lines are to be shown and dimensioned, including building setback lines on corner lots.
- The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas and recreation areas.
- Vehicular traffic and pedestrian circulation features within and contiguous of the site.
- The location of all proposed landscaping, fences or walls should include any topographic alterations or changes in natural terrain.
- Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems.
- The location and pavement width and right-of-way width of all abutting roads, streets, alleys or The location and size of all existing and proposed surface and subsurface water Drainage facilities.
- The plan shall show areas of marsh, swamp, and floodplains together with any other feature that is of significance to the use and to the site.
- The location of all free-standing signs.
- The location of any outdoor storage materials and the manner in which they shall be screened or covered.
- The names and addresses of the architect and/ or engineer responsible for the preparation of the site plans.
- Other Agency Approvals.** Prior to site plan approval by the Planning Commission, the Applicant/Property Owner shall have secured approval from all applicable government agencies and departments, as applicable, including bur not limited to:
- Monroe County Road Commission approval.
- Monroe County Drain Commission approval.
- Monroe County Health Department/ Michigan Department of Public Health approval.

I, Applicant/Property Owner, have reviewed §18-316 *Site Plan Review* of the Berlin Charter Township Zoning Ordinance, and have submitted all documents, data and other information as required, and further depose that this Application and accompanying documents, data and other information are true and accurate, and further grant permission to Berlin Charter Township to enter the above-described property for the purposes of gathering information related to this application.

Signature of Applicant/Property Owner

Date