

Berlin Charter Township

8000 Swan View • Newport, MI 48166 • (734) 586-2187 • Fax (734) 586-8900



Sketch Plan Review Application _____

Applicant Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Property Owner Information (if different from Applicant):

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Engineer/Architect Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Legal Council:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Site Information:

Address: _____

Parcel Number: _____

Proposed Use: _____

Application Fee:

Amount Paid: _____ Date Paid: _____

(4) Requirements for a sketch plan. A "sketch plan" submittal shall include at least the following:

- a) Application form and review fee.
- b) Name address, and telephone number of the applicant and the person(s) responsible for preparing the plot plan.
- c) North arrow.
- d) Legal description of the property.
- e) The "sketch plan" shall be drawn at an engineer's scale (one {1} inch = ten {10} feet, zero {0} inches). Any building expansion over five hundred (500) square feet within a five-year period involving public safety issues, as determined by the zoning administrator shall require a professional seal of an architect, landscape architect, or engineer.
- f) Property lines and dimensions.
- g) Existing and proposed buildings and structures with dimensions, setbacks and details or elevations where appropriate.
- h) Existing and proposed parking including number of spaces provided and required according to section 18 – 307. If changes are made to the parking area, a detail of pavement, storm water runoff calculations and description of detention methods shall be provided.
- i) Details on any new driveways or changes to existing driveways (radii, throat width, slope, boulevard design, etc.)
- j) Location of existing signs and details on any proposed changes or new signs.
- k) General illustrations of existing landscaping; location, size and species of any new landscaping.
- l) Layout of any proposed changes to utilities.
- m) Description of any proposed changes to drainage.
- n) Floor plan of any new building area or building elevations, if applicable.
- o) Any other items requested by township staff or the planning commission.