

City of Dearborn, Planning Division
Dearborn Administrative Center
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Application for Special Use and/or Site Plan Review

TO THE PLANNING COMMISSION OF THE CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN:

I (We) the undersigned, do hereby make the application to the Planning Commission of the City of Dearborn for special use and/or site plan review for the property herein described and in support of this application the facts below are shown.

- _____ **REFER TO SUBMISSION DETAILS.**
- _____ **PROOF OF OWNERSHIP REQUIRED (The only accepted documents are: deeds, property transfer affidavits, title commitments, land contracts, or building leases).**
- _____ **2 SETS OF 24"x36" SITE PLANS AND 1 DIGITAL SET ARE REQUIRED and must satisfy the requirements as set forth in Zoning Ordinance 32.02(D).**
- _____ **EVIDENCE THAT THE PLAN HAS BEEN SUBMITTED TO THE AFFECTED COUNTY, STATE, AND FEDERAL AGENCIES.**
- _____ **PROOF ALL TAXES AND MUNICIPAL BILLS (WATER, SEWER, ETC.) ARE PAID.**
- _____ **PROOF ALL FEES ARE PAID. (NO REFUNDS)**

PLEASE NOTE: All Site Plans and subdivision plats must be stapled and folded to page size (approximately 9" x 12") in order to be accepted for processing. Multiple sheets must be stapled in order of the sheet numbering and folded to page size (9" x 12"). In addition, 1 digital copy of plans must be submitted. The Property Owner hereby authorizes City of Dearborn staff and Planning Commission members to enter upon the property for fact-finding purposes.

APPROVAL OF SPECIAL USE IS REQUIRED BEFORE SITE PLAN APPROVAL

APPLICANT INFORMATION:

Name: _____ Address: _____
City/State: _____ Zip Code: _____
e-Mail: _____ Phone: _____

CURRENT PROPERTY OWNER:

Name: _____ Address: _____
City/State: _____ Zip Code: _____
e-Mail: _____ Phone: _____

PROJECT OWNER (if other than the Current Property Owner):

Name: _____ Address: _____
City/State: _____ Zip Code: _____
e-Mail: _____ Phone: _____

SITE CHARACTERISTICS:

Subject Property Address: _____
Sidwell #: _____ Zoning District: _____
General Location of Site: _____
Proposed Use of Property: _____ Proposed Number of Employees: _____
Square Footage of Site: _____ Bldg. Sq. Footage/Number of Units: _____
Days/hours of operation: _____

THE INFORMATION CONTAINED HEREIN IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Applicant Signature: _____ Date: _____
Current Property Owner Signature*: _____ Date: _____
Project Owner Signature: _____ Date: _____

(Office use only)
CASE NO.: _____ DATE: _____ RECEIVED BY: _____

**Notarized signature required if different from Project Owner*

Submission Details

Descriptive and identification data. Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one (1) inch = twenty (20) feet for property less than one (1) acre, one (1) inch = thirty (30) feet for property larger than one (1) acre but less than three (3) acres, and one (1) inch = fifty (50) feet for property larger than three (3) acres. Sheet size shall be at least twenty-four (24) inches by thirty-six (36) inches. The following descriptive and identification information shall be included on all site plans:

- (a) Applicant's name and address, and telephone number.
- (b) Title block indicating the name of the development.
- (c) Scale.
- (d) North point.
- (e) Dates of submission and revisions (month, day, year).
- (f) General location map drawn to scale with north point.
- (g) Legal and common description of property, including parcel identification (Sidwell) number(s).
- (h) 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 the total land holdings.
- (i) A schedule for completing the project, including the phasing or timing of all proposed development, if applicable.
- (j) Identification and seal of an architect, engineer, land surveyor, licensed community planner or the landscape architect who prepared the plan.
- (k) Written description of proposed land use.
- (l) Zoning classification of applicant's parcel and all abutting parcels.
- (m) Proximity to driveways serving adjacent parcels.
- (n) Proximity to major thoroughfare(s).
- (o) Notation of any variances that have or must be secured.
- (p) Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth (1/10) acre.
- (q) Any additional information required by the Site Plan Review Manual adopted by the planning commission.

Site data.

- (a) Existing lot lines, building lines, structures, parking areas, and other improvements on the site and on parcels within 100 feet of the site.
- (b) Front, side, and rear setback dimensioned from minimum location(s).
- (c) Topography on the site and within one hundred (100) feet of the site at two (2) foot contour intervals, referenced to a lake survey datum benchmark.
- (d) Proposed site plan features, including buildings, roadway widths and names, and parking areas.
- (e) Dimensions and centerline of existing and proposed roads and road rights-of-way.
- (f) Acceleration, deceleration, and passing lanes, where required.
- (g) Proposed location of driveway entrances and on-site driveways with dimensioned minimum and maximum widths.
- (h) Typical cross-section of proposed roads and driveways, if applicable.
- (i) Location of existing drainage courses and drains, open or enclosed and with elevations and/or inverts.
- (j) Location of existing or proposed underground improvements such as storage tanks, culverts, and water gates.
- (k) Location of sidewalks within the site and within the right-of-way.

- (l) Exterior lighting locations and method of shielding.
- (m) Trash receptacle locations and method of screening, if applicable.
- (n) Transformer pad location(s) and method of screening, if applicable.
- (o) Parking spaces, including delineated handicap spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
- (p) Information needed to calculate required parking in accordance with Zoning Ordinance standards.
- (q) The location of lawns and landscaped areas, including required landscaped greenbelts. The percentage of the site used for open space.
- (r) Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material. A maintenance plan for landscaping shall be stated on the plan.
- (s) Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot above grade, before and after proposed development.
- (t) Cross-section of proposed berms.
- (u) Location, description, and County Registrar of Deeds filing identification of all easements for public right-of-way, utilities, access, shared access, and drainage.
- (v) Designation of fire lanes.
- (w) Delineation of dedicated loading/unloading area.
- (x) The location of any outdoor storage of materials and the manner by which it will be screened.
- (y) Any additional information required by the Site Plan Review Manual adopted by the planning commission.

Building and structure details.

- (a) Location, height, and outside dimensions of all proposed buildings or structures.
- (b) Indication of the number of stores and number of commercial or office units contained in the building.
- (c) Building floor plans.
- (d) Total floor area.
- (e) Proposed usable floor area.
- (f) Location, size, height, and lighting information of all proposed signs.
- (g) Proposed fences and walls, including typical cross-section and height above the ground on both sides.
- (h) Architectural elevations of building facades and walls, drawn to a scale of one-quarter ($\frac{1}{4}$) inch equals one (1) foot, or another scale approved by the planning director and adequate to determine compliance with the requirements of these regulations. Elevations of proposed buildings shall indicate type of building materials, roof design, dimensions of projections and architectural features, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers and related screening. The planning director may permit photographs in lieu of evaluations for existing buildings where minor or no change to the facade is proposed.
- (i) Any additional information required by the Site Plan Review Manual adopted by the planning commission.

Information concerning utilities, drainage, and related issues.

- (a) Schematic layout of existing and proposed sanitary sewers connections; water mains, and water service leads; hydrants locations that service the site; and, the location and size or capacity of gas, electric, and telephone lines supply lines and buildings leads.
- (b) Location and size or capacity of exterior drains, catch basins, retention/detention areas,

culverts and other facilities designed to collect store, or transport storm or waste water. The point of discharge for all drains and pipes must be specified on the site plan. Compliance with City discharge standards must be noted.

- (c) Indication of site grading, drainage patterns, and proposed contours.
- (d) Soil erosion and sedimentation control measures.
- (e) Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.
- (f) Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons per month.
- (g) Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
- (h) Location of underground storage tanks.
- (i) Delineation of areas on the site that are known or suspected to be contaminated, together with a report on the status of site cleanup.
- (j) Any additional information required by the Site Plan Review Manual adopted by the planning commission.

Information concerning residential development.

- (a) The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
- (b) Density calculations by type of residential unit (dwelling units per acre).
- (c) Lot coverage calculations.
- (d) Floor plans of typical buildings with square feet of floor area.
- (e) Garage and carport locations and details, if proposed.
- (f) Details of the pedestrian circulation system.
- (g) Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan must indicate whether proposed roads are intended to be private or dedicated to the public.
- (h) Community building location, dimensions, floor plans, and architectural elevations, if applicable.
- (i) Swimming pool fencing detail, including height and type of fence, if applicable.
- (j) Location and size of recreation open areas.
- (k) Indication of type of recreation facilities proposed for recreation area.
- (l) Any additional information required by the Site Plan Review Manual adopted by the planning commission.

Additional information.

- (a) **Information related to condominium development.** The following information shall be provided with all site plans that include a development involving condominium ownership.
 - (1) Condominium documents, including the proposed master deed, condominium by-laws, restrictive covenants, and easements or examples thereof illustrating the intent of the developer for such documents to apply to the proposed development.
 - (2) Condominium subdivision plan requirements, as specified in Section 66 of Public Act 59 of 1978, as amended, and Rule 401 of the Condominium, Rules promulgated by the Michigan Department of Commerce, Corporation and Securities Bureau.
- (b) **Items not applicable.** If any of the items listed are not applicable to a particular site, the following must be provided on the site plan:
 - (1) A statement of each item considered not applicable.
 - (2) The reason(s) why each listed item is not considered applicable.

- (c) **Other data that may be required.** Any additional information required by the Site Plan Review Manual adopted by the planning commission must be supplied. Other data may be required if deemed necessary by the planning commission, or planning director to determine compliance with provisions in these regulations. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.