



Commercial Site Plan/Preliminary Review Application

City of Dearborn

Commercial Services and Permits
 16901 Michigan, Suite 6
 Dearborn, MI 48126

(313) 943-4151 or tpaision@ci.dearborn.mi.us

The purpose of this application is to provide you with site plan/preliminary review of your proposed project in order to help guide you through the development process. This will ensure a smooth transition to the permitting process. In order to complete your review quickly and avoid the need for additional submittals and reviews it is imperative that you complete your application and provide the proper required documentation (see checklist) in your initial submittals. Although not required, the City encourages developers to seek input from neighboring residents and businesses at the onset of the development process.

Project Information:

Site Address:		Dearborn, MI	Zip:	
Parcel/Tax ID:				
Site Information:	<input type="checkbox"/> Vacant Lot	<input type="checkbox"/> Existing Building (to demo)	<input type="checkbox"/> Existing Building (to renovate)	
Type of Proposed Work:	<input type="checkbox"/> New building	<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Renovation <input type="checkbox"/> Interior Renovation (check both if applicable)	
Site Size:				
Description of Project:				

Licensed Architect (plans may be accepted from other licensed design professionals depending on the scope/nature of the project – contact the Zoning Administrator for pre-authorization of alternatives)

Name:		License #:	
Company Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	

Project Owner Information: (If other than current property owner)

Name/Contact:			
Company Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	

Current Property Owner Information:

Name/Contact:			
Company Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	

Commercial Site Plan/Preliminary Review Application Instructions/Checklist

Please submit ***one scale copy of sealed drawings and a digital copy of all documents*** to Tom Paison, Assistant Department Head, Economic & Community Development, 16901 Michigan, Ste 6, Dearborn Administrative Center (email digital copies to tpaison@ci.dearborn.mi.us). He will distribute your documents to all other necessary departments. Their comments will be returned to you by email with any further instructions within 10-15 business days. You will only be scheduled for an in person meeting if it is deemed necessary to advance the project.

Please include all of the following items:

Completed Application

Licensed Survey of the property or properties involved in the project

Project Narrative (a written description of the project, including the nature of the business you are opening, any significant operational characteristics, and the extent and nature of the proposed construction)

Site Plans - to include the following items:

Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow

All existing and proposed site features listed **below** (on the site & within 60 feet)

Property lines/boundaries

Buildings and all other structures (including fences, gates & trash receptacle location/screening)

Pavement (roads, walks, parking layout, loading, driveways, curb cuts, etc.)

Schematic utilities/engineering plan (existing/proposed easements and connections for water, sanitary, storm, drainage, gas, electric, etc.)

All fire hydrant, fire lane, FDC and Knox Box locations

Schematic landscape plan

Site lighting plan (ex./prop. Fixtures-type/location/height) and photometric study (if new/modified fixtures are proposed)

Floor Plans - to include the following items:

Applicable code: Michigan Building Code or Michigan Rehabilitation Code for Existing Buildings

Occupancy Classification: (MBC Ch.3)

Construction Type: (MBC Ch. 6)

Building Height & Area (allowable/proposed): (MBC Table 503)

Occupant load calculations: (MBC Table 1004.1.1)

Number of exits (required/proposed): (MBC Table 1005.1)

Travel distance to exits (required/proposed): (MBC Sec. 1016)

Plumbing fixtures (required/proposed): (MPC Table 403.1)

Furnishings layout (required/proposed)

Rated floor/ceiling/wall assemblies (required/proposed):

• Exterior Walls: (MBC Table 601 & 602)

• Occupancy separation: (MBC Table 508.4)

Fire Protection System Plan (per attached FPS plan review application)