CITY OF BERKLEY
COMMUNITY DEVELOPMENT
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Applications for Site Plan review by the Planning Commission must be submitted to the City of Berkley Community Development Department in ***substantially complete form*** at least 30 days prior to the Planning Commission's meeting at which the application will be considered. The application must be accompanied by the data specified in the Zoning Ordinance, Section 15.03, plus the required review fees.

The Planning Commission generally meets the fourth Tuesday of the month at 7:00pm in the Council Chambers at the City of Berkley City Hall, 3338 Coolidge Hwy, Berkley, MI 48072. Refer to the City Calendar at www.berkleymi.gov for specific meeting dates.

TO BE COMPLETED BY APPLICANT:

I (We), the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Project Name: _____

Applicant: _____

Mailing Address: _____

Telephone: _____

Email: _____

Property Owner(s), if different from Applicant: _____

Mailing Address: _____

Telephone: _____

Email: _____

Applicant's Legal Interest in Property: _____

LOCATION OF PROPERTY:

Street Address: _____

Sidwell Number(s): _____

Present Use of Property:

_____

Proposed Use of Property:

_____

PROJECT DESCRIPTION:

_____

_____

Does the proposed project / use of property require Special Land Use approval? ☐ Yes ☐ No

Does the proposed project require Variance(s) from the Zoning Board of Appeals? ☐ Yes ☐ No

If yes, please describe Variances required:

_____

PLEASE COMPLETE THE FOLLOWING CHART:

Type of Development	Number of Units	Gross Floor Area	Number of Parking Spaces On Site	Number of Employees on Largest Shift
Multiple Family				
Mixed Use				
Commercial/ Non-Residential				

PROFESSIONALS WHO PREPARED PLANS:

A. Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Design Responsibility (engineer, surveyor, architect, etc.): _____

B. Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Design Responsibility: _____

SUBMIT THE FOLLOWING FOR PRELIMINARY SITE PLAN REVIEW: (Sketch, Pre-Application Meeting and Administrative review may not require all of the below).

1. A PDF electronic copy of a complete set of plans, sealed by a registered architect, engineer, or surveyor.
2. Proof of property ownership (title insurance policy or registered deed with County stamp).
3. Review comments or approval received from County, State or Federal agencies that have jurisdiction over the project, including, but not limited to:

☐ Road Commission for Oakland County
☐ MI Dept. of Transportation
☐ Oakland County Health Division
☐ MI Dept. of Environment, Great Lakes & Energy

PLEASE NOTE: The applicant, or a designated representative, is **encouraged** to be at all scheduled meetings, or the Site Plan may be postponed due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Site Plan Application or to revoke any permits granted subsequent to the site plan approval.

APPLICANT'S ENDORSEMENT: ***(Initial each line)***

_____ All information contained therein is true and accurate to the best of my knowledge.

_____ I acknowledge that the Planning Commission will not review my application unless all information in this application and the Zoning Ordinance has been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing or approval of this site plan application.

_____ I hereby acknowledge that if engineering or other reviews are required, additional fees must be submitted. Should the review fees be greater than the required minimum, sufficient additional charges will be imposed to satisfy the additional review fees. All fee obligations must be satisfied prior to final approval.

If an application is withdrawn more than three (3) weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than three (3) weeks prior to the meeting, no refund will be given.

_____

Signature of Applicant Date

_____

Applicant Name (Print)

_____

Signature of Applicant Date

_____

Applicant Name (Print)

_____

Signature of Property Owner Authorizing this Application Date

_____

Property Owner Name (Print)

OFFICE USE ONLY

Received _____ Receipt # _____ Meeting Date _____ Case # _____

Sketch Plan___ Administrative Plan Review ___ Pre-Application Meeting ___ Preliminary Site Plan_____

Fees:
Site Plan Review $600 **Plus Escrow**: Multi-family $660 Commercial $1,100

Administrative: $300 Extension $200

Engineering: Multi-family Full Site Escrow $3,000 Commercial Full Site Escrow $2,800
Multi-family Partial Site Escrow $2,500 Commercial Partial Site Escrow $2,300

SECTION 15.06 DATA REQUIRED FOR PRELIMINARY AND FINAL SITE PLANS

Plan Data	Preliminary Site Plan	Final Site Plan
A. Application Form		
Name, address, email address, and telephone number of the applicant and parcel owner	X	X
Address and common description of the parcel and complete legal description and Parcel #	X	X
Dimensions of land and total acreage	X	X
Zoning on the site and all adjacent properties	X	X
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	X
Name and address of firm or design team who prepared the site plan	X	X
Proof of parcel ownership	X	X
B. Site Plan - General		
One electronic copy and the number of hard copies specified by the Community Development Department.	X	X
Engineering scale 1" = 10-ft, 20-ft, or 30-ft [Overall plan, if necessary, at 1" = 50-ft or 100-ft]	X	X
North arrow, date, and revision date(s)	X	X
Sealed by a Registered engineer, architect, or planner	X	X
C. Site and Zoning Data		
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site	X	X
Proposed lot lines, lot dimensions, parcel lines, setback dimensions, structures, and other improvements to the site and within 100 feet of the site	X	X
All existing and proposed easements, including type	X	X
Zoning district of site and all adjacent properties	X	X

Plan Data	Preliminary Site Plan	Final Site Plan
Land use of site and all adjacent properties	X	X
Narrative describing the proposed project and land use	X	X
Gross and net lot area in acres and square feet, net lot area excluding all existing street rights-of-way as well as that in proposed rights-of-way, required access easements and portions covered by wetlands, bodies of water, and 90% of the area of all existing drainage easements	X	X
Ground floor and total floor area to be constructed	X	X
Lot coverage (ground floor area divided by net lot area)	X	
Impervious surface (total impervious area and percentage of impervious area to total net lot area)		X
Floor area ratio (total floor area divided by net lot area)	X	X
Number and type of dwelling units and density for residential properties	X	X
Building height, in feet and number of floors	X	X
Required yards	X	X
D. Existing Features		
Location, sizes, types, and condition of existing trees 6 inches DBH, heritage trees	X	X
Topography on the site and within 100 feet of the site a 1-foot contour intervals, referenced to a USGS benchmark	X	X
Existing utilities (location, size, and invert elevations of sewer, manholes, location of hydrants, gate valves, and water main)	X	X
Location of any existing drainage courses, floodplains, lakes and streams, and wetlands with elevations	X	X
Wetlands delineated both in the field and on the plan. The existing area must be shown for each wetland. All impacted areas and mitigation areas must be shown with calculations provided.	X	X
Soils information, location, and extent of soils that are unbuildable in their natural state because of organic content	X	X

Plan Data	Preliminary Site Plan	Final Site Plan
or water table level, based on the Oakland County Soil Survey or equivalent information		
Groundwater information on the site, with supporting evidence, including but not limited to site-specific soils information	X	X
E. Access and circulation		
Dimensions, curve radii, and center lines of existing and proposed access points, streets, and street rights-of-way or access easements		X
Driveways and intersections within 250 feet of the site	X	X
Location of proposed streets, driveways, parking lots, sidewalks, and nonmotorized pathways	X	X
Cross-Section details of proposed streets, driveways, parking lots, sidewalks, and nonmotorized paths illustrating materials and thickness		X
Dimensions of acceleration, deceleration, and passing lanes		X
Calculations for required number of parking and loading spaces, location, and layout	X	X
Dimensions of parking spaces, islands, circulation aisles, and loading zones	X	X
Fire protection plan	X	X
Traffic regulatory signs and pavement markings		X
F. Information Concerning Utilities, Drainage, and Related Issues		
Proposed layout of utilities (water main, sanitary, and storm sewer)	X	X
Proposed location of the FDC, if necessary	X	X
Proposed sizes, lengths, invert elevations, and material types of utilities Proposed diameters of structures, rim elevations, casting types, and materials. Profiles of public water main and sanitary sewer. Profiles of storm sewer		X
Site grading and drainage patterns	X	X

Plan Data	Preliminary Site Plan	Final Site Plan
Stormwater narrative and intent	X	X
Existing/proposed percentages of impervious surface	X	X
Stormwater treatment and retention/detention calculations. Retention/detention calculations to meet the requirements of the authority having jurisdiction over the proposed storm water outlet (i.e. Oakland County or Michigan Department of Transportation)	X	X
Location and method of stormwater treatment and retention/detention	X	X
Retention/detention basins: indicate side slopes, design depths, contours, volume, and outlet design. Underground detention: indicate footprint, pipe / vault sizing, volume, material, and manufacturer (if applicable) If infiltration is proposed, Applicant to provide soil boring/infiltration tests meeting the requirements of Oakland County For Preliminary Site Plan: Estimated infiltration rates based on the online USGS website is acceptable	X	X
Proposed location(s) of franchise utility lines (underground/above-ground)		X
Soil Erosion and Sedimentation Control Plan		X
Proposed layout of utilities (water main, sanitary, and storm sewer)	X	X
G. Landscape Plans		
Landscaping Plan. Refer to the landscaping requirements in Article 12, Landscaping	X	X
Existing live plant material to remain	X	X
Planting list for proposed landscape materials, with caliper size or height of material, root ball type, method of installation (planting/staking details), botanical and common names, spacing, and quantity	X	X
Irrigation system plan for landscape areas, if applicable		X

Plan Data	Preliminary Site Plan	Final Site Plan
Sections, elevations, plans, and details of landscape elements, such as berms and rain gardens	X	X
Proposed means of protecting existing plant material during construction		X
Landscape maintenance schedule		X
H. Building, Structure, and Miscellaneous Site Information		
Building floor plans and total floor area	X	X
Building facade elevations for all sides, drawn at an appropriate scale (indicating height, windows percentage, etc.)	X	X
Description of exterior building materials and colors (samples may be required)	X	X
Location, size, height, and lighting of all proposed site and wall signs	X	X
Details on accessory structures and any screening	X	X
Location of exterior lighting (site and building lighting)	X	X
Lighting details, including size, height, type of lamp, method of shielding, type of lens, color temperature, and depiction of lighting pattern for all site and building lighting	X	X
Lighting photometric grid overlaid on proposed site plan showing light intensity (in footcandles) on site and 10 feet beyond parcel lines	X	X
Location of any outdoor sales or display area	X	X
Assessments of potential impacts from the use, processing, or movement of hazardous materials or chemicals that will be used on-site, if applicable	X	X
I. Additional Information Required for Multiple-Family Residential Development		
The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)	X	X
Density calculations by type of residential unit (dwelling units per acre)	X	X
Garage locations and details, if proposed	X	X

Plan Data	Preliminary Site Plan	Final Site Plan
Mailbox clusters, if applicable	X	X
Location, dimensions, floor plans, and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable	X	X
Swimming pool fencing detail, including height and type of fence, if applicable	X	X
Location and size of recreation and open space areas	X	X
Indication of type of recreation facilities proposed for recreation area	X	X
J. Additional Study (as required by the Community Developer Director)		
Traffic study	X	X
Environmental assessment		X
Noise study	X	X
Additional study as required by the Community Development Director	X	X