

| | |
|-----------------------------------------------------------------------------------------|-------------------------|
| City of Hamtramck, Michigan <i>Community & Economic Development Department</i> | SITE PLAN REVIEW |
| 3401 Evaline Avenue, Hamtramck, Michigan 48212 Phone: 313-870-0355 Fax: 313-876-7771 | PROCESS |

Escrow Account

Commercial \$1500.00
Residential \$500.00

*All monies to be collected at time of application. Used for the purpose of the Planning consultant contracted by the City. Monies not used will be returned to the applicant. If necessary, additional deposits will be required to be made to the escrow account due to unforeseen fees.

In all zoning districts, no building or structure shall be demolished or razed, except for dangerous or condemned buildings, erected, converted to another use, or structurally altered until the Plan Commission has reviewed and approved a site plan for such use.

Purpose of Site Plan Review

The purpose of site plan review is to provide flexibility in the placement and interrelationship of the buildings and uses within each building's subject site to plan approval, and to provide for the implementation of design concepts while at the same time maintaining the overall intensity of land use, density of population, amounts of light, air, access and landscaped open space. Article XII provides a detailed description of the process.

Site Plan Review Process

- Step 1. Application Process: Complete site plan review application requirements.
- Step 2. Preliminary Site Plan Review: Submit completed application at least fifteen (15) days prior to next regularly scheduled Plan Commission meeting.
- Step 3. Plan Commission makes decision within sixty-five (65) days.
- Step 4. Final Site Plan Review: Applicant submits required information at least fifteen (15) days prior to the next regularly scheduled Plan Commission meeting.
- Step 5. Plan Commission shall set a public hearing.
- Step 6. Plan Commission shall make a decision within sixty (60) days of receiving recommendations from departments and agencies.
- Step 7. Plan Commission considers all documentation and issues a recommendation to City Council within sixty (60) days.

Step 8. City Council decides to approve, approve with conditions or deny the Site Plan within thirty (30) days.

The applicant or their representative shall attend all meetings at which the development is scheduled for discussion or action.

Final Site Plan Approval expires and is considered revoked one (1) year after the date of approval.

| | |
|-----------------------------------------------------------------------------------------|-------------------------|
| City of Hamtramck, Michigan <i>Community & Economic Development Department</i> | SITE PLAN REVIEW |
| 3401 Evaline Avenue, Hamtramck, Michigan 48212 Phone: 313-870-0355 Fax: 313-876-7771 | CHECKLIST |

| I. General Information | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|------------|
| | Provided | Not Provided | N/A |
| 1. Applicant's Contact Information | | | |
| 2. Property Owner's Contact Information/Signature | | | |
| 3. Preparer's Contact Information | | | |
| 4. Name of Proposed Development | | | |
| 5. Common Description of Property/Legal Description(s) | | | |
| 6. Land Acreage/Frontage Dimensions | | | |
| 7. Existing Zoning/Zoning of Adjacent Properties | | | |
| 8. Description of the Proposed Use | | | |
| 9. Location Map showing site location, major roads, railroads | | | |
| 10. Scale of Drawing/ North Arrow | | | |
| 11. Drawing Date/Most Recent Revision Date | | | |
| 12. Seal of Registered/Licensed Preparer | | | |
| II. Property/ Development Information | | | |
| | Provided | Not Provided | N/A |
| 1. Property ID, dimensions of all property lines, showing the relationship of the subject property to abutting properties. | | | |
| 2. Location of all existing/proposed structures, uses, number of stories, gross building area, setbacks and distances between structures. | | | |
| 3. Location of all existing structures within 100' of the subject property lines. | | | |

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|------------|
| 4. Existing/proposed aisles, drives, pedestrian paths, roadways, parking areas and number of parking spaces. | | | |
| 5. Existing/proposed roadways, drives, parking areas and pedestrian paths within 100' of the subject property | | | |
| 6. Location/height of walls, fences and screen planting, including a Landscape Plan, and the method to be accomplished/ maintained. | | | |
| 7. Location/width of all abutting streets, right-of-ways, easements and pavements. | | | |
| 8. Types of surfacing to be used. | | | |
| 9. Types of facing materials to be used on structures. | | | |
| 10. Elevations of all sides of the building(s). | | | |
| | | | |
| | Provided | Not Provided | N/A |
| 11. Floor plan showing specific use areas of all existing/proposed buildings on-site. | | | |
| 12. Principal and accessory buildings. | | | |
| 13. Designation of units by type of buildings. | | | |
| 14. Interior walks and pedestrian or bicycle paths within right-of-way | | | |
| 15. Exterior lighting locations, type of fixtures and shielding methods | | | |
| 16. Trash receptacle and transformer locations and methods of screening. | | | |
| 17. Drive or street approaches including acceleration, deceleration, and passing lanes, where appropriate. | | | |
| 18. Utilities located on or serving the site, including sizes of water and sewer lines. | | | |
| 19. Loading and unloading areas. | | | |
| 20. Designation of fire lanes. | | | |
| 21. Estimated number of full/part-time employees. | | | |
| 22. Address location and building size and number. | | | |
| 23. Location/type/horsepower/fuel/dimensions/noise/vibration/emission levels and other necessary data of any large equipment or machinery to be installed as part of the development. | | | |
| 24. General location/types of proposed signs for buildings/uses on-site. | | | |
| 25. Other relevant information. | | | |
| III. Final Site Plan Information Required | | | |
| 1. Site engineer plans prepared/sealed by a Registered Civil Engineer. | | | |
| 2. Proposed grading/drainage plan showing finished floor elevations, finished grades of structures, proposed storm collection system, storm outlet(s), ultimate downstream outlets and detention/retention basin design calculations. | | | |
| 3. Utilities located on/serving the site, including sizes of water/sewer lines, proposed hydrants, proposed meter size, proposed fire | | | |

| | | | |
|--------------------------------------------------------------------------------------------------------------|--|--|--|
| suppression line(s) to building, proposed sanitary leads and disposal systems. | | | |
| 4. Proposed fire lanes and fire lane signs. | | | |
| 5. Proposed signs and specifications for traffic control. | | | |
| 6. Measures to be taken to protect existing on-site trees not proposed for removal. | | | |
| 7. Landscaping Plan showing species, spacing and size of each tree, plant material and ground cover. | | | |
| 8. Proposed signs for all buildings/ uses on-site, including character, size, letters, symbols and lighting. | | | |

Hamtramck Fees

| | | |
|-----|--------------------------------------------------|------|
| CED | Plan Commission | |
| CED | Site Plan Approval | 500 |
| CED | Lot Split/Combine Application | 250 |
| CED | Special Land Use | 500 |
| CED | Zoning Board of Appeals | |
| CED | Dimensional Variance Request (Resident) | 250 |
| CED | Dimensional Variance Request (Business) | 500 |
| CED | Use Variance Request (Resident) | 250 |
| CED | Use Variance Request (Business) | 500 |
| CED | Code Official/Interpretation Appeal | 2500 |
| CED | Sidewalk Café Permit | 100 |
| CED | Brownfield Application | 500 |
| CED | Urban Garden/Adopt a lot | 20 |
| CED | Brownfield Site Assessment Nomination | 100 |
| CED | Industrial Facilities Tax Abatement | 500 |
| CED | Film Permit Application | 200 |
| CED | Feature Film/Television/Video (Per Day) | 100 |
| CED | On Street Base Camp (Per Day) | 50 |
| CED | Equipment (Barricades, signage, etc.) (Per Day) | 100 |
| CED | Parking Space/Lot Rental | |
| CED | Shopper's World (75 Spaces) (Per Day) | 300 |
| CED | McDougall (30 Spaces) (Per Day) | 120 |
| CED | Florian (10 Spaces) (Per Day) | 40 |
| CED | Poland (10 Spaces) (Per Day) | 40 |
| CED | Evaline (2 Lots 10 Spaces) (Per Day) | 40 |
| CED | On-Street Parking (Per Space) (Per Day) | 15 |
| CED | Extended Hours (8PM – 7AM) (Per Day) | 100 |
| CED | Staff Wages (Police Officer with Car) (Per Hour) | 75 |
| CED | Staff Wages (Public Works) (Per Hour) | 50 |