



Combined Site Plan Review Checklist

OVERVIEW

The city of Hamtramck's zoning ordinance allows for a combined site plan review (155.167-155.168; Article XII Section 3) in place of a two-tiered site plan review process. If applying for a combined site plan, all elements of the preliminary site plan and final site plan must be included in the combined site plan review. This checklist does not replace the zoning ordinance. Please refer to Article XII of the zoning ordinance for Site Plan Review Requirements and Procedures.

In addition to this checklist, the applicant must also submit a complete Planning and Zoning application. This application, along with the Zoning Ordinance, can be found on the city's Community and Economic Development website.

The following information shall be included on all combined site plans:

- a. Name of development and title block;
- b. Location map at a scale of one inch equals 2,000 feet, showing section number(s), site location, major roads, and railroads;
- c. A scale of not less than one inch equals 50 feet if the subject property is less than three acres, and one inch equals 100 feet if there are three acres or more;
- d. Date, north point, and scale (graphic and written);
- e. Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;
- f. Location of all existing and proposed structures, uses, number of stories, gross building area, setback lines, distances between structures, and location of loading areas on the subject property;
- g. Location of all existing structures within 100 feet of the subject property lines;
- h. All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas, and number of parking spaces on the subject property lines;
- i. All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property;
- j. Location and height of all walls, fences, and screen planting, including a plan for landscaping of the development and the method by which landscaping is to be accomplished and maintained. Landscaping plan shall show species, spacing, and size of each tree and plant material and ground cover;
- k. Location and width of all abutting streets, rights-of-way, easements, and pavements;
- l. Types of surfacing, such as asphalt or concrete paving, turfing, sod, or stone to be used;
- m. Types of facing materials to be used on structures;
- n. Elevations (front, sides and rear views) of all sides of the building(s);
- o. A floor plan drawing showing the specific use areas of all existing and proposed building on-site;
- p. Seal of registered architect, landscape architect, land surveyor, or, civil engineer that prepared the plan. In cases of minor structural alterations where professional services are not required, additions of 300 square feet or less, or for changes in the use of existing buildings, the Building Code Official may waive this requirement; density calculations (for multiple family projects);
- q. Principal and accessory buildings;

- r. Designation of units by type of buildings;
- s. Interior walks and pedestrian or bicycle paths within the right-of-way;
- t. Exterior lighting locations, type of fixtures, and methods of shielding them from projecting onto adjoining properties;
- u. Trash receptacle and transformer locations and method of screening;
- v. Drive or street approaches including acceleration, deceleration, and passing lanes where appropriate;
- w. All utilities located on or serving the site, including sizes of water and sewer lines;
- x. Loading and unloading areas;
- y. Estimated number of full-time and part-time employees;
- z. Address location an building and size of numbers;
- aa. Where large equipment or machinery is to be installed as part of the development, the location, type, horse-power, fuel, dimensions, noise, vibration, and emission levels and other data of all such equipment or machinery;
- bb. Site engineer plans prepared by a registered civil engineer. Such plans shall be submitted to the Building Code Official for review and recommendation prior to Common Council consideration of final site plan approval. Plans shall include the following:
 - 1. A proposed grading and drainage plan. The plan shall show proposed finished floor elevations, finished grades at structures, proposed storm collection system (including bioswales or other green infrastructure such as rain gardens, permeable pavement, and green roofs), storm outlet(s), ultimate downstream outlets and, when required retention/detention basin design calculations. Any areas of filled or reclaimed land shall be identified and all development shall detain stormwater so that the runoff from the property does not negatively impact upon adjacent properties or public and private rights-of-way;
 - 2. All utilities located on or serving the site, including sizes of water and sewer lines, proposed hydrants, proposed meter size, and proposed fire suppression line into building. Proposed sanitary leads, disposal systems shall also be shown, as applicable;
 - 3. Proposed streets and drives showing type of surfacing, whether public or private, and grade elevations.
- cc. Proposed fire lanes and fire lane signs;
- dd. Proposed signs and specifications for control of traffic;
- ee. Measures to be taken to protect existing on-site trees not proposed for removal as part of the development;
- ff. Proposed signs for all buildings and uses on site, including character, size, letters, symbols, and lighting; and
- gg. Such other reasonable and relevant information as may be required by the city to assist in the review of the proposed development.