

**Charter Township of Ypsilanti**

**Office of Community Standards**

7200 S. Huron Drive, Ypsilanti, MI 48197

Phone: (734) 485-3943

Website: <https://ytown.org>

**PRE-APPLICATION  
MEETING APPLICATION**

08-15-19

**I. PROJECT LOCATION**

Address: \_\_\_\_\_ Parcel ID #: K-11- \_\_\_\_\_ Zoning \_\_\_\_\_

Name of Project/Proposed Development: \_\_\_\_\_

Property Dimensions: \_\_\_\_\_ Acreage: \_\_\_\_\_

Legal description of property (or attach to application): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. APPLICANT/PROPERTY OWNER/SITE PLAN PREPARER INFORMATION**

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner (if different than applicant):** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer/Architect:** Firm: \_\_\_\_\_ Individual: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**III. APPLICATION TYPE**

- Administrative Site Plan Review
- Sketch Site Plan Review
- Full Site Plan Review

**Describe proposed project including buildings/structures/number of units:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. FEES**

Total: \$ \_\_\_\_\_

Breakdown of fee:

Non-refundable:

\$ 700.00

**V. APPLICANT SIGNATURE**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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**OFFICE USE ONLY**

The following items need to be submitted to the Office of Community Standards (OCS) Staff at least ten (10) days prior to the proposed Pre-Application meeting date, generally on Thursday mornings.

Pre-Application Proposed Plans:	
<input type="checkbox"/> \$700 Fee	
<input type="checkbox"/> Seven (7) copies (11"x17") of the proposed plan	
<input type="checkbox"/> One (1) PDF digital copy of the proposed plan	
Application Form: The application form shall contain the following information:	
<input type="checkbox"/> Name and address of the applicant and property owner	<input type="checkbox"/> Proof of property ownership
<input type="checkbox"/> Dimensions of land and total acreage	<input type="checkbox"/> Zoning on the site and all adjacent properties
<input type="checkbox"/> Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	<input type="checkbox"/> Name and address of firm or individual who prepared site plan
Site Plan Descriptive and Identification Data:	
<input type="checkbox"/> Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale	
<input type="checkbox"/> Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile	
<input type="checkbox"/> Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)	
<input type="checkbox"/> Scale and north-point	
<input type="checkbox"/> Zoning classification of petitioner's parcel and all abutting parcels	
Net acreage (minus rights-of-way) and total acreage	
Site Analysis:	
<input type="checkbox"/> An aerial photograph of the entire development area with all environmental features labeled on the photo in a "bubbled" fashion to include woodlands, wetlands, groundwater recharge areas, drains, creeks, surface water, severe changes in topography, erodible soils, and floodplains.	
Site Plan:	
<input type="checkbox"/> Proposed lot lines, lot dimensions, property lines and setback dimensions	
<input type="checkbox"/> Structures, and other improvements	
Access and Circulation:	
<input type="checkbox"/> Opposing driveways and intersections within 250 feet of site	
Landscape Plans:	
<input type="checkbox"/> The location of existing and proposed lawns and landscaped areas	