

Charter Township of Ypsilanti

Office of Community Standards

7200 S. Huron Drive, Ypsilanti, MI 48197

Phone: (734) 485-3943

Website: <https://ytown.org>

**SITE PLAN REVIEW
APPLICATION**

I. APPLICATION/DEVELOPMENT TYPE

Development:

- Subdivision
- Multi-family/Condominium
- Site Condominium
- Planned Development
- Non-residential

Application:

- Administrative Site Plan Review
- Sketch Site Plan Review
- Full Site Plan Review
- Revisions to approved plan
- Tentative Preliminary Plat
- Final Preliminary Plat
- Final Plat Process
- Stage I (for Planned Development)
- Stage II (for Planned Development)

II. PROJECT LOCATION

Address: _____ City: _____ State: ____ Zip: _____

Parcel ID #: K-11- _____ Zoning _____

Lot Number: _____ Subdivision: _____

Property dimensions: _____ Acreage: _____

Name of project/Proposed development: _____

Legal description of Property: _____

Describe Proposed Project (including buildings/ structures/ # units):

III. APPLICANT INFORMATION

Applicant: _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Fax: _____ Email: _____

Property owner (if different than applicant): _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Fax: _____ Email: _____

Engineer: _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

Fax: _____ Email: _____

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Preliminary Site Plan Review		
	Non-refundable fee	Refundable deposit
Full	\$500	Less than one (1) acre: \$2,000 One (1) acre to five acres: \$4,000 Over five (5) acres to ten (10) acres: \$5,500 Greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres
Sketch	\$500	Less than one (1) acre: \$1,500 One (1) acre to five acres: \$2,000 Over five (5) acres to ten (10) acres: \$2,500 Greater than ten (10) acres: 25,500 + \$50 per acre over ten (10) acres
Administrative	\$100	Less than one (1) acre: \$1,000 One (1) acre to five acres: \$1,200 Over five (5) acres to ten (10) acres: \$1,500 Greater than ten (10) acres: \$1,500 + \$50 per acre over ten (10) acres
Planned Development Stage I and Rezoning	\$1,500 + \$20 per acre	Less than one (1) acre: \$3,000 One (1) acre to five acres: \$4,000 Over five (5) acres to ten (10) acres: \$5,500 Greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres
Final Site Plan Review		
	Non-refundable fee	Refundable deposit
Full	\$500	Less than one (1) acre: \$3,000 One (1) acre to five acres: \$4,000 Over five (5) acres to ten (10) acres: \$5,500 Greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres
Sketch	\$500	Less than one (1) acre: \$1,500 One (1) acre to five acres: \$2,000 Over five (5) acres to ten (10) acres: \$2,500 Greater than ten (10) acres: \$2,500 + \$50 per acre over ten (10) acres
Administrative	\$100	Less than one (1) acre: \$1,000 One (1) acre to five acres: \$1,200 Over five (5) acres to ten (10) acres: \$1,500 Greater than ten (10) acres: \$1,500 + \$50 per acre over ten (10) acres
Planned Development Stage I and Rezoning	\$1,500 + \$20 per acre	Less than one (1) acre: \$3,000 One (1) acre to five acres: \$4,000 Over five (5) acres to ten (10) acres: \$5,500 Greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres

S _____ **FEE TOTAL****V. APPLICANT SIGNATURE**_____
Applicant Signature_____
Print Name_____
Date

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Site Plan Review applications	
<input type="checkbox"/> The application is filled out in its entirety and includes the signature of the applicant and, if different than the applicant, the property owner.	<input type="checkbox"/> Proposed Plans
<input type="checkbox"/> Fees	<input type="checkbox"/> Eight (8) signed and sealed copies (24"x36") of the proposed plan
<input type="checkbox"/> Check made out to Ypsilanti Township with appropriate fees. <i>Please note: The same preliminary site plan review fee will be charged for each subsequent submittal</i>	<input type="checkbox"/> Two (2) signed and sealed copies (24" x 36") shall be provided to the Washtenaw County Road Commission and Water Resources Commissioner's Office for Review. The applicant is responsible for delivery of the plans, application, and applicable review fees to these agencies. The Township will complete distribution to Ypsilanti Community Utility Authority (YUCA), but separate payment is required.
<input type="checkbox"/> Fees paid separately to Ypsilanti Community Utilities Authority	<input type="checkbox"/> One (1) copy (11"x17") of the proposed plan
<input type="checkbox"/> Fees paid separately to Washtenaw County Road Commission and Water Resources Commissioner's Office	<input type="checkbox"/> One (1) PDF digital copy of the proposed plan
<input type="checkbox"/> Additional Documents:	<input type="checkbox"/> All contents detailed on the next pages for administrative, sketch, and full site plans.
<input type="checkbox"/> Woodland Protection application or the No Tree Affidavit, if applicable	
<input type="checkbox"/> Traffic Impact Questionnaire	
<input type="checkbox"/> Appropriate application and plans submitted to the Washtenaw County Road Commission and Water Resources Commissioner's Office	

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Administrative Site Plan Review
Application Form: The application form shall contain the following information:
Name and address of the applicant and property owner
Address and common description of property and complete legal description
Dimensions of land and total acreage
Zoning on the site and all adjacent properties
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable
Name and address of firm or individual who prepared site plan
Proof of property ownership
Site Plan Descriptive and Identification Data:
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than three acres, or one inch = 100 feet for property three acres or more in size. Sheet size shall be at least 24 x 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included
Written project description, including proposed use, building(s) and site improvement
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)
Scale and north-point
Legal and common description of property
Zoning classification of petitioner's parcel and all abutting parcels
Net acreage (minus rights-of-way) and total acreage
Site Analysis:
Environmental impact analysis and natural features protection documentation meeting the requirements of Chapter 26 of the Municipal Code, Environment
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site
Inventory of the location, sizes, and types of existing trees, hedgerows and landmark trees as required by the township woodlands ordinance and the general location of all other existing plant materials
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations
Surface drainage flows including high points, low points and swales
All existing easements
Existing roadways and driveways within 250 feet of the site
Existing sidewalks and nonmotorized pathways
Site Plan:
Proposed lot lines, lot dimensions, property lines and setback dimensions
Structures, and other improvements
Proposed easements
Location of trash and recycling receptacle(s) and transformer pad(s) and method of screening
Extent of any outdoor sales or display area

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Access and Circulation:
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements
Dimensions of parking spaces, islands, circulation aisles and loading zones
Calculations for required number of parking and loading spaces
Designation of fire lanes
Location of existing and proposed sidewalks/pathways within the site or right-of-way
Location, height, and outside dimensions of all storage areas and facilities
Landscape Plans:
Location, sizes, and types of existing trees as required by the township woodlands ordinance and the general location of all other existing plant materials, with an identification of materials to be removed and preserved
The location of existing and proposed lawns and landscaped areas
Building and Structure Details:
Location, height, and outside dimensions of all proposed buildings or structures
Location, size, height, and lighting of all proposed site and wall signs
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required
Drainage, Soil Erosion and Sedimentation Control:
Location and size of existing and proposed storm sewers
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls
Stormwater drainage and retention/detention calculations
Indication of site grading, drainage patterns and stormwater management measures, including sediment control and temperature regulation
Soil erosion and sedimentation control measures
Lighting Plan:
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations
Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding
Use of the fixture proposed

Sketch Plan Review
Application Form: The application form shall contain the following information:
Name and address of the applicant and property owner
Address and common description of property and complete legal description
Dimensions of land and total acreage
Zoning on the site and all adjacent properties
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable
Name and address of firm or individual who prepared site plan
Proof of property ownership

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Site Plan Descriptive and Identification Data:
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Written project description, including proposed use, building(s) and site improvements
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);
Scale and north-point
Legal and common description of property
Zoning classification of petitioner's parcel and all abutting parcels
Net acreage (minus rights-of-way) and total acreage
Site Analysis:
Environmental impact analysis and natural features protection documentation meeting the requirements of Chapter 26 of the Municipal Code, Environment
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site
Inventory of the location, sizes, and types of existing trees, hedgerows and landmark trees as required by the township woodlands ordinance and the general location of all other existing plant materials
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations
Surface drainage flows including high points, low points and swales
All existing easements
Existing roadways and driveways within 250 feet of the site
Existing sidewalks and nonmotorized pathways
Site Plan:
Proposed lot lines, lot dimensions, property lines and setback dimensions
Structures, and other improvements
Proposed easements
Location of trash and recycling receptacle(s) and transformer pad(s) and method of screening
Extent of any outdoor sales or display area
Access and Circulation:
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements
Dimensions of parking spaces, islands, circulation aisles and loading zones
Calculations for required number of parking and loading spaces
Designation of fire lanes
Location of existing and proposed sidewalks/pathways within the site or right-of-way
Location, height, and outside dimensions of all storage areas and facilities
Landscape Plans:
Location, sizes, and types of existing trees as required by the township woodlands ordinance and the general location of all other existing plant materials, with an identification of materials to be removed and preserved
The location of existing and proposed lawns and landscaped areas

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Building and Structure Details:
Location, height, and outside dimensions of all proposed buildings or structures
Location, size, height, and lighting of all proposed site and wall signs
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required
Drainage, Soil Erosion and Sedimentation Control:
Location and size of existing and proposed storm sewers
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls
Stormwater drainage and retention/detention calculations
Indication of site grading, drainage patterns and stormwater management measures, including sediment control and temperature regulation
Soil erosion and sedimentation control measures
Lighting Plan:
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations
Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding
Use of the fixture proposed

Full Site Plan Review
Application Form: The application form shall contain the following information:
Name and address of the applicant and property owner
Address and common description of property and complete legal description
Dimensions of land and total acreage
Zoning on the site and all adjacent properties
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable
Name and address of firm or individual who prepared site plan
Proof of property ownership

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Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than three acres, or one inch = 100 feet for property three acres or more in size. Sheet size shall be at least 24 × 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings
Proximity to section corner and major thoroughfares
Written project description, including proposed use, building(s) and site improvements
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)
Scale and north-point
Legal and common description of property
Zoning classification of petitioner's parcel and all abutting parcels
Net acreage (minus rights-of-way) and total acreage
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings
Proximity to section corner and major thoroughfares
Site Analysis:
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. Sheet size of the aerial photograph shall be at least 24 × 36 inches
Survey of on parcels more than one acre, topography on the site and within 100 feet of site at two-foot contour intervals, referenced to a U.S.G.S. benchmark
Surrounding land uses and zoning
Soils and water table
Cultural resources and indication of human activities, such as paths
Environmental impact analysis and natural features protection documentation meeting the requirements of Chapter 26 of the Municipal Code, Environment
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site
Inventory of the location, sizes, and types of existing trees, hedgerows and landmark trees as required by the township woodlands ordinance and the general location of all other existing plant materials
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations
Surface drainage flows including high points, low points and swales
All existing easements
Existing roadways and driveways within 250 feet of the site
Existing sidewalks and nonmotorized pathways

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Site Plan:
Proposed lot lines, lot dimensions, property lines and setback dimensions
Structures, and other improvements
Location of exterior lighting (site and building lighting) in accordance with site lighting standards
Proposed easements
Location of trash and recycling receptacle(s) and transformer pad(s) and method of screening
Extent of any outdoor sales or display area
Access and Circulation:
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements
Dimensions of parking spaces, islands, circulation aisles and loading zones
Calculations for required number of parking and loading spaces
Designation of fire lanes
Location of existing and proposed sidewalks/pathways within the site or right-of-way
Location, height, and outside dimensions of all storage areas and facilities
Opposing driveways and intersections within 250 feet of site
Cross section details of proposed roads, driveways, parking lots, sidewalks and nonmotorized paths illustrating materials and thickness
Dimensions of acceleration, deceleration, and passing lanes
Traffic regulatory signs and pavement markings
Landscape Plans:
Location, sizes, and types of existing trees as required by the township woodlands ordinance and the general location of all other existing plant materials, with an identification of materials to be removed and preserved
The location of existing and proposed lawns and landscaped areas
Description of methods to preserve existing plant materials
Planting plan, including location and type of all proposed shrubs, trees, and other live plant material
Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity
Proposed dates of plant installation
Landscape maintenance schedule
Building and Structure Details:
Location, height, and outside dimensions of all proposed buildings or structures
Location, size, height, and lighting of all proposed site and wall signs
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required
Building floor plans and total floor area
Details on accessory structures and any screening
Building facade elevations for all sides, drawn at an appropriate scale
Description of exterior building materials and colors (samples may be required)

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Drainage, Soil Erosion and Sedimentation Control:
Location and size of existing and proposed storm sewers
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls
Stormwater drainage and retention/detention calculations
Indication of site grading, drainage patterns and stormwater management measures, including sediment control and temperature regulation
Soil erosion and sedimentation control measures
Information Concerning Utilities:
Location of sanitary sewers and septic systems, existing and proposed
Location and size of existing and proposed water mains, well sites, water service and fire hydrants
Location of existing and proposed gas, electric and telephone lines, above and below ground
Location of transformers and utility boxes
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable
Lighting Plan:
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations
Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding
Use of the fixture proposed
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles)
Additional Information Required for Residential Development:
The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.)
Density calculations by type of residential unit (dwelling units per acre)
Garage and/or carport locations and details, if proposed;
Mailbox cluster location and design, if required by post master
Location, dimensions, floor plans and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable
Swimming pool fencing detail, including height and type of fence, if applicable
Location and size of recreation and open space areas
Indication of type of recreation facilities proposed for recreation area
Where the site is located within 500 feet of the I-94 right-of-way, delineate that area of the site with sound levels of 61 dBA or greater