

VILLAGE OF DEXTER CRITERIA FOR SITE PLAN APPLICATION

PRELIMINARY SITE PLAN:

Each preliminary site plan submitted for review shall provide the following information at the time of application:

ACCEPTABLE NOT ACCEPTABLE N/A

- 1. _____ _____ _____ location, address and legal description of the site, dimensions and area of the site;
- 2. _____ _____ _____ general topography and site soil information;
- 3. _____ _____ _____ Name, address, phone number of the property owner and applicant;
- 4. _____ _____ _____ title block, scale, north arrow, and date of plan;

Dimensional Requirements:

- 5. _____ _____ _____ location and exterior dimensions of proposed building/structures; outline; floor area; distances between building/structures; height in feet and stories; finished floor elevations and number and type of dwelling units (where applicable);
- 6. _____ _____ _____ location and general alignment of all proposed streets and drives; right-of-way where applicable; surface area; width dimensions; location and typical details of curbs; turning lanes, with details (where applicable); location and width of all entries and exits and curve-radii.
- 7. _____ _____ _____ proposed parking – location and lot dimensions, space and aisle dimensions, angles of spaces, surface type, total number of spaces, including handicapped spaces and proposed dumpster location;
- 8. _____ _____ _____ Location and size of open areas and recreation areas, if applicable;
- 9. _____ _____ _____ existing zoning classification of property, delineation of required yards and proposed district regulations, dwelling unit schedule, density of development, and lot area per dwelling unit for residential projects, lot coverage (percent), location and size of required buffers, if applicable;
- 10. _____ _____ _____ area of intended filling and/or cutting, outline of existing buildings/structures and drives, existing natural (wooded areas, potential wetlands, etc.) and man-made features to be retained or removed.
- 11. _____ _____ _____ Location, width, and surface of proposed sidewalks and pedestrian way.
- 12. _____ _____ _____ Existing building, structures and other improvements, including drives, utility poles and towers, easements. Pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts and a clear indication of all improvements to remain and to be removed.

- 13. _____ adjacent land uses and zoning, location of adjacent buildings, drives and streets;
- 14. _____ location and area of development phases, building program for each phase, projected schedule of development by phase;
- 15. _____ location and width of all existing and proposed easements on the site;
- 16. _____ general location and size of proposed water, sanitary sewer, and storm drainage systems; and location of overhead wire and poles; location of hydrants; and
- 17. _____ all adjacent property owned or controlled by the applicant or owner of the subject property;
- 18. _____ existing topographic elevations at two (2) foot contour intervals. Indicate the direction of drainage flow;
- 19. _____ Location and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains and wetlands;
- 20. _____ Proposed storm management plan including design of sewers, outlets, and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage [patterns shall be provided to permit runoff estimates and off-site drainage patterns shall be provided to permit review of feasibility of storm water detention and/or retention as well as the impact on local surface and groundwater.
- 21. _____ Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
- 22. _____ Description and location of any existing or proposed outdoor storage facility (above ground or below ground);
- 23. _____ Description and location of on-site wastewater treatment and disposal systems.
- 24. _____ Location of existing and proposed drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.
- 25. _____ Size, Location, and description of any proposed interior or exterior areas of structures for storing, using, loading, unloading of hazardous substances, hazardous waste, and/or polluting materials.
- 26. _____ Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the clean-up or closure.
- 27. _____ Inventory of hazardous substances to be stored, used, or generated on-site, presented in a format acceptable to the local fire marshal.

28. _____ Completion of the state and county environmental permits checklist (request from Village Offices).

In reviewing a **preliminary site plan** the Petitioner should be aware that the Planning Commission shall consider the following standards, and therefore, the petitioner may wish to provide additional information:

1. that all required information has been provided;
2. that the proposed development conforms to all regulations of the zoning district in which it is located;
3. that the applicant may legally apply for site plan review;
4. that vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient;
5. that the proposed site plan will be harmonious with, and not harmful, injurious, or objectionable to, existing and future uses in the immediate area;
6. that natural resources will be preserved to a maximum feasible extent;
7. that the proposed development respects natural topography to the maximum feasible extent, and minimizes the amount of cutting and filling required;
8. that organic, wet, or other soils which are not suitable for development will be undisturbed or will be modified in an acceptable manner;
9. that the proposed development properly respects floodway and flood plains on or in the vicinity of the subject property; and
10. that phases of development are in logical sequence so that any phase will not depend upon a subsequent phase for adequate access, public utility services, drainage, or erosion control.

FINAL SITE PLAN:

Each **final site plan** submitted for review shall provide the following information and shall meet the following specifications, where applicable:

ACCEPTABLE ACCEPTABLE ^{NOT} N/A

- 1. _____ _____ _____ The site plan shall be of a scale not greater than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. The information shall be presented on more than one (1) drawing, where required by the Planning Commission for the purposes of clarity.
- 2. _____ _____ _____ Scale, north arrow, name and date of plan; date of revisions thereto.
- 3. _____ _____ _____ Name and address of property owner and applicant; interest of applicant in property; name and address of developer.
- 4. _____ _____ _____ Name and address of designer. A final site plan shall be prepared by an architect, community planner, engineer, landscape architect, or land surveyor registered in the State of Michigan.
- 5. _____ _____ _____ A vicinity map; legal description of the property; dimensions and lot area. Where a metes and bounds description is used, lot line angles or bearing shall be indicated on the plan. Lot line dimensions and angles or bearing shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.
- 6. _____ _____ _____ Existing topography (minimum contour interval of two feet); existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed. All trees eight (8) inch diameter or larger shall be accurately located on the final site plan. Label each tree as to either preserved or removed.
- 7. _____ _____ _____ Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts; clear indication of all improvements to remain and to be removed.
- 8. _____ _____ _____ General description of deed restrictions, if any.
- 9. _____ _____ _____ Owner, use and zoning classification of adjacent properties; location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.
- 10. _____ _____ _____ Existing public utilities on or serving the property -- location and size of water lines and hydrants; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and catch basins; location and size of wells, septic tanks and drain fields.

11. _____ Name and right-of-way of existing streets on or adjacent to the property; surface type and width; spot elevations at intersections with streets and drives of the proposed development.
12. _____ Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent); floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.
13. _____ Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.
14. _____ Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; distances between buildings; height in feet and stories; finished floor elevations and contact grade elevations.
15. _____ Location and alignment of all proposed streets and drives; right-of-way where applicable; surface type and width, and typical cross-section of same showing surface, base, and sub-base materials and dimensions; location and typical details of curbs; turning lanes, with details (where applicable); location, width, surface elevations and grades of all entries and exists; curve-radii.
16. _____ Location and dimensions of proposed parking lots; numbers of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; angle of spaces.
17. _____ Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.
18. _____ Locations, width, and surface of proposed sidewalks and pedestrian ways.
19. _____ Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions.
20. _____ Locations of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions.
21. _____ Location, type, size, area, and height of proposed signs.

22. _____ Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degrees of slope of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields where applicable. Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes, retaining walls; shall be submitted to and approved by the Village Engineer prior to Planning Commission approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of same, or a copy of the permit from the Washtenaw County Health Department shall be submitted to the Planning Commission Secretary prior to Planning Commission approval of the final site plan.
23. _____ Landscape plan showing location and size of plant materials.
24. _____ Site plan and description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
25. _____ Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties; where applicable.
26. _____ Location, type, direction, and intensity of outside lighting.
27. _____ Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted.
28. _____ Traffic engineering studies in the event proposed streets will significantly alter or deter existing traffic flow on existing Village streets or County roads. Alternate methods of providing access to the proposed development shall be required by the Planning Commission if the traffic engineering studies indicate the proposed development streets shall adversely affect the public health, safety and welfare.

In reviewing the **final site plan**, the Petitioner should be aware that the Planning Commission shall consider the following standards, and therefore, the petitioner may wish to provide additional information:

1. that the final site plan conforms to the preliminary site plan as approved by the Village Council;
2. that the plan meets all applicable standards in Section 21.04C(3). herein;
3. that the plan meets the specifications of Dexter Village for fire and-police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been approved by the Village Fire Chief and the Village Engineer;
4. that the proposed development will not cause soil erosion or sedimentation problems;

5. that the drainage plan for the proposed development is adequate to handle anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of water courses in the area; that the proposed development is coordinated with improvements serving the subject property and with the other developments in the general vicinity;
6. that outside lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent streets;
7. that outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties;
8. that grading or filling will not destroy the character of the property or the surrounding area and will not adversely affect the adjacent or neighboring properties;
9. that parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets;
10. that the plan meets the standards of other government agencies, where applicable, and that the approval of these agencies has been obtained or is assured; and
11. that the plan provides for the proper expansion of existing public streets serving the site, where applicable.