



# BAY CITY MICHIGAN PLANNING DIVISION SITE PLAN CHECKLIST

Date: \_\_\_\_\_

Completed by  
Staff member: \_\_\_\_\_

➤ **Applicant**

Name: \_\_\_\_\_

➤ **Property**

Address: \_\_\_\_\_

### Requirements of Site Plan for submittal to P.C.

- 9 copies – 11”x17” of fully dimensioned site plan and building elevation plans
- 3 copies – 24”x36” fully dimensioned site plans
- 1 digital file in Adobe Acrobat PDF file format

Provide all  
Checked  
Items

Meets Minimum  
Requirement

Comments

<input type="checkbox"/>	1. Property Lines	<input type="checkbox"/>	_____
<input type="checkbox"/>	2. Setback from property line (Article XIV, Section 122-303,304,305)	<input type="checkbox"/>	_____
<input type="checkbox"/>	Front yard	<input type="checkbox"/>	_____
<input type="checkbox"/>	Rear yard	<input type="checkbox"/>	_____
<input type="checkbox"/>	Side yard	<input type="checkbox"/>	_____
<input type="checkbox"/>	Side street	<input type="checkbox"/>	_____
<input type="checkbox"/>	3. Property Description	<input type="checkbox"/>	_____
<input type="checkbox"/>	4. Lot Size, all dimensions	<input type="checkbox"/>	_____
<input type="checkbox"/>	5. North Arrow	<input type="checkbox"/>	_____
<input type="checkbox"/>	6. Location Map	<input type="checkbox"/>	_____
<input type="checkbox"/>	7. Scale (Scale at least 1" = 20' )	<input type="checkbox"/>	_____
<input type="checkbox"/>	8. Easements/ Right-of-Way	<input type="checkbox"/>	_____
<input type="checkbox"/>	9. Professional Seals	<input type="checkbox"/>	_____
<input type="checkbox"/>	10. Existing and proposed principal buildings, Size & height, elevations	<input type="checkbox"/>	_____
<input type="checkbox"/>	11. Accessory buildings, Size & Square Footage	<input type="checkbox"/>	_____
<input type="checkbox"/>	12. Phases of Development	<input type="checkbox"/>	_____
<input type="checkbox"/>	13. Delineation and Boundaries of Phases	<input type="checkbox"/>	_____

Provide all Checked Items	Meets Minimum Requirement	Comments
<input type="checkbox"/> 14. Parking areas (Section 122-381)	<input type="checkbox"/>	_____
<input type="checkbox"/> Barrier Free Parking, Size, and Number of Spaces	<input type="checkbox"/>	_____
<input type="checkbox"/> Screening (Section 122-403)	<input type="checkbox"/>	_____
<input type="checkbox"/> Parking circulation/ traffic arrows	<input type="checkbox"/>	_____
<input type="checkbox"/> Wheel blocks, wheel curbing, etc. (Section 122-382 (b) )	<input type="checkbox"/>	_____
<input type="checkbox"/> 15. Drives and curb cuts	<input type="checkbox"/>	_____
<input type="checkbox"/> 16. Adjacent curb cuts	<input type="checkbox"/>	_____
<input type="checkbox"/> 17. Curb and gutter	<input type="checkbox"/>	_____
<input type="checkbox"/> 18. Buffering and screening	<input type="checkbox"/>	_____
<input type="checkbox"/> 19. Exterior lighting (Section 122-60)	<input type="checkbox"/>	_____
<input type="checkbox"/> Height	<input type="checkbox"/>	_____
<input type="checkbox"/> Type	<input type="checkbox"/>	_____
<input type="checkbox"/> Location	<input type="checkbox"/>	_____
<input type="checkbox"/> 20. Utility/ transformer box location	<input type="checkbox"/>	_____
<input type="checkbox"/> 21. Landscaping plans (Section 122- 401)	<input type="checkbox"/>	_____
<input type="checkbox"/> 22. Required screening (Section 122- 402(E))	<input type="checkbox"/>	_____
<input type="checkbox"/> Front Yard	<input type="checkbox"/>	_____
<input type="checkbox"/> Rear Yard	<input type="checkbox"/>	_____
<input type="checkbox"/> Side Yard	<input type="checkbox"/>	_____
<input type="checkbox"/> Street Side Yard	<input type="checkbox"/>	_____
<input type="checkbox"/> 23. Loading area (Section 122-384)	<input type="checkbox"/>	_____
<input type="checkbox"/> 24. External storage	<input type="checkbox"/>	_____
<input type="checkbox"/> 25. Trash and solid waste disposal (Section 122-68)	<input type="checkbox"/>	_____
<input type="checkbox"/> Location:	<input type="checkbox"/>	_____
<input type="checkbox"/> Screening:	<input type="checkbox"/>	_____
<input type="checkbox"/> 26. Fire protection /hydrant location	<input type="checkbox"/>	_____
<input type="checkbox"/> 27. Pedestrian circulation, Sidewalks (Section 122-63)	<input type="checkbox"/>	_____
<input type="checkbox"/> 28. Adjacent sidewalk location	<input type="checkbox"/>	_____
<input type="checkbox"/> 29. Flood hazard	<input type="checkbox"/>	_____
<input type="checkbox"/> Lowest floor – elevation	<input type="checkbox"/>	_____
<input type="checkbox"/> 100-year floodplain elevation	<input type="checkbox"/>	_____
<input type="checkbox"/> Watercourse boundaries	<input type="checkbox"/>	_____

<input type="checkbox"/>	Wetlands	<input type="checkbox"/>	_____
<input type="checkbox"/>	30. Signs (Section 122-441)	<input type="checkbox"/>	_____
<input type="checkbox"/>	Location	<input type="checkbox"/>	_____
<input type="checkbox"/>	Type	<input type="checkbox"/>	_____
<input type="checkbox"/>	Size/ height	<input type="checkbox"/>	_____
<input type="checkbox"/>	31. Streets – public and private (Section 122-65)	<input type="checkbox"/>	_____
<input type="checkbox"/>	32. Catch basins/ Manholes, Site drainage elevation drawings/survey	<input type="checkbox"/>	_____
<input type="checkbox"/>	33. Sanitary Sewer, Size, lead, connection, etc.		_____
<input type="checkbox"/>	34. Storm Sewer, Size, lead, connection, etc.	<input type="checkbox"/>	_____
<input type="checkbox"/>	35. Water Mains, Size, lead, connection, etc.	<input type="checkbox"/>	_____
<input type="checkbox"/>	36. Overhead utilities	<input type="checkbox"/>	_____
<input type="checkbox"/>	37. Other	<input type="checkbox"/>	_____

**Sec. 122-323. Pre-application consultation.**

Applicants must submit a preliminary site plan which includes the following information in order to initiate this process:

- A. The name, address and telephone number of the applicant and property owner. The name of the proposed use, if any;
- B. A scale and north arrow;
- C. The exterior boundaries (with dimensions) of the property. The location and name(s) of abutting street;
- D. The type(s) and location of proposed land use(s), and an indication of the approximate land area to be devoted to each use;
- E. The approximate location of lots and buildings with an indication as to the use of each;
- F. Driveways providing ingress and egress. Driveways on adjoining properties and on properties separated from the subject property by a public or private street;
- G. Routes for vehicular and pedestrian circulation;
- H. Off-street parking and loading areas;
- I. Open space, common and recreation areas;
- J. Natural features, including stands of trees, drainage and water courses and wetlands.

**Sec. 122-324. Application for site plan review.**

Applications for site plan review shall be submitted to the planning division and shall consist of the following materials and information:

- A. A completed application form;
- B. An application fee;
- C. Three sets of plans at 24 by 36 inches; 9 sets, Z-folded, at 11 by 17 inches; and one digital copy in a format designated by the planning division of a site plan illustrating the following information (unless deemed unnecessary by planning division staff):
  - 1. The name, address and phone number of the applicant. The name, address and phone number of the property owner. The proposed name of the project, if any;

2. The date of preparation, scale, a north arrow and location map. The date(s) of subsequent revisions shall also be indicated;
3. A small scale illustration indicating the zoning designation of the subject and adjoining properties.
4. The area of the property in acres and square feet;
5. Exterior and interior lot lines with dimensions;
6. Adjoining streets and sidewalks with an indication of pavement width;
7. Driveways on adjoining properties and on properties separated from the subject property by a public or private street;
8. All existing and proposed buildings and structures with an indication as to the use of each. Indicate exterior dimensions, number of stories and height in feet, and square footage;
9. Existing and proposed driveways, on-site roadways, off-street parking and loading areas (indicate number and typical dimensions of parking and loading spaces) and pedestrian circulation system. Include a typical cross-section of proposed roads, driveways and access aisles;
10. All exterior lighting fixtures (building mounted and freestanding) indicating height and type of luminaires;
11. Refuse receptacles. Indicate method of screening, if required;
12. Proposed landscaping and screening with an indication as to size, type and quantity of plant materials. Whether an in-ground irrigation system is to be provided. Existing trees having a caliper of six inches or greater measured 12 inches above grade;
13. Exterior HVAC and electrical equipment and similar appurtenances. Indicate method and location of screening;
14. Existing natural features, if any;
15. Utilities and utility easements, including storm drainage improvements and structures (existing and proposed);
16. Outdoor storage areas, if any. Indicate method and location of screening;
17. Required setback lines. The distance between individual buildings and buildings and lot lines;
18. Proposed and required walls and fences, indicating type and height;
19. Location of signs (building mounted and free-standing) with an indication as to type, size, height and illumination; and
20. Ancillary structures, such as walls columns, gates and similar structures delineating nonresidential and residential developments.
21. Proposed building elevations.

**PLEASE NOTE:**

