



**Planning Department**  
**2655 Clark Road**  
**Hartland, Michigan 48353**  
**(810) 632-7498 Office**  
**(810) 632-6950 Fax**  
[dcampbell@hartlandtwp.com](mailto:dcampbell@hartlandtwp.com)

# SITE PLAN REVIEW CHECKLIST

## **SUBMIT THE FOLLOWING INFORMATION WITH A COMPLETED SITE PLAN APPLICATION:**

### *General and Existing information:*

- Drawings must be sealed by a registered architect, landscape architect, licensed engineer, surveyor or planner in their area of expertise.
- Site plans must be drawn to engineer's scale.
- Floor plans and elevations may be drawn to architect's scale.
- Name, address, telephone and fax numbers and email contact information of individual or firm responsible for the preparation.
- Date, scale and north arrow.
- Development name, if applicable, address and parcel identification number(s) within the title block on the cover sheet and each subsequent sheet.
- Property information, including a vicinity map, legal description and general description of deed restrictions, if any. All legal descriptions shall be consistent with the survey.
- Survey of existing property, prepared by a registered surveyor or engineer, showing the relationship of the subject property to abutting properties. Such survey must identify dimensions of all lot lines, location and size of existing buildings, structures and improvements, including but not limited to, public and private roads, drives (public and private), underground and overhead utility lines/poles, easements, curb cuts, etc. Identify improvements proposed to remain and those to be removed.
- Existing topography on USGS Datum (minimum contour interval of two feet);
- Existing natural features inventory plan including individual trees (deciduous 8-inch caliper or larger & evergreen 8 feet in height or higher), wooded areas (show canopy of area), streams, marshes, ponds and other wetlands. Identify all landscaping proposed to remain and those to be removed.
- Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent). 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 unit.
- Summary table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet, building dimensions and setbacks, open space and lot and open space coverage, dwelling units.

### **Proposed Site Plan documents must include, but are not limited to, the following:**

#### *Site Development:*

- Location, alignment and dimensions of public rights-of-way, acceleration/deceleration, tapers and turning lanes, approach width/radii, parking lots (angle of spaces and dimensions for spaces and aisles), drainage improvements (basins), all utilities and easements, curb cuts, access drives, curb details, hydrants, street lights, pedestrian sidewalks/walkways, bike paths, landscape medians and aisles, etc.
- Exterior lighting plan including the location, type, dimensions, direction and intensity. A photometric plan may be required by the Zoning Administrator.

#### *Building Development:*

- Location, dimensions and setbacks of all proposed and remaining buildings, structures and additions, screening walls, refuse enclosures, fences, retaining walls, etc.
- Relationship of the building to the site, including but not limited to finished floor elevations and grades.
- Floor plans indicating the use of all floor space, dimensions of interior walls, location and dimensions of ingress/egress doors, windows, etc.

- Roof top plan showing all proposed mechanical equipment and screening in accordance with ordinance provisions.
- Elevations of all buildings and structures, including the principal and accessory buildings, refuse enclosures, walls and fences, retaining walls, canopies, etc. Elevations shall be drawn to scale, showing the height, location and extent of all material. Each material shall be identified as to type, color, texture and application by drawing notes. Materials shall be cross-referenced on sample board.
- Sample board showing physical samples of all façade materials including a minimum 4 inch square paint chip for painted surfaces, masonry product and other exterior finish products (color, texture and grout), exterior window glass if tinted other than bronze or gray, window frames and awning/canopy materials. All elevations and sample board materials shall include the name of the product manufacturer and a product description, including color, texture, size, etc. The sample board shall be required prior to final site plan review.
- Architectural rendering (3-dimensional preferred) accurately depicting the colors of all façade materials using an appropriate permanent artistic medium. The rendering must illustrate all proposed landscaping. This drawing may consist of a colored version of the architectural elevations for new buildings and may consist of photographs of existing building elevations.

*Landscape/Screening:*

- Detailed landscape and open space/recreation plan including but not limited to the square footage of each planting or open space area, location, type, quantity, material size at planting and estimated maturity size and a maintenance plan.
- General site improvements, including but not limited to mechanical equipment, utility equipment, trash containers, benches, newspaper boxes, bike racks, cart storage, etc.

*Other:*

- Master signage plan, including the location, dimensions, type and quantity of all proposed and existing signage. Signage submitted at site plan review may be processed concurrently.
- Supplemental information, including a detailed plan of operation/written description of the project land use and business activities to be undertaken, number of employees, peak shifts, etc.
- Provide an electronic copy of the development that can be integrated with the base data provided by the Livingston County Geographic Information System and incorporated with an aerial image of the site and surrounding area.

### **PROCEDURES for SITE PLAN REVIEW**

Applicants shall submit five (5) complete sets of drawings in advance of the established application deadline. Incomplete applications and submittals may result in delays and additional processing fees. The Zoning Administrator may modify the submittal requirements when the site plan is limited in scope and a full site plan review is not required.

Once the initial review has been completed, the applicant will be notified by the Hartland Township Planning Department advising them of the required revisions, deadline for re-submittal, number and format of site plan copies, and any additional information required to process the application.

Copies of relevant ordinances, such as the Zoning Ordinance and Map, may be obtained from the Planning Department or viewed on the Township's website at [www.hartlandtwp.com](http://www.hartlandtwp.com).

Upon receiving a complete site plan review packet, the Zoning Administrator shall schedule the application for consideration at the next available Planning Commission meeting. The Planning Commission may recommend approval, approval with conditions or denial of the application. Upon receiving the recommendation from the Planning Commission, the Township Board makes the final determination.

The Land Use Permit process may proceed upon final site plan approval. Please review the requirements for Land Use Permit - Construction Plan Review and Observations available from the Planning Department.