

ROYALTON TOWNSHIP SITE PLAN CHECKLIST

APPLICANT IS REQUIRED TO SUBMIT:

1. A complete application on an approved form and a signed copy of this checklist.
2. All required fees.
3. 12 copies of the site plan, at an approved size – 20 business days prior to review date.

SITE PLAN GENERAL INFORMATION REQUIREMENTS

- Detailed site plan providing a survey of entire property compliant of PA 132 of 1970 including property within 50 feet
- Scale: no greater than 1" = 100'
- North arrow and a complete legend
- Revision date(s)
- Owner, development, preparer's information
- Seal and signature: a registered architect, engineer, professional community planner, or land surveyor
- Legal description and address
- Scale: Boundary lines with accurate dimensions, angles, and references to corners, sections, and/or plats

EXISTING CONDITIONS

- Area of site with proposed public right-of-ways, utilities, easements, access, shared access and/or drainage
- Area and dimensions of each lot depicted on the plan and dimensions of all existing structures
- Existing topography with contours at no greater than 2 foot intervals
- Existing drainage system and structures, including a storm drainage and stormwater management plan (if applicable)
- All swales, drains, basins, and other similar facilities at no greater than 2 foot intervals
- Natural features within 50 feet of construction area and indication whether features are to be retained, removed, or altered.
- Natural features include but are not limited to woodlots, streams, lakes or ponds, and floodplains. Where stands of trees are to be preserved, the general location is to be indicated.
- Existing roads, driveways, and structures within 100 feet of the construction site property must be shown on the plans.
- The adjacent properties and their uses shall be identified; including the existing zoning districts

PROPOSED SITE

- Shape, size, and location of all proposed structures (If detailed information about proposed structures is not available for site plan reviews, general areas for building locations shall be indicated with general information about the buildings).
- Phasing plan (if applicable)
- Density calculations
- Ground coverage ratios
- Location of proposed easements or special land use arrangements
- Location of proposed utilities
- Location of all existing and proposed fire hydrants, emergency vehicle access and sprinkler system connections
- Soil erosion and sedimentation control permit approval
- Storm water management plan and permit approval
- Notation of any variances that have or are intended to be obtained
- Any lot split or combination required
- Demonstration of compatibility of proposed development with surrounding area

CIRCULATION/PARKING

- Location, width, and profile of proposed road, driveway, and pedestrian circulation patterns
- Easements for rights-of-way (utility, access, shared access, drainage)
- Acceleration and deceleration lanes
- The inside radius of all curves
- The total number, layout, and dimension of parking spaces, including handicapped spaces.
- Location and size of loading spaces (if required)
- All directional signage, pavement markings, etc.
- Street names

STRUCTURES

- Type of building materials, colors, and dimensions
- Elevations from each direction
- Floor plans
- All existing and proposed overhangs or canopies and the proposed height above ground elevation

RESIDENTIAL PROJECTS (Site Summary)

- Property dimensions; number of proposed lots, set back or yard areas and building envelope
- Recreational Facilities
- Open space: location; percentage of area involved

COMMERCIAL PROJECTS

- Floor Plan: Office, storage, etc. dimensioned
- Number of employees at maximum shift
- Number of floors
- Dumpster location and screening detail
- Proposed outdoor or below ground storage facilities; hazardous substances use and storage on site

LANDSCAPE PLAN

- Location, spacing, size, and species of plant materials
- Plant material to be retained and to be removed
- Ground cover and method of irrigation
- Maintenance procedures

EXTERIOR LIGHTING

- Location, size, height, and type of all freestanding pole-mounted light fixtures
- Location and type of all building mounted or other lighting sources
- Include a photometric plan for the entire site

SIGNAGE

- Location, size, height and type of all proposed signs
- Color, lettering style and all sign details

- Any additional information necessary to establish compliance with requirements of Royalton Township, Berrien County or the State of Michigan as well as the availability of adequate utility capacity. Every site plan submitted for review shall be reviewed by the Zoning Administrator. If deemed necessary, the plans shall also be submitted to additional Township Departments, Officials or outside agencies or consultants for review and comment, at the applicant's expense.

The applicant or his/her agent shall indicate by signature that they agree and have reviewed this checklist, and all items required by this checklist and the Royalton Township Zoning Ordinance pertaining to the subject development have been placed on the site plan. All issues addressed in the Royalton Township Zoning Ordinance shall prevail over this checklist.

Applicant / Agent: _____

Date: _____