



Parking Plan Review Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350

Case # _____

Date Submitted: _____

Applicant Information			
Name:		Representing:	
Address:		Contact Person:	
City:		Business Address:	
State:	Zip:		
Home Phone:	Work Phone:	Cell Phone:	
Email:			
Address of Property (or location):			
Building Net Useable Area:	Number of Parking Spaces:	Size:	
Proposed Use:	Location:		
Number of Barrier-Free Spaces:	Size:	Lighting:	
Maneuvering Lane Width:			
Drainage:			
Screening Proposed:			
<p>If the applicant is not the property owner, the owner must sign below.</p> <p>I hereby submit the enclosed parking plan for review and I verify all graphic and written information is accurate, to the best of my knowledge. I further authorize City staff and Planning Commission members to enter the site for which this application is made.</p>			
Applicant Signature: _____		Date: _____	
Owner's Signature: _____		Date: _____	
<input type="checkbox"/> Scale Drawing Enclosed			
For Office Use Only			
Present Zoning of Site: _____		Parking Spaces Required: _____	
Yard Use Approval Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Handicapped Spaces Required: _____	
Screening Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Needed? _____ Location: _____	
Notes, Comments: _____			

Fee: _____		Date Paid: _____	

Parking Plan Checklist
(Must be completed by applicant)

	Applicant Provided	Staff Confirmed
North arrow	_____	_____
Identification of scale	_____	_____
On-site buildings and their entrances	_____	_____
Property boundaries and lot dimensions	_____	_____
Adjacent and on-site sidewalks, alleyways and streets (labeled with the name)	_____	_____
Location and dimensions of access drives, maneuvering Lanes and parking spaces	_____	_____
Location of barrier-free parking spaces	_____	_____
Location, height and type of light fixtures, if any	_____	_____
Location of any proposed or existing catch basins, trench drains, curb and gutter, retention areas or snow storage areas on site or adjacent streets	_____	_____
Location, type and size of any existing and proposed vegetation and screening fences, walls or retaining walls	_____	_____
Labeling of proposed surface materials for parking areas, walkways, etc.	_____	_____