



Site Plan Review Application

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

Case # _____

Date Submitted: _____

Applicant Information

Name: _____

Address: _____

City: _____

State: _____

ZIP Code: _____

Phone: _____

Email: _____

Representing: _____

Address of Property: _____

Proposed Use of Property: _____

If the applicant is not the property owner, the owner must also sign below.

I hereby submit the enclosed site plan for review and I verify all graphic and written information is accurate, to the best of my knowledge. I further authorize City of Petoskey staff and Planning Commission members to enter upon the property for which I am making application for site plan review.

Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

NOTE: This is to advise you that there may be sewer and water tap-in fees.

For Office Use Only

Present Zoning of Site: _____

Notes, Other Information: _____

Application Fee: _____ Date Paid: _____

Site Plan Review Checklist

All site plans must include the following information. Incomplete packages will not be scheduled for review by the Planning Commission. *Detailed site plan standards shall be followed as detailed in Section 1716 of the Zoning Ordinance. Please provide 10 hard copies and one (1) electronic copy of the site plan.*

	Applicant Provided	Staff Confirmed
Legend		
Project title	_____	_____
Name and address of person preparing the plan	_____	_____
North arrow	_____	_____
Scale	_____	_____
Date of drawing and any revisions	_____	_____
Street address location of project	_____	_____
Site Data		
Site size in lot width and depth	_____	_____
Property use, present and proposed	_____	_____
Setbacks (ordinance requirements/proposed)	_____	_____
Building heights (ordinance requirements/proposed)	_____	_____
Lot area (ordinance requirements/proposed)	_____	_____
Total building area and usable floor area	_____	_____
Off-street parking (ordinance requirements/proposed)	_____	_____
Barrier-free parking (ordinance requirements/proposed)	_____	_____
Number of dwelling units (ordinance requirements/proposed)	_____	_____
Present lot coverage (ordinance requirements/proposed)	_____	_____
Screening (ordinance requirements/proposed)	_____	_____

(continued)

Graphic Illustration: The following items shall be included in a complete site plan drawing. The petitioner may want to show existing features on a separate drawing from proposed improvements for better illustration.

	Applicant Provided	Staff Confirmed
Freestanding and directional signs	_____	_____
Hydrants	_____	_____
Ingress/egress	_____	_____
Landscaping, fencing, berms, walls, lawns or greenbelt as existing and as proposed	_____	_____
Lighting fixtures that are freestanding or attached to a building	_____	_____
Loading zones, truck docks and similar facilities	_____	_____
Natural features such as unique or constraining soils, creeks, ponds, drainage courses, wetlands, floodplains, etc. shall be shown	_____	_____
Parking lots and layouts	_____	_____
Principal and accessory buildings and structures	_____	_____
Sidewalks within one hundred (100) feet of the site	_____	_____
Site locations and surroundings shall be shown by illustrating all buildings within one hundred (100) feet of the site	_____	_____
Soil erosion control plan	_____	_____
Storm water drainage	_____	_____
Streets adjacent to the site	_____	_____
Topography	_____	_____
Trash dumpsters	_____	_____
Utilities, existing and proposed	_____	_____