

VILLAGE OF MACKINAW CITY SITE PLAN REVIEW PROCEDURE

1. Request Water and Sewer Connection Fees from Village Staff.
2. The following items must be submitted to the Village by the 1st day of the month in which you would like to be on the Planning Commission agenda:
 - ✓ One copy of Site Plan (drawn by a registered Architect, Landscape Architect, Engineer or Professional Community Planner) in CAD or compatible format.
 - ✓ Application Sheet for Site Plan Review
 - ✓ Site Plan Review Checklist
 - ✓ Site Plan Review Fee
3. Site plan to be reviewed by Village Staff.
4. Plan preparer will be notified of any necessary modifications.
5. One copy of revised site plan may be required to be sent to: Capital Consultant Engineers, Attn: Larry Fox, 114 E. Main Street, Gaylord, MI 49735. This is at Village Staff's discretion and will be at the expense of the applicant.
6. Plan preparer will be notified of additional modifications.
7. Applicant shall provide 12 printed copies (one set sealed) of modified site plan no later than 7 days prior to the next regularly scheduled Planning Commission meeting.
8. Site Plan review by Planning Commission with approval, and/or required plan modifications, or denial recommendation to Village Council.
9. Plan preparer will be notified of Planning Commission's required modifications.
10. Applicant shall provide a computer file in an AutoCAD 200 LT (.dwg) or compatible format of final plan to Village Hall by 9:00 a.m. the Monday following the regularly scheduled Planning Commission meeting. If plans are not submitted on time, they will not be heard by the Village Council at their next regularly scheduled meeting.
11. Site Plan Review by Village Council.
12. Any Professional Plan Review Costs, i.e. Engineer, Attorney, etc. to be paid by applicant along with the capital connection fees, if applicable.
13. If approved, apply for Zoning Permit.

SITE PLAN REVIEW APPLICATION

PROJECT: _____

PROPERTY OWNED BY

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

PLAN PREPARED BY

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____

APPLICANT SAME AS PROPERTY OWNER? ___ YES ___ NO

If "NO", provide name, address, phone of applicant: _____

SITE CHARACTERISTICS

GENERAL SITE LOCATION: _____

PROPERTY ADDRESS: _____

CURRENTY ZONING DISTRICT: _____

PROPOSED USE OF PROPERTY _____

SITE SIZE (square feet/acres): _____

PROPOSED BUILDING SQUARE FOOTAGE: _____

NUMBER OF DWELLING UNITS: _____

ESTIMATED CONSTRUCTION COST (include parking + utilities): _____

NOTES:

- Village processing fee of \$200 due upon submittal of this application.
- Applicant required to pay all additional fees necessary for site plan review.

SITE PLAN REVIEW CHECKLIST

PROJECT: _____

Listed below is the Site Plan review checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

- 1. Appropriate Scale. _____
- 2. Date, North Point, Street Names (existing and proposed right of way). _____
- 3. Name of person preparing plan. _____
- 4. Proposed site location map. _____
- 5. Property line dimensions. _____
- 6. Zoning setback lines, distance between buildings (nearest point to nearest point). _____
- 7. Location of new buildings. _____
- 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines. _____
- 9. Access drives, internal roads (note public or private identify right of way) service roads. _____
- 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number. _____
- 11. Table of parking spaces required, parking spaces provided. _____
- 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three). _____
- 13. Existing easements (utility, access) within site limits. If none, state this on the plan. _____
- 14. Loading/unloading, service areas. _____
- 15. Sidewalks (internal and public within road right of way). _____

16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades). _____
17. Existing natural features (trees, lakes, ponds, streams, rock outcroppings, severe topography, wetlands, etc.). _____
18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculation. _____
19. Proposed retention/sedimentation ponds. _____
20. Snow storage/snow management plan. _____
21. Dumpster location, screening indication. _____
22. Proposed landscaping (required greenbelts, plant materials/size and type, fences, retaining walls, earthberms, etc.). _____
23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture. _____
24. Fire hydrants. _____
25. Acceleration/deceleration lanes. _____
26. Site amenities (play area, pools, beaches, tennis courts, etc.). _____
27. Types of surfacing (paving, turfing or grated) to be used. _____
28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities. _____
29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building). _____
30. General floor plan indicating internal function. _____
31. Numbered hotel rooms/residential units on floor plan. _____
32. Identify water main on floor plan. _____

Applicant's Signature: _____
Applicant's Name, PLEASE PRINT: _____
Project: _____