

VIENNA TOWNSHIP SITE PLAN REVIEW CHECKLIST

The following information shall be accompany all plans submitted for review and must comply with the procedures set forth in Township Ordinance No. 363. Please check all items that have been provided. This checklist must be filled out prior to submittal.

Is the purpose of this site plan Commercial or Residential?	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
Name & Address of property owner(s) has been provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A drawing shall be submitted including the following information: legal description of the property, site location, gross land area of the development, zoning classification, description of proposed use and location and dimensions of all buildings, easements and right of ways are included either on the site plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Grading and drainage plans submitted showing existing and proposed finished contour of the site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing surrounding land uses, properties, zoning classification within 300 feet of project site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing the location and capacity of private or public water, and sanitary sewer facilities serving the site and storm drainage detail.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing the north point, existing elevations at 2 contour intervals, boundary lines, and topography showing natural features.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing all streets, driveways, service aisles, and parking areas including the general layout and design of parking lot spaces. Include type of surfacing and all parking calculations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing the distances between structures, lot lines, setback lines, the location of vehicular entrances and loading/unloading points.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Elevation drawings of each building with dimensions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing the location, heights, size and number of proposed signs.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Drawing showing the location of dumpster, site lighting and buffer zones.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
In cases of multiple homes or dwellings, drawing must show number of units per acre and square footage of each unit.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does this site plan have anything that does not meet specs listed in Township Zoning Ordinance? <i>If Yes, please consult with Township Building Dept. prior to setting up meeting</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
When proposed structure requires a seal by the State of Michigan, site plan shall be sealed by a licensed Michigan architect, engineer or surveyor.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has Genesee County been contacted regarding water, sanitary and storm sewer connections?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has approval from Genesee County been obtained regarding water, sanitary and storm sewers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have all necessary agencies (Genesee County Road Commission, MDOT, etc.) been contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Items to submit:

- **Completed site plan review application and fee**
- **3 physical copies of the site plan drawings to an appropriate scale**
- **1 electronic pdf copy of the site plan drawings**

All items must be submitted to the Township Building Department at least 10 days prior to the regular Township Planning Commission meeting to which the site plan will be reviewed. The applicant will be notified of the date and time of the meeting. The applicant or a representative must be present at the meeting. All site plan approvals are contingent upon all Genesee County Drain Commission, Road Commission, MDOT or any other necessary agency approvals being obtained.

Please note: Public hearing notice will be required for all new commercial builds or large commercial additions.

Building permits cannot be issued prior to site plan approval and all necessary agency approvals being obtained.