

CHARTER TOWNSHIP OF VIENNA

Application for Site Plan Review

PRINT Applicant's Name: _____

PRINT Address: _____ Telephone: _____

Location of Property: _____

Parcel # _____ Zoning Class: _____

Legal Description: _____

Intended Use of Property: _____

Name & Address of every other person, firm or corporation having a legal or equitable interest in the property.

Name: _____ Address: _____

Name: _____ Address: _____

Check Proper Category:

____ (1) Site Plan for signage

____ (2) Site Plan Review

____ (3) Other

Signature of Applicant



Date Received: _____

Pre-Preliminary: _____

Receipt # _____

Preliminary: _____

Fee Paid: _____

Final: _____

Signature of Chairperson: _____ Date: _____

VIENNA TOWNSHIP BUILDING DEPARTMENT SITE PLAN REVIEW CHECK LIST

1. The completed application, the fee, and nine (9) copies of the proposed site plan must be submitted to the Township Building Department at least four (4) days prior to a regular Township Planning Commission meeting which the site plan will be reviewed.
2. The applicant will receive notice of the date and time of the meeting. **PLEASE NOTE:** Someone must be present to represent the applicant at the Planning Commission meetings.
3. The following information shall accompany all plans submitted for review and must comply with the procedures set forth in Ordinance No. 363.
 - a. Name & Address of owner/owners
 - b. A legal description of the property under consideration and site location in the Township. Must show the gross land area of the development, the present zoning classification, the proposed use or uses, the proposed location and dimensions of all buildings and all easements and right-of-ways
 - c. A drawing shall be submitted with an appropriate scale.
 - d. The drawing must show the grading plan of the area and show the drainage plan of the site, showing existing and proposed finished contour of the site at one foot intervals.
 - e. The drawing must show surrounding land uses and properties within 300 feet, the surrounding zoning classifications, and provide the locations, with dimensions, of the surrounding structures or other improvements.
 - f. The drawing must show the locations and capacity of private or public water and sanitary sewer facilities serving the site and storm drainage detail.
 - g. The drawing must show the north point, the existing elevations at 2 contour intervals, boundary lines, and topography showing natural features.
 - h. The drawing must show all streets, driveways, service aisles, and parking areas, including the general layout and design of the parking lot spaces. (Show also the type of surfacing for parking area, also maneuvering lanes and service areas within the development). Provide approval on all driveways to public roads.
 - i. The drawing must show distances between structures, lot lines, setback lines, and the location of vehicular entrances and loading points.
 - j. The drawing must show the location and height of all walls, fences and screen plantings, including a general plan for the landscaping of the development.
 - k. The drawing must show elevations of each building with dimensions.
 - l. The drawing must show the location, heights, and size of all proposed signs per ordinance No. 363.
 - m. The drawing must show the location of dumpster, site lighting and buffer zones.
 - n. In case of multiple houses, the drawing must show the number of units per acre and square foot of each unit.
 - o. When proposed structure requires a seal by the State of Michigan, site plan shall be sealed by a licensed Michigan architect, engineer or surveyor.
 - p. **Letter from professional engineer certifying sewer capacity for the "S" permit.**
4. Following the approval of a site plan by the Planning Commission, the Building Department may issue a building permit, and/or occupancy permit, and shall insure that development is undertaken and completed in conformance with the approved plans.
5. The building and/or occupancy permit may be revoked in any case where the conditions of the permits have not been, or are not being, complied with.
6. If project is not started in 18 months, approval will be removed.

NAME OF PROJECT: _____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____

I certify that I have completed the above check list for Site Plan Review:

Signature: _____

Date: _____