

**\*NOTE: A pre-submittal meeting with City staff is recommended.**

**CITY OF ST. JOHNS  
APPLICATION  
SITE PLAN REVIEW - (please print)**

Tax Roll Number 19-300- Date \_\_\_\_\_ Fee \$ 175.00

Property Address \_\_\_\_\_

Owner \_\_\_\_\_ Applicant \_\_\_\_\_

Street \_\_\_\_\_ Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Twenty-one (21) copies of the preliminary site plan drawn to acceptable scale (1" = 50' maximum), must be submitted with application. The following information to be submitted with, or shown on, the site plan:

**NOTE:** An application is not considered "filed" unless complete application meets the technical requirements as follows:

**SITE PLAN REVIEW CHECKLIST**

**OWNERSHIP**

\_\_\_ Provide proof of ownership (deed, land contracts, etc.).

\_\_\_ List all the parties having legal interest in the site.

\_\_\_ Provide legal description for site.

**ZONING (General)**

\_\_\_ Show existing zoning of the site, as well as zoning of abutting properties.

\_\_\_ If special use permits, variances, etc., are required – have applications been filed? Special use permits can be applied for at the same time as site plan. Variances must be granted prior to site plan approval.

\_\_\_ If special studies (environmental assessments, traffic studies, engineering reviews, etc.), are required, have they been completed and submitted with the site plan?

**PROPOSED IMPROVEMENTS**

\_\_\_ Streets – show right-of-way plus any required off-site improvements (by-pass, deceleration lanes, etc.). Show street extensions.

\_\_\_ Curb cuts – show quantity and location, alignment with existing driveways across the street and on adjacent properties. Show details such as throat width, curb radii, and slope.

\_\_\_ Utilities – show public sanitary sewer, water and storm drainage systems. Indicate service line connection sizes. Show utility extensions. Indicate existing and proposed usages. Basis of design required including fire flow requirements.

\_\_\_ Show location and distance to nearest fire hydrant.

\_\_\_ Private – show gas, electric, cable, etc.

**INTRA-AGENCY APPROVALS**

\_\_\_ Obtain soil erosion permits from County.

\_\_\_ Obtain approval from County Drain Commissioner.

\_\_\_ Obtain permit from MDOT if on State Highways.

**MAN-MADE FEATURES**

\_\_\_ Show all structures, roads, and other physical improvements.

**NATURAL FEATURES**

\_\_\_ Show existing and proposed grades at two foot intervals.

\_\_\_ Show any wetlands, storm water retention areas, including water courses and man-made drainage ways.

\_\_\_ If on-site soils place limitations on development, provide documentation.

**ZONING (Standards)**

\_\_\_ Show square footage for both lot & buildings. Also specify building heights.

\_\_\_ Show setbacks, lot dimensions, lot coverage, and open space. All streets must indicate North direction. Provide calculations to support net development area and usable open space when applicable.

\_\_\_ Parking – quantity, dimensions, lay-out, fire lanes, circulation, and barrier-free. Show pedestrian and vehicular conflicts.

\_\_\_ Show off-street loading/unloading areas.

\_\_\_ Landscaping – show street trees and buffer zones. Show fencing and screening.

\_\_\_ Signage – location and dimensions.

\_\_\_ Show sidewalks, as well as barrier free access.

\_\_\_ Easements – existing and proposed.

**MISCELLANEOUS**

\_\_\_ Solid waste disposal – show location. Indicate storage or use of hazardous materials.

\_\_\_ Show lighting plan as well as impact on adjacent properties.

\_\_\_ Indicate how the proposed development will "fit" with neighboring properties. Show compatibility in land use and residential densities. List or show aesthetics of the site. Provide building elevations showing construction materials.

\_\_\_ Indicate any phasing plans of proposed development.

\_\_\_ Legal documents – have documents prepared for easements, surety agreements, etc.

\_\_\_ Provide existing and proposed employee or occupancy numbers.

\_\_\_ Indicate total proposed maximum occupancy for customers.

\_\_\_ Indicate Standard Industrial Code (SIC).

Contact the Zoning Administrator or City Engineer, at (517) 224-8944 for further information or questions.

I/we the undersigned hereby certify that all the information submitted with this request: is correct and accurate to the best of my/our knowledge. I/we agree that I/we are solely responsible for providing this information accurately and in its entirety. I/we agree that failure to provide this information is grounds for denial of this request. I/we understand that any studies, surveys, or additional documentation that may be necessary to reach a decision on this matter, shall be conducted solely at my expense.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Applicant