

Site Plan Review Application

A site plan review application is required for the following projects. Please select the item that best describes your project.

- Special use permits, with the exception of bed and breakfasts and outdoor assembly uses when the city administrator judges a site plan to be unnecessary.
- New projects with more than two dwelling units.
- New projects located in a business zoning district.
- New projects located in an industrial zoning district.
- Renovations and projects affecting existing buildings require site plan review if:
 - The project increases the footprint of any multiple-family dwelling, business, or industrial structure by 10% or more.
 - The project involves expansion of a legal nonconforming use, building, or structure. Illegal nonconforming uses may not expand.
 - The existing use requires a special use permit.

Along with this application, applicants must submit:

- Ten 11x17" copies of the site plan. All site plan sheets must bear the stamp of a licensed professional engineer or architect with civil engineering or architecture qualifications.
- A \$500 non-refundable application fee.
- A \$2,500 deposit into an escrow account (a portion of this charge may be refundable or additional fees may be applicable).
- A completed Site Plan Application Checklist (attached).

Applicant/Developer Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

Property Owner Information (If Different)

Name: _____

Address: _____

Phone Number: _____ Email: _____

Architect/Engineer Preparing Site Plan

Name: _____

Address: _____

Phone Number: _____ Email: _____

Project Information

Property Address: _____

Parcel ID (Tax ID Number): _____ Current Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Description of the Work Proposed: _____

The undersigned do hereby make an application to the City of Auburn Planning Commission for Site Plan Review.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

**COMPLETED APPLICATIONS MUST BE RETURNED TO:
AUBURN CITY HALL 113 E. ELM ST. AUBURN, MI 48611
HOURS: 8:30AM TO 4:30PM, MONDAY – THURSDAY**

**FOR QUESTIONS CONTACT JASON BALL WITH ROWE PROFESSIONAL SERVICES
COMPANY AT 810-341-7500 OR JBALL@ROWEPSC.COM**

Site Plan Application Checklist

Please indicate whether the site plan addresses each of the City of Auburn site plan requirements listed in Chapter VII of the City of Auburn Zoning Ordinance. To view the ordinance, [click here](#).

A complete site plan application includes ten (10) 11 x 17” copies that meet the requirements listed below, along with all required fees. Site plans must bear the stamp of a licensed engineer or architect with civil engineering or architecture qualifications. Note that any proposed construction, landscaping, retention of natural features or other property conditions depicted in the site plan submission will be relied upon by the Planning Commission in its review. Therefore, these conditions become requirements for approval of the site plan. Failure to abide by such conditions constitutes a violation of the terms of the site plan approval.

Does the Application Meet the Requirement?			Section 154.135 (B)(3)
Yes	No	N/A	
			(a) <i>Scale.</i> The site plan must be drawn to a consistent scale of not less than one inch equals 50 feet for sites of three acres or less, or one inch equals 200 feet for larger sites.
			(b) <i>Identification.</i> The applicant's name, address and telephone number and the name and address of the firm(s) responsible for preparation of the site plan must be included. If the applicant does not own the property, the owner must be identified and must sign a statement certifying that the applicant is acting in the owner's behalf.
			(c) <i>Property information.</i> The site plan must accurately depict the subject property and land adjacent to and across any thoroughfare from it, including all existing and proposed easements or rights-of-way. Zoning of the site, and of adjacent properties, must be identified. A legal description and computation of the area of the property must accompany the site plan. Where more than one description exists for a parcel of land, the legal description on file with the County Register of Deeds will be the legal description upon which a site plan decision is based.
			(d) <i>Site features.</i> The site plan should depict existing environmental conditions, including the locations of wooded areas or isolated trees over six inches in diameter, topography, drainage features showing the type and direction of flow, wetlands, any existing structures, including those proposed for removal, and other significant conditions. The approximate location and use of structures and the location of the nearest driveways on adjacent or opposing parcels should be shown.
			(e) <i>Transportation features.</i> The site plan must show the location and surface type of all existing and proposed public and private roads, access drives, internal vehicle circulation areas, parking lots (including number and location of handicapped parking spaces), sidewalks (required for all development), loading areas or docks, truck bays and refuse pickup stations.

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Does the Application Meet the Requirement?			Section 154.135 (B)(3)
Yes	No	N/A	
			<i>(f) Shared access.</i> The Planning Commission must require shared access between and among uses where feasible, excluding single-family residential uses. Feasibility is determined with respect to the physical design of the site and not the effort or costs involved with achieving joint access. This requirement applies to driveways and access drives associated with site redevelopment or new construction. In the case of new development, a joint driveway easement must be signed by all property owners involved prior to a construction permit being issued. Driveways must be designed to allow joint access in the future, where feasible, and an easement to allow future use of the drive for joint access must be signed at the time of site plan approval. Shared drives must be shown on site plans at the time of review by the Planning Commission. Refusal to design a site with provisions for joint access or refusal to participate in a joint access easement is justification for site plan denial by the Planning Commission.
			<i>(g) Utilities.</i> The site plan must show the location and size of all existing and proposed public utilities. Water line information shall include locations of existing and proposed fire hydrants and valves. Sanitary sewer information shall include location of any pumping stations and approximate location of manholes. Storm drainage information shall include any enclosed drains, flow restrictors and on-site retention. The site plan must also include any existing or proposed private utilities, such as natural gas, electricity, telephone and cable television.
			<i>(h) Structures.</i> The site plan must show the location and dimensions, including height, of all proposed buildings, accessory structures and related features. For multi-family housing developments, the number of units in each building must be identified. Schematic plans and elevations of all structures exceeding 5,000 square feet of total floor area must be included. The site plan should also show the location, arrangement, dimensions and type of proposed signs, lighting, landscaping, dumpsters, screening, fences and decorative walls.
			<i>(i) Supplementary material.</i> The site plan shall be complemented by any additional information that, in the Zoning Administrator's discretion, is important for the site plan review process. This could include, but not be limited to, an assessment of the proposed project's impact on environmental, historic social or economic conditions; traffic studies; or proposed measures to control or mitigate such impacts as noise, smoke, particulates, vibration, odors or fire hazards.
			<i>(j) Performance bond.</i> Further, the Planning Commission is empowered to require and at its option may require a performance bond or certified check in an amount equal to the estimated cost of improvements associated with the project. Such performance guarantee shall be deposited with the City Clerk at the time of the issuance of the permit authorizing the activity or project to insure faithful completion of the improvements indicated with the approved site development plan; if not, the performance bond shall be forfeited. The city shall rebate a proportional share of the deposit, when requested by the depositor, based on the percent of improvements completed, as attested to by the depositor and verified by the City Administrator. The City Administrator may, at his or her discretion, call upon professional assistance from the City Engineer, or Building Inspectors. In cases where the provisions above have not been met, the amount of the aforementioned performance guarantee shall be used by the city to return the property to a safe and healthy condition and the balance, if any, shall be returned to the applicant.

Additional information deemed necessary to ensure a complete review may be required by the City Planning Commission, city staff or consulting professionals.