



BLACKMAN CHARTER TOWNSHIP

1990 W. Parnall Road • Jackson, Michigan 49201-8612 • Phone (517) 788-4345 • Fax (517) 788-4689

SITE PLAN REVIEW CHECKLIST

Each applicant is required to submit certain materials with their Site Plan Review. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance and Blackman Charter Township General Code of Ordinances for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. ***Failure to submit a complete application can result in delay or denial of the area/site plan.***

Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" = 20' for property less than three (3) acres, or to scale of not less than 1" = 100' for property of three (3) or more acres. Five (5) individually folded copies of the site plans, measuring 11" x 17", sealed by a registered architect, engineer, landscape architect, or community planner must be submitted, along with one (1) set of 24" x 36" plans, including floor plans and color renderings of the building elevation, if applicable.

To assist in the processing of applications, please check each applicable item provided in your submission with site plan sheet designation. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operations; number of units; number of employees on largest shift; number of company vehicles; etc.

Information Required for Site Plan Review – Each final PUD/Site Plan submitted for review shall provide the following information at the time of application:

Site Plan Review Data Checklist	Submitted Sheet #	N/A
Cover/Title Page		
Name and address of the applicant and property owner.		
Address and common description of property and completed legal description.		
Dimensions of land and total acreage.		
Zoning on the site and all adjacent properties.		
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable.		
Name and address of firm or individual who prepared the site plan.		
Proof of property ownership.		

Site Plan Review Data Checklist	Submitted Sheet #	N/A
Site and Zoning Data		
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.		
Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site and within 100 feet of the site.		
All existing and proposed easements, including type.		
Zoning district of site and all adjacent properties.		
Land use of site and all adjacent properties.		
Proposed use of site.		

Gross and net lot area in acres and square feet, net lot area excluding all existing road rights-of-way as well as that in proposed rights-of-way, required access easements and portions covered by wetlands, bodies of water (including streams, ponds, lakes), and 90% of the area of all existing drainage easements.		
Ground floor and total floor area to be constructed.		
Lot coverage (ground floor area divided by net lot area).		
Impervious surface (total impervious area and percentage of impervious area to total net lot area).		
Floor area ratio (total floor area divided by net lot area).		
Number and type of dwelling units and density, for residential projects.		
Building height, in feet and number of floors.		
Natural Features		
General location of existing plant materials, with identification of materials to be removed and materials to be preserved.		
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations.		
Wetlands delineated both in the field and on the plan. The existing area must be shown for each wetland. All impacted area and mitigation areas shall be shown with calculations provided.		
Groundwater information on the site, with supporting evidence including, but not limited to site-specific soils information.		
Access and Circulation		
Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements.		
Driveways and intersections within 250 feet of the site.		
Location of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways.		
Cross-section details of proposed roads, driveways, parking lots, sidewalks, and non-motorized paths illustrating materials and thickness.		
Calculations for required number of parking and loading spaces, location, and layout.		
Dimensions of parking spaces, islands, circulations aisles, and loading zones.		
Fire protection plan.		
Traffic regulatory signs and pavement markings.		

Site Plan Review Data Checklist	Submitted Sheet #	N/A
Landscape Plans		
General landscape plan, including location and type of all proposed shrubs, trees, and other live plant material.		
Existing live plant material to remain, and if material will be applied to landscaping requirements.		
Existing and proposed topography, by contours, correlated with the grading plan.		
Irrigation system plan for watering and draining landscape areas.		
Sections, elevations, plans, and details of landscape elements, such as berms, walls, ponds, retaining walls, and tree wells.		
Proposed means of protecting existing plant material during construction.		
Proposed dates of installation.		
Building, Structure, and Miscellaneous Site Information		
Location, height, and outside dimensions of all proposed buildings and structures.		
Building floor plans and total floor area.		
Details on accessory structures and any screening.		
Location, size, height, and lighting of all proposed site and wall signs.		
Building façade elevations for all sites, drawn at an appropriate scale.		
Description of exterior building materials and colors (samples may be required).		
Location of exterior lighting (site and building lighting).		

Lighting details, including size, height, initial lumen rating, type of lamp, method of shielding, type of lens, and depiction of lighting pattern for all site and building lighting.		
Lighting photometric grid overlaid on proposed site plan showing light intensity (in foot-candles) on site and 10 feet beyond parcel lines.		
Location of trash receptable(s) and transformer pad(s) and method of screening.		
Location of any outdoor sales or display area.		
Information Concerning Utilities, Drainage, and Related Issues		
Location of existing and proposed sanitary sewer systems.		
Size of existing and proposed sanitary sewer systems.		
Location of existing and proposed water mains, water service, and fire hydrants.		
Size of existing and proposed water mains, water service, and fire hydrants.		
Site grading, drainage patterns, and other stormwater management measures.		
Stormwater drainage and retention/detention calculations		
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls.		
Location of storm sewers and drains.		
Size of storm sewers and drains.		
Location of above and below ground gas, electric, and telephone lines, existing and proposed.		
Location of transformers and utility boxes.		
Assessments of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.		
Additional Information Required for Multiple-Family Residential Development		
The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).		
Density calculations by type of residential unit (dwelling units per acre).		
Garage and/or carport locations and details, if proposed.		
Mailbox clusters.		

Site Plan Review Data Checklist	Submitted Sheet #	N/A
Location, dimensions, floor plans, and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable.		
Swimming pool fencing detail, including height and type of fence, if applicable.		
Location and size of recreation and open space areas.		
Indication of type of recreation facilities proposed for recreation area.		

Additional Study (as required by the Zoning Administrator)	
Traffic Study	As required by Zoning Administrator
Environmental Assessment	As required by Zoning Administrator
Noise	As required by Zoning Administrator
Additional Study	As required by Zoning Administrator

CRITERIA FOR SITE PLAN REVIEW

The Planning Commission and Blackman Charter Township shall review the site plan to ensure that it complies with all of the criteria below:

1. General

- a. The proposed development shall be consistent with the general principles and objectives of the adopted Blackman Charter Township Master Plan, and all applicable building codes.
- b. All elements of the site plan shall be designed to consider the site's current topography, existing historical and architectural features, the size and type of lot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- c. CERTIFIED BOUNDARY SURVEY AND CURRENT TOPOGRAPHIC MAPPING REQUIRED

2. Preservation of Significant Natural Features

Judicious effort shall be used to preserve the integrity of the Land, existing topography, and natural features, in particular woodlands, EGLE designated/regulating wetlands, and, to a lesser extent, wetlands which are not regulated by the EGLE.

3. Access, Driveways, and Circulation

Safe, convenient, uncongested, and well-defined vehicular and Pedestrian circulation within and to the site shall be provided and shall meet the following criteria:

- a. Drives, streets, parking, and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points.
- b. All driveways shall meet the design and construction standards of the Jackson County Department of Transportation (JCDOT) or Michigan Department of Transportation (MDOT). A letter from JCDOT or MDOT is required showing approval of proposed access management.
- c. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site.

4. Emergency Vehicle Access

All buildings or groups of buildings shall be arranged to permit necessary Emergency vehicle access, as required by the Blackman Charter Township Public Safety department.

5. Barrier-Free Access

The site has been designed to provide barrier-free parking and pedestrian circulation.

6. Parking

The number and dimensions of off-street parking spaces shall be enough to meet the minimum standards of Section 5.3 – Off-Street Parking Requirements (as-revised).

7. Storm water/ Drainage

A letter from the Jackson County Drain Commissioner (JCDC), Michigan Department of Transportation (MDOT) and/or Jackson County Road Commission (JCDOT) is required showing approval of proposed site for building.
JACKSON COUNTY ROAD COMMISSION: (517) 788-4230
JACKSON COUNTY DRAIN COMMISSIONER: (517) 788-4398

AIRPORT ZONING

- 8.** Project complies with airport zoning ordinance and land use guidance (if applicable).

9. NON-APPLICABLE (N/A) line items

A detailed letter of explanation for any item on the site plan checklist that is marked N/A (not applicable) is required to be attached with the site plan review. Until the site plan review checklist requirements are met, **No site plan review meetings will be scheduled.**

10. ALL SITE PLANS AND REQUIRED LETTERS/ DOCUMENTS REQUIRED FOR THE MEETING ARE DUE NO LESS THAN 20 DAYS BEFORE SCHEDULED MEETING DATE. FAILURE TO DO SO WILL RESULT IN RESCHEDULING OF THE MEETING.