



Preliminary Site Plan Application

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Business Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Parcel Number: _____ Lot Dimensions: _____

Location of Development: _____

Cross Streets: _____

Type of Improvements: _____

Applications for Preliminary Site Plan approval for all projects shall consist of the following:

- Ten (10) Copies of the Preliminary Site Plan, at the appropriate scale (Plan shall be prepared by an Architect, Professional Engineer or Land Surveyor licensed to practice in Michigan).
- Legal description (can be included as a separate document); lot line bearings and distances should be shown on the drawings.
- Zoning district of site and all adjacent property.
- Land use of the site and all adjacent property.
- Proposed use of the site.
- Lot area in acres, excluding existing and/or proposed road or street right-of-way.
- Existing deed covenants or plat restrictions, if any.
- Location and outline of all existing development on the site, such as buildings, drives, parking areas, wells, septic tanks, drain fields, above and underground utilities, poles, ditches, underground storage tanks, above ground storage tanks, etc.
- Location, width and purpose of existing easements.
- Location of existing adjacent buildings, drives and parking areas.
- Ground floor and total floor area to be constructed.
- Floor coverage ratio (ground floor area/net lot area).
- Floor area ratio (total floor area/net floor area).
- Number and types of dwelling units and density for residential projects.
- Building height, in feet and number of floors.
- Number of buildings.
- Required yards, greenbelts and transition strips (delineated on the plan).
- Number of parking spaces required and provided along with supporting calculations.
- Size of parking space and parking lot aisles.
- Proposed deed or plat restrictions, if any.
- General proposed utility layout for sanitary sewer, water and storm sewer system.



Final Site Plan Application

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Business Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Parcel Number: _____ Lot Dimensions: _____

Location of Development: _____

Cross Streets: _____

Type of Improvements: _____

Applications for Final Site Plan approval for all projects shall consist of the following:

- Ten (10) copies of the Final Site Plan (construction drawings) shall be submitted with the application.
- All information required for the "Preliminary Site Plan".
- Professional seal and signature of the plan preparer. (Plan is required to be prepared by an Architect or Professional Engineer licensed to practice in Michigan).
- Vicinity Map showing the location of site, in relation to the nearest cross street and section corner.
- Existing topography showing existing contours to 50 feet outside the property.
- Centerline, right-of-way dimensions including those proposed for the future and name for each street bordering the site.
- Location and type of natural features on and adjacent to the site; surface elevations of existing street at the intersection of each proposed driveway or street.
- USGS based benchmark on the site.
- Natural features to remain and to be removed.
- Existing improvements to remain and to be removed.
- Layout plan-showing proposed structures, locations, dimensions, walks, drives, parking areas, etc.
- Grading and Drainage Plan-showing pavement and lawn grades, drainage patterns, land forms, etc.
- Utility Plan-showing all proposed utilities, materials, elevations, slopes, details, etc.
- Landscape Plan-showing planting beds, plant materials, screening, etc.
- Soil Erosions Control plan-showing soil erosions control measures and details.
- Location of phase lines, outdoor trash storage areas, site lighting, traffic control signs, etc.
- Location, size, height and detail of all proposed signs.
- Location and size of all other proposed improvements such as central mail boxes, berms, etc.
- Two (2) copies of all calculations for storm sewer pipe sizing, detention volumes, watermain & fire protection, sanitary sewer, etc.

Evidence of approval by the following agencies shall be submitted with this application or before granting final approval.

- Michigan Dept. of Environmental Quality—wetlands, lakes, streams, dams, flood plains, where applicable.
- Michigan Dept. of Environmental Quality—sanitary sewer construction permit, watermain construction permit.
- Michigan Dept. of Transportation—right-of-way, driveways, utility crossings, traffic patterns.
- Ingham County Road Commission—rights-of-way, driveways, street connections, utility crossings, traffic patterns.
- Ingham County Drain Commissioner—drainage, soil erosion & sedimentation control.
- Ingham County Health Department—wells, septic systems, Pollution Incident Prevention Plans.



Application Review Procedures

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Application Procedures

1. A fee of \$350 for site plan review is payable at the time of application. No portion of this fee is refundable regardless of the decision of the Village Council.
2. A \$1,000 refundable escrow is due at the time of application. The \$1,000 will be held in an escrow account which will be drawn up to cover Village costs for the application review. If all of the funds in the escrow account are expended, another \$1,000 must be placed in escrow with the Village before any further progress is made on the application. After completion of the application process, the remaining balance in the escrow account will be returned to the applicant.
3. Application forms for both Preliminary and Final Site Plan submittals can be obtained from the Village Office.
4. The Village staff prepares a report for the Village council detailing the relevant information pertaining to the Site Plan. The staff review is based on the following: the Village of Webberville Zoning Ordinance, the Village of Webberville Design Standards and generally accepted design practices. A copy of the staff report is available upon request approximately seven (7) days before the date of the meeting.
5. If warranted, the developer is encouraged to submit the Site Plan to any other local and/or state agencies that may have jurisdiction for their review, comment and approval.

Preliminary Site Plan Review

Preliminary Site Plans are reviewed by the staff for compliance with the Village Ordinances and standards. The staff will make a recommendation to the Village Council. The Village Council will approve, approve with conditions, or deny approval of the Preliminary Site Plan.

If the Preliminary Site Plan is denied by the Village Council the applicant has the opportunity to prepare a new plan and application and submit the new Preliminary Site Plan to the Village Council for review.

If the Preliminary Site Plan is approved with conditions, the applicant should incorporate the conditions into the Final Site Plan (Construction Drawings) for the Final Site Plan Review submittal.

If the Preliminary Site Plan is approved, the applicant can submit the Final Site Plan (Construction Drawings) for the Final Site Plan Review.

Final Site Plan (Construction Drawings) Review

Final Site Plans (Construction Drawings) are reviewed by staff for compliance with the Village Ordinances and Standards. The staff will make a recommendation to the Village Council. The Village Council will approve, approve with conditions, or deny approval of the Final Site Plan.

If the Final Site Plan is denied by the Village Council the applicant has the opportunity to amend the plan and resubmit the Final Site Plan to the Village for review. If the revisions are substantial, particularly due to an incomplete submittal, the Village may assess an additional review fee to offset the cost of the additional review costs.

If the Final Site Plan is approved with conditions, the applicant should revise the Final Site Plan to incorporate the conditions and submit the Final Site Plan to the Village.

The applicant may apply for a building permit when the Final Site Plan has been approved by the Village Council.

I/We hereby apply for Site Plan Review in accordance with Section 153.087 of the Village Zoning Ordinance. I/We understand that a completed site plan checklist, ten (10) plans, proof of ownership, all fees and escrow must be submitted or resolved prior to acceptance of the application. All information, as well as, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

Applicant Signature	Date	Owner Signature	Date
---------------------	------	-----------------	------

OFFICE USE ONLY:

Filing Date: _____ Fee Paid: _____

Escrow Paid: _____

Action: _____ Effective Date: _____

Signature: _____ Date: _____