

Welcome to the City of Zilwaukee, This packet is to assist you in preparing your site plan for review by the Planning Commission. This office must receive your application 30 days prior to their meeting which is held on the 2nd Wednesday of the month. If the site is in the Bridgeview Center, a TIFA district, they also have their own building and use restrictions. A copy of these can be picked up at City Hall. You must have Bridgeview Center approval **PRIOR** to the Planning Commission meeting.

The City Council meeting is on the 1st Monday of the month and the Zoning Board of Appeals meeting is held as needed. Our Building Inspector/Zoning Administrator is John Stemple who can be reached through the City office.

DESCRIPTION

Site Plan Review is a process whereby documents and drawings specified in the zoning ordinance are reviewed to ensure that a development proposal complies with local, state, and federal regulations. The Site Plan is a plan, drawn to scale, showing the layout of proposed uses and structures.

The purpose of Site Plan Review is to promote the orderly development of the City, the stability of land values and investments and the general welfare and to help prevent the impairment or depreciation of land values and development by the erection of structures or additions or alterations thereto without proper attention to sitting and appearance. Prior to the erection of any building or structure, in any zoning district in the City and any land use requiring special approval or any planned unit development, a site plan shall be submitted for review and approval. This review and approval shall be performed by the Chief Inspector or by the City Planning Commission as follows:

SITE PLAN REVIEW BY THE BUILDING INSPECTOR

Residential structures, garages and accessory buildings, structures and uses thereto. A change in the use of a structure or land which does not require additional parking and does not involve exterior structural alterations.

An addition to an existing structure.

SITE PLAN REVIEW BY THE CITY PLANNING COMMISSION

All other structures and uses of land or buildings shall be reviewed by the City Planning Commission.

SITE PLAN REVIEW PROCEDURE
TO REQUEST SITE PLAN APPROVAL CONTACT:

CITY OF ZILWAUKEE
319 TITTABAWASSEE
SAGINAW, MICHIGAN 48604

(989) 755-0931
Hours 8:00 A.M. - 4:30 P.M.

- STEP 1 The applicant should contact the Building Inspector at City Hall and discuss the proposed construction plans to ensure that the necessary forms are obtained and to determine if a special land use permit, variance or rezoning is necessary.
- STEP 2 The applicant should have a site plan prepared according to the checklist found in this handbook. A preliminary plan can be submitted to the Zoning Administrator, prior to formal submission to give both the City and Developer a chance to determine that all required information is shown on the plan. This is important as it may save time later on and make the process go a lot smoother if all questions are answered before the final plans are submitted.
- STEP 3 Four copies of the site plan, three copies of the elevation plans and the completed site plan review form must be submitted at least 30 days before the next regularly scheduled Planning Commission meeting.
- STEP 4 After the site plan is filed, the City Manager will forward it to the appropriate City Departments (Public Works, Fire and Police for review and comment.)
- STEP 5 The Building Inspector will prepare a communication to the Planning Commission at least 14 days prior to the next scheduled Planning Commission meeting, describing the proposal and also including the recommendations received from the City Divisions. A copy of the communication is sent to the developer and to the architect or engineer prior to the Planning Commission Site Plan Review, to allow time for review and provide an opportunity to work out any problems that may have been identified.

STEP 6. The Planning Commission will review the Site Plan at an open meeting and do one of following:

1. Approve Site Plan as presented.
2. Approve Site Plan with conditions.
3. Table Site Plan and indicate to developer any additional information which needed.
4. Reject Site Plan if it does not meet zoning standards for approval.

The developer or a representative should be present at the Commission meeting when the site plan is to be considered to answer any questions the Commission might have.

It should be noted that if the site plan is approved, the Commission will normally place a deadline for completion, so the developer needs to plan his construction schedule accordingly.

STEP 7. If the site plan is approved the applicant will receive a site plan approval letter generated by the City Building official/ Zoning Administrator which will contain any conditions that were required in the Site Plan Approval.

STEP 8. If the site plan is approved, the applicant should then submit construction drawings to the Building Inspections Division for review and permit issuance. Construction drawings may be submitted at any time during the Site Plan Review Process to save time.

SITE PLAN REVIEW INFORMATION REQUIRED

NO. OF PLANS AND 4 copies of the site plan shall be submitted to the City office not less than 30 days prior to the next regular City Planning Commission Meeting.

**INFORMATION
REQUIRED
ON ALL PLANS**

A legal description of the property.

A vicinity map showing the location of the area in relation to surrounding properties, streets, freeways, schools, school sites, and other significant features of the City where appropriate.

A map indicating the gross land area of the development, the present zoning classification, and the zoning classification and land use of the abutting properties surrounding the proposed development, including the location of structures and other improvements.

A drawing of the Site Plan to a consistent scale, in a size adequate to show necessary details as required by the Planning Commission.

Location of each existing and each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines, and approximate location of vehicular ingress, egress, and loading points.

Number of on-site parking spaces, layout of parking areas, access aisles, and service drives; also dimensioned parking layout with typical space size. All streets, driveways, easements and service aisles to be shown.

Location and height of all walls, fences greenbelts, berms, and other means of screening.

Landscaping plan including specie type, location with a brief narrative description of the landscaping plan. The location of any trees (3” caliper or greater) to be removed.