# Site Plan Review
# (Commercial/Industrial)

**130 N. Nottawa, Sturgis, MI 49091**
**Phone: 269-659-7230 Fax: 269-659-7295**

COMMUNITY DEVELOPMENT
*Professional. Thorough. Responsive.*

| Date of Application | Project Location |
|---|---|
| Parcel ID # | Type of Project |

| Property Owner Name | | Phone Number | |
|---|---|---|---|
| Street Address (Street No. and Name) | City | State | Zip Code |

| If property is being purchased, provide proposed owner's name | | Phone Number | |
|---|---|---|---|
| Street Address (Street No. and Name) | City | State | Zip Code |

| Architect/Engineer | | Phone Number | |
|---|---|---|---|
| Address | City | State | Zip Code |

Provide detailed description of Project:

_____

_____

Will a variance, special land use or non-conforming structure designation be required for this project?
Mark all that apply: ☐ Variance ☐Special Land Use ☐Non-Conforming Structure

**Required for Review**
1 Full Electronic Copy Set with Seal and Signature

**Type to be reviewed (Please check one):**
☐Major - $500.00
☐Minor - $175.00
(Minor change to existing approved Site Plan)

**Please note: Hard copies of the plan submittals are not required unless the applicant is unable to provide electronically.**

Signature of Applicant Date

**OFFICE USE ONLY**

| Fee Collected | Collected By | Date Collected | General Ledger #249.000.451000 |
|---|---|---|---|

| SETBACKS | REQUIRED | SUBMITTED | Property Zoning |
|---|---|---|---|
| Front | _____ | _____ | _____ |
| Rear | _____ | _____ | |
| Side | _____ | _____ | |

| Application Received | Drawings Submitted | Payment Received |
|---|---|---|
| ☐ | ☐ | ☐ |

_____ _____
Will Prichard, Building Official Date

# City of Sturgis—Site Plan Application and Checklist

130 N. Nottawa Street, Sturgis, MI 49091
Telephone: 269-659-7230  Fax: 269-659-7295

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**SITE PLAN APPLICATION & CHECKLIST**
A Site Plan Review is an administrative process completed by City of Sturgis staff from many departments, including Community Development, Economic Development, Public Safety, Engineering and Public Services.

The first step in Site Plan Review, is the Pre-Application meeting. If you have not yet scheduled this meeting, please contact us at 269-659-7230 or email us at comdev@sturgismi.gov. The Pre-Application meeting allows applicants to ask questions about their plan, the process, this checklist as it relates to their project, or to finalize an application with staff.

All Site Plans must be developed using this checklist. You will use this checklist as your cover page to your Site Plan. Using this checklist, provide all information pertinent to the project and note on which plan page the information can be found. Assistance and questions with this form or the process can be answered by Community Development Department staff at any point during the process.

**SITE PLAN REVIEW REQUIREMENTS**
Before approvals may be issued, all Article 12 of the City of Sturgis Zoning Ordinance must be met, plus the following:

- Drawn at an engineering scale of 1”= 20’ for a development of not more than 3 acres and 1”= 100’ for a development of more than 3 acres, both with a north arrow.
- The area of the subject parcel of land stated in acres, or if less than one acre, in square feet.
- Name, address, email, phone number of property owners, applicant, and firms/professionals involved in the project.
- Address, legal description, and Parcel Identification Number (PIN) of subject property.
- All plans must be submitted in an electronic format (PDF) plus five hard copies in 24”x36” format, one physical copy of application and supporting document required for staff review. Final submittals must be received prior to Planning Commission Meeting.
- Supporting documents include the following: surveys, environmental reports, storm water calculation worksheets and other pertinent information.
- Application is not complete until the application completed in full and fee are submitted.

**DEPOSIT & FEES**
A fee in the amount of $500.00 will be collected for a Site Plan Review. A fee of $175.00 will be assessed for minor revisions made to previously reviewed plans.

**COMPLETED APPLICATIONS**
Once completed, please submit this checklist and your completed site plan in PDF format to comdev@sturgismi.gov. If you have any questions, please call 269-659-7230.
**Required for Review**
3 Full Paper Copies Sets with Seal and Signature
1 Full Electrical Copy Set with Seal and Signature

Only completed applications following all Site Plan Review requirements will be accepted.

## Site Plan Review Checklist (Complete in full, items that don't apply mark 'NA' and note why.)

| Applicant Information | | |
|---|---|---|
| Applicant Name: | Applicant Mailing Address: | |
| Applicant City: | Applicant State: | Applicant Zip Code: |
| Applicant Phone Number: | Applicant Mobile Number: | |
| Applicant Email Address: | Preferred Contact: ☐ Email ☐ Phone | |

| Property Owner Information | | |
|---|---|---|
| Same As Above: ☐ Yes ☐ No - If No, this section must be completed. | | |
| Applicant Name: | Applicant Mailing Address: | |
| Owner City: | Owner State: | Owner Zip Code: |
| Owner Phone Number: | Owner Mobile Number: | |
| Owner Email Address: | Preferred Contact: ☐ Email ☐ Phone | |

| Property Information | |
|---|---|
| Property Address: | |
| Parcel Identification Number (PIN): | Zoning District: |

| Site Plan Checklist | |
|---|---|
| **Site Plan Review Checklist Item*** | Site Plan: Found on Page |
| Vicinity Maps illustrating adjacent streets and existing structures (within 100'), zoning and land use. | |
| Location and type of existing features on the subject property and on adjacent properties, such woods, drains, 100-year flood plains, floodway, soil contamination, groundwater contamination, etc. | |
| The topography of the site with at least two-foot contour intervals and all natural features such as wood lots, streams, rivers, lakes, wetlands, unstable soils, and similar features shall be shown, as required by the city engineer. | |
| Location, dimensions, and/or capacities of existing property lines; lots; recorded and unrecorded easements (including County drains); all utilities, including water, sewer, electric, gas, phone, cable, internet, etc.; wells and cisterns, hydrants; Fire Department connections, right-of-ways (including sidewalk, landscaping, light, pavement, notes on vacation, etc. within it); and points of access | |
| Location of existing buildings and structures (such as signs, light fixtures, refuse area, parking areas, fences, drainage, above/underground storage tanks, Fire Department connection, fire service with backflow prevention type, etc.) on the subject property, including setbacks, structure use, if planned to remain or be demolished, and age of structure, if to remain. | |
| **Summary of Site Calculations** | |
| Gross site area | |
| Area of site covered with impervious and semi-pervious surfaces | |
| Number and type of housing units | |
| Square footage of commercial, manufacturing or institutional uses - site total and by floor area per building | |
| Number of vehicle and bicycle parking spaces provided, including barrier-free | |

* Refer to the City of Sturgis Code of Ordinance on Page 6 of this packet.

**Site Plan Review Checklist (Complete in full, items that don't apply mark 'NA' and note why.)**

| Site Plan Review Checklist Item | Site Plan: Found on Page |
|---|---|
| **PLANNING AND ZONING** | |
| Building location, including distance from property lines | |
| Building elevations, including number of stories and locating doors, windows, façade materials, signage and lighting | |
| Off-street parking (vehicle and bicycle) and loading, including location, barrier free, quantity, dimensions, signage | |
| All on-site lighting, including location, height, type, wattage(provide Photometrics, if available) | |
| Signage - type, location and size | |
| Site access for all modes (vehicle, pedestrian, bicycle, transit) including location, dimension, radii, materials, signage | |
| Impervious surface and pervious surface, before and after construction | |
| Dumpster location and enclosure | |
| Landscape plan, including fences, walls, plant schedule (number, size, species), and incorporate of existing trees and vegetation, if applicable | |
| Soil erosion control measures | |
| Final site grading/topography (2' contour lines labeled with USGS datum) | |
| All elevations of buildings and floors | |
| Locations, dimensions, area, use and construction type of all buildings | |
| ADA and Michigan Barrier Free accessible routes | |
| **CITY OF STURGIS FIRE** | |
| Installation of Knox Box | |
| Proper location and sizing of: | |
| • Fire Department Connection (FDC) | |
| • FDC Signage | |
| • Hydrants | |
| • Water mains serving fire protection systems | |
| • Building identification (street number and names) | |
| Protective bollards | |
| Vehicular access and circulation | |
| Hazardous Material Storage present? | |
| On-site Storage or Use of Hazardous Chemicals *Permit from Fire Marshal may be required* | |
| • Safety Data Sheet Information | |
| • Right to Know Survey/Chemical Inventory Storage Form Part I | |
| • Wellhead Protection/Chemical Inventory Storage Form Part II | |
| • Classify hazard class of site and/or structure(s) | |

## Site Plan Review Checklist **(Complete in full, items that don't apply mark 'NA' and note why.)**

| Site Plan Review Checklist Item | Site Plan: Found on Page |
|---|---|
| **Engineering** | |
| Location and dimensions of new right-of-ways | |
| Site access for all modes (vehicle, pedestrian, bicycle, transit) including location, approach type, dimension, radii, materials, signage | |
| Improvements to existing off-site right-of-ways for all modes (vehicle, pedestrian, bicycle, transit) | |
| Timeline of proposed right-of-way work, street closures, lane restrictions or sidewalk closures | |
| Location and dimension of utilities and easements for gas, electric, phone, cable, etc. | |
| Management of abandoned wells, cisterns and above or underground storage tanks, including information on installation, operation, capping or removing. | |
| Detail all grade changes, cutting and fill, including management of existing vegetation and soil erosion and/or sedimentation. | |
| Location and capacity of water main, water service and hydrants | |
| • For new water service also detail: | |
| • Size of line required | |
| • Use for fire service | |
| • Domestic meter size required | |
| Quantity of new hydrants _____ | |
| Calculations for proposed sewer main, sewer lead, water main, water service and hydrants | |
| Fire Service (note: existing systems may require inspection and upgrade) | |
| • Locate cross-connections | |
| • Backflow prevention devices | |
| Sanitary sewer service lateral location and sizing | |
| • All existing and proposed new, including identification and depth of | |
| • Underground utility crossings | |
| If new connection is proposed, a Sanitary Sewer Connection Application Form is required. | |
| Storm Water structures and systems details | |
| Detail pervious and impervious areas | |
| Field Permeability Test is not required, but may be performed to determine if a Design Infiltration Rate is higher than Storm Water Criteria Manual Table 5 (see page 9). | |
| • Provide Field Permeability Test, if available. | |
| Storm Water Calculation Worksheet | |
| Property/site drains present? Detail connection to sanitary or storm sewer, on-site holding tank with pumping/disposal plan, or other. | |
| Property/site drains present? Detail connection to sanitary or storm sewer, on-site holding tank with pumping/disposal plan, or other. | |
| Detail direct or indirect discharge into or toward a storm sewer, drain or other surface water feature. | |

If parcel is located in a Wellhead Protection Area, please see page 7.

**Site Plan Review Checklist** **(Complete in full, items that don't apply mark 'NA' and note why.)**

## Description of Project

_____

_____

_____

_____

## Applicant Authorization

Applicant Name _____
(Please Print)

Applicant Signature _____ Date _____

## Office Use Only

| Checklist Received On: | Received By: | Complete □ Yes □ No |
|---|---|---|
| **Items Missing** | **Items Missing** | **Items Missing** |
| | | |
| | | |
| | | |
| | | |
| | | |

## For Reference: City of Sturgis Code of Ordinances

**1.1204. - Application procedure.**

Requests for final site plan review shall be made by filing with the building department the following items.

(A) A review fee as determined by resolution of the city commission based upon the cost of processing the review. The resolution shall be on file with the city clerk for public information.

(B) Eight copies of the completed application form for site plan review which shall contain, as a minimum, the following information:

(1) The name and address of the applicant.

(2) The legal description of the subject parcel of land.

(3) The area of the subject parcel of land stated in acres, or if less than one acre, in square feet.

(4) The present zoning classification of the subject parcel and abutting parcels.

(5) A description of the proposed development.

(C) Twenty single-page site plans and four full sets of site development plans including topography, water, sewer, electric, gas, etc. with engineers seal affixed shall be submitted. All plans may be submitted at the same time, however, four sealed sets and five one-page site plans should be submitted not less than ten days prior to the schedule meeting at which the planning board. is scheduled to take action. Plans shall include the following information:

(1) The plan shall be drawn to an appropriate scale of not smaller in size than one inch equals 20 feet for a development of not more than three acres, and a scale of not smaller in size than one inch equals to 100 feet for a development in excess of three acres.
(2) The plan shall show an appropriate descriptive legend, north arrow, scale, date of preparation, and the name and address of the individual or firm preparing the plan.
(3) The property shall be identified by lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property.
(4) The topography of the site with at least two-foot contour intervals and all natural features such as wood lots, streams, rivers, lakes, wetlands, unstable soils, and similar features shall be shown, as required by the city engineer.
(5) Existing manmade features upon the site within 100 feet of the ownership site boundary shall be identified and located.
(6) The location, proposed finished floor and grade line elevations, the size of proposed main and accessory buildings, the relationship of buildings to one another and to any existing structures on the site, and the height of all buildings and square footage of floor space therein shall be indicated. Site plans for multiple-family residential development shall also include a density schedule showing the number of dwelling units per net acres, including a dwelling schedule showing the unit type (one bedroom, two bedrooms, etc.) and number of each unit.
(7) All proposed and existing streets, driveways, sidewalks, and other vehicle or pedestrian circulation features upon and adjacent to the site shall be shown, together with the location, size, and number of parking areas, service lanes thereto, and service parking and delivery or loading areas. Wheel stops are required. Sidewalks are required which meet ADA access, for inter site access, as well as public access across the property along all road frontage. Interconnection of parking lots between business properties is encouraged.
(8) The location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features shall be indicated.
(9) The proposed operations on the site shall be described in sufficient detail to indicated the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants. Any potential demands for future community service will also be described, together with any special features which will assist in satisfying these demands. The colors, materials, textures of all buildings, walls, roofs, fences, and signage and other items of installation on the site shall be explained in sufficient detail to allow review.
(10) Any earth-change plans required by state law shall also be submitted with the application.
(11) On-site lighting, electric service and meter location, surface water drainage for the site, and proposed locations for sanitary sewage disposal and water supply shown on the site plans.
(12) The site plan shall include any other information as may be determined to be necessary by the planning board because of any peculiar features of the proposed development.

## For Reference: City of Sturgis Code of Ordinances

**Article XV. - Groundwater Protection**

**1.1505. - Site plan review.**

1. *Site plan review procedures:* Applicable projects under this article that also require site plan review under Article XII shall include:
    a. Existing and proposed land use deed restrictions, if any.
    b. Location and outline of all existing septic tanks and drain fields.
    c. The location of any floor drains in proposed structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
    d. Location of existing and proposed public and private drinking water wells, monitoring wells, irrigation wells, test wells, wells used for industrial processes or wells that have no identified use.
    e. Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the code official and Fire Department (include CAS numbers).
    f. Description and drawings showing size and location for any existing or proposed aboveground and underground storage tanks, piping lines and dispensers.
    g. Descriptions of type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous substances.
    h. Reported delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure.
    i. Completion of the City of Sturgis Environmental Permits Checklist.

(Ord. of 11-25-2013)

## F. Design Infiltration Rates

A conservative value for the infiltration rate is used in calculating the storage volume of infiltration BMPs due to the uncertanty that the soil will infiltrate at the design rate during the time the basin is filling. The maximum allowable soil infiltration rate used to size the storage volume of the BMP shall be 0.52 inches per hour, except that 1.04 inches per hour may be used where soil borings indicate sand or gravel free of any other soil seams.

Where field permeability testing is not performed, the design infiltration rates provided in ***Table 5*** shall be used to calculate the minimum infiltration area of the BMP necessary to drain in the allotted drawdown time.

**Table 5 – Design Infiltration Rates by USDA Soil Texture Class**

| Soil Texture Class | Effective Water Capacity[1] (inches per inch) | Design Infiltration Rate[2] (inches per hour) | Hydrologic Soil Group[1] |
|---|---|---|---|
| Gravel | 0.40 | 3.60 | A |
| Sand | 0.35 | 3.60 | A |
| Loamy Sand | 0.31 | 1.63 | A |
| Sandy Loam | 0.25 | 0.50 | A |
| (Medium) Loam | 0.19 | 0.24 | B |
| Silty Loam / (Silt) | 0.17 | 0.13 | B |
| Sandy Clay Loam | 0.14 | 0.11 | C |
| Clay Loam | 0.14 | 0.03 | D |
| Silty Clay Loam | 0.11 | 0.04 | D |
| Sandy Clay | 0.09 | 0.04 | D |
| Silty Clay | 0.09 | 0.07 | D |
| Clay | 0.08 | 0.07 | D |

[1]Source: Appendix D.13, Table D.13.1, *Maryland Stormwater Design Manual*, Maryland Department of Environment, 2000. (Rawls, Brakensiek and Saxton, 1982.)
[2]Source: Table 2, *Site Evaluation for Stormwater Infiltration (1002)*, Wisconsin Department of Natural Resources, Conservation Practice Standards, 2004. (Rawls, 1998.)

*Infiltration* is the process by which water on the ground surface enters the soil. *Infiltration rate* is a measure of the rate at which soil is able to absorb rainfall or irrigation in inches per hour. The rate decreases as the soil becomes saturated. The design infiltration rate assumes saturated conditions and closely approximates the *hydraulic conductivity* (typically given in feet per day) of the near-surface soil.

The *effective water capacity* of a soil is the fraction of the void spaces available for water storage, measured in inches per inch.

***Table 5*** provides design values of the effective water capacity (void ratio) and the infiltration rate of the specific soil textural groups. The soil textures presented in ***Table 5*** correspond to the soil textures of the USDA Soil Textural Triangle included as ***Figure 3***.

The least permeable soil horizon within four (4) feet below the proposed BMP bottom elevation shall be used to select the design infiltration rate.