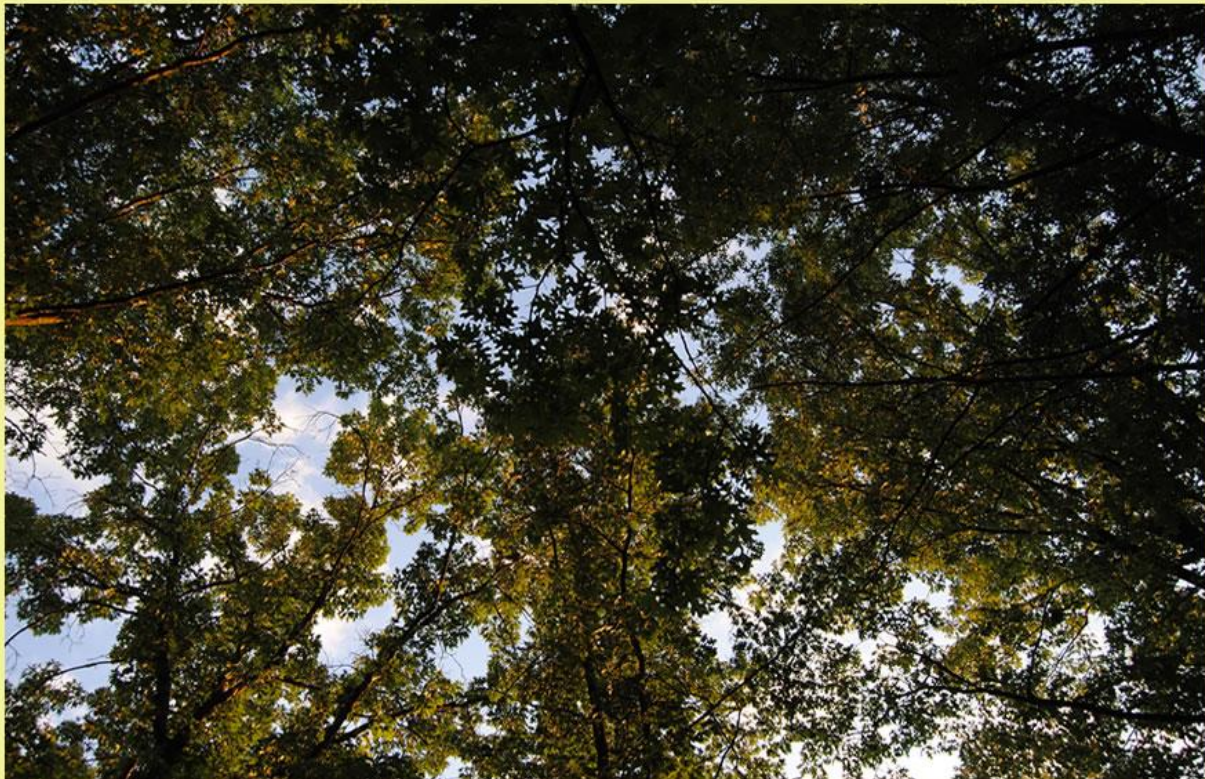

Site Plan Review / Special Use Application



CHARTER TOWNSHIP OF ROYAL OAK, MICHIGAN



INSTRUCTIONS

The Planning / Zoning Commission of the Charter Township of Royal Oak has the responsibilities of formulating the Zoning Ordinance, and reviewing amendments to the Zoning Ordinance, including rezonings, through public hearings and reporting recommendations.

The Planning/Zoning Commission also has the responsibilities to review and take final action on all applications for site plan approval.

For Special Land Use applications, the Planning/Zoning Commission is responsible for holding public hearings, reviewing all applications, and making a recommendation to the Township Board of Trustees for final action.

The Planning/Zoning Commission is responsible for holding public hearings and reviewing applications for Planned Developments and makes a recommendation to the Township Board of Trustees for final action.

1. The **PLANNING/ZONING COMMISSION** regular meetings are the second **WEDNESDAY** of each month. Submittal of plans must be to the Royal Oak Township Building and Zoning Department **THIRTY (30) DAYS** prior to the Planning/Zoning Commission meeting and shall meet the following requirements:
 - Three (3) completed and signed copies of the application.
 - Fourteen (14) copies of the site plan which must be folded into an appropriate size of 9” x 12”.
 - Materials required as per Article 22.D. of the Charter Township of Royal Oak Zoning Ordinance.
2. The following is a schedule of regular meetings and submission dates. All meetings begin at 7:00 p.m. unless otherwise noted and are held at the Charter Township of Royal Oak Administrative Building, 21131 Garden Lane, 2nd Floor, Ferndale, Michigan 489220. Special meetings may be requested by the applicant for a fee of \$350.00. Required materials must be submitted **THIRTY (30) DAYS** prior to the meeting.

<u>SUBMISSION DATE</u>	<u>REGULAR PLANNING/ZONING COMMISSION DATE</u>

As adopted by the Royal Oak Township Planning/Zoning Commission.

**CHARTER TOWNSHIP OF ROYAL OAK
APPLICATION FOR
SITE PLAN REVIEW and/or
SPECIAL USE APPROVAL**

Charter Township of Royal Oak	
Applicant Name:	
SP Name:	
Date Received:	
Fee Amount:	Date Paid:
Site Plan Review	Special Use Approval

Please check all appropriate:

I, the undersigned hereby apply for:

Site Plan Review

Special Use Approval

This application must be submitted in three (3) duplicate copies.

1. Project Name: _____

2. Applicant: _____

Address: _____

Telephone: _____

3. Location of Property (street and nearest intersection): _____

4. Property ID# and Legal Description of Property: _____

Check if attached

5. Zoning Classification: _____

6. Architect / Engineer: _____

Address: _____

Telephone / Fax #: _____ / _____

7. Legal Owner Property: _____

Address: _____

Telephone / Fax #: _____ / _____

8. Description of Use using Zoning Ordinance Terms if applicable: _____

9. Description of Proposed Development: _____

Acreage of _____ Number of lots: _____

Area of building (sq. ft.): _____ Avg. area of lots (sq. ft.): _____

Number of buildings: _____ Number of off-street parking spaces: _____

Lineal feet of landscaping, greenbelt, or berm: _____

NOTE: Your consideration of Royal Oak Charter Township is appreciated. If help is needed please call the Township Offices between (9:00 a.m. and 5:00 p.m. at (248) 547-9800. Thank you.

NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the Zoning Ordinance and following all requirements therein. Further, these professionals shall make themselves aware of all Master Plan requirements (such as major thoroughfares, land use, recreation, etc.) and site plan requirements.

I certify that the above information is correct and all data required is shown on the site plan.

(Name of Petitioner – Please Print)

(Signature of Petitioner) _____

(Date) _____

(Signature of Agent) _____

(Date) _____

**CHARTER TOWNSHIP OF ROYAL OAK
CHECKLIST FOR
SITE PLAN REVIEW and/or
SPECIAL USE APPROVAL**

Charter Township of Royal Oak	
Applicant Name:	
SP Name:	
Date Received:	
Fee Amount:	Date Paid:
Site Plan Review	Special Use Approval

Site plan review will be performed in accordance with Article 22 of the Township's Zoning Ordinance. The Ordinance provides details for site plan requirements. This checklist is intended to provide the applicant with a simplified outline of pertinent items that should be addressed. This checklist is not intended as a substitute for the provisions of the Zoning Ordinance and the applicant should be aware of those provisions. The applicant should also review the Township's Site Development Standards.

	PROVIDED	NOT PROVIDED	NOT APPLICABLE
A. General information			
1. Plans submitted thirty (30) days prior to Planning Commission meeting			
2. Fourteen (14) copies of plan folded			
3. Scale no smaller than 1" = 50'			
4. Same scale and arrangement as topographic survey			
5. Each sheet to contain:			
a. North arrow			
b. Scale			
c. Name of development			
d. Drawing number			
e. Date			
f. Revision date			
6. Sheet size no larger than 30" x 42"			
7. Area location map			
8. Site area in acres			
9. Proposed use			
10. Designation of property zoning and adjacent zoning			
11. Developer / proprietor name, address, and telephone number and fax number.			
12. Prepared, signed, sealed, and telephone/fax number of registered architect civil engineer, land surveyor, or landscape architect			

	PROVIDED	NOT PROVIDED	NOT APPLICABLE
B. Property Information			
1. Legal description			
2. Tax ID number			
3. Boundary survey			
4. Topographic survey			
a. Contour lines every two (2) feet			
b. All manmade features (including entrance drives, drives on opposite side of street, etc.			
c. Distance beyond property per ordinance			
d. Street right-of-way			
e. Future right-of-way			
5. Dimensional lot lines with easements			
6. Identification of floodplains, wetlands, and water courses, character and size			
C. Development Information			
1. Dimensions of:			
a. Building height			
b. Building spacing			
c. Yards and setbacks			
d. Screen walls			
e. Greenbelts with landscaping			
f. Area of open space			
g. Off-street parking spaces			
h. Barrier-free parking spaces with access aisles and signs			
i. Loading / unloading areas			
j. Roads, drives, sidewalks			
k. Bicycle paths			
l. Solid waste receptacles with screening			
2. General location and type of landscaping proposed.			
3. Nonresidential:			
a. Number of employees (maximum shift)			
b. Number of floors, basement			
c. Estimated usable floor area			

	PROVIDED	NOT PROVIDED	NOT APPLICABLE
4. Residential:			
a. Density			
b. Number of dwelling units			
c. Number of bedrooms			
d. Number of rooms			
e. Unit sizes			
f. Recreation space			
D. Engineering			
1. Storm water drainage			
a. Drainage routes			
b. Detention capacity with supporting calculations			
c. Storm water outlet			
d. Easements			
2. Sanitary waste			
a. Collection routes			
b. Treatment facilities			
c. Volumes			
d. Connection with existing facilities			
e. Easement locations			
3. Water supply			
a. Water supply routes			
b. Connection point(s) with existing facilities			
c. Easement locations			
4. Roads, drives and parking lots			
a. Routing			
b. Connection with adjacent existing facilities			
c. Easement locations			
d. Surface paving and curbing			
5. Detailed landscape plan and cost estimate			
6. Floor plans and usable floor area calculations			
7. Exterior building elevations			

	PROVIDED	NOT PROVIDED	NOT APPLICABLE
8. Lighting			
a. Height			
b. Fixture detail			
9. Engineering plans (if necessary), and grading, and dimensional plan			