### **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, 2<sup>nd</sup> 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.

SUBMISSION DATE	REGULAR PLANNING/ZONING COMMISSION DATE

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 o	check all appropriate:					
I, the un	dersigned hereby apply for:					
	Site Plan Review		Special Use Approval			
This app	olication must be submitted in three (3	3) duplicate copies	S.			
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:					

Charter 1	Township of Royal Oak	Applicatio	n Instructions
•	Austria de / Francis a sur		
6.	Architect / Engineer:		
	Address:		
	Telephone / Fax #:		_
7.	Legal Owner Property:		
	Address:		-
	Tolophono / Foy #:		
	Telephone / Fax #:	<u> </u>	
8.	Description of Use using Zoning	Ordinance Terms if applicable:	
			-
			_
			_
			_
9.	Description of Proposed Develop	oment:	-
			-
			-
			_
Acreage	e of	Number of lots:	_
Area of	building (sq. ft.):	Avg. area of lots (sq. ft.):	=
Numbei	r of buildings:	Number of off-street parking spaces:	-
Lineal fe	eet of landscaping, greenbelt, or b	perm:	-
		Charter Township is appreciated. If help is needed n (9:00 a.m. and 5:00 p.m. at (248) 547-9800. Thank	
respons Further,	sible for securing a copy of the Zo , these professionals shall make t	and/or designer retained to develop the site plan shall be ning Ordinance and following all requirements therein. hemselves aware of all Master Plan requirements (such tion, etc.) and site plan requirements.	

I certify that the above information is correct and all data required is shown on t 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			
	Plans submitted thirty (30) days prior to Planning Commission meeting			
	2. Fourteen (14) copies of plan folded			
	3 Scale no smaller than 1" = 50'			
	Same scale and arrangement as topograp survey	phic		
	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			
	Designation of property zoning and adjace zoning	ent		
	Developer / proprietor name, address, and telephone number and fax number.	1		
	<ol> <li>Prepared, signed, sealed, and telephone/finumber of registered architect civil engined land surveyor, or landscape architect</li> </ol>	ax er,		

			PROVIDED	NOT PROVIDED	NOT APPLICABLE
B.	Pro	perty 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.	Dev	elopment 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			
		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.	Res	sidential:			
	a.	Density			
	b.	Number of dwelling units			
	C.	Number of bedrooms			
	d.	Number of rooms			
	e.	Unit sizes			
	f.	Recreation space			
Eng	jinee	ring			
1.	Sto	rm water drainage			
	a.	Drainage routes			
	b.	Detention capacity with supporting calculations			
	C.	Storm water outlet			
	d.	Easements			
2.	San	nitary waste			
	a.	Collection routes			
	b.	Treatment facilities			
	C.	Volumes			
	d.	Connection with existing facilities			
	e.	Easement locations			
3.	Wat	ter supply			
	a.	Water supply routes			
	b.	Connection point(s) with existing facilities			
	C.	Easement locations			
4.	Roa	ads, drives and parking lots			
	a.	Routing			
	b.	Connection with adjacent existing facilities			
	C.	Easement locations			
	d.	Surface paving and curbing			
5.	Deta	ailed landscape plan and cost estimate			
		or plans and usable floor area calculations			
6.	Floo	or plans and usable noor area calculations			
	2. 3.	a. b. c. d. e. f.  Enginee 1. Sto a. b. c. d. 2. Sar a. b. c. d. 2. Sar a. b. c. d. e. 3. Wa a. b. c. d. c. d. c. d. c. d. c.	a. Density b. Number of dwelling units c. Number of bedrooms d. Number of rooms e. Unit sizes f. Recreation space  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	4. Residential:  a. Density  b. Number of dwelling units  c. Number of bedrooms  d. Number of rooms  e. Unit sizes  f. Recreation space  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	4. Residential:  a. Density  b. Number of dwelling units  c. Number of bedrooms  d. Number of rooms  e. Unit sizes  f. Recreation space  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  d. Surface paving and curbing

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