

PRELIMINARY REVIEW

1. Submit two copies of the site plan (engineered drawings) to the Planning and Zoning Office for preliminary review.
2. Preliminary review time frame: 10 – 15 days.
3. Once preliminary review comments have been received back by the Zoning Administrator and changes (if required) have been made to the site plan, full site plan submittal can occur.

SITE PLAN SUBMITTAL

Filing Fee due at time of submission
Applications Submitted to the Planning and Zoning Department (located in the South Bldg of City Hall)

1. Eighteen (18) ***folded sets*** of plans (3 sealed).
2. Total acreage, zoning classification of property and adjacent properties, right-of-way and/or easements.
3. Location of main and accessory buildings and their proximity to each other.
4. Vehicular and pedestrian circulation, including ingress & egress.
5. Location and dimension of off-street parking, indicating number of autos, stall size and maneuvering lanes, service lanes, and other service areas; site lighting, buffer treatment of parking areas.
6. Existing and proposed contours.
7. Available water, storm sewer, sanitary sewer, natural gas, electrical and telephone facilities and services.
8. Landscaping, fence and wall locations.

9. Height; gross floor area.
10. Grade level floor plan; elevations.
11. Density for multiple family: number of dwelling units per acre; type of unit; number of rooms; area per unit; parking.
12. Zoning District Requirements: setback, yard size.
13. Date, Northpoint, scale.
14. Seal of registered architect, engineer or surveyor.
15. Location Map: Scale - one inch (1") = 200' or smaller; activity area; structures on site and their relationship to activity area; three hundred (300) foot boundaries.
16. Base Flood Elevation.

**LETTER FROM AGENT OR OWNER
WILL BE REQUIRED DURING REVIEW
PROCESS INDICATING
AUTHORIZATION AND/OR APPROVAL
OF SITE PLAN.**

**EARTH CHANGE PERMIT
REQUIREMENTS: (when required)**

1. Soil erosion program must be included in the plans and specifications as prepared by the consultant.
2. A time schedule of construction and erosion control.

NOTE: It is strongly recommended that the symbols and indications used in the AMichigan Soil Erosion and Sedimentation Control Guidebook@ be used on the site plans submitted for the permit.

For further information regarding site plans, contact Planning/Zoning at (810) 766-7355.

SUBMIT TO:
City of Flint
Planning & Zoning Department
1101 South Saginaw Street
Flint, MI 48502
810-766-7355

Case No. SPR _____

Date Received _____

Meeting Date _____

APPLICATION FOR SITE PLAN REVIEW
As required by the City of Flint Zoning Ordinance No. 50-8.3
Application Fee at time of submission

Property Address _____ Zoning District _____
Property Location _____
(Between what cross streets)
Legal Description _____
(Lot, Block, subdivision, or Permanent Parcel No.)
Proposed Use _____

OWNER OR LESSEE

Name _____

Address _____

(City) _____ (State) _____ (Zip) _____

Telephone _____ Fax _____

Email _____

ARCHITECT, ENGINEER, OR LAND SURVEYOR

Name _____

Address _____

(City) _____ (State) _____ (Zip) _____

Telephone _____ Fax _____

Email _____

APPLICANT

Name _____

Address _____

(City) _____ (State) _____ (Zip) _____

Telephone _____ Fax _____

Email _____

CONTACT PERSON

Name _____

Address _____

(City) _____ (State) _____ (Zip) _____

Telephone _____ Fax _____

Email _____

THE APPLICANT / AGENT MUST APPEAR BEFORE THE PLANNING COMMISSION ON THE DATE NOTED BELOW.

Your appearance before the Planning Commission is scheduled on _____ at

Flint City Hall - Committee-of-the-Whole Meeting - Room - 3rd Floor - 6:00 P.M.

Signature – Owner / Agent: _____