



Fee:	_____
Date Rec'd:	_____
Application #:	_____
Meeting Date:	_____

City of Flint
Planning & Zoning Department
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
www.cityofflint.com/departments/planning-and-zoning/

**Application for Zoning Coordinator Review
(Administrative Review)**

Property Address & Parcel ID Numbers	Property or Street Address:			
	Parcel I.D. Number(s):			
Zoning District:				
Project Description				
	Does project involve Specially Designated Merchant License, Specially Designated Distributor License, or other liquor license?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are there any easements on the property?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant <i>(Must have a legal interest in the property)</i>	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
<input type="checkbox"/> Own the property				
<input type="checkbox"/> Lease the property, if so what is term of lease?		Years:	W/ options? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)				
<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)				
Applicant Signature:				

Primary Contact <input type="checkbox"/> Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			
Property Owner <input type="checkbox"/> Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			

<u>OFFICIAL USE ONLY</u>	
I hereby certify that I have reviewed the plans for the purpose of zoning compliance only, not for construction.	
Address & PID _____	
Zoning Compliance Certificate: Approved _____ Approved as noted _____ Denied _____	
Comments / Reasons for Denial: _____	

Zoning Official	Date
_____	_____

Please note:

The non-refundable fee made payable to the City of Flint must accompany your application.

Prior to submitting a final application, any applicant may request a meeting with the Zoning Coordinator and any other City official or employee. At this meeting, the applicant is expected to outline the project in terms of land uses, anticipated building arrangements and site design and proposed construction timetable. Seven (7) hard copies and a digital copy of the site plan along with a full application and required fee for Zoning Coordinator review shall be submitted to the Zoning Coordinator. Final review by the Zoning Coordinator will require at least three (3) copies of the revised site plan which must be signed and sealed by a registered engineer, architect or surveyor. If the Zoning Coordinator refers the application to the Planning Commission, the applicant will be required to submit twelve (12) hard copies and one digital copy of the revised site plan, three of which shall be signed and sealed by a registered engineer, architect or surveyor.

The Zoning Coordinator shall have a minimum of 15 business days to review the site plan and provide feedback to the applicant.

For reviews beyond the one preliminary and one final review will require a \$501 fee for each additional review. For further questions, please reference the City of Flint [Master Fee Schedule](#).

Application for Zoning Coordinator Review

As the applicant, please respond to items 1 through 9 below.

1. Please identify how the development will comply with all applicable requirements of [Article 17](#) of the City of Flint zoning ordinance.

2. Please identify how the site use, design, and intensity will be such that it is congruent with the purpose and intent of the Zone District and does not impede the development or improvement of surrounding property for uses permitted by [Article 17](#) of the City of Flint zoning ordinance.

3. Please describe how the development will preserve and protect the natural environment, and how buildings or structures will be placed in a manner that does not disturb environmentally sensitive areas.

4. Please describe how trash handling, recycling, grease bins, and other waste-related facilities employed in the normal operation of the use are sited according to [Article 17](#) of the zoning ordinance and will not provide offensive odor or sights to users of the property or surrounding properties.

5. Please describe how the development has adequate parking areas and pedestrian and vehicular ingress and points to the buildings and driveways to ensure safe circulation throughout the site.

6. Please describe how driveways will be located to minimize traffic conflicts on the abutting street and the number of driveways will be the minimum necessary to provide reasonable access to the site.

7. Please describe how the development will provide adequate stormwater facilities, water supply, sanitary sewer service, fire protection, street signs, and street lighting as evidenced by conformance with applicable standards, specifications, guidelines and approval by the city's Department of Public Works, Fire Department, Building and Safety Inspections Division or other necessary department, public body or consultant.

8. Please describe how the development will be in compliance with requirements for easements or dedications, not including private dedications or covenants.

9. Please describe how the development will be in compliance with any applicable subdivision improvements; and if applicable, compliance with any development conditions.

Table 50-190. Site Plan Submittal Requirements			
✓ = Required		Required for	
		Preliminary	Final
Plan Data			
Application Form		✓	✓
Name & address of the applicant & property owner		✓	✓
Address & common description of property & complete legal description		✓	✓
Dimensions of land & total acreage		✓	✓
Zoning on the site & all adjacent properties		✓	✓
Description of proposed project or use, type of building or structures, & name of proposed development, if applicable		✓	✓
Proof of property ownership		✓	✓
Schedule of approximate phasing & construction timeline			✓
Site Plan Description and Identification Data			
Site Plan scale – (engineer's). Sheet size at least 24 x 36 in	Site size 3 acres or more: 1 inch = 100 ft.	✓	✓
	Site size of less than 3 acres: not less than 1 inch = 50 ft.	✓	✓
	If a large development is shown in sections on multiple sheets, then a composite sheet shall be included	✓	✓
Title Block	Sheet number/title	✓	✓
	Name, address & telephone number of the applicant & firm or individual who prepared the plans with seal	✓	✓
	Date(s) of submission & any revisions (month, day, year)	✓	✓
Scale & north arrow		✓	✓
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning & streets within a quarter mile		✓	✓
Easements or other restrictions, if applicable		✓	✓
Net acreage (minus rights-of-way and submerged land) & total acreage		✓	✓
Site Data			
Existing lot lines, building lines, structures, parking areas & other improvements on the site & within 50 feet of the site		✓	✓
Computations, with documentation, of average setbacks, where required		✓	✓
Topography on the site & within 100 feet of the site not to exceed two foot contour intervals, referenced to a U.S.G.S. benchmark			✓
Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, & other improvements on the site & within 50 feet of the site		✓	✓
Proximity to intersection(s) & major thoroughfares		✓	✓
Location of existing drainage courses, floodplains, streams, & wetlands with elevations		✓	✓
Location of outdoor lighting (site & building lighting) including height of lights and a photometric plan			✓
Location of trash receptacle(s) & transformer pad(s) & method of screening		✓	✓
Extent of any outdoor sales or display area		✓	✓
Access and Circulation			
Dimensions, curve radii & centerlines of existing & proposed access points, roads & road rights-of-way or access easements		✓	✓
Driveways & intersections within 250 feet of site			✓
Cross section details of proposed roads, driveways, parking lots, sidewalks & non-motorized paths illustrating materials & thickness			✓
Dimensions of acceleration, deceleration, & passing lanes			✓
Dimensions of parking spaces, islands, circulation aisles & loading zones		✓	✓
Calculations for required number of parking & loading spaces		✓	✓
Designation of fire lanes		✓	✓
Traffic regulatory signs & pavement markings			✓
Location of existing & proposed sidewalks/pathways within the site or right-of-way		✓	✓
Location, height, & outside dimensions of all storage areas & facilities		✓	✓

Table 50-190. Site Plan Submittal Requirements Cont.		
✓ = Required	Required for	
	Preliminary	Final
Landscape Plans		
Location, sizes, & types of existing trees 6 inches or greater in diameter, measured at 3½ ft. off the ground & the general location of all other existing plant materials, with an identification of materials to be removed & materials to be preserved	✓	✓
Description of methods to preserve existing landscaping		✓
The location of existing & proposed lawns & landscaped areas	✓	✓
Landscape plan, including location & type of all proposed shrubs, trees, & other live plant material		✓
Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical & common names, & quantity		✓
Proposed dates of plant installation		✓
Landscape maintenance schedule		✓
Building and Structure Details		
Location, height, & outside dimensions of all proposed main and accessory buildings or structures	✓	✓
Building floor plans & total floor area, including number and height of stories	✓	✓
Details on screening		✓
Size, height & method of shielding for all site & building lighting		✓
Location, size, height, & lighting of all proposed site & wall signs	✓	✓
Location, size, height & material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required	✓	✓
Building façade elevations for all sides, drawn at an appropriate scale		✓
Calculations for transparency requirements		✓
Description of all exterior building materials & colors (samples may be required)	X	✓
Utilities, Drainage and Related Issues		
Location of sanitary sewers & septic systems, existing & proposed		✓
Location & size of existing & proposed water mains, well sites, water service, storm sewer loads, & fire hydrants		✓
Stormwater drainage & retention/detention calculations	✓	✓
Indication of site grading, drainage patterns & other stormwater management measures	✓	✓
Stormwater retention & detention ponds, including grading, side slopes, depth, high water elevation, volume & outfalls	✓	✓
Location & size of underground storm sewers & drains	✓	✓
Location of above & below ground gas, electric & telephone lines, existing & proposed		✓
Location of transformers & utility boxes		✓
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals and storage plan, if applicable		✓
Copies of all environmental studies required by law, if applicable		✓
Additional Information Required for Multiple-Family Residential Development		
The number & location of each type of residential unit (one bedroom units, two bedroom units, etc.)		✓
Density calculations by type of residential unit (dwelling units per acre)		✓
Garage &/or carport locations & details, if proposed		✓
Mailbox clusters		✓
Location, dimensions, floor plans & elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable		✓
Swimming pool fencing detail, including height & type of fence, if applicable		✓
Location & size of recreation & open space areas		✓
Indication of type of recreation facilities proposed for recreation area		✓