

CITY OF FLINT SITE PLAN CHECKLIST

Applicant	
Address	
Parcel ID	

- Application complete, signed, and submitted.
- Application fee paid.
- 6 FOLDED** sets of the site plan submitted for preliminary review.
- 12 FOLDED** sets of the revised, sealed, and signed site plans.

SITE PLAN SUBMITTAL REQUIREMENTS – SECTION 50-190				
<i>Requirements</i>	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
PLAN DATA				
1) Application Form				
2) Name & address of the applicant & property owner				
3) Address & common description of property & complete legal description.				
4) Dimensions of land & total acreage				
5) Zoning on the site & all adjacent properties				
6) Description of proposed project or use, type of building or structures, & name of proposed development, if applicable				
7) Proof of property ownership				
8) Schedule of approximate phasing & construction timeline				
SITE PLAN DESCRIPTION AND IDENTIFICATION DATA				
9) Site size 3 acres or more: 1 inch = 100 ft.				
10) Site size of less than 3 acres: not less than 1 inch = 50 ft.				
11) If a large development is shown in sections on multiple sheets, then a composite sheet shall be included				
12) Sheet number/title				
13) Name, address & telephone number of the applicant & firm or individual who prepared the plans with seal				
14) Date(s) of submission & any revisions (month, day, year)				
15) Scale & north arrow				
16) Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning & streets within a quarter mile				
17) Easements or other restrictions, if applicable				
18) Net acreage (minus rights-of-way and submerged land) & total acreage				
SITE DATA				
19) Existing lot lines, building lines, structures, parking areas & other improvements on the site & within 50 feet of the site				
20) Computations, with documentation, of average setbacks, where required				
21) 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				
22) Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, & other improvements on the site & within 50 feet of the site				

SITE PLAN SUBMITTAL REQUIREMENTS – SECTION 50-190

<i>Requirements</i>	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
23) Proximity to intersection(s) & major thoroughfares				
24) Location of existing drainage courses, floodplains, streams, & wetlands with elevations				
25) Location of outdoor lighting (site & building lighting) including height of lights and a photometric plan				
26) Location of trash receptacle(s) & transformer pad(s) & method of screening				
27) Extent of any outdoor sales or display area				
ACCESS AND CIRCULATION				
28) Dimensions, curve radii & centerlines of existing & proposed access points, roads & road rights-of-way or access easements				
29) Driveways & intersections within 250 feet of site				
30) Cross section details of proposed roads, driveways, parking lots, sidewalks & non-motorized paths illustrating materials & thickness				
31) Dimensions of acceleration, deceleration, & passing lanes				
32) Dimensions of parking spaces, islands, circulation aisles & loading zones				
33) Calculations for required number of parking & loading spaces				
34) Designation of fire lanes				
35) Traffic regulatory signs & pavement markings				
36) Location of existing & proposed sidewalks/pathways within the site or right-of-way				
37) Location, height, & outside dimensions of all storage areas & facilities				
LANDSCAPE PLANS				
38) 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				
39) Description of methods to preserve existing landscaping				
40) The location of existing & proposed lawns & landscaped areas				
41) Landscape plan, including location & type of all proposed shrubs, trees, & other live plant material				
42) Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical & common names, & quantity				
43) Proposed dates of plant installation				
44) Landscape maintenance schedule				
BUILDING AND STRUCTURE DETAILS				
45) Location, height, & outside dimensions of all proposed main and accessory buildings or structures				
46) Building floor plans & total floor area, including number and height of stories				
47) Details on screening				
48) Size, height & method of shielding for all site & building lighting				
49) Location, size, height, & lighting of all proposed site & wall signs				
50) Location, size, height & material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required				
51) Building façade elevations for all sides, drawn at an appropriate scale				
52) Calculations for transparency requirements				
53) Description of all exterior building materials & colors (samples may be required)				
UTILITIES, DRAINAGE AND RELATED ISSUES				

SITE PLAN SUBMITTAL REQUIREMENTS – SECTION 50-190

<i>Requirements</i>	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
54) Location of sanitary sewers & septic systems, existing & proposed				
55) Location & size of existing & proposed water mains, well sites, water service, storm sewer loads, & fire hydrants				
56) Stormwater drainage & retention/detention calculations				
57) Indication of site grading, drainage patterns & other stormwater management measures				
58) Stormwater retention & detention ponds, including grading, side slopes, depth, high water elevation, volume & outfalls				
59) Location & size of underground storm sewers & drains				
60) Location of above & below ground gas, electric & telephone lines, existing & proposed				
61) Location of transformers & utility boxes				
62) Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals and storage plan, if applicable				
63) Copies of all environmental studies required by law, if applicable				
ADDITIONAL INFORMATION REQUIRED FOR MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENT				
64) The number & location of each type of residential unit (one bedroom units, two bedroom units, etc.)				
65) Density calculations by type of residential unit (dwelling units per acre)				
66) Garage &/or carport locations & details, if proposed				
67) Mailbox clusters				
68) Location, dimensions, floor plans & elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable				
69) Swimming pool fencing detail, including height & type of fence, if applicable				
70) Location & size of recreation & open space areas				
71) Indication of type of recreation facilities proposed for recreation area				

ZONE DISTRICTS

<i>Use</i>			
<i>Zoning District</i>			
<i>Permitted Use</i> <input type="checkbox"/>	<i>Special Land Use</i> <input type="checkbox"/>	<i>Additionally Regulated Use</i> <input type="checkbox"/>	

ARTICLE XVI. GENERALLY APPLICABLE STANDARDS

District Requirement	Ordinance Standard	Proposed Plan
<i>Minimum Lot Width</i>		
<i>Minimum Lot Area (sq. ft.)</i>		
<i>Front Setback - Minimum</i>		
<i>Front Setback - Maximum</i>		
<i>Corner Side Setback – Minimum</i>		
<i>Corner Side Setback – Maximum</i>		
<i>Interior Side Setback – Minimum</i>		
<i>Rear Setback – Minimum</i>		
<i>Minimum Lot Area Per Dwelling Unit</i>		
<i>Maximum Building Height</i>		

COMMERCIAL ZONE REQUIREMENTS (COMMERCIAL ONLY)

<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
Section 50-32 General Commercial Requirements Does the development comply with the required conditions concerning enclosed buildings, non-objectionable features, hours of business and auto storage areas?				
Section 50-33B Applicability Are the building element requirements applicable to this development?				
Section 50-33C Materials Durable building materials, simple configurations and solid craftsmanship are required. A minimum fifty (50) percent of walls visible from public streets, exclusive of wall areas devoted to meeting transparency requirements shall be constructed of: brick, glass; fiber cement siding, metal (beams, lintels, trim elements and ornamentation only); wood lap, stucco, split-faced block, or stone. Exterior insulated finishing systems (EIFS), and vinyl or aluminum siding should only be used for accents and are prohibited on the first story. Metal siding may be used as a primary building material if allowed by the Planning Commission with Special Land Use approval.				
Section 50-33C Façade Preservation and Variation Does the development comply with the standards for exterior alterations, window and door openings, vertical and horizontal lines, uninterrupted facades on new construction, and administrative departures?				
Section 50-33E Entrances Does the development comply with the standards for recessed doorways, residential dwellings, and building orientation?				
Section 50-33F Expression Line A horizontal line on the façade known as the Expression Line (EL) shall distinguish the base of the building from the remainder to enhance the pedestrian environment. The EL shall be created by a change in material, a change in design, or by a continuous setback, recess, or projection above or below the Expression Line. Such elements as cornices, belt courses, corbelling, molding, stringcourses, ornamentation, and changes in material or color or other sculpturing of the base, are appropriate design elements for ELs. If applicable, the height of the Expression Line shall be related to the prevailing scale of development in the area. A change of scale may require a transitional design element between existing and proposed features.				
Section 50-33E Transparency Does the development comply with the standards for windows and displays and the percentage of required transparency				
Section 50-33H Transitional Features Does the development comply with the standards for landscape buffers, architectural features, parking and loading, and lighting and noise?				

SUPPLEMENTAL REGULATIONS

<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment

SUPPLEMENTAL REGULATIONS

Requirements	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<p>SECTION 50-53 General Requirements <i>Does the development comply with the general requirements concerning standards and regulations, main building and principal use, integrated complexes, lot combinations, ingress and egress, all building, housing, fire and other local or state codes and ordinances, any external nuisances related to noise vibration light, odor, traffic or other impacts, state of Michigan requirements for soil and sedimentation control, loading areas, pesticides and fertilizers?</i></p>				
<p>SECTION 50-54 Alterations and Enlargements <i>Alterations and Enlargements. Existing buildings or structures shall not be modified, converted, enlarged, reconstructed, demolished, moved or structurally altered, except as permitted by or pursuant to this Chapter.</i></p>				
<p>SECTION 50-56 Historic Landmark or Historic District <i>Is the proposed development located in a historic district or designated a historic landmark? If so, has the development received a certificate of appropriateness?</i></p>				
<p>SECTION 50-57B Lot Areas <i>Does the development comply with the lot area measurement? If not, does the development qualify for a reduction or administrative waiver?</i></p>				
<p>SECTION 50-57C Building Setbacks <i>Does the development comply with the building setback requirements for the district it's in?</i></p>				
<p>SECTION 50-57D Lot Width <i>Does the development comply with the lot width requirements for the district it's in? If not, does it qualify as an irregular lot?</i></p>				
<p>SECTION 50-57F Encroachments into Setbacks and Yards <i>The following may be located within setbacks or yards, as permitted under the applicable Sections of this Chapter, and subject to meeting the minimum green space requirements for the lot.</i></p>				
<p>SECTION 50-57F Structures Not Permitted in Setbacks or Yards <i>Below Grade Features. Below-grade or underground features shall not extend into any front, side or rear yard, unless otherwise allowed in this Chapter.</i></p>				
<p>SECTION 50-57F Projections into the Public Right-of-Way <i>Do any balconies, awnings, or canopies projecting into the public right away comply with these standards?</i></p>				
<p>SECTION 50-58 Building Height <i>Does the development comply with the building height requirement? Does the development include any permitted appurtenances? Does the development comply with Bishop International Airport's Joint Airport Zoning Ordinance?</i></p>				
<p>SECTION 50-65 Commercial Waste Receptacles and Enclosures <i>Does the development comply with the requirements for enclosures, materials, size, placement, access, or qualify for an administrative waiver?</i></p>				
<p>SECTION 50-66 Clear Vision Areas <i>Does the proposed development meet the requirements of this section or qualify for an administrative waiver?</i></p>				

SUPPLEMENTAL REGULATIONS				
<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
SECTION 50-67 Driveways <i>Does the proposed development meet the requirements of this section or qualify for an administrative waiver?</i>				
SECTION 50-68 Pedestrian Access <i>Does the proposed development meet the requirements of this section?</i>				
SECTION 50-69 Transit Access <i>Does the development comply with the requirements of this section?</i>				
SECTION 50-70 Bicycle Amenities <i>Any non-residential development requiring motor vehicle parking spaces shall be required to provide bicycle parking. Does the development comply with the requirements of this section?</i>				
SECTION 50-71 Private Streets <i>Do any proposed private streets comply with the requirements of this section?</i>				
SECTION 50-73 Outdoor Canopy <i>Does the development comply with the requirements of this section?</i>				
SECTION 50-74 Outdoor Lighting <i>Does the proposed lighting plan comply with the requirements of this section? Do any exemptions apply?</i>				
SECTION 50-76 Project Phasing <i>Has the zoning administrator approved any proposed project phasing? Does the proposed project phasing comply with the requirements of this section?</i>				
ARTICLE 9 USE REGULATIONS <i>Does the proposed use qualify under this article? If so, does the development meet the applicable requirements under this article?</i>				
SECTION 50-137 Nonconforming Uses <i>Is the proposed or existing use nonconforming? If so, does the development meet the requirements of this section?</i>				
SECTION 50-138 Nonconforming Lots of Record <i>Is the subject lot a lot of record? If so, does the development meet the requirements of this section?</i>				
SECTION 50-139 Nonconforming Site Requirements <i>Is the existing site nonconforming? If so, does the development meet the requirements of this section?</i>				
SECTION 50-140 Nonconforming Structures <i>A lawful structure existing as of the effective date of this zoning code or any amendment to this zoning code may continue to be used for any purposes permitted in the district provided it is in conformance with the provisions of this section?</i>				

ARTICLE 12 PARKING, LOADING, AND CIRCULATION				
<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
SECTION 50-143 General Standards for Off-street Parking, Stacking and Loading Areas <i>Does the proposed development comply with the location, minimum size, curbs and vehicle stops, defined areas, drainage, garages, barrier-free parking, outdoor lighting, landscaping, setbacks,</i>				

ARTICLE 12 PARKING, LOADING, AND CIRCULATION

<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<i>surfacing, access construction, maintenance, use and any other applicable requirement in this section?</i>				
SECTION 50-144 Parking Requirements <i>Does the development meet the minimum parking requirements?</i>				
SECTION 50-145 Parking Design Standards <i>Does the development meet the requirements for parking space dimensions, access, public right-of-way, backing across property lines, compact spaces, handicapped parking, drainage, striping, drive-thru queuing, and landscaping and screening?</i>				
SECTION 50-146 Reductions in Parking Requirements. <i>Does the proposed development qualify for a parking reduction?</i>				
SECTION 50-147 Loading/Unloading Spaces <i>In all Zone Districts, every building or part thereof which is to be occupied by one or more uses that require the receipt or distribution of materials or merchandise by vehicles shall provide and maintain off-street loading spaces as required by this Section.</i>				
SECTION 50-148 Mobility and Circulation <i>Does the development comply with the requirements of this section?</i>				

PARKING AND LOADING SPACE REQUIREMENTS

	Use Classification	Required	Provided
Parking Spaces			
Loading Spaces			

ARTICLE 13 LANDSCAPING STANDARDS

<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
SECTION 50-150 Applicability <i>Do the landscaping standards apply to this development?</i>				
SECTION 50-151 Landscape Plan Submittal Requirements <i>Does the landscape plan include all the elements required in subsection B?</i>				
SECTION 50-152 General Landscape Requirements <i>Is verification of compliance with the requirements of this section provided?</i>				
SECTION 50-153 Plant Material Requirements <i>Is the landscaping plan compliant with these standards?</i>				
SECTION 50-155 Building Foundation Zone Landscaping <i>Does this development require building foundation landscaping? If so, is the plan compliant with the requirements of this section?</i>				

ARTICLE 13 LANDSCAPING STANDARDS

<i>Requirements</i>	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
SECTION 50-156 Parking Lot Perimeter and Interior Zone Landscape Requirements <i>Do any proposed parking lots comply with these landscaping requirements?</i>				
SECTION 157 Transition Yards Is a transition yard required for this development? If so, does the plan meet the requirements of this section?				
SECTION 158 Additional Landscape and Screening Requirements Does the development comply with these additional landscaping requirements?				
SECTION 159 Site Grading Requirements Does the development meet the grading requirements?				

ROUTING TRACKER

Department	Signed	Date	Comments
BUILDING INSPECTION: <i>South Bldg. City Hall</i>	<input type="checkbox"/>		
WSC – WATER DEPT: <i>Paul Simpson E. Court St.</i>	<input type="checkbox"/>		
WSC – SEWER DEPT: <i>Tracey Sumner E. Court St.</i>	<input type="checkbox"/>		
FIRE CODE – FIRE MARSHAL: <i>Fire Station 5th St.</i>	<input type="checkbox"/>		
TRAFFIC ENGINEERING: <i>Rod McGaha 12th St.</i>	<input type="checkbox"/>		
CITY ENGINEERING: <i>Mark Adas</i>	<input type="checkbox"/>		

ALL ROUTING SHEETS RETURNED BY:

