

**SUBMIT TO:**

City of Flint  
Planning & Zoning Office  
1101 South Saginaw Street Room S105  
Flint, MI 48502  
810-766-7355  
Fax 810-766-7249

www.cityofflint.com

Case No. SPR \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Meeting Date \_\_\_\_\_

**APPLICATION FOR FLINT PLANNING COMMISSION SITE PLAN REVIEW**

As required by the City of Flint Zoning Ordinance No. 50-8.3  
Application Filing Fee is due at time of submission. Fees are non-refundable.

Property Address \_\_\_\_\_ Business Name \_\_\_\_\_

Property Location \_\_\_\_\_  
(Cross streets)

Legal Description \_\_\_\_\_ Zoning \_\_\_\_\_  
(Permanent Parcel No. or Lot, Block, Subdivision)

Proposed Use \_\_\_\_\_

APPLICANT/AGENT

ARCHITECT, ENGINEER, OR LAND SURVEYOR

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

PROPERTY OWNER (If different than Applicant)

CONTACT PERSON

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

PROPERTY OWNER MUST ATTEND PLANNING COMMISSION BOARD MEETINGS OR BE REPRESENTED BY A PERSON WITH NOTORIZED LETTER OF REPRESENTATION TO ACT ON BEHALF OF OWNER.

**Hearing is scheduled on \_\_\_\_\_ at Flint City Hall, City Council Chambers, 3<sup>rd</sup> Floor, 6:00 p.m.**

I hereby affirm that the above information is correct to the best of my knowledge and grant permission for City Officials and or City Staff to conduct on-site inspection.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name Date \_\_\_\_\_



## CITY OF FLINT – Planning and Zoning Office

### Site Plan Review Information

#### **PRELIMINARY REVIEW**

*(Filing Fee Due at time of submission)*

#### **Applications submitted to the Planning and Zoning Office (Located in the South Building of City Hall)**

1. Submit seven (7) copies of the site plan sets (engineered drawings) to the Planning and Zoning Office for preliminary review along with a site plan application and associated fees for preliminary review. **Completed Site Plan Evaluation Checklist MUST be submitted at this time.**
2. Preliminary review time frame:  
15 days minimum
3. After receiving feedback on the preliminary review, the applicant will supply the City with twelve (12) **folded sets** of the revised, final site plans, three of which will be signed and sealed by a registered engineer, architect or surveyor. The revised, final site plans must be submitted at least 7 business days prior to the desired Planning Commission meeting date. The applicant will then be placed on a Planning Commission agenda for their consideration.

#### **INFORMATION REQUIRED ON SITE PLANS**

- (1) An engineered site plan drawing with a legend showing every symbol used on the plan and its meaning;
- (2) Developer name, address and telephone number;
- (3) Date of site plan preparation and subsequent revisions;
- (4) North arrow;
- (5) Scale of not less than one inch equals 40 feet, if the subject site is less than 3 acres in size, or one inch equals 100 feet, if the subject site is 3 acres or more in size;
- (6) Name, address, and telephone number of the registered architect, engineer, or land surveyor responsible for preparation of the site plan;
- (7) The legal description of the lot;
- (8) Vicinity map showing the site in relationship to streets, drainage courses, bodies of water, and railroad lines;
- (9) Dimensions of all property lines;

- (10) The area of the lot stated in acres or, if less than an acre, in square feet;
- (11) Existing zoning and land use within the boundaries of the site and of properties abutting the site;
- (12) Relationship of the subject site to abutting properties and buildings within 100 feet. If the proposed site is part of a larger site, the boundaries of the total site shall be indicated and the intended use of the remaining portions of the site;
- (13) Existing and finished grade elevations using 2-foot contours;
- (14) Front, rear, and side elevations of proposed building;
- (15) Any anticipated increase in dust, odor, smoke, fumes, noise, lights, or other objectionable features;
- (16) Percentage of land covered by buildings and percentage reserved for open space;
- (17) Location and dimensions of all existing and proposed principal and accessory buildings on the subject site, including height of proposed structures in feet and stories;
- (18) Front, rear, and side yard requirements for the zoning district in which the site is located;
- (19) Actual front, rear, and side yard setbacks to all existing and proposed structures on the site;
- (20) In a residential development, the number of dwelling units, type of units, area per unit, and number of rooms;
- (21) Location and width of any public or private rights-of-way or easements upon or contiguous to the site, whether they will be created, continued, relocated, or abandoned; and the grade and type of construction of any rights of way or easements upon the site;
- (22) Location of all existing and proposed parking areas, including location and typical dimensions of regular and handicapped spaces, with a schedule of parking needs;
- (23) Location and dimensions of maneuvering lanes, driving lanes, curb-cuts, loading areas, service lanes, and other service areas;
- (24) Vehicular and pedestrian circulation, including ingress and egress;
- (25) Acceleration, deceleration, and passing lanes where required;
- (26) Location and detail of site lighting, including location, type, and height of existing and proposed exterior lighting;
- (27) Buffer treatment of parking areas;
- (28) Location and width of existing and proposed sidewalks on or bordering the subject site;
- (29) Location of all existing and proposed utilities;

- (30) Location, height, and type of all existing and proposed walls or fences;
- (31) Cross-section drawings of proposed walls, berms, or fences;
- (32) Existing driveways within 200 feet of the site;
- (33) Dumpster pad location, screening, and details;
- (34) Location and dimensions of outdoor storage areas;
- (35) Detailed planting plan and schedule of plant materials, including an inventory of existing and proposed vegetation on the site;
- (36) Basic indication of existing and proposed drainage patterns and structures, including location and nature of any streams, drains, wetlands, unstable soils or fences designed to prevent soil erosion and a general description of method and location of storm water detention;
- (37) Location, dimensions and content of all signage;
- (38) A statement indicating the existing and intended use of the lot and structures upon it;
- (39) Any ancillary improvements proposed to remedy or prevent problems created by the development; and,
- (40) Any other information concerning the subject site or adjacent lots that the Planning Commission determines is reasonably necessary to ensure compliance with this chapter.

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

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

Soil Erosion Permits:  
Neil Martz, Genesee County Drain Office  
G-4610 Beecher Road  
Entrance E. of Linden near Waste Water Plant  
810-732-7870

*For further information regarding site plans, contact the Planning/Zoning Office:*

*Flint City Hall  
1101 S. Saginaw Street Room S105  
Flint MI 48502  
810-766-7355  
Fax: 810-766-7249*

Applications, schedules, fees available online at: [www.cityofflint.com](http://www.cityofflint.com)

## CITY OF FLINT SITE PLAN CHECKLIST

### APPLICATION COMPLETE

- A completed and signed copy of the site plan review application
- Application fee
- 7 copies of the site plans (engineered drawings) for preliminary review
- 12 **folded sets** of the completed revised site plans, 3 of which are sealed and signed

<b>SITE PLAN INFORMATIONAL REQUIREMENTS</b>				
<b>Section 50-8.3 (H)</b>				
Required Information	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
(1) Engineered site plan with legend showing symbols and meanings.				
(2) Developer name, address and telephone number.				
(3) Date of site plan preparation and subsequent revisions.				
(4) North Arrow.				
(5) Scale not less than 1" = 40' or 1" = 100' if site is 3 acres or more.				
(6) Name, address, telephone number of registered architect, engineer or land surveyor responsible for preparation of site plan.				
(7) Legal description of the lot.				
(8) Vicinity map showing the site in relationship to streets, drainage courses, bodies of water and railroad lines.				
(9) Dimensions of all property lines.				
(10) The area of the lot stated in acres or, if less than an acre, in square feet.				
(11) Existing zoning and land use within the boundaries of the site and of properties abutting the site.				
(12) Relationship of the subject site to abutting properties and buildings within 100'. If the proposed site is part of a larger site, indicate the boundaries of the total site and the intended use of the remaining portions of the site.				
(13) Existing and finished grade elevations of proposed building(s).				
(14) Front, rear and side elevations of proposed building(s).				
(15) Any anticipated increase in dust, odor, smoke, fumes, noise, lights, or other objectionable features				
(16) Percentage of land covered by buildings and that reserved for open space.				
(17) Location and dimensions of all existing and proposed principal and accessory buildings on the subject site, including height in feet and stories.				
(18) Front, rear and side yard requirements for the zoning district the site is located.				

## SITE PLAN INFORMATIONAL REQUIREMENTS

### Section 50-8.3 (H)

(19) Actual front, rear and side yard setbacks to all existing and proposed structures on the site.				
(20) In a residential development, the number of dwelling units, type of units, area per unit and number of rooms.				
(21) Location and widths of public and private rights-of-way or easements upon or contiguous to the site, whether they will be created, continued, relocated or abandoned; and the grade and type of construction of any rights-of-way or easements upon the site.				
(22) Location of all existing and proposed parking areas, including locations and typical dimensions of regular and handicapped spaces, with a schedule of parking needs.				
(23) Location and dimensions of maneuvering lanes, driving lanes, curb-cuts, loading areas, service lanes and other service areas.				
(24) Vehicular and pedestrian circulations, including ingress and egress.				
(25) Acceleration, deceleration and passing lanes where required.				
(26) Location and detail of site lighting, including location, type and height of existing and proposed exterior lighting.				
(27) Buffer treatment of parking areas.				
(28) Location and width of existing and proposed sidewalks on or bordering the subject site.				
(29) Location of all existing and proposed utilities.				
(30) Location, height and type of all existing and proposed walls or fences.				
(31) Cross-section drawings of proposed walls, berms or fences.				
(32) Existing driveways within 200' of the site.				
(33) Dumpster pad locations, screening and details.				
(34) Location and dimensions of outdoor storage areas.				
(35) Detailed planting plan and schedule of plant materials, including and inventory of existing and proposed vegetation on the site.				
(36) Basic indication of existing and proposed drainage patterns and structures, including location and nature of any streams, drains, wetlands, unstable soils or fences designated to prevent soil erosion and a general description of method and location of storm water detention.				
(37) Location, dimensions and content of all signage.				
(38) A statement indicating the existing and intended use of the lot and structures upon it.				
(39) Any ancillary improvements proposed to remedy or prevent problems created by the development.				

**SITE PLAN INFORMATIONAL REQUIREMENTS**

**Section 50-8.3 (H)**

(40) Any other information concerning the subject site or adjacent lots that the Planning Commission determines is reasonably necessary to ensure compliance with this chapter – Floor plan.

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**DISTRICT REQUIREMENTS**

What is the use:

What is the Zoning District:

Is use permitted in the district it is located in

By Right

By SUP

**DISTRICT DIMENSIONAL REQUIREMENTS**

District Requirement	Ordinance Standard	Proposed Plot Plan
Minimum Lot Area (sq. ft.)		
Minimum Setbacks - Front		
- Side		
- Side		
- Rear		
Maximum Building Height (ft and stories)		
Maximum Lot Coverage (%)		
Are there any required conditions for this district?		

<b>SUPPLEMENTAL REGULATIONS</b>				
Requirements	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<p><b>Section 50-5 CONFORMITY OF BUILDINGS AND LAND.</b> Buildings, structure or premises used, occupied, erected, raised, removed, placed, reconstructed, extended, enlarged or altered shall be in conformity with zoning ordinance.</p>				
<p><b>Section 50-6 COMPLIANCE WITH THE HEIGHT, YARD AND OCCUPANCY REQUIREMENTS.</b> No building, structure or premises shall produce greater height, smaller yards or less unoccupied area, occupied by more families than prescribed by the zoning ordinance</p>				
<p><b>Section 50-7 USE OF YARD, COURT OR OPEN SPACE TO FULFILL REQUIREMENTS OF MORE THAN ONE BUILDING.</b> No yard, court or open space, or part thereof, shall be included as a part of the yard, court or open space similarly required for any other building, structure or dwelling under this chapter</p>				
<p><b>Section 50-8.1 APPEARANCE STANDARDS.</b> In any district which is or shall become built up or developed to such degree that preservation or maintenance of its particular character or general harmony of design carries special value to the general public, or bears substantially upon the economic well-being or the people of the district and the city, no building or structure shall be erected, nor any existing building or structure altered, the appearance of which upon completion of the work shall detract materially from that special value or economic well-being provided, that this section shall not apply to any case where the weight of the restraint upon private ownership is shown to be greater than the benefit to the public of its enforcement.</p>				
<p><b>Section 50-8.2 INTERIM REGULATIONS PENDING ADOPTION OR URBAN RENEWAL PLANS.</b> All uses In any officially designated urban renewal areas, shall be conditional uses and all applications for building permits for new construction shall be referred to the Zoning Board of Appeals who must determine that the proposed construction will not conflict with the development of the area renewal plan, or the renewal program of the city.</p>				
<p><b>Section 50-14 SET BACK FROM SAGINAW STREET.</b> No building or structure shall be erected, reconstructed or substantially repaired so that any part of the same shall be within 49<sup>9</sup>/10 feet of the centerline of Saginaw Street.</p>				
<p><b>Zoning District Required Conditions</b></p>				



## SUPPLEMENTAL REGULATIONS

Requirements	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<p><b>Section 50-90 CONVERSION OF DWELLINGS.</b>                      A building may be converted into a dwelling or a existing dwelling may be converted to allow create additional dwelling units only if the use or the increased number of dwelling units are permitted within the district they are located in, and meet other requirements.</p>				
<p><b>Section 50-90.1 STATE-LICENSED RESIDENTIAL FACILITIES.</b>                      A "state-licensed residential facility," which provides supervision or care or both to six or less persons shall be considered a residential use of property for the purposes of this chapter. It shall be a permitted use in all residential zones.</p>				
<p><b>Section 50-94 ACCESSORY USES IN RESIDENCE DISTRICTS.</b>                      Addresses setbacks of accessory buildings in residential districts and their erection on a lot in a residential district without the principal building.</p>				
<p><b>Section 50-94.1 SATELLITE TELEVISION ANTENNAS AS ACCESSORY USES.</b>                      Establishes standards for erection, construction, maintenance and operation of satellite antennas as accessory uses</p>				
<p><b>Section 50-95 LOT AREA EXCEPTION.</b>                      Establishes standards for using a legal non-conforming lot of record for a one-family detached dwelling.</p>				
<p><b>Section 50-96 AVERAGE DEPTH OF FRONT YARDS.</b>                      Allows for variation in the front yard setback in any residence district, where the front yards of existing principal buildings in the same block front are greater or less than the minimum required front yards for such district, where the natural grade of a lot within the required front yard has a steep slope, and for double frontage lots.</p>				
<p><b>Section 50-97 COMPUTATION OF REAR YARD DEPTH AND SIDE YARD WIDTH.</b>                      In computing the depth of a rear yard or the width of a side yard, where the rear or side yard abuts an alley, one-half of the width of the alley may be included as a portion of the required rear or side yard, as the case may be. However, in no event shall any building or structure be erected closer than five feet from any lot line.</p>				
<p><b>Section 50-98 SIDE YARD MODIFICATIONS.</b>                      Requires wider side yards for buildings with long side walls and for corner lots.</p>				
<p><b>Section 50-99 PROJECTION OF ARCHITECTURAL FEATURES.</b>                      Allows certain architectural features to project into required yards or courts including, cornices, canopies, eaves or other architectural features an uncovered stair, necessary landings and ramps bay windows, balconies and chimneys, a porch, handicap ramps</p>				
<p><b>ARTICLE XVIII. COMMUNITY DEVELOPMENT PROJECTS - A</b>                      plan for the use and development of all of such tract of land for residential purposes of for the repair or alteration of any existing housing development on such tract.</p>				

## SUPPLEMENTAL REGULATIONS

Requirements	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<b>ARTICLE XX. TRAILERS AND TRAILER PARKS, MOTELS AND MOTOR HOTELS</b> - The buildings, cabins and trailers, mobile homes, recreation vehicles in any tourist camp, trailer park, mobile home park, or motel, together with any non-accessory buildings.				
<b>ARTICLE XXI. INTEGRATED NEIGHBORHOOD AND COMMUNITY SHOPPING CENTERS</b> - The owner of a tract of land, located in any district at or near where a proposed shopping center is shown on the land use plan, containing not less than two acres in the case of a neighborhood shopping center, neighborhood business district type D-2, and not less than 15 acres in the case of a community shopping center, community business district D-3				
<b>ARTICLE XXII. PLANNED SHOPPING AREA EXTENSION</b> - The owner of a tract of land of one acre or more in aggregate area adjoining and being contiguous to any D-2 or D-3 district, indicated in the land use plan as suitable for planned extension or modernization				
<b>ARTICLE XXIII. PLANNED INDUSTRIAL DISTRICTS</b> - The owner of a tract of undeveloped land or land cleared for redevelopment of 20 acres or more which is suited for light industrial development may submit to the Planning Commission for its review a preliminary plan for the use and development thereof for a planned industrial district regardless of the zoning classification of such tract at the time such plan is filed.				
<b>Section 50-129 HEIGHT LIMITATIONS NOT APPLICABLE.</b> The height limitations stipulated elsewhere in this chapter shall not apply to the following: Farm buildings, architectural features, etc; places of public assembly; elevator penthouses, water tanks, etc.				
<b>Section 50-130 MINIMUM HEIGHT REQUIREMENTS.</b> All structures listed in § 50-129 above the heights otherwise permitted in the district shall not occupy more than 25% of the area of the lot, and unless modified by the Board, shall be not less than 50 feet in all parts from every lot line not a street lot line.				
<b>Section 50-131 EXCEPTIONS TO HEIGHT REQUIREMENTS FOR D-1, D-2, D-3 AND D-6 DISTRICTS.</b> Structures in D-1, D-2, D-3 and D-6 districts may be built to a height of 35 feet where such districts adjoin a C-1 or C-2 district.				
<b>Section 50-131.1 YARD MODIFICATIONS IN COMMERCIAL AND MANUFACTURING DISTRICTS.</b> (a) In any commercial and manufacturing district where there are front yards of existing buildings in the same block front which are greater or less than the minimum required front yard for such district, the required front yard depth shall be modified.				
<b>ARTICLE XXV Off-Street Parking and Loading</b>				
<b>Section 50.132 OFF STREET LOADING SPACES</b> In any district , in connection with every building 10,000 sq ft or more occupied by manufacturing, storage, warehouse, goods display, retail store, wholesale store, market, hotel, hospital, mortuary, laundry, dry cleaning or other uses similarly requiring receiving or distribution there shall be provided one off-street loading space per 20,000 sq ft of floor space or major fraction thereof.				

## SUPPLEMENTAL REGULATIONS

Requirements	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<b>Section 50.133a When required.</b> In all districts, except the D-4 district, at the time any building or structure is erected or is enlarged or increased in capacity, off-street parking spaces in accordance with the requirements herein are required				
<b>Section 50.133b Minimum size.</b> Parking spaces that are not designated for handicapped parking or loading zones shall be at least 9' wide and 20' long. Handicapped parking spaces shall meet the requirements of the Americans with Disabilities Act (42 USC Section 12101 ET SEQ)				
<b>Section 50.133c Access.</b> There shall be adequate provision for ingress and egress to and from all parking spaces.				
<b>Section 50.133d Type.</b> Parking spaces for all types of uses may be provided either in garages or parking areas conforming with the provisions of this chapter.				
<b>Section 50.133e Traffic engineering review.</b> The Traffic Engineer of the city shall review all site plans for developments in all districts and may allow driveway dimensions larger than stated before, for particular traffic or circulation conditions.				
<b>Section 50-134 LOCATION OF PARKING LOTS OR STRUCTURES.</b> Off-street parking lots or structures shall be located as hereinafter specified for one- and two-family dwellings, for multiple dwellings, for commercial and institutional use and for other uses.				
<b>Section 50-136 ADDITIONS AND ENLARGEMENTS TO USES; MIXED OCCUPANCIES; REQUIREMENTS FOR ON SPECIFIED USES.</b>  Additional parking spaces are required when expansion results in a 10% increase in required spaces.  Parking space requirements for mixed use developments are the sum total of the requirements of all of the uses.				
<b>Section 50-137 COLLECTIVE PROVIDING OF OFF-STREET PARKING SPACES.</b> Multiple buildings can use a single parking lot				
<b>Section 50-138 JOINT USE OF FACILITIES.</b> Allows for reduction in parking requirements for some mixed uses due to offsetting hours of operations.				
<b>Section 50-139 SCHEDULE OF REQUIRED OFF-STREET PARKING SPACES.</b> The schedule of required off-street parking spaces				
<b>Section 50-140 DEVELOPMENT AND MAINTENANCE OF PARKING AREAS</b> Establishes standards for parking lots, including screening and landscaping, and access.				
<b>Section 50-141 MINIMUM DISTANCES AND SETBACKS; SURFACING AND LIGHTING OF PARKING AREAS.</b> Setbacks and screening of parking areas adjacent to certain uses, surfacing and lighting requirements.				
<b>ARTICLE XXV-A. SIGNS ALONG FREEWAYS</b>				
<b>ARTICLE XXV-B. GENERAL SIGN REGULATIONS</b>				

<b>SUPPLEMENTAL REGULATIONS</b>				
Requirements	Does Plot Plan Meet Requirements			
	Yes	No	N/A	Comment
<p><b><i>ARTICLE XXVI. NONCONFORMING USES OF BUILDINGS</i></b>  Regulates the continuation, enlargement, substitution of non-conformities.</p>				
<p><b><i>ARTICLE XXIX. SPECIAL REGULATED USES</i></b>  Regulates certain uses such as:  (1) Group "A" — Special regulated uses: Adult bookstore, Adult motion picture theater, Adult mini motion picture theater, Massage establishments, Establishments for consumption of beer or intoxicating liquor on the premises and having adult entertainment, Steam baths, Any other use, characterized by their emphasis on matters depicting, describing or relating to "specified sexual activities" or "specified anatomical areas".  Group "B" - Special regulated uses: Pawnshops, Liquor stores, Tattoo establishments  Group "C" – Pool or Billiard Halls, Gaming Tables  Group "D" - Special regulated uses: Wireless telecommunication facilities, Wireless telecommunication towers Wireless telecommunication antennas</p>				
<p><b><i>ARTICLE XXX. FLOOD HAZARD MANAGEMENT</i></b>  Regulates construction within 100 year Flood Plain.</p>				

<b>Parking and Loading Space Requirements</b> Section 10.3 Parking Spaces Required .			
	Use Classification	Required	Provided
Parking Spaces			
Loading Spaces			