

## ALLENDALE CHARTER TOWNSHIP

6676 Lake Michigan Drive Allendale, Michigan 49401

Phone: 616-895-6295 Fax: 616-895-6330

[www.allendale-twp.org](http://www.allendale-twp.org)

### Planning Commission Site Plan Review Checklist

- This checklist shall be completed and submitted as part of the submittal packet to the Planning Commission. This is the same checklist that will be used by staff and Planning Commissioners to verify that all requirements set forth in the zoning ordinance are met.
- Township staff reviews the plan for completeness with the site plan checklist. If substantially complete the plan can be forwarded to the Planning Commission. If not, the applicant is notified and must revise the site plan to comply with the checklist.
- A site plan which is to be reviewed by the Planning Commission shall be submitted to the Township offices **no less than 31 days** before the next regularly scheduled Commission meeting.
- **Three separate plans are required: 1) A site analysis plan: 2) A site plan: and 3) A landscape plan. A checklist is provided for each plan on the following pages.**
- Site plans shall be drawn at a scale of not more than 1" = 20 ' if the site is less than two acres; 1" = 40' if the site is less than six acres; and 1" = 100 feet if the site is greater than six acres and shall contain the following information unless specifically waived by the Planning Commission.
- Either YES, NO or NA (Not Applicable) shall be marked next to each item.
- Before submitting a formal application for site plan review the applicant is encouraged to meet with the Township Planner or Zoning Administrator to review procedures and ask questions.

## **1. SITE ANALYSIS PLAN CHECKLIST**

This is a separate site plan showing natural and man-made features and is used to determine how the existing features of a property will be changed by the proposed project.



- \_\_\_\_\_ Small-scale sketch of properties, streets and zoned uses of land within one-quarter mile of the site, sufficient to illustrate the existing character and development in the area of the site
- \_\_\_\_\_ A sketch illustrating the location of the site within the Township
- \_\_\_\_\_ Existing buildings and structures
- \_\_\_\_\_ Current zoning of site and all abutting properties
- \_\_\_\_\_ Current use of site
- \_\_\_\_\_ Existing contour lines at two feet intervals on the subject property and to a distance of 50 feet outside the boundary lines of the site.
- \_\_\_\_\_ Swales and existing drainage patterns
- \_\_\_\_\_ Existing stands of trees, tree lines and individual large trees.
- \_\_\_\_\_ Water bodies, streams, creeks and wetlands on the site and within 50' of subject property
- \_\_\_\_\_ Base flood elevation data (if applicable)

## **2. SITE PLAN CHECKLIST**

See Article 24 of Allendale Twp. Zoning Ordinance for actual language



### **GENERAL INFORMATION**

- \_\_\_\_\_ Name of development
- \_\_\_\_\_ Date on which the site plan was prepared
- \_\_\_\_\_ North arrow and scale
- \_\_\_\_\_ Architect, landscape architect, engineer, or professional surveyor who prepared the plan:  
\_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_ Professional seal

### **PROPERTY INFORMATION**

- \_\_\_\_\_ Legal description based upon the most current survey.
- \_\_\_\_\_ Small-scale sketch of properties, streets and zoned uses of land within one-quarter mile of the site, sufficient to illustrate the existing character and development in the area of the site
- \_\_\_\_\_ A sketch illustrating the location of the site within the Township
- \_\_\_\_\_ The size in acres and square feet of the subject property
- \_\_\_\_\_ Property line dimensions and bearings
- \_\_\_\_\_ Current zoning of site and all abutting properties
- \_\_\_\_\_ Current use of site
- \_\_\_\_\_ Location and use of existing structures within 100 feet of the boundary of the subject property
- \_\_\_\_\_ Proposed contour lines at not less than two feet intervals
- \_\_\_\_\_ Percentage of site covered by impervious surface

### **BUILDINGS AND USES**

- \_\_\_\_\_ Location of existing and proposed buildings including: \_\_ Use \_\_ Length \_\_ Width \_\_ Height  
\_\_\_\_\_ Square footage
- \_\_\_\_\_ Roof top equipment (Sec. 24.06.G.2)
- \_\_\_\_\_ Setback of buildings from all property lines
- \_\_\_\_\_ Architectural elevation drawings and exterior building materials (Sec.24.06.J)

### **UTILITIES AND STORMWATER MANAGEMENT**

Location, size and dimensions of the following:

- \_\_\_\_\_ utility easements
- \_\_\_\_\_ water lines
- \_\_\_\_\_ sanitary sewer lines
- \_\_\_\_\_ storm drainage lines

- \_\_\_\_\_ ditches and swales
- \_\_\_\_\_ retention and /or detention areas
- \_\_\_\_\_ fire hydrants
- \_\_\_\_\_ catch basins
- \_\_\_\_\_ septic tank and drain fields and water wells if applicable
- \_\_\_\_\_ transformers and above ground utilities.

**VEHICLE CIRCULATION**

Location, size and dimensions including pavement width of the following:

- \_\_\_\_\_ proposed streets
- \_\_\_\_\_ abutting streets
- \_\_\_\_\_ rights-of-way
- \_\_\_\_\_ service drives
- \_\_\_\_\_ driveways / curb cuts
- \_\_\_\_\_ curbs and gutters
- \_\_\_\_\_ access easements serving the site
- \_\_\_\_\_ driveways opposite the site and driveways and intersections within 100 feet on either side of the site
- \_\_\_\_\_ traffic control signs
- \_\_\_\_\_ Master Plan streets which may cross the property

**PEDESTRIAN CIRCULATION** (Sec. 24.06.C)

- \_\_\_\_\_ Location, dimensions and surface type of all sidewalks, bike paths, and other walkways
- \_\_\_\_\_ Internal walkways through the parking lot (Sec. 24.06.C.3)

**PARKING** (Article 21)

- \_\_\_\_\_ Number and dimensions of spaces and aisles
- \_\_\_\_\_ Computations to show number of spaces required
- \_\_\_\_\_ Distance to nearest property line
- \_\_\_\_\_ Barrier free parking spaces and sidewalk ramps
- \_\_\_\_\_ Type of parking area surface
- \_\_\_\_\_ Curbs and gutters
- \_\_\_\_\_ Loading areas

**LIGHTING** (Sec. 24.06.E)

\_\_\_\_\_ Location of exterior lights including building lights

\_\_\_\_\_ Height

\_\_\_\_\_ Type of fixture

**OTHER REQUIRED INFORMATION**

\_\_\_\_\_ Waste disposal facilities (Sec. 24.06.H)

\_\_\_\_\_ Outdoor storage (Sec. 24.06.G)

\_\_\_\_\_ Signs (Article 22)

\_\_\_\_\_ For residential developments (Sec. 24.05.D.17) Summary schedules and views should be affixed as applicable in residential development, which give the following data:

\_\_\_\_\_ the net residential area which is total size of parcel minus any portion of the site within the road right-of-way expressed in acres and in square feet;

\_\_\_\_\_ the number of dwelling units proposed (by type) and the number of bedrooms for each type;

\_\_\_\_\_ typical lot size dimensions if detached housing is contemplated;

\_\_\_\_\_ typical elevation views of the front and side and rear of each type of building;

\_\_\_\_\_ proposed density of the net residential site.

\_\_\_\_\_ Proposed phasing.

\_\_\_\_\_ Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or by State or Federal Agencies.

\_\_\_\_\_ The Planning Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on public safety, existing utilities, the environment and natural features.

\_\_\_\_\_ The Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.

### 3. LANDSCAPING PLAN CHECKLIST

This is a separate plan illustrating proposed landscaping  
See Articles 21A and Sec. 24.06.F of the Zoning Ordinance for actual language



- \_\_\_\_\_ Name, address and seal of landscape architect who prepared the plan
- \_\_\_\_\_ Number of plants, type, size, location and spacing for:
  - \_\_\_\_\_ greenbelts;
  - \_\_\_\_\_ front yard along all streets abutting property;
  - \_\_\_\_\_ parking lots (Sec. 21A.04.G);
- \_\_\_\_\_ Computations for all required landscaping
- \_\_\_\_\_ Underground irrigation system (Sec. 21A.03.E)
- \_\_\_\_\_ Berms, walls and fences
- \_\_\_\_\_ Landscaping for multi-family buildings see also Section 23.06.I
- \_\_\_\_\_ Open space and common areas

Please note that the number of plantings required by the Ordinance may be modified (increased or decreased) by the Planning Commission based on the criteria below. If a reduction in the required landscaping is proposed please provide the reasons for this reduction on the landscaping plan relative to the criteria.

Modification of Required Landscaping. For existing and proposed uses that require site plan approval to either expand or be built, landscaping shall be installed insofar as practical. The Planning Commission in its review of the site plan has the authority to increase, decrease or otherwise modify the landscaping and screening requirements of this article. In doing so, the Commission shall consider the following criteria:

1. The amount of space on the site available for landscaping.
2. Existing landscaping on the site and on adjacent properties.
3. The type of use on the site and size of the development.
4. Existing and proposed adjacent land uses.
5. The effect the required landscaping would have on the operation of the existing or proposed land use.
6. Whether additional landscaping is necessary to mitigate the adverse effects of adjoining land uses, to reduce headlight glare, reduce noise and to otherwise achieve the objectives of this Section.