

CITY OF FERNDALE

MAYOR
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*300 EAST NINE MILE ROAD
FERNDALE, MICHIGAN 48220-1797*

ferndale-mi.com



**"GOOD
NEIGHBORS"**

Site Plan Review Application

1. Identification

Applicant Name

Address

City/State/Zip Code

Phone ()

Fax ()

Interest in the Property (e.g. fee simple, land option, etc.)

Property Owner (if other than applicant)

Address

City/State/Zip Code

Phone ()

Fax ()

2. Property Information

Street Address

Sidwell Number

Legal Description

Zoning District

Area

Width

Depth

Current Use(s)

Zoning District of Adjacent Properties to the:

North

South

East

West

Assessor..... 546-2372	Code Enforcement 546-2365	Fire Dept546-2510	Recreation/Senior Citizens544-6767
Bldg. Inspector 546-2366	Dept. of Public Works..... 546-2519	Library.....546-2504	Recycling.....546-2514
Cable Coord. 546-2503	Engineering 546-2514	Personnel.....546-2378	Rental Enforcement546-2379
City Clerk..... 546-2384	Fax No..... 546-2369	Planning.....546-2367	Treasurer.....546-2370
City Manager..... 546-2360	Finance 546-2376	Police Dept541-3650	Water.....546-2374

3. Site Plan Required Elements. Consult Article 11 of the Zoning Ordinance to determine when a project requires site plan review. Some projects qualify for administrative review. The site plan for the proposed development shall include all of the following information when required (refer to Article 11 of the Zoning Ordinance): Place a check mark in the right column upon completion/inclusion.

Application	
Project title and street address.	✓
A written project description including proposed uses of buildings and site improvements.	
The names, addresses and telephone numbers of all proprietors, applicants, architects, engineers and owners'.	
Written proof of ownership or option on subject property. If the applicant is not the owner, a written explanation of their legal relationship shall be submitted.	
Proposed time of project completion and phasing schedule.	
Site Plan. Site plans shall consist of an overall plan for the entire development and must be drawn to a scale of no less than 1" = 30'. Sites greater than three (3) acres shall be drawn at a scale not less than 1" = 50'. The Director may also request copies of all plans and drawings in a reduced size format. Site plans must include:	
Date of preparation of drawings and revisions.	
Location map drawn at a minimum scale of 1" = 2000' with north point indicated.	
Architect's, Engineer's, Surveyor's, Landscape Architect's, or Planner's seal.	
Legal and common description of the site with existing and proposed lot lines, and dimensions.	
Centerline, existing, and proposed right-of-way lines of any streets or alleys, and proposed and existing easements.	
Zoning classification of petitioner's parcel and all abutting parcels.	
Gross and net buildable area.	
Percentage of lot coverage including existing buildings.	
Sign locations, illumination and size. Refer to the Sign Ordinance.	
Other pertinent features, including entrance details, decks, porches, fences, flag poles, or other structures.	
All permanent exterior lighting locations, including ornamental lighting, type of fixtures, footcandles, mounting height and method of shielding in sufficient detail to allow determination the effect of such lighting upon adjacent properties and traffic safety. A manufacturer's cut sheet of each type of fixture proposed shall also be submitted. Except as noted below, lighting fixtures shall not exceed a height of twenty-five (25) feet. In portions of a site adjacent to residential areas, lighting fixtures shall not exceed a height of twenty (20) feet. Building, ground or roof-mounted lighting intended to attract attention to the building or use and not strictly designed for security purposes is prohibited. Temporary holiday lighting and decorations are exempt from this provision.	
Outdoor trash receptacle location and method of screening.	
Access and Circulation. Site plans must include dimensioned drawings of all existing and proposed:	
Acceleration, deceleration, passing lanes and approaches; dedicated road or service drive locations; proposed locations of driveways, access drives, street intersections; driveway locations on opposite frontage; dimensioned fire lanes, including curve radii; and surfacing materials.	

Parking spaces, circulation aisles, off-street loading/unloading area, stacking spaces, signage and surfacing materials in compliance with Article 8.	
Sidewalks and curbs and surfacing materials.	
Buildings and Structures	
Location, height, and outside dimensions of all existing and proposed buildings or structures on the site, with setbacks and yard dimensions, and of all existing buildings and structures within one hundred (100) feet of the site.	
Front, side and rear building elevations with all windows, lights, doors, screened roof equipment and exterior materials, including color, indicated.	
Utilities, Soil Erosion, Sedimentation Control, and Drainage	
Location, size and design of existing and proposed service facilities above and below ground, including: (a) Water supply facilities including fire hydrants, water lines and mains. (b) Sanitary sewage disposal facilities including manholes, catch basins, and sewer lines and mains. (c) Gas, electric, telephone, fiberoptic and cable lines above and below ground. (d) Transformers, generators, utility boxes or poles, communication equipment, satellite dishes over forty-eight (48) inches in diameter, and mechanical equipment. (e) Easements. (f) Chemical and fuel storage tanks, transfer lines, and containers above and below ground.	
Grading plan showing existing and finished contours at a maximum interval of two (2) feet.	
Drainage plan showing storm lines, storm drains, retention and detention ponds, existing drainage courses, proposed method of site and roof drainage, soil erosion and sedimentation control.	
Landscaping Plan	
Existing trees with greater than a 4½ inch dbh.	
Proposed landscaping, including berms, buffers, screens and greenbelts, lawns, shrubs, and other live plant materials.	
Method of irrigation. Refer to the Vegetation Ordinance.	
Screening walls and fences, including dimensions, materials and details.	
Additional Requirements for Multiple Dwelling Developments	
Density (dwelling units per acre) calculations.	
Designation of units by type and number of units in each building.	
Garage or carport locations and details.	
Architectural compatibility with surrounding area. Refer to Section 5.04.	
Additional Requirements for Commercial and Industrial Developments	
Secondary containment facilities.	
Number of employees at peak usage.	
Location and dimension of outdoor sales or display areas.	
Location and dimension of outdoor storage areas, and details of the enclosure, including a description of material, height, spacing and typical elevation.	

