

Filing Fee: \$500.00 (plus deposit) Stockbridge Planning Commission
Revised: 08-19-13 Preliminary Site Plan Review Application

Stockbridge Township
P.O. Box 565 Stockbridge Mi. 49285
Phone: (517) 851-7658, Fax: (517) 851-7530

Permit #: _____
Date Received: _____

Applicants Name: _____ Phone: _____

Address: _____ Zip: _____

Project Description (may be written on a separate piece of paper) _____

Note: The total cost for the request of a Preliminary Site Plan Review is the responsibility of the requestor. The Preliminary Site Plan Review request, at times, will exceed the deposited amount. The requestor will be responsible to pay the exceeded amount due, prior to the meeting. Any and all funds in excess of the total cost of request, will be returned to the applicant.

Required Documents and Information needed for a Preliminary Site Plan Review (Section 12.07):

Application. Any person may file a request for preliminary site plan approval by filing required forms with the Township Clerk. All site plans shall contain the following to be accepted:

1. A completed application signed by the owner; if the owner is a corporation, a corporate officer must sign the application; if the owner is a partnership, a general partner must sign the application; if the owner is an individual, each individual owner must sign the application. If the owner(s) is not the applicant, the applicant must provide a statement from the owner that the applicant has permission to proceed.
2. The application and review fees.
3. Fourteen (14) copies of the preliminary site plan drawing(s).

Information Required for Review. Every preliminary site plan submitted under this Article shall contain information required by Township regulations for site plan review. Site Plans shall consist of an overall plan for the entire development. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet, nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. Included on the preliminary site plan shall be all dimensions and the following:

1. Location (vicinity map) and description of site; dimensions and area.
2. General topography; soil information.
3. Name, address, and phone number of the property owner; applicant's name, address, and phone number, and interest in property, owner's signed consent for preliminary site plan approval, if the applicant is not the owner.
4. Name and address of designer. A detailed site plan shall be prepared and sealed by an architect, landscape architect, engineer, or land surveyor, unless waived by the Planning Commission.

5. Scale, north arrow, dates of plan, dates of revisions.
6. Proposed buildings/structures: location, outline, general dimensions, distances between, floor area, number of floors, height, floor plans and elevations, number and type of dwelling units (where applicable).
7. Location and size of open areas, recreation areas.
8. Proposed streets/drives: general alignment, right-of-way, (where applicable), surface type, and width.
9. Proposed parking: location and dimension of lots, dimensions of spaces and aisles, angle of spaces, surface type, barrier free spaces and number of spaces.
10. Existing zoning classification of property; required yards; dwelling unit schedule, density of development, and lot area per dwelling unit for residential projects; lot coverage (percent) and floor area ratio; location and size of required transition and landscape strips, if applicable.
11. Proposed grading and drainage patterns; outline of existing building/structures and drives; existing natural and man-made features to be retained or removed.
12. Adjacent land uses and zoning; location of adjacent buildings; drives/streets.
13. Location, area of development phases; building program for each phase; projected schedule of development, by phase.
14. Location and width of easements on site. Indicate the future width of right-of- ways as provided by the Ingham County Road Commission.
15. General description of proposed water, sanitary sewer, and storm water catchment and drainage systems.
16. All adjacent property owned or controlled by the applicant, or owner of the subject property.

The undersigned affirms that he/she/they are the specified owners, lessees, or representatives involved in this petition, and that the foregoing answers, statements, and information in all respects are true and to the best of his/her/their knowledge.

Signature: _____ Date: _____

Return Application and Fee to the above address in care of Becky Muraf “Township Clerk”

Official Action Taken

Dates:

_____	_____	_____	_____
Application & Fee received	Advertised in paper	Public Hearing	Return to Clerk from PC

Planning Commission Action: Approved: _____ Denied: _____ (Reason for denial see attached)

Signature: _____ Date: _____
 Planning Commission Chairman or Designee