



Site Plan Review Application

The City of Hamtramck's zoning ordinance allows for a combined Site Plan Review (155.167-155.168; Article XII Section 3) in place of a two-tiered site plan review process. Site Plan Review applications are required when an application is proposing: new construction; an expansion to an existing building; a change of use; and demolition. Please refer to Article XII of the zoning ordinance for all Site Plan Review Requirements and Procedures.

The following items are needed for a Site Plan Review application to be considered complete: a completed application; a completed checklist; two checks made payable to The City of Hamtramck: Check 1 -- \$400, Site Plan Review Application Fee / Check 2-- \$1,500, Escrow (more or less may be required depending on the size of the project); and two paper copies and one pdf copy of the Site Plan. All submissions can be brought to the Community and Economic Development Department.

Applicant Information		
Name		
Address		
City	State	Zip
Phone	E-mail	

Property Information
Name of project
Address
List all parcel identification numbers included in development
Property owner*
Current use
Proposed use
Current zoning
Legal description of property (may be attached)

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*If applicant is not the property owner: applicant must attach property owner’s written, notarized authorization of application.

Signature	
I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Hamtramck to access the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature:	Date:
Print Name:	

Per Hamtramck City Ordinance 21-01, Chapter 121, §121.003, the City of Hamtramck is not accepting applications for any new Marijuana related businesses.

FOR OFFICE USE ONLY

Date:	Amount	Account: 101-000-637.000
<input type="checkbox"/> Cash		CED staff:
<input type="checkbox"/> Check payable to City of Hamtramck		Treasury staff:
<input type="checkbox"/> Credit (+3.0% surcharge)		
Notes		

Site Plan Review Checklist

This checklist **must** be completed by the site plan designer and submitted with the Site Plan Review Application. The site plan designer will be required to initial all items within the checklist as a verification that the Site Plan submission is complete. If an item is omitted from the Site Plan submission, then mark the reasoning in the Notes column. The following information is categorized into different sections to help organize the Site Plan submission and allow for an efficient review. The City may require and request other reasonable and relevant information to assist in the review of the proposed development.

General Site Plan Submission Requirements

Requirements	Applicant review	Notes	City review
Name of development and title block with date, north point and scale (graphic and written)			
Seal of registered architect, landscape architect, land surveyor, or, civil engineer that prepared the plan. In cases of minor structural alterations where professional services are not required, additions of 300 square feet or less, or for changes in the use of existing buildings, the Building Code Official, or their designee, may waive this requirement			
<i>Include the following elements on the first page of the Site Plan submission:</i>			
Location map at a scale of one-inch equals 2,000 feet, showing section number(s), site location, major roads, and railroads			
Estimated number of full-time and part-time employees			

Site Plan Drawing

Requirements	Applicant review	Notes	City review
The site plan drawing should be at a scale of not less than one inch equals 50 feet if the subject property is less than three acres, and one inch equals 100 feet if there are three acres or more			
<i>Criteria to show conditions adjacent to the proposed site:</i>			
Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties			
Location of all existing structures within 100 feet of the subject property lines			
All existing and proposed roadways, drives, parking areas, and pedestrian paths within 100 feet of the subject property			
Location and width of all abutting streets, rights-of-way, easements, and pavements			

Criteria to show elements within the proposed site:			
Location of all existing and proposed structures, uses, number of stories, gross building area, setback lines, distances between structures, and location of loading areas on the subject property			
All existing and proposed aisles, drives, pedestrian and bicycle paths, roadways, parking areas, and number of parking spaces within the subject property lines and within the right-of-way			
Loading and unloading areas			
Drive or street approaches including acceleration, deceleration, and passing lanes where appropriate			
Proposed fire lanes and fire lane sign			
Proposed signs and specifications for control of traffic			
Types of surfacing, such as asphalt or concrete paving, turfing, sod, or stone to be used			
Location and height of all walls and fences			
Trash receptacle and transformer locations and method of screening			
Exterior lighting locations, type of fixtures, and methods of shielding them from projecting onto adjoining properties			
All utilities located on or serving the site, including sizes of water and sewer lines;			
Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, noise, vibration, and emission levels and other data of all such equipment or machinery			
Measures to be taken to protect existing on-site trees not proposed for removal as part of the development			

Landscape Plan

Requirements	Applicant review	Notes	City review
Location of screen planting and other landscaping			
Method by which landscaping is to be accomplished and maintained			
Show species, spacing, and size of each tree and plant material and ground cover			

Elevation Drawings

Requirements	Applicant review	Notes	City review
Elevations (front, sides and rear views) of all sides of the building(s)			

Types of facing materials to be used on structures, this includes accessory structures and all buildings			
Show the address location on the building and size of numbers			
Show proposed sign location for all buildings and uses on site, including character, size, letters, symbols, and method of illumination lighting			

Floor Plan

Requirements	Applicant review	Notes	City review
A floor plan drawing showing the specific use areas of all existing and proposed building on-site			

Utilities Plan (must be prepared by a registered civil engineer)

Requirements	Applicant review	Notes	City review
All utilities located on or serving the site, including sizes of water and sewer lines, proposed hydrants, proposed meter size, and proposed fire suppression line into building. Proposed sanitary leads, disposal systems shall also be shown, as applicable			

Grading Plan (must be prepared by a registered civil engineer)

Requirements	Applicant review	Notes	City review
Proposed finished floor elevations, finished grades at structures, proposed storm collection system (including bioswales or other green infrastructure such as rain gardens, permeable pavement, and green roofs), storm outlet(s), ultimate downstream outlets and, when required retention/detention basin design calculations. Any areas of filled or reclaimed land shall be identified and all development shall detain stormwater so that the runoff from the property does not negatively impact upon adjacent properties or public and private rights-of-way			
Proposed streets and drives showing type of surfacing, whether public or private, and grade elevations			