

SITE PLAN REVIEW PROCEDURE
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

1. Request estimated water and sewer connection fees from Village Staff.
2. The following items must be submitted to the Village by the 1st day of the month in which you would like to be on the Planning Commission agenda:
 - Five (5) copies of Site Plan (drawn by a registered Architect, Landscape Architect, Engineer or Professional Community Planner) in CAD or compatible format.
 - Application Sheet for Site Plan Review
 - Site Plan Review Checklist
 - Site Plan Review Fee
3. Site Plan to be reviewed by Village Staff.
4. Plan preparer will be notified of any necessary modifications.
5. One copy of revised site plan may be required to be sent to: C2AE, Attn: Larry Fox, at 123 West Main Street, Suite 200, Gaylord, MI 49735. This is at Village Staff's direction and will be at the expense of the applicant.
6. Plan preparer will be notified of additional modifications.
7. Applicant shall provide 9 printed copies (one set sealed) of modified site plan no later than 7 days prior to the next regularly scheduled Planning Commission meeting.
8. Site Plan review by Planning Commission with approval, and/or required plan modifications, or denial recommendation to Village Council.
9. Plan prepared will be notified of Planning Commission's required modifications.
10. Applicant shall provide a computer file in an AutoCAD (.dwg) or compatible format of final plan to the Village Hall by 9:00 a.m. the Monday following the regularly scheduled Planning Commission meeting. If plans are not submitted on time, they will not be heard by the Village Council at their next regularly scheduled meeting.
11. Site Plan Review by Village Council. Applicant will provide 7 printed copies of the modified site plan before noon on the Tuesday before the next Council meeting.
12. Any professional plan review costs, i.e. engineer, attorney, etc. to be paid by applicant.
13. If approved, apply for Zoning Permit.
14. Development EUF fees will be invoiced when the Zoning Permit is pulled.

**SITE PLAN REVIEW APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

Project: _____

Property Owned by:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Home: _____ Cell: _____

Fax No.: _____ Email: _____

Plan Prepared by:

Company: _____

Contact Person: _____

City: _____ State: _____ Zip: _____

Telephone Home: _____ Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? Yes No

If No, provide name, address, phone of applicant: _____

Site Characteristics:

General site location: _____

Property address: _____

Current Zoning District: _____

Proposed Use of Property: _____

Site Size (square feet/acres): _____

Proposed building square footage: _____

Number of dwelling units: _____

Estimated construction cost (include parking and utilities): _____

Notes:

- Village processing fee of \$200 due upon submittal of this application.
- Applicant required to pay all additional fees necessary for site plan review.

SITE PLAN REVIEW CHECKLIST

Project: _____

Listed below is the Site Plan Review Checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

- _____ 1. Appropriate Scale
- _____ 2. Date, North Point, Street Names (existing and proposed right of way).
- _____ 3. Name of person preparing plan.
- _____ 4. Proposed site location map.
- _____ 5. Property line dimensions.
- _____ 6. Zoning setback lines, distance between buildings (nearest point to nearest point)
- _____ 7. Location of new buildings.
- _____ 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.
- _____ 9. Access drives, internal roads (note public or private, identify right of way) service roads.
- _____ 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.
- _____ 11. Table of parking spaces required, parking spaces provided.
- _____ 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).
- _____ 13. Existing easements (utility access) within site limits. If none, state this on the plan.
- _____ 14. Loading/unloading, service areas.
- _____ 15. Sidewalks (internal and public within road right of way).
- _____ 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

- _____ 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).
- _____ 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.
- _____ 19. Proposed retention/sedimentation ponds.
- _____ 20. Snow storage/snow management plan.
- _____ 21. Dumpster location, screening indication.
- _____ 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).
- _____ 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.
- _____ 24. Fire hydrants.
- _____ 25. Acceleration/deceleration lanes.
- _____ 26. Site amenities (play area, pools, beaches, tennis courts, etc.).
- _____ 27. Types of surfacing (paving, turfing or grated) to be used.
- _____ 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.
- _____ 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).
- _____ 30. General floor plan indicating internal function.
- _____ 31. Numbered hotel rooms/residential units on floor plan.
- _____ 32. Identify water main on floor plan.

Applicant's Signature: _____ Date: _____

Print Applicant Name: _____

Project Name: _____