

# SITE PLAN REVIEW APPLICATION

CHARTER TOWNSHIP OF GRAND BLANC  
5371 S. SAGINAW STREET, PO BOX 1833  
GRAND BLANC, MI 48480  
(810) 424-2766



Date: \_\_\_\_\_

SPR# \_\_\_\_\_

### PLEASE NOTE

**Per ordinance:** 12 copies of signed and sealed blueprints along with this application and check for appropriate fees **MUST** be submitted at time of application. **Plans must be folded. Although not required, a pdf of the blueprint is requested.**

Planning Fees: \_\_\_\_\_

Traffic Study Fees: \_\_\_\_\_

Engineering Fees: \_\_\_\_\_

Tree Protection Review Fees: \_\_\_\_\_

Total Fees: \_\_\_\_\_

**Name of Development:** \_\_\_\_\_

**Description and Type of Development:** \_\_\_\_\_

**Location of Development:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**PID #** \_\_\_\_\_

### **TO BE COMPLETED BY APPLICANT** (please type or print)

Name of Sponsor of Development: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant hereby consents to allow Township representatives access to property.

### Engineer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

### Architect

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property owner hereby consents to allow Township representatives access to property.

**◆Must attach proof of ownership◆**



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1. How is the subject property zoned? \_\_\_\_\_
2. What is the intended use of the property? \_\_\_\_\_  
\_\_\_\_\_
3. Will the site be developed as a plat or condominium? \_\_\_\_\_
  - Will the site have private or public roads? \_\_\_\_\_
  - Are road names included on the site plan? \_\_\_\_\_
  - Have the Master Deed and By-Laws been drafted? \_\_\_\_\_
4. Do you intend to utilize either the residential open space (ROS) or planned unit development (PUD) options? \_\_\_\_\_
5. Will the proposed use of the property require a special land use? \_\_\_\_\_
6. Will development of the subject property require a traffic study or impact study? \_\_\_\_\_  
\_\_\_\_\_
7. What is the future land use designation for the property? \_\_\_\_\_  
\_\_\_\_\_
8. Is the property located within the Hill Road Corridor Study Area? \_\_\_\_\_  
Is the property located within the Holly, Saginaw, Baldwin Corridor Study Area? \_\_\_\_\_  
\_\_\_\_\_
9. Is your site located within an area designated for a bicycle/pedestrian pathway? \_\_\_\_\_  
\_\_\_\_\_



**Charter Township of Grand Blanc, Michigan  
Site Plan Review Checklist**

\*Applicant, Township Staff, and Site Plan Review Committee to fill out the following:

P-Provided

N-Not Provided

NA-Not Applicable

**1. APPLICATION FORM AND FEE:**

	<b>Applicant</b>	<b>Twp. Staff</b>	<b>SPRC</b>
a. Completed Application Form:			
b. Payment of non-refundable review fees:			

**2. APPLICANT INFORMATION:**

	<b>Applicant</b>	<b>Twp. Staff</b>	<b>SPRC</b>
Section 6.2 No. 7			
a. Name and address of property owner:			
b. Name and address of applicant:			
c. Interest of applicant in the property:			
d. Name and address of the developer:			
e. Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement:			

**3. Copies:**

	<b>Applicant</b>	<b>Twp. Staff</b>	<b>SPRC</b>
Section 6.2 No.7			
a. Twelve (12) copies of the site plan packet should be submitted:  Initial Submission – 12 copies Revisions – 6 copies Final Site Plan – as necessary			

**4. Scale**

Section 6.2 No.7	Applicant	Twp. Staff	SPRC
<p>The site plan should be drawn at an engineering scale adequate to determine compliance with all standards with a minimum scale not to exceed one inch on the site plan for every fifty feet (1"=50') on the ground, on sheets measuring not less than 24 x 36 inches and not more than 30 x 42 inches.</p>			

**5. Cover Sheet**

Section 6.2 No.7	Applicant	Twp. Staff	SPRC
<p>a. Name and address of project:</p>			
<p>b. Name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan:</p>			
<p>c. A complete and current legal description and size of property in acres and square feet. Where a metes and bounds description is used, lot lines and angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description:</p>			
<p>d. A small location sketch of sufficient size and scale to locate the property within the Township:</p>			
<p>e. Title block with north arrow, date of preparation and any revisions:</p>			

**6. Existing Conditions Sheet(s) Illustrating:**

Section 6.2 No. 7	Applicant	Twp. Staff	SPRC
All existing lot lines and dimensions, including setback lines and existing or proposed easements:			
Existing topography (minimum contour interval of two feet) on the site parcels and within fifty (50) feet beyond the site boundaries:			
Existing natural features such as streams, marshes, ponds, drainage patterns, 100-year floodplain boundary and the limits of any wetland regulated by the MDNR, including attachment of a wetland determination by a recognized consultant. Also, note if the site is within 500 feet of a lake, river, stream, drainage course or other waterway:			
Identify the location and type of all regulated trees. Where replacement is required by this ordinance, the total number of replacement trees and caliper inches shall be indicated as well as the number of regulated trees to be removed.			
Soil characteristics of the parcel, if not served by sanitary sewer, showing at minimum the detail as provided by the Soil Conservation Service Soil Survey of Genesee County:			
Zoning and current land use(s) of applicant's property and all abutting properties including properties across any public or private street:			
Buildings, structures, existing right-of-way, utility poles towers, drainage ditches, culverts, pavement, sidewalks, and parking areas within the subject site and within one hundred (100) feet of the property lines. Notes shall be provided indicating those that will remain and those that are to be removed or modified:			
Driveways, street names, and streets within the subject site and within three hundred fifty (250) feet of the property lines (including driveways and streets on the opposite side of any street). Notes shall be provided indicating those that will remain			

and those that are to be removed or modified:			
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**7. Proposed Project Information:**

Section 6.2 No. 7	Applicant	Twp. Staff	SPRC
Base information:			
Building information:			
Building elevations:			
Building and lot coverage:			
Sidewalks and bike paths:			
Streets and private roads:			
Access points, driveways and circulation:			
Traffic impact study:			
Utilities:			
Grading and drainage:			
Parking & Loading:			
Landscape and screening:			
Waste receptacles:			
Lighting:			
Signs:			
Tree Protection:			
Wetlands & Floodplains:			
Impact Assessments:			
See Corridor Standards: Hill/Holly /Baldwin/Saginaw:			
Special Provisions/Special Uses:			

Storm water management & soil erosion control: (6.2 No 9.F)			
Emergency vehicle access: (L)			
Storage of potentially hazardous material or waste: (Q)			
Phasing: (T)			

**8. Department and Agency Records/Approvals**

	<b>Applicant</b>	<b>Twp. Staff</b>	<b>SPRC</b>
Grand Blanc Township Assessor			
Grand Blanc Township Attorney			
Grand Blanc Township Building Dept.			
Grand Blanc Township Engineer			
Grand Blanc Township Police Dept.			
Grand Blanc Fire Department			
Michigan Department of Environmental Quality			
Michigan Department of Transportation			
Genesee County Road Commission			
Genesee County Drain Commissioner - Surface Water Management			
Genesee County Drain Commissioner - Water and Waste Services			

**9. Condominium Projects:**

Section 6.2 No.7 Hiii	Applicant	Twp. Staff	SPRC
1. A maintenance agreement for all private roads:			
2. A description of the common elements of the project as will be contained in the Master Deed.			
3. Use and occupancy restrictions contained in the Master Deed.			
4. Documents regarding the maintenance of any commonly owned private facilities in accordance with Section 6.4:			
5. Any updated information until a Certificate(s) of Occupancy has been issued:			
6. A copy of the Master Deed as filed with Genesee County Register of Deeds for recording, and a copy of any Restrictive Covenants or Condominium Association By-Laws that demonstrate all provisions and conditions of the condominium plans approved by the Township. Once approved by Township Attorney and filed with the County a copy of the document shall be provided to the Township within 10 days.			
7. Two (2) copies of an “as-built” survey. The as-built survey shall be reviewed by the Township Engineer for compliance with Township Ordinances. Fees for this review shall be established by the Township Board:			
8. One (1) copy of the site plan on a Mylar sheet of at least thirteen by sixteen (13 x 16) inches with an image not to exceed ten and one half by fourteen (10 ½ x 14) inches.  9. One copy of the AutoCAD files on CD, DVD, if the plans were drawn using AutoCAD or a compatible program.			



**10. General Comments:**

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**11. Recommendations:**

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**12. Other Remarks:**

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**13. Department Heads:**

**Police:** \_\_\_\_\_ **D.P.W.:** \_\_\_\_\_  
**Building:** \_\_\_\_\_ **Assessor:** \_\_\_\_\_  
**Engineer:** \_\_\_\_\_ **Fire Dept:** \_\_\_\_\_

I \_\_\_\_\_ (print name), the undersigned, understand the above conditions and approval process for site plan review:

\_\_\_\_\_  
Applicant Signature Date

◆Note: This processing form, together with all correspondences, is to be attached to the Planning Commission's "Official Copy" of the Site Plan, forming a permanent record regarding the Plan submitted. This "Official Copy" together with all attached data shall be returned to the Site Plan file after processing.

**Section 6.2 No. 3      Engagement of Consultants**

Grand Blanc Township may engage consultants to assist in reviewing the site plan and exhibits, with the cost for such consultant review borne by the applicant. For any unpaid costs and any uncollected fees, a lien shall be placed against the parcel that is the subject of the site plan.

**Site Plan Review:**

Date Reviewed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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\_\_\_\_\_  
*Signature*

**Site Plan Review:**

Date Reviewed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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\_\_\_\_\_  
*Signature*

**Site Plan Review:**

Date Reviewed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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\_\_\_\_\_  
*Signature*

**Planning Commission:**

Date Reviewed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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\_\_\_\_\_  
*Signature*

**Planning Commission:**

Date Reviewed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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\_\_\_\_\_  
*Signature*

**Planning Commission:**

Date Reviewed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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*Signature*