



APPLICATION COVER SHEET

Charter Township of Grand Blanc

Planning & Zoning Department

5371 S. Saginaw St.

Grand Blanc, MI 48480

Phone (810) 424-2766

This application cover sheet applies to all development review. Additional applications are required for Site Plan Review, Planned Unit Developments, Special Land Uses, Rezoning Requests, and Zoning Board of Appeals. **Taxes must be paid in full before processing application**

Application # _____

I. APPLICANT (A completed Applicant Information Form must accompany this application.)

Applicant's Name _____

Address _____

City/Township _____ State _____ Zip _____

Phone _____ Email _____

II. PROPERTY INFORMATION

Property Address _____

General Location _____

Legal Description ATTACHED ON SITE PLAN

Property ID Number _____

Property size (acres & sq. ft.) _____ Frontage (feet) _____

Existing Zoning _____ Zoning of Surrounding Property _____

Proposed Use _____

Size of Proposed Structure (s) (square feet) _____

III. SITE PLAN INFORMATION

Site Plan Prepared By: _____

Contact Name: _____

Address _____

City/Township _____ State _____ Zip _____

Phone _____ Email _____

V. SIGNATURES (This application form must be signed by both the applicant and legal owner of the property.)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

SIGNATURE OF LEGAL OWNER

(Print/type name of applicant)

(Print/type name of legal owner)

(Contact phone number of legal owner)



SITE PLAN REVIEW CHECKLIST

Refer to Section 6.1 for details site plan requirements

Application Form, Fee & Required Copies	Applicant	Staff
Completed Application Form		
Payment of non-refundable application fee		
Consultant Review Fee		
Required copies (Initial: 10; Revisions: 6; Final: As necessary)		
Electronic copy (PDF format)		
Applicant Information	Applicant	Staff
Name and address of property owner		
Name and address of applicant		
Interest of applicant in the property		
Name and address of the developer		
Current proof of ownership of the subject parcel		
Scale	Applicant	Staff
Sheet size: Min 24 x 36 inches; Max 30 x 42		
Scale: 1 inch = 50 feet		
Cover Sheet	Applicant	Staff
Name and address of project:		
Name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan		
A complete and current legal description and size of property in acres and square feet, based upon a survey prepared by a registered surveyor and shall correlate with the legal description		
A small location sketch of sufficient size and scale to locate the property within the Township		
Title block with north arrow, date of preparation and any revisions		
Existing Conditions Sheet	Applicant	Staff
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.		
Existing woodlands shall be shown by an approximate outline of the total canopy: Individual deciduous trees over twelve (12) inch caliper and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreens)		
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 of applicant's property and all abutting properties including properties across any public or private street		
Buildings and structures within the subject site and one hundred (100) feet of the property lines		
Driveways, street names, and streets within the subject site and within two hundred fifty (250) feet of the property lines (including driveways and streets on the opposite side of any street		



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Project Information	Applicant	Staff
Existing features to remain or be modified on the site		
Building information: Footprints, dimensions, setbacks, and typical floor plans.		
Accessory structures; waste receptacles, rooftop or ground-mounted mechanical equipment		
Building elevations		
Building and lot coverage		
Sidewalks and pathways (See Township Pathways Plan)		
Public and private roads; easements		
Access points, driveways, and circulation (pedestrian and vehicular)		
Traffic Impact Study (See Zoning Ordinance Section 6.6)		
Existing and proposed locations of utility services		
Grading and drainage		
Parking (See Zoning Ordinance Section 5.15)		
Landscaping (See Zoning Ordinance Section 5.10)		
Lighting plan (See Zoning Ordinance Section 5.20)		
Tree protection (refer to Tree Protection Ordinance)		
Impact assessments (See Zoning Ordinance Section 6.5)		
Corridor Standards (Hill Road or Holly/Baldwin/Saginaw Road)		
Special provisions (deed restrictions, covenants, master deed, association bylaws)		
<i>Optional: Building floor plans</i>		



SITE PLAN REVIEW CHECKLIST

For Office Use Only				
Department and Agency Records/Approvals	Submittal Date	Comments Due	Comments Rec'd	Approval Date
Grand Blanc Township Departments—For Site Plan Review				
Grand Blanc Township Assessor				
Grand Blanc Township Attorney				
Grand Blanc Township Building Department				
Grand Blanc Township DPW (initial review)				
Grand Blanc Township Engineering Consultant				
Grand Blanc Township Fire Department				
Grand Blanc Township Planning Consultant				
Grand Blanc Township Police Department				
Grand Blanc Township Water/Sewer Consultant				
Grand Blanc Township Planning Commission				
Grand Blanc Township Planning Commission—Preliminary				
Grand Blanc Township Planning Commission—Final				
Engineering/Construction Plan Review				
Grand Blanc Township DPW				
Genesee County				
Genesee County Drain Commissioner - Surface Water Management				
Genesee County Drain Commissioner - Water and Waste Services				
Genesee County Road Commission				
State of Michigan				
Michigan Department of Environmental Quality				
Michigan Department of Transportation				