

APPLICATION FOR SITE PLAN REVIEW

PLEASE SUBMIT COMPLETED APPLICATION, SIX COPIES OF THE SITE PLAN  
(five 11 x 17 and one 24 x 36) AND APPLICABLE FEE TO:

CITY OF WAYNE  
COMMUNITY DEVELOPMENT DEPARTMENT  
3355 South Wayne Road  
Wayne, MI 48184

1. Name of proposed development \_\_\_\_\_

2. Address \_\_\_\_\_

3. Description of location \_\_\_\_\_

4. Total area of property (check one)

A. Under 7,500 square feet

B. Between 7,500 - 15,000 square feet

C. 15,001 square feet and over

5. Zoning classification \_\_\_\_\_

6. Prior Use \_\_\_\_\_

7. Proposed Use \_\_\_\_\_

8. Property owner \_\_\_\_\_

Name

Phone

E-mail

Address

Fax

9. Business owner \_\_\_\_\_

Name

Phone

E-mail

Address

Fax

10. Applicant (or agent) \_\_\_\_\_

Name

Phone

E-mail

Address

Fax

11. Fee (based on total square footage of property): Question 4 above,  
if you checked Box A, the fee is \$200.00  
if you checked Box B, the fee is \$300.00  
if you checked Box C, the fee is \$500.00

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

FOR CITY USE ONLY: Site Plan Application # \_\_\_\_\_

Parcel identification no. \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_





# WAYNE POLICE/FIRE DEPARTMENTS

## BUSINESS INFORMATION UPDATE



DATE:

BUSINESS NAME:	
ADDRESS:	TELEPHONE:
TYPE OF BUSINESS:	<b>KNOX BOX</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes where is it located:</i>

Person to call in case of EMERGENCY, list in Priority Order:

#1 – NAME:	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

#2 – NAME:	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

#3 – NAME:	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

PROPERTY OWNER	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

**2018 SITE PLAN REVIEW SCHEDULE**

- 1) **Site plans are due by 4:30 p.m. on the last Tuesday of each month.** Six copies of the site plan, building elevation drawings, etc., are to be submitted to the City Clerk's Office, along with an application form and the site plan review fee, which is based on the square footage of the site.
- 2) **The Site Plan Review Team will meet at 9:00 a.m. the Tuesday before the Planning Commission Meeting,** unless notified otherwise.
- 3) **The Team's written comments are due in the City Clerk's Office by the close of business the Thursday before the Planning Commission Meeting.**
- 4) **The Administration's recommendations are available to the applicants by 4:30 p.m. the Friday prior to the Planning Commission Meeting.**
- 5) **\*The Planning Commission meets the second Tuesday of each month at 7:00 p.m. The Planning Commission requires that the applicant (or a representative of the applicant) be present at the meeting in order for the site plan to be considered.**
- 6) **The City Council will consider site plans at their meetings on the third Tuesday of each month at 8:00 p.m. \*The City Council also requires that the applicant (or a representative) be present at the meeting in order for the site plan to be considered.**

**\*\*Dates subject to change.**

(1) Site Plans Due	(2) Team Meeting	(3) Comments Due	(4) Recommendations Available	(5) Planning Commission Meeting	(6) City Council Meeting
12/27/17	01/02/18	01/04/18	01/05/18	01/09/18	01/16/18
01/30/18	02/06/18	02/08/18	02/09/18	02/13/18	02/20/18
02/27/18	03/06/18	03/08/18	03/09/18	03/13/18	03/20/18
03/27/18	04/03/18	04/05/18	04/06/18	04/10/18	04/17/18
04/24/18	05/01/18	05/03/18	05/04/18	05/08/18	05/15/18
05/29/18	06/05/18	06/07/18	06/08/18	06/12/18	06/19/18
06/26/18	07/03/18	07/05/18	07/06/18	07/10/18	07/17/18
07/31/18	08/07/18	08/09/18	08/10/18	08/14/18	08/21/18
08/28/18	09/04/18	09/06/18	09/07/18	09/11/18	09/18/18
09/25/18	10/02/18	10/04/18	10/05/18	10/09/18	10/17/18
10/30/18	11/06/18	11/08/18	11/09/18	11/13/18	11/20/18
11/27/18	12/04/18	12/06/18	12/07/18	12/11/18	12/18/18

**If you have questions, please contact Matthew K. Miller, City Clerk/Planner, at (734) 722-2000.**

CHAPTER 1276  
Site Plan Approval

1276.01 Authority of Planning Commission.	1276.05 Review and recommendation by Planning Commission.
1276.02 Intent.	1276.06 Time limit on establishment of the development.
1276.03 Filing by land owner; fee.	1276.07 Variances.
1276.04 Information required on plan.	

CROSS REFERENCES

Zoning, land use and community development fees - see ADM. 210.12  
 Planning Commission - see P. & Z. Ch. 1210  
 Special exceptions - see P. & Z. 1234.12(b)  
 Variances - see P. & Z. 1234.12(c)  
 Off-street parking and loading - see P. & Z. Ch. 1282  
 Nonconforming uses - see P. & Z. Ch. 1286  
 Supplementary regulations - see P. & Z. Ch. 1288  
 Site plans for PRD Planned Residential Districts - see P. & Z. 1253.07 et seq.

1276.01 AUTHORITY OF PLANNING COMMISSION.

(a) Site plan review by the Planning Commission and approval by Council shall be required in B-1, B-2, B-3, B-4, B-5, IND-B, IND-1, IND-2, R-2, R-3, R-4, R-5, HD, T-1 and P-1 Districts and also required in R-1AA, R-1A, R-1B and R-1C Districts if for any of the uses listed as special exceptions in Section 1238.04 under any of the following circumstances:

- (1) (EDITOR'S NOTE: Paragraph (a)(1) was repealed by Ordinance 2016-05, passed July 5, 2016.)
- (2) (EDITOR'S NOTE: Paragraph (a)(2) was repealed by Ordinance 2016-05, passed July 5, 2016.)
- (3) Prior to commencement of development by construction of an additional building on improved land, or the reconstruction of at least 30% of the total structure or any facade.  
(Ord. 2016-05. Passed 7-5-16.)

(b) Nothing herein contained shall require site plan review or approval for the following events:

- (1) Change of ownership;

- (2) Repair or replacement of the mechanical parts of a building such as, for example, but not limited to the furnace, hot water tank, toilet or sink;
- (3) Repair or re-roofing of a building with a flat roof;
- (4) Changes in, or additions to, signage;
- (5) Repairs as a result of fires or acts of God;
- (6) Installation of awnings; or
- (7) Interior building renovations for occupied properties that are not expected to substantially increase the demand on existing parking, providing there is a current certificate of occupancy inspection report which does not contain evidence of site conditions such as, but not limited to: inadequate lighting, improper signage, absent or deficient landscaping, improper treatment of dumpster(s), improper storage, peeling paint, scattered debris, status of parking lots.  
(Ord. 1990-12. Passed 7-3-90; Ord. 2002-31. Passed 11-4-02; Ord. 2010-04. Passed 6-1-10; Ord. 2011-04. Passed 12-6-11)

(c) If the requirements of Section 1276.01(a) are not met then authority of the Planning Commission directs the administration to provide for a zoning permit in compliance with Section 1276.01(b)(7) and Chapter 1281.  
(Ord. 2016-05. Passed 7-5-16.)

#### 1276.02 INTENT.

Site plan review procedure is intended to minimize the possibility of an adverse effect upon adjacent property and to obtain proper relationships between the following development features as they relate to traffic, safety, service roads, drives and parking areas, building locations, open spaces and landscaping, storm water drainage and environmental effects. Site plan review procedure is also intended to further the Redevelopment and Design Concepts of the 2010 Amendments to the Master Plan. Such considerations are especially important with regard to the proximity of business, industrial and parking zoned areas to residential areas.  
(Ord. 2-A-64. Passed 10-19-82; Ord. 2011-04. Passed 12-6-11.)

#### 1276.03 FILING BY LAND OWNER; FEE.

Any person owning or having an ownership interest in a parcel of land may file for site plan approval. The application shall be accompanied by a fee as provided for in Chapter 210 of the Administration Code.  
(Ord. 2-A-64. Passed 10-19-82.)

#### 1276.04 INFORMATION REQUIRED ON PLAN.

The following information shall be included on the site plan:

- (1) The owner's name and address;
- (2) The date (month, day and year);
- (3) The title block;

- (4) A scale;
- (5) A northpoint;
- (6) A legal description;
- (7) A location sketch (one inch equals 2,000 feet);
- (8) The architect's, engineer's, surveyor's, landscape architect's or planner's seal;
- (9) The topography on the site and fifty feet beyond the site at two-foot contour intervals;
- (10) Lot lines and building lines within 100 feet;
- (11) Lot lines and property line dimensions;
- (12) The centerline and existing and proposed right-of-way lines;
- (13) The acceleration, deceleration and passing lane, where required;
- (14) The zoning classification of the petitioner's parcel and all abutting parcels;
- (15) Existing drainage courses, floodplains and lake or stream elevations;
- (16) Ties to major thoroughfares and/or section corners;
- (17) The general location of sanitary sewers and building leads;
- (18) A general indication of the following:
  - A. Water mains, hydrants and building services and sizes; and
  - B. Storm sewers, site grading, drainage, retention basins and/or other pertinent facilities;
- (19) A landscape plan;
- (20) Front, side and rear yard dimensions;
- (21) Loading and unloading area;
- (22) Total and usable floor area;
- (23) Building elevations;
- (24) Parking spaces;
- (25) Berm or obscuring wall locations and cross-sections;
- (26) Gross and net acreage figures;
- (27) Interior and exterior sidewalk locations;
- (28) Designation of fire lanes;
- (29) Exterior lighting locations and the method of shielding;
- (30) Trash receptacle locations and the method of shielding;
- (31) Transformer pad locations and the method of shielding;
- (32) Entrance details, including signs;
- (33) The quantity and quality of industrial waste;
- (34) The location of electrical and gas services;
- (35) Floor plans with dimensions;
- (36) The number of employees;
- (37) The location of parking spaces for the handicapped; and
- (38) The location and size of signage.

(Ord. 2-A-60. Passed 2-17-81; Ord. 2-A-64. Passed 10-19-82.)

#### 1276.05 REVIEW AND RECOMMENDATION BY PLANNING COMMISSION.

The Planning Commission shall have the function, duty and power to review the site plan with the aid and assistance of recommendations from City departments affected by the site plan, which review shall be co-ordinated by the Secretary of the Commission. Thereafter, the Commission shall approve or disapprove the plan, or approve it subject to compliance with such modifications or conditions as may be deemed necessary to assure that all applicable provisions of this Zoning Code have been complied with. Upon the determination that all applicable provisions of this Zoning Code have been complied with, the Commission shall make a recommendation to Council by issuing a statement of preliminary site plan approval, or, if subject to modification, a statement of site plan approval subject to modification.

(Ord. 2-A-64. Passed 10-19-82.)

#### 1276.06 TIME LIMIT ON ESTABLISHMENT OF THE DEVELOPMENT.

Establishment of the development permitted by site plan approval shall be within twelve months of approval. The issuance of a building permit or the commencement of development work shall constitute fulfillment of the establishment requirement.

(Ord. 1988-09. Passed 4-19-88.)

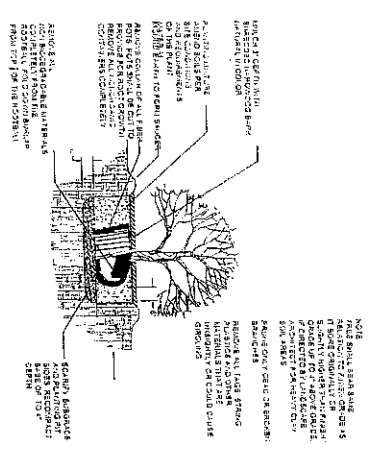
#### 1276.07 VARIANCES.

If site plan approval depends on the granting of variances, Council shall refer the matter of variances to the Board of Zoning Appeals for action thereon.

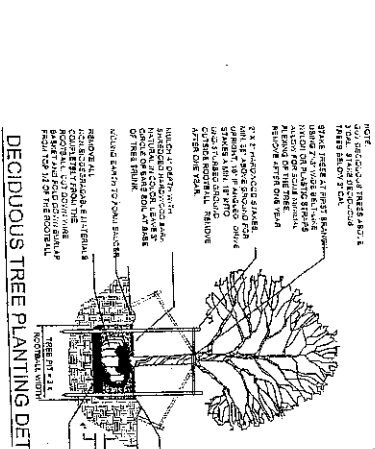
(Ord. 2-A-60. Passed 2-17-81.)



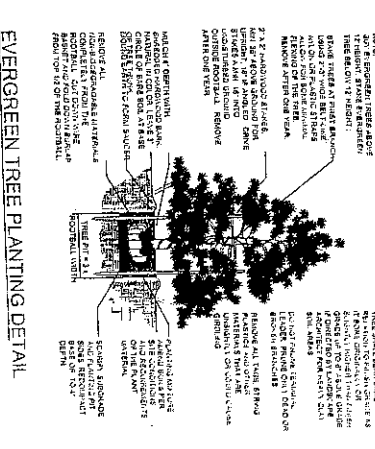




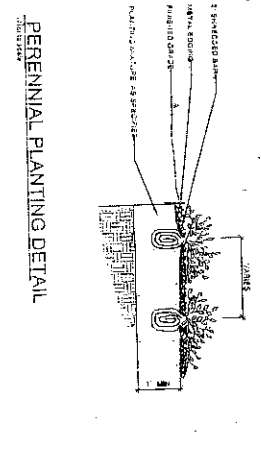
**SHRUB PLANTING DETAIL**



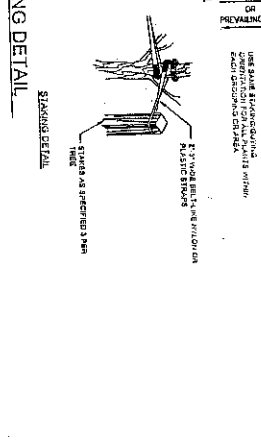
**DECIDUOUS TREE PLANTING DETAIL**



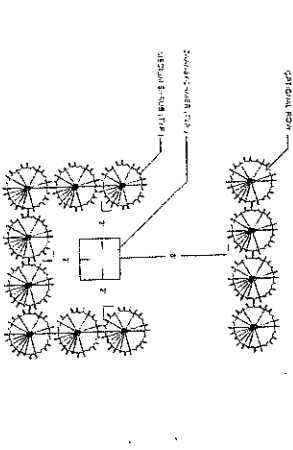
**EVERGREEN TREE PLANTING DETAIL**



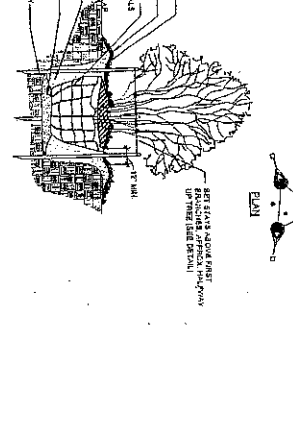
**PERENNIAL PLANTING DETAIL**



**TREE STAKING DETAIL**



**TRANSFORMER SCREENING DETAIL**



**MULTI-STEM TREE PLANTING DETAIL**

**LANDSCAPE NOTES:**

1. ALL PLANT MATERIALS ARE TO BE SUPPLIED BY THE LANDSCAPE CONTRACTOR AND SHALL BE DELIVERED TO THE PROJECT SITE BY THE CONTRACTOR.
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# CITY OF WAYNE LANDSCAPE NOTES AND INSTALLATION STANDARDS