



**SITE PLAN REVIEW APPLICATION**  
 City of Owosso  
 301 W. Main Street, Owosso, MI 48867  
 Phone: (989) 725.0535  
 building@ci.owosso.mi.us

- Site plan required for all commercial, industrial and multi-family residential
- Refer to the City of Owosso Zoning Ordinance Chapter 38 Article XIII for additional information
- Application must be filed at least 25 days prior to a scheduled Planning Commission meeting for staff review and proper notices (see last page for submittal deadlines)
- Submit one (1) copy of the site plan (meeting the requirements of Article XIII, site plan review) & digital copy
- Submit a digital copy of the site plan
- Payment of fees including escrow fees
- The Applicant must be present at the Planning Commission Meeting

|   |                                       |  |
|---|---------------------------------------|--|
| <b>Property Details:</b>  |                                       |  |
| Name of Proposed Development:   |                                       |  |
| Property Street Address:  |                                       |  |
| Legal Description of Property:  |                                       |  |
| Site Area (in acres):   | Parcel ID #:                          | Zoning:                                  |
| <b>Ownership:</b>   |                                       |  |
| Name:   |                                       |  |
| Address:  |                                       |  |
| Telephone No:   | Email:                                |  |
| <b>Applicant:</b>   |                                       |  |
| Applicant (If different from owner above):                                  |                                       |  |
| Address:  |                                       |  |
| Telephone No:   | Email address:                        |  |
| Interest in Property (potential buyer/lease holder/potential lessee/other): |                                       |  |
| <b>Architect/Surveyor/Engineer preparing site plan:</b>                     |                                       |  |
| Name:   |                                       |  |
| Address:  |                                       |  |
| Telephone No:   | Email:                                |  |
| <b>Construction Proposed:</b>   |                                       |  |
| <input type="checkbox"/> Residential  | <input type="checkbox"/> Multi-family | <input type="checkbox"/> Number of units |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Industrial   |  |

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Current use                         | Proposed use                        |
| Existing building(s) square footage | Proposed building(s) square footage |

|   |   |
|---|---|
| <b>APPLICATION FEES:</b>  |   |
| • Apartment/townhouse   | \$575.00 + \$5.00/unit  |
| • Commercial/Industrial   | \$525.00 + \$50.00/acre   |
| • Institutional (Schools, Public Services, Hospitals)   | \$500.00 + \$40.00/acre   |
| • Mobile home park  | \$600.00 + \$5.00/unit  |
| • Planned Unit Development/Mixed use development  | \$575.00 + \$50.00/acre   |
| • Preliminary site plan review  | 75% of site plan review fee   |
| • Single family site condo (prelim or final)  | \$700.00 + \$5.00/lot   |
| • Site plan revision/review   | 75% of site plan review fee + any needed consulting fees determined by administration |
| • Site plan requiring review by city engineer   | all costs by owner/applicant via escrow   |
| • Special meetings with planner/engineer  | all costs by owner/applicant via escrow   |
| • <b>Escrow Fee (Consultant fees for planning, zoning)</b>  | <b>\$1,500</b>  |
| ❖ A cash deposit of \$1,500 shall be placed with the City of Owosso   |   |
| ❖ The City will let the applicants know when additional funds are needed (typically when about 25% is remaining)  |   |
| ❖ Should there be funds remaining in the account after completion of the project, the balance will be returned  |   |
| <ol style="list-style-type: none"> <li>1. The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided.</li> <li>2. I understand that if my site plan is deemed incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until the requirements have been adequately met.</li> <li>3. By signing this application, the applicant hereby grants full authority to the City of Owosso, its agents, employees, representatives, and/or appointees to enter upon the undersigned lands/parcels for the purposes of inspection and examination.</li> </ol> |   |
|   |   |
| <b>Signature of Applicant</b>   | <b>Date</b>   |
|   |   |
| <b>Signature of Deed/Title Holder</b>   | <b>Date</b>   |

| <b>SITE PLAN REVIEW CHECKLIST:</b><br><b>Check the appropriate box. If item is marked as 'not provided', attach detailed explanation.</b>  | <b>Provided</b> | <b>Not Provided</b> |
|--|-----------------|---------------------|
| <b>1. Site Plan</b> <ul style="list-style-type: none"> <li>❖ Location Map</li> <li>❖ Scale of not less than one (1) inch equals fifty (50) feet if subject property is less than three (3) acres and one (1) inch equals one hundred (100) feet if three (3) acres or more</li> <li>❖ North point</li> <li>❖ Scale and area of the site in acres and square feet</li> <li>❖ Dates (including revision dates)</li> </ul>  |                 |                     |
| <b>2. Property lines</b> <ul style="list-style-type: none"> <li>❖ Dimensions of all lot and property lines, showing the relationship of the subject property to the abutting properties.</li> <li>❖ Boundary of the property line outlined in solid line</li> <li>❖ Required setbacks from property line and adjacent parcels</li> </ul>   |                 |                     |
| <b>3. Zoning designation and uses</b> <ul style="list-style-type: none"> <li>❖ Of subject property</li> <li>❖ Of adjacent properties</li> </ul>  |                 |                     |
| <b>4. Names and addresses</b> <ul style="list-style-type: none"> <li>❖ Of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan (including signature and seal)</li> </ul>   |                 |                     |
| <b>5. Structures</b> <ul style="list-style-type: none"> <li>❖ Location and layout of existing and proposed structures</li> <li>❖ All existing structures within one hundred (100) feet to the subject property</li> </ul>  |                 |                     |
| <b>6. Drives and parking areas</b> <ul style="list-style-type: none"> <li>❖ Location and layout of existing and proposed drives and parking areas</li> <li>❖ Number, location and layout of off-street parking spaces</li> </ul>   |                 |                     |
| <b>7. Dumpsters</b> <ul style="list-style-type: none"> <li>❖ Location</li> <li>❖ Details of enclosure</li> <li>❖ Trash removal plan</li> </ul>   |                 |                     |
| <b>8. Elevations</b> <ul style="list-style-type: none"> <li>❖ Architectural elevations of building (all facades)</li> <li>❖ Identifying height, materials used and colors</li> <li>❖ Parking lot areas</li> <li>❖ Drives</li> </ul>  |                 |                     |
| <b>9. Flood hazard area</b> <ul style="list-style-type: none"> <li>❖ Elevation of the site in relation to the identified flood hazard area</li> <li>❖ All proposed construction, reconstruction or demolition shall be in compliance with local, state and federal ordinance, laws or regulations</li> </ul>   |                 |                     |
| <b>10. Floor plans</b> <ul style="list-style-type: none"> <li>❖ Existing and proposed</li> </ul>   |                 |                     |
| <b>11. Landscaping</b> <ul style="list-style-type: none"> <li>❖ Existing walls, fences and screening – location and height</li> <li>❖ Proposed walls, fences and screening – location and height</li> <li>❖ Landscape plan indicating existing/proposed trees and plantings along frontage and on the site</li> <li>❖ Notation of landscape maintenance agreement</li> <li>❖ Notation of method of irrigation</li> </ul> |                 |                     |
| <b>12. Lighting</b> <ul style="list-style-type: none"> <li>❖ Plan indicating existing/proposed light poles/fixtures on site, along site's frontage and any wall mounted lights</li> </ul>  |                 |                     |
| <b>13. Mechanical Units</b> <ul style="list-style-type: none"> <li>❖ Roof mounted equipment and screening</li> <li>❖ Ground equipment and screening</li> </ul>   |                 |                     |
| <b>14. Residential multi-family development</b> <ul style="list-style-type: none"> <li>❖ Schedule indicating number of dwelling units, number of bedrooms, gross and usable floor area, parking provided, total area of paved and unpaved surfaces</li> </ul>  |                 |                     |

| <b>SITE PLAN REVIEW CHECKLIST:</b><br><b>Check the appropriate box. If item is marked as 'not provided', attach detailed explanation.</b>  | <b>Provided</b> | <b>Not Provided</b> |
|--|-----------------|---------------------|
| <b>15. Right-of-ways</b><br>❖ Location and width of existing easements, alleys and drives<br>❖ Location and width of all public sidewalks along the front street right-of-way and on the site, with details  |                 |                     |
| <b>16. Signs</b><br>❖ Location/type of existing<br>❖ Location/type of proposed   |                 |                     |
| <b>17. Soil erosion and sedimentation control</b><br>❖ Permit from the local enforcing agency - Shiawassee County - on soil erosion and sedimentation control - IF the earth change activity involves more than one (1) acre or is within five hundred (500) feet of a lake or stream<br>❖ Soil erosion and sedimentation control measures during construction |                 |                     |
| <b>18. Utilities</b><br>❖ Location and layout of existing and proposed<br>❖ Including but not limited to gas, water, sanitary sewer, electricity, telephone  |                 |                     |
| <b>19. Water</b><br>❖ Direction of surface water drainage<br>❖ Grading plan<br>❖ Plans for storm water retention/detention on site   |                 |                     |

***Additional data deemed necessary to enable to completion of an adequate review might be required by the Planning Commission, City, and/or its Consultants.***

| <u>2024 Meeting Date</u> | <u>2024 Submittal Deadline</u> |
|--------------------------|--------------------------------|
| January 22               | December 28, 2023              |
| February 26              | February 1                     |
| March 25                 | March 1                        |
| April 22                 | March 28                       |
| May 28                   | May 3                          |
| June 24                  | May 30                         |
| July 22                  | June 28                        |
| August 26                | August 1                       |
| September 23             | August 29                      |
| October 28               | October 3                      |
| November 25              | November 1                     |
| December 9               | November 14                    |