

CITY OF SOUTHFIELD ADMINISTRATIVE SITE PLAN REVIEW CHECKLIST

In order to facilitate site plan review and official submittal to the City of Southfield and to provide consistency in the review, the following checklist must be returned with the application with the acknowledgment of the architect or developer that the item has been indicated on the plan.

Per Section 5.22, Article 4 of the Southfield Zoning Ordinance, all submittals require the appropriate **application(s) and fee(s)**. Additionally, the information below must be provided on the accompanying site plans:

Considered	Provided	Item
		SCALE: Drawings to scale: 1" = 20' (<1acre), 1"=30' or 40' (1-3 acres), and 1" = 50' (> 3 acres). Scale drawings to best fit on a 24" x 36" sheet.
		TITLE BLOCKS: Title blocks indicating the name of the development, applicant's name, address, and telephone number, scale, north arrow, date(s) of submission/revision, and identification and seal of an architect, engineer, land surveyor or landscape architect who prepared plan.
		PROPERTY ID: Legal and common description of property(s), including parcel identification number(s).
		EASEMENTS: Location, description, and County Registrar of Deeds filing identification of all easements (public right-of-way, utilities, access, shared access, drainage, etc.)
		ACREAGE: Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth 1/10 acre.
		PROPERTY LINES: Parcel and lot lines with dimensions
		<p>PARKING LOT REPAVING/RESTRIPING SITE PLAN:</p> <ul style="list-style-type: none"> • All plans are to be to scale (see above) with property lines visible and dimensioned. • Building and pavement locations. • Typical or specific parking space width and length dimensions labeled. Double striping parking striping detail to be included. • Driveway width dimensions. • Parking calculations – required and proposed/provided spaces. • Barrier-Free parking space and access aisle widths dimensions labeled. • Barrier-Free parking signage shown and labeled. • Accessible building entrance shown and labeled. • Barrier-Free ramps shown and labeled.

CITY OF SOUTHFIELD ADMINISTRATIVE SITE PLAN REVIEW CHECKLIST

Considered	Provided	Item
		<ul style="list-style-type: none"> • Barrier-Free Accessible Route from BF access aisles to accessible building entrance (5' wide) shown and labeled. • Bumper blocks where abutting any wall, fence, building adjacent to the parking lot or adjacent to any property line or sidewalk less than 7' wide are required to be shown and labeled. Add note to install bumper blocks 2' from head of space, pinned in place, and that any cracked or missing bumper blocks will be replaced.
		<p>SITE PLAN: Proposed site plan features, including existing features to be retained or be relocated on the site or within one hundred (100) feet of the proposed changes:</p> <ul style="list-style-type: none"> • Building locations, heights, setbacks, and outside dimensions, and all other structures (including fences, gates & trash receptacle location/screening, transformers, generators, lighting poles, etc.). • Generator manufacturers specifications including size and decibel level (for new generators). • City Dumpster Enclosure detail to be added (for proposed dumpster enclosures) along with truck access pattern. • Pavement (roads, walks, parking layout, loading area, driveways, curb cuts, etc.). • Barrier-Free parking spaces, access aisles, ramp locations, accessible route, accessible building entrance, signage, etc. • Bike rack. • Pedestrian connection (5') from right-of-way sidewalk to accessible building entrance. • Screening walls, fences or landscaping as required along property lines. • Snow storage areas. • Easements and connections for water, sanitary, storm, drainage, gas, electric, etc. • All fire hydrants, fire lanes. • Acceleration, deceleration, and passing lanes. • Location of sidewalks within the site and within the right-of-way. • Dimensions and centerline of existing and proposed roads and road rights-of-way. • Site Data Summary Table to Include: <ul style="list-style-type: none"> ○ Number and types of units if applicable. ○ Gross and net square feet per use ○ Building heights ○ Parking – required and provided spaces

Considered	Provided	Item
		<ul style="list-style-type: none"> ○ Setback and yard requirements
		<p>DEMOLITION PLAN: When the full or partial demolition of an existing building, structure, or other site improvement is proposed in the site plans, a demolition plan is required. Any environmental or material remediation required for the demolition should be indicated on the plan.</p>
		<p>LANDSCAPE PLAN (if landscape revisions are proposed or a landscape plan is required as part of the review):</p> <ul style="list-style-type: none"> • Location of lawns and landscaped areas, including required landscaped greenbelts. • The percentage of the site used for open space. • Planting plan, including location, size, type and quantity of proposed shrubs, trees, and other live plant material. • Shrub hedge screen (30”) to screen front or sides of vehicles from right-of-way. • Cross-section of proposed berms. • Location of any outdoor storage of materials and the manner by which it will be screened. • Proposed fences and walls, including typical cross-section and height above the ground on both sides. • Indication of type of any recreation facilities proposed for open space areas. • (if cost of development is > \$1 million): Public art requirement proposal (location and type of art proposed, specific art piece can be approved later after review by the Southfield Public Arts Commission).
		<p>SITE LIGHTING AND PHOTOMETRIC PLAN (if new lighting is proposed or existing lighting will be altered):</p> <ul style="list-style-type: none"> • Lighting fixture types (manufacture sheet and specifications including methods of shielding) • Exterior lighting locations • Lighting intensity throughout site and at parcel lines • Existing/proposed lighting poles heights
		<p>BUILDING FLOOR PLANS (if applicable and requested as part of the Administrative Site Plan review):</p> <ul style="list-style-type: none"> • Number and floor areas of commercial tenant units contained in the building. • Number, size, type, and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.) • Furnishings Plan

CITY OF SOUTHFIELD ADMINISTRATIVE SITE PLAN REVIEW CHECKLIST

Considered	Provided	Item
		<ul style="list-style-type: none"> • Applicable construction codes and code compliance analysis • Emergency Egress Plan
		<p>BUILDING ELEVATIONS (for new buildings and building additions only):</p> <ul style="list-style-type: none"> • Architectural elevations of building facades/ exterior walls, drawn to a scale of one-quarter (1/4) inch equals one (1) foot, or another scale approved by the city planner and adequate to determine compliance with the requirements of these regulations. • Elevations of proposed buildings shall indicate type of building materials, roof design, dimensions of projections and architectural features, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers and related screening. • Color building elevations and perspectives indicating building materials and colors may be requested.
		<p>ADDITIONAL REQUIREMENTS: The City Planner (or Planning staff) may require the submittal of additional information related to a proposed site plan deemed necessary to meeting the intent and specific site plan review standards of this Section.</p>

Name of a registered architect, planner or engineer submitting for administrative site plan review.

DATE