

## CITY OF SOUTHFIELD 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
		<b>SCALE:</b> 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.
		<b>TITLE BLOCKS:</b> 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.
		<b>PROPERTY ID:</b> Legal and common description of property(s), including parcel identification number(s).
		<b>EASEMENTS:</b> Location, description, and County Registrar of Deeds filing identification of all easements (public right-of-way, utilities, access, shared access, drainage, etc.)
		<b>ACREAGE:</b> Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth 1/10 acre.
		<b>PROPERTY LINES:</b> Parcel and lot lines with dimensions
		<p><b>SITE PLAN:</b> Proposed site plan features, including existing features to be retained or be relocated on the site or within one hundred (100) feet of the site:</p> <ul style="list-style-type: none"> <li>• Building locations, heights, setbacks, and outside dimensions, and all other structures (including fences, gates &amp; trash receptacle location/screening, transformer pad, lighting poles, etc.).</li> <li>• Pavement (roads, walks, parking layout, loading area, driveways, curb cuts, etc.).</li> <li>• Barrier-Free parking spaces, access aisles, ramp locations, accessible route, accessible building entrance, signage, etc.</li> <li>• Bike rack.</li> <li>• Pedestrian connection (5') from right-of-way sidewalk to accessible building entrance.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Screening walls, fences or landscaping as required along property lines.</li> <li>• Snow storage areas.</li> <li>• Easements and connections for water, sanitary, storm, drainage, gas, electric, etc.</li> <li>• All fire hydrants, fire lanes.</li> <li>• Acceleration, deceleration, and passing lanes.</li> <li>• Location of sidewalks within the site and within the right-of-way.</li> <li>• Dimensions and centerline of existing and proposed roads and road rights-of-way.</li> <li>• Site Data Summary Table to Include:               <ul style="list-style-type: none"> <li>○ Number and types of units if applicable.</li> <li>○ Gross and net square feet per use</li> <li>○ Building heights</li> <li>○ Parking – required and provided spaces</li> <li>○ Setback and yard requirements</li> </ul> </li> </ul>
		<p><b>DEMOLITION PLAN:</b> 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><b>LANDSCAPE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Location of lawns and landscaped areas, including required landscaped greenbelts.</li> <li>• The percentage of the site used for open space.</li> <li>• Planting plan, including location, size, type and quantity of proposed shrubs, trees, and other live plant material.</li> <li>• Shrub hedge screen (30”) to screen front or sides of vehicles from right-of-way.</li> <li>• Cross-section of proposed berms.</li> <li>• Location of any outdoor storage of materials and the manner by which it will be screened.</li> <li>• Proposed fences and walls, including typical cross-section and height above the ground on both sides.</li> <li>• Indication of type of any recreation facilities proposed for open space areas.</li> <li>• 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).</li> </ul>

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		<ul style="list-style-type: none"> <li>• Color site plan indicating buildings, landscape areas, walkways, parking, and drives.</li> </ul>
		<p><b>SITE LIGHTING AND PHOTOMETRIC PLAN:</b></p> <ul style="list-style-type: none"> <li>• Lighting fixture types (manufacture sheet and specifications including methods of shielding)</li> <li>• Exterior lighting locations</li> <li>• Lighting intensity throughout site and at parcel lines</li> <li>• Existing/proposed lighting poles heights</li> </ul>
		<p><b>CIVIL ENGINEERING PLAN:</b></p> <ul style="list-style-type: none"> <li>• Schematic utilities/engineering plan (existing/proposed easements and connections for water, sanitary, storm, drainage, gas, electric, etc.).</li> <li>• Site grading, drainage patterns, and proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.</li> <li>• Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons.</li> <li>• Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.</li> <li>• Location of underground storage tanks.</li> <li>• Delineation of areas on the site that are known or suspected to be contaminated.</li> </ul>
		<p><b>BUILDING FLOOR PLANS:</b></p> <ul style="list-style-type: none"> <li>• Number and floor areas of commercial tenant units contained in the building.</li> <li>• Number, size, type, and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)</li> <li>• Furnishings Plan</li> <li>• Applicable construction codes and code compliance analysis</li> <li>• Emergency Egress Plan</li> </ul>
		<p><b>BUILDING ELEVATIONS:</b></p> <ul style="list-style-type: none"> <li>• Architectural elevations of building facades/ exterior walls, drawn to a scale of one-quarter (¼) inch equals one (1) foot, or another scale approved by the city planner and adequate to determine compliance with the requirements of these regulations.</li> </ul>

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		<ul style="list-style-type: none"> <li>• 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. The city planner may permit photographs in lieu of elevations for existing buildings where minor or no change to the facade is proposed.</li> <li>• Color building elevations and perspectives indicating building materials and colors.</li> </ul>
		<p><b>ADDITIONAL REQUIREMENTS:</b> The City Planner, Planning Commission or City Council 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>
		<p><b>WAIVER OF SUBMITTAL REQUIREMENTS:</b> The City Planner may waive specific submittal requirements at the request of the applicant after making a determination that those requirements are not relevant to scope or nature of the proposed project with regard to making a site plan review decision under this section.</p>

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

DATE