**NOTE: A pre-submittal meeting with Township Zoning Administrator is recommended.**

**CLAM LAKE TOWNSHIP**

**APPLICATION**

**SITE PLAN REVIEW (please print)**

Tax Roll Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twelve (12) copies of the preliminary site plan drawn to an acceptable scale (1” = 50’ maximum), must be submitted with application. The following information to be submitted with, or shown on, the site plan:

**NOTE:** An application is not considered “filed” unless complete application meets the technical requirements as follows:

**SITE PLAN REVIEW CHECKLIST**

**OWNERSHIP**

\_\_\_\_ Provide proof of ownership (deed, land contract, etc.).

\_\_\_\_ List all parties having legal interest in the site.

\_\_\_\_ Provide legal description for the site.

**ZONING** (General)

\_\_\_\_ Show existing zoning of the site, as well as zoning of abutting properties.

\_\_\_\_ If special use permits, variances, etc. are required – have applications been filed? Special use permits can be applied for at the same time as site plan. Variances must be granted prior to site plan approval.

\_\_\_\_ If special studies (environmental assessments, traffic studies, engineering reviews, etc.) are required, have they been completed and submitted with site plan?

**PROPOSED IMPROVEMENTS**

\_\_\_\_ Streets/Roads – show right-of-way plus any required off-site improvements (by-pass, deceleration lanes, etc.). Show street/road extensions.

\_\_\_\_ Curb cuts – show quantity and location, alignment with existing driveways across the street and on adjacent properties. Show details such as throat width, curb radii, and slope.

\_\_\_\_ Show utilities – show public and private sanitary sewer/septic with drainfields, public water/private well, and storm drainage systems. Indicate service line connection sizes. Show utility extensions. Indicate existing and proposed usages. Basis of design required including fire flow requirements.

\_\_\_\_ Show location and distance to nearest fire hydrant, if applicable.

\_\_\_\_ Private – show gas, electric, cable, telephone, etc.

**INTRA-AGENCY APPROVALS**

\_\_\_\_ Obtain soil erosion permits from the County.

\_\_\_\_ Obtain approval from County Drain Commissioner.

\_\_\_\_ Obtain permit from MDOT if on State Highway

**MAN-MADE FEATURES**

\_\_\_\_ Show all structures, roads, and other physical improvements.

**NATURAL FEATURES**

\_\_\_\_ Show existing and proposed grades at two foot (2’) intervals.

\_\_\_\_ Show any wetlands, storm water retention/detention areas, including water courses and man-made drainage ways.

\_\_\_\_ If on-site soils place limitations on development, provide documentation.

**ZONING**

\_\_\_\_ Show square footage for both lot and buildings. Also specify building heights.

\_\_\_\_ Show setbacks, lot dimensions, lot coverage, and open space. All streets/roads must indicate North direction. Provide calculations to support net development area and usable open space when applicable.

\_\_\_\_ Parking – quantity, dimensions, lay-out, fire lanes, circulation, and barrier free. Show pedestrian and vehicular conflicts.

\_\_\_\_ Show off-street loading/unloading areas.

\_\_\_\_ Landscaping – show street trees and buffer zones. Show fencing and screening.

\_\_\_\_ Signage – location and dimensions.

\_\_\_\_ Show sidewalks, as well as barrier-free access.

\_\_\_\_ Easements – existing and proposed.

**MISCELLANEOUS**

\_\_\_\_ Solid waste disposal – show location. Indicate storage or use of hazardous materials.

\_\_\_\_ Show lighting plan as well as impact on adjacent properties.

\_\_\_\_ Indicate how the proposed development will “fit” with neighboring properties. Show compatibility in land use and residential densities. List or show aesthetics of the site. Provide building elevations showing construction materials.

\_\_\_\_ Indicate any phasing plans of proposed development.

\_\_\_\_ Legal documents – have documents prepared for easements, surety agreements, etc.

\_\_\_\_ Provide existing and proposed employee or occupancy numbers.

\_\_\_\_ Indicate total proposed maximum occupancy for customers.

\_\_\_\_ Indicate Standard Industrial Codes (SIC)

Contact the Zoning Administrator at 231-775-5401 or [zoningadmin@clamlaketownship.org](mailto:zoningadmin@clamlaketownship.org) for further

information or questions.

I/we, the undersigned hereby certify that all the information submitted with this request is correct and

accurate to the best of my/our knowledge. I/we agree that I/we are solely responsible for providing this

information accurately and in its entirety. I/we agree that failure to provide this information is grounds

for denial of this request. I/we understand that any studies, surveys, or additional documentation that

may be necessary to reach a decision on this matter, shall be conducted solely at my/our expense.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner Date Signature of Applicant Date