Site Plan Checklist
Construction & Development Services
49045 Pontiac Trail Wixom, MI 48393
248.624.0880 planningadmin@wixomgov.org

Site Plan Descriptive & Identification Data

- ✓ Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or one inch = 100 feet for property 3 acres or more in size
- ✓ Sheet size shall be 24 x 36 inches
- ✓ Name of development
- ✓ Location map drawn to a separate scale with north-point, showing surrounding land uses, water features and streets within a quarter mile
- ✓ "Not to be Used as Construction Drawings" must be noted on the site plan
- ✓ Legal and common description of property
- ✓ Net acreage (minus rights-of-way) and total acreage
- ✓ Property lines and dimensions
- ✓ Aerial photograph showing the site and all areas within 150 feet of the site
- ✓ Zoning classification of petitioner's parcel and all abutting parcels
- ✓ Use of parcel and abutting parcels
- ✓ Identification and seal of registered or licensed architect, civil engineer, land surveyor, landscape architect or community planner who prepared drawings

Site Data

- ✓ Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site
- ✓ Where grading is proposed, topography on the site and within 100 feet of the site at one-foot contour intervals, referenced to a U.S.G.S. benchmark
- ✓ Proposed lot lines, lot dimensions, property lines, setback dimensions, structures and other improvements on the site and within 100 feet of the site
- ✓ Location of existing drainage courses, floodplains, rivers and MDEQ regulated and nonregulated wetlands with elevations
- ✓ Location of existing trees and woodlands areas in accordance with Chapter 17.12 Woodlands of the Municipal Code
- ✓ All existing and proposed easements
- ✓ Details of exterior lighting including locations, height, fixtures (manufacturer's specification sheets), method of shielding and a photometric grid overlaid on the proposed site plan indicating the overall lighting intensity of the site (in footcandles)
- ✓ Location of waste receptacle(s) and mechanical equipment and details of screening
- ✓ Location, size, height and lighting of all proposed freestanding and wall signs
- ✓ Location, size, height and material of construction for all walls or fences with cross sections
- ✓ Location, outside dimensions and height and of all outdoor storage or display areas and facilities

Access & Circulation

- ✓ Dimensions, curve radii and centerlines of existing and proposed access points, streets, and street rights-of-way or access easements
- ✓ Driveways and intersections within 250 feet of site and distances between existing driveways and proposed
- ✓ Cross section details of existing and proposed roads, driveways, parking lots, sidewalks and pathways illustrating materials, width and thickness
- ✓ Limits of curbing
- ✓ Dimensions of acceleration, deceleration and passing lanes

- ✓ A truck circulation plan in accordance with Section 18.15.040
- ✓ Dimensions of parking spaces, islands, circulation aisles and loading zones
- ✓ Radii for driveways and parking lot islands
- ✓ Calculations for required number of parking and loading spaces
- ✓ Designation of fire lanes
- ✓ Traffic regulatory signs and pavement markings
- ✓ Shared parking or access easements, where applicable
- ✓ Sidewalks along street frontage and internal walks

Landscape Plans Prepared and Sealed by a registered Landscape Architect

- ✓ The general location, type and size of all existing plant material, with an identification of materials to be removed and materials to be preserved
- ✓ Limits of grading and description of methods to preserve existing landscaping
- ✓ The location of proposed lawns and landscaped areas
- ✓ Landscape plan, including location, of all proposed shrubs, trees and other plant material
- ✓ Location of utility easements on the landscape plan to verify no conflicts with plantings
- ✓ Tree inventory, as required by Chapter 17.12 of the Municipal Code and woodlands preservation and replacement plan must be superimposed on the landscape plan
- ✓ Planting list for proposed landscape materials with caliper size or height of material, spacing of species, botanical and common names, and quantity
- ✓ Calculations for required greenbelts, buffer zones, parking lot trees, detention ponds and interior landscaping
- ✓ Method of installation and proposed dates of plant installation
- ✓ Method of irrigation
- ✓ Landscape maintenance program

Building & Structure Details

- ✓ Location, height, and outside dimensions of all proposed buildings or structures
- ✓ Building floor plans and total floor area
- ✓ Details on accessory structures and any screening
- ✓ Building facade elevations for all sides, drawn at an appropriate scale and matching floor plans
- ✓ Method of screening for all ground-, building- and roof-mounted equipment
- ✓ **Description of exterior building materials including colors (samples must be provided at the planning commission to be retained by the city until a certificate of occupancy is issue**
- ✓ In the VCA, a perspective rendering of the building and adjacent buildings or a virtual image of the building superimposed on digital imagery of the street and adjacent buildings
- ✓ Master signage concept plan
- ✓ Information Concerning Utilities, Drainage and Related Issues
- ✓ Location of sanitary sewers and septic systems, existing and proposed
- ✓ Location and size of existing and proposed water mains, water service, storm sewers and drains, and fire hydrants
- ✓ Storm water retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls including 100-year flood calculations.
- ✓ Location of above and below ground gas, electric and telephone lines and easements, existing and proposed
- ✓ Location of utility boxes
- ✓ Storage areas

Additional Information Required for Residential Development

- ✓ The type, number and location of each type of residential unit
- ✓ Density calculations by type of residential unit (dwelling units per acre)
- ✓ Garage and/or carport locations and details, if proposed
- ✓ Mailbox clusters

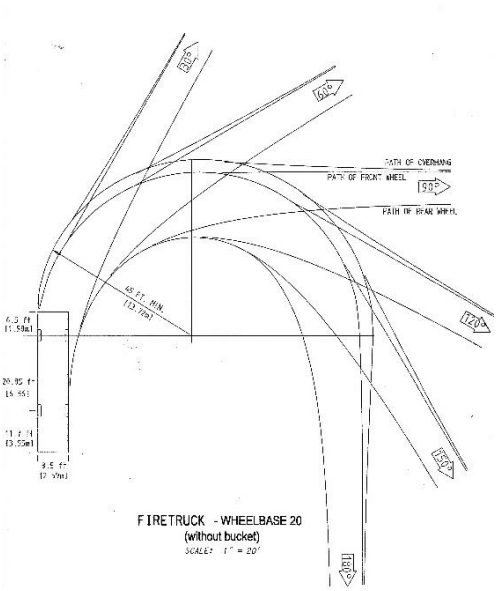
- ✓ Entranceway details
- ✓ Location, dimensions, floor plans and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable
- ✓ Swimming pool fencing detail, including height and type of fence, if applicable
- ✓ Location, nature, and size of recreation and open space areas
- ✓ Indication of type of recreation facilities proposed for recreation area
- ✓ Delineation of general/limited common elements

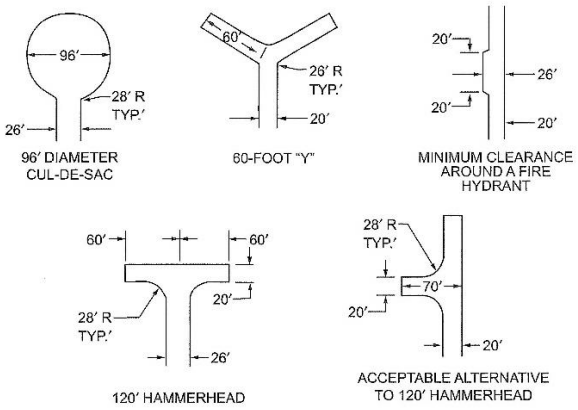
Miscellaneous

- ✓ A use statement including a general operations plan with a description of the nature of the proposed use or activity, noise impacts, hours of operation, the number or employees, etc.
- ✓ Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable
- ✓ For additions and expansions, a clear distinction between existing buildings, structures and impervious surface areas and any proposed development must be made
- ✓ For condominium projects, a master deed that shall contain provisions describing the responsibilities of the condominium association, condominium owners, and public entities, with regard to maintenance of the property. The master deed shall further establish the means of permanent financing for required maintenance and improvement activities which are the responsibility of the condominium association.
- ✓ Any additional graphics or written materials requested by the planning commission to assist in determining the compliance with site plan or special land use standards, such as but not limited to: cross sections which illustrate impacts on views and relationship to adjacent land uses, photographs, traffic impact studies, parking demand studies, market studies and environmental impact studies. If additional materials are requested, such information shall be prepared by a qualified individual or firm with experience in the specific discipline.

Fire Department Considerations

- ✓ Fire department access road shall extend to within 150 feet of all portions of the exterior walls as measured by an approved route around the building.
- ✓ Fire department access road shall have an unobstructed width of not less than 20 feet, and an unobstructed vertical clearance of not less than 13 feet 6 inches.
- ✓ Fire department access road shall be designed and maintained to support the imposed load of fire apparatus. Fire Apparatus have a weight of 30 tons over 2 axels
- ✓ Fire Apparatus access roads shall be designed with a 45-foot minimum turning radius.
- ✓ Dead-end fire apparatus roads in excess of 150 feet in length shall have an approved area for turning around. See International Fire Code (2015) Appendix D.





For SI: 1 foot = 304.8 mm.

FIGURE D103.1
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

✓ Twelve-inch mains are considered to be the minimum size in commercial, office, industrial, and multiple family residential areas except in a looped system of 1,500 feet or less where eight-inch mains may be permitted.
✓ Water mains are to be looped and/or stubbed to the adjacent property whenever possible.
✓ The number of fire hydrants must be in accordance with the International Fire Code (2015) Appendix's B, B105, fire-flow requirements and Appendix C, C105, distribution of hydrants.

TABLE B105.1(2)
REFERENCE TABLE FOR TABLES B105.1(1) AND B105.2

FIRE-FLOW CALCULATION AREA (square feet)					FIRE-FLOW (gallons per minute)[b]	FLOW DURATION (hours)
Type IA and IB[a]	Type IIA and IIIA[a]	Type IV and V-A[a]	Type IIB and IIIB[a]	Type V-B[a]		
0-22,700	0-12,700	0-8,200	0-5,900	0-3,600	1,500	2
22,701-30,200	12,701-17,000	8,201-10,900	5,901-7,900	3,601-4,800	1,750	
30,201-38,700	17,001-21,800	10,901-12,900	7,901-9,800	4,801-6,200	2,000	
38,701-48,300	21,801-24,200	12,901-17,400	9,801-12,600	6,201-7,700	2,250	
48,301-59,000	24,201-33,200	17,401-21,300	12,601-15,400	7,701-9,400	2,500	
59,001-70,900	33,201-39,700	21,301-25,500	15,401-18,400	9,401-11,300	2,750	
70,901-83,700	39,701-47,100	25,501-30,100	18,401-21,800	11,301-13,400	3,000	3
83,701-97,700	47,101-54,900	30,101-35,200	21,801-25,900	13,401-15,600	3,250	
97,701-112,700	54,901-63,400	35,201-40,600	25,901-29,300	15,601-18,000	3,500	
112,701-128,700	63,401-72,400	40,601-46,400	29,301-33,500	18,001-20,600	3,750	
128,701-145,900	72,401-82,100	46,401-52,500	33,501-37,900	20,601-23,300	4,000	4
145,901-164,200	82,101-92,400	52,501-59,100	37,901-42,700	23,301-26,300	4,250	
164,201-183,400	92,401-103,100	59,101-66,000	42,701-47,700	26,301-29,300	4,500	
183,401-203,700	103,101-114,600	66,001-73,300	47,701-53,000	29,301-32,600	4,750	
203,701-225,200	114,601-126,700	73,301-81,100	53,001-58,600	32,601-36,000	5,000	
225,201-247,700	126,701-139,400	81,101-89,200	58,601-65,400	36,001-39,600	5,250	
247,701-271,200	139,401-152,600	89,201-97,700	65,401-70,600	39,601-43,400	5,500	
271,201-295,900	152,601-166,500	97,701-106,500	70,601-77,000	43,401-47,400	5,750	
295,901-Greater	166,501-Greater	106,501-115,800	77,001-83,700	47,401-51,500	6,000	
—	—	115,801-125,500	83,701-90,600	51,501-55,700	6,250	
—	—	125,501-135,500	90,601-97,900	55,701-60,200	6,500	
—	—	135,501-145,800	97,901-106,800	60,201-64,800	6,750	
—	—	145,801-156,700	106,801-113,200	64,801-69,600	7,000	
—	—	156,701-167,900	113,201-121,300	69,601-74,600	7,250	
—	—	167,901-179,400	121,301-129,600	74,601-79,800	7,500	
—	—	179,401-191,400	129,601-138,300	79,801-85,100	7,750	
—	—	191,401-Greater	138,301-Greater	85,101-Greater	8,000	

How to find the number of hydrants required: In Table B1056.1 select construction type, square footage range, then the correlating fire-flow (gpm). Take that fire-flow requirement and put that in to Table C102.1, which will provide minimum number of hydrants and the recommended spacing.

✓ Hydrant spacing shall be in accordance with the International Fire Code (2015) Appendix C.

TABLE C102.1
REQUIRED NUMBER AND SPACING OF FIRE HYDRANTS

FIRE-FLOW REQUIREMENT (gpm)	MINIMUM NUMBER OF HYDRANTS	AVERAGE SPACING BETWEEN HYDRANTS[a, b, c, f, g] (feet)	MAXIMUM DISTANCE FROM ANY POINT ON STREET OR ROAD FRONTAGE TO A HYDRANT[d, f, g]
1,750 or less	1	500	250
2,000-2,250	2	450	225
2,500	3	450	225
3,000	3	400	225
3,500-4,000	4	350	210
4,500-5,000	5	300	180
5,500	6	300	180
6,000	6	250	150
6,500-7,000	7	250	150
7,500 or more	8 or more[e]	200	120

Site Plan Fee Schedule

Commercial or Industrial	$750.00 + $50.00 per acre or fraction thereof
Institutional (Schools, Public Services, Hospitals)	$750.00 + $50.00 per acre
Apartment/Townhome	$750.00 + $50.00 per acre
Manufactured House Community	$750.00 + $50.00 per acre
Planned Unit Development/Mixed Use Development	$750.00 + $55.00 per acre
Preliminary Site Plan Review	$700.00 + 50.00 per acre
Revised Site Plan Review (within 60 days of previous review)	Hourly via escrow
Site Plan requiring review by City Engineer	Hourly via escrow
Special meetings with Planner/Engineer	Hourly via escrow
Conceptual Review with the Planning Commission	First meeting free; $500.00 for each meeting after
Preliminary/Tentative Subdivision/Site Condo	$1000.00 + $50.00 per acre
Preliminary/Final Subdivision/Site Condo	$750.00 + $60.00 per acre
Final Plat Review	$750.00 + $35.00 per acre

For additional questions, please call 248.624.0880 or email planningadmin@wixomgov.org.

APPLICATION FOR SITE PLAN APPROVAL

Construction & Development Services
49045 Pontiac Trail
Wixom MI, 48393
planningadmin@wixomgov.org
248.624.0880 office
248.624.0867 fax

I (we) undersigned, do hereby make application to the planning commission for approval of the attached site plan which has been drawn in accordance with Title 18 of the Wixom City Code.

Applicant Information

Name_____Street Address _____

City/State_____Zip_____Phone _____

Applicant's interest in property (if other than the owner)_____

Applicant's signature _____

Applicant's email address_____

Site Characteristics

Subject property address _____

Subdivision & Lot Number (if applicable) _____

Sidwell/tax ID_____Zoning District_____

General location of site_____

Proposed use of property _____

Acreage of site_____Building Sq. Ft./Number of unit_____Proposed Number of employees_____

The Property is Owned by

Name_____ Name _____

Street address _____ Street Address _____

City/State_____Zip_____ City/State_____Zip _____

Phone_____Phone_____

Owner Signature _____Owner Signature_____

Requirements for Site Plan Submission (All site plans must be folded)

All plans must be folded 8 1/2" X 11", with the engineer/architect seal facing up. Applicant must provide building materials, sample boards and color renderings.

- PDF copies of full site plans and application
- 11 (eleven) copies of the site plans for review to include:
  - 2 copies of the tree survey (Plus 2 copies superimposed on the grading plan)
  - 11 (eleven) copies of the landscape plan/ open space plan
- **Material Samples Board for Exterior Facade**
- Engineering Cost summary
- Engineering Construction Plan Review and Engineering Construction Inspection costs
- Proof of ownership title insurance, purchase agreement, names of principal owners of corporation, partnership, etc.
- Hazardous substances form
- Site Plan fee & $500.00 Consultant Escrow Amount paid $_____Escrow Paid $500.00

Received by _____ SPR _____ date _____

Landscape Plan view Checklist

SPR_____

	YES	NO	N/A
Minimum 10' landscape strip for parking lots visible from public R.O.W (20' for industrial or IRO zoning)			
One tree/40' or fraction thereof of street frontage of parking			
PARKING LOTS of 5,000 SF OR GREATER: A. One (1) SF of landscape area/ 15 SF of parking lot area			
B. Interior landscaped areas are at least 150 SF			
C. Trees located in a manner to break up expanse of parking			
D. One (1) deciduous tree/ 100 SF of required interior landscaped area			
Parking lots greater than 5,000 SF, but less than 10,000 SF, SF shall have interior			
PARKING LOTS OF OFFICE, COMMERCIAL OR INDUSTRIAL ADJACENT TO PUBLIC PARKS OR RESIDENTIAL ZONES: A. Minimum 15' landscaped area			
B. One (1) tree/ 30' or fraction of abutting land			
C. A hedge, berm or combination forming a continuous screen minimum 4'			
Plants permitted by the Zoning Ordinance?			
Minimum sizes met? (large deciduous trees 2 1/2" to 3" small deciduous trees 1			
Minimum spacing met? (large deciduous trees 30' O/Cty maximum; small deciduous trees O/Cty maximum; shrubs 4' maximum; evergreen trees 12' O/Cty in R.O.W			
Mixture of plants provided?			
Aesthetically pleasing?			

Suggestions:

_____

_____

_____

_____

_____

_____

_____

WIXOM FIRE DEPARTMENT HAZARDOUS CHEMICAL SURVEY

BUSINESS NAME _____

BUSINESS LICENSE NUMBER _____

BUSINESS ADDRESS _____

This location is used for (check all that apply): □ Chemical Production □ Chemical Storage □ Other

HAZARDOUS MATERIALS REPORTING REQUIREMENTS

The Michigan Occupational Safety and Health Act (MIOSHA), Act number 154 of the Public Acts of 1974, as amended, the Michigan Fire Prevention Code, Act number 207, P.A of 1940 as amended requires that Fire Chiefs collect the following information for dissemination to the Fire Fighting personnel:

Please complete quantity amounts based on the MAXIMUM quantity the above location would have on site at any time.

Chem Class	Chemical Type	Specified Unit Amount	Quantity at or above specified unit amount	Do not have
1	Explosives & Blasting Agent (not class C)	List quantity_____		□
2	Poison Gas	List quantity_____		□
	Flammable Gas	100 gallon & over □	Under 100 gallon □	□
	Non-Flammable Gas	100 gallon & over □	Under 100 gallon □	□
3	Flammable Liquids	1000 gallon & over □	Under 1000 gallon □	□
	Combustible Liquid	10000 gallon & over □	Under 10000 gallon □	□
4	Flammable Solid (Dangerous when wet)	100 lbs. & over □	Under 100 lbs. □	□
	Flammable Solid	500 lbs. & over □	Under 500 lbs. □	□
	Spontaneously Combustible Material	100 lbs. & over □	Under 100 lbs. □	□
5	Oxidizer	500 lbs. & over □	Under 500 lbs. □	□
	Organic Peroxide	1000 gallon & over □	Under 1000 gallon □	□
6	Poison	500 lbs. & over □	Under 500 lbs. □	□
	Irritating Material: Liquid	1000 gallon & over □	Under 1000 gallon □	□
	Irritating Material: Solid	500 lbs. & over □	Under 500 lbs. □	□
7	Radioactive Material	List quantity_____		□
8	Corrosives: Liquid	1000 gallon & over □	Under 1000 gallon □	□
	Corrosives: Solid	500 lbs. & over □	Under 500 lbs. □	□
9	Known Human Carcinogen	List quantity_____		□
	Controlled Drugs	List quantity_____		□

To assist with the completion of this form, Hazardous Chemical Definitions are listed on the next page.

HAZARDOUS CHEMICAL DEFINITIONS

Carcinogen: A chemical is considered to be carcinogenic if:

1. It has been evaluated by the Internal Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen, or
2. It is listed as a carcinogen or potential carcinogen in the Annual report on Carcinogens published by the National Toxicology Program (MTP) – latest edition, or
3. It is regulated by OSHA as a carcinogen

Combustible Liquid: Any liquid having a flashpoint at or above 100ºF (37.8ºC) but below 300ºF (93.9ºC) except any mixture having components with flashpoints of 200ºF, or higher, the total volume of which makes up to 99% or more of the volume of the mixture.

Corrosives – Liquid and Solid: Any liquid or solid that causes visible destruction of irreversible damage to human skin tissue. Any liquid that has a severe corrosion rate on steel.

Explosives (not including Class C explosives): Any chemical that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature.

Blasting Agents: Any material designed for blasting. It must be so insensitive that there is very little probability of either accidental exposition, or the product going from a during state to detonation.

Flammable Liquid: Any liquid having a flash point below 100ºF (37.8ºC), except any mixture having component with flashpoints 100ºF (37.8ºC) or higher, the total of which makes up more than 99% of the total volume of the mixture.

Flammable Gas: Any gas that can burn with the evolution of heat and flame. Flammable compressed gas is any compressed gas of which either:

1. The mixture is 13% or less by volume and is flammable, or
2. The flammable range with air is under 12%

Flammable Solid (dangerous when wet): Water reactive material, including sludges and pastes which react with water by igniting or giving off dangerous quantities of flammable or toxic gases.

Irritating Material (liquid and/or solid): A liquid or solid substance which upon contact with fire or air gives off dangerous or intensely irritating fumes.

Non-Flammable Gas: Any compressed gas other that a flammable compressed gas.

Organic Peroxide: An organic compound that contains the bivalent 0-0 structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer: A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself, or through the release of oxygen or other gases. Ex: chlorate or permanganate.

Poison (less dangerous poisons – toxic): Substances, liquids or solids (including pastes or semi solids) so toxic to man that they are a hazard to health during transportation.

Poison Gas (extremely dangerous poisons – highly toxic): Poisonous liquids or gasses; a very small amount of gas, or vapor of the liquid when mixed with air is dangerous to life.

Radioactive Material: Any material or combination of materials which spontaneously give off ionizing radiation.

Spontaneously Combustible Material: A solid substance (including sludges and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.