



To all persons seeking site plan approval to develop land in the City of Roseville, the following procedures shall apply.

Site plans shall be submitted as required in the Roseville Zoning Ordinance, Zoning Map and this document. The applicant should acquaint themselves with the applicable requirements and site plan processing format contained herein to make sure that:

1. His land is properly zoned to permit the use he proposes to develop on the site.
2. The building height, bulk, density, area, off-street parking, landscaping and screening requirements of the Zoning Ordinance are met.

A copy of the Zoning Ordinance, zoning map and this document may be obtained from the Building Department or from the City of Roseville website [[www.roseville-mi.gov](http://www.roseville-mi.gov)]

Once an applicant is certain that their site is properly zoned and that their site plan is properly prepared, they shall sign the checklist contained herein, detach it from this document and submit it, along with the required number of site plans to the Building Department for processing.

The Building Department shall collect the application fee as established by City Council; assign the site plan a number, e.g., SP\_\_\_\_\_, and the permanent parcel number(s). The Building Department shall then forward the site plan with a letter of transmittal to the following departments.

The following number of plans shall be submitted to the Building Department:

- Building Department 5 copies
- Planning Commission 12 copies of final site plan
- Planning Consultant 2 copies (1 to be returned to City)
- Engineering Consultant 2 copies (1 copy to be returned to City)

## **SITE PLAN PROCEDURE MANUAL**

### **SITE PLANS**

A site plan, as required by Ordinance, shall be submitted to the Building Department for review and approval by the Planning Commission for all developments.

No site plan shall be approved by the Planning Commission until:

1. All review agency concerns have been satisfactorily resolved, or;
2. Relief from the strict application of the standards or the Zoning Ordinance is granted by the Zoning Board of Appeals, thereby resolving a particular site plan problem or problems.

When an applicant wishes to seek relief before the Zoning Board of Appeals, access to the board may be gained by denial of site plan approval by the Planning Commission. The Planning Commission, at its discretion, may grant conditional site plan approval subject to granting of needed variance(s). The commission shall grant conditional approvals only when it is satisfied that the variance(s) sought by the applicant are so minor that they will have little impact on the physical layout of the site plan. If the variance(s) sought by the applicant are significant or numerous, the Planning Commission shall deny approval of the site plan. Upon granting of the necessary variance(s) by the Board of Appeals, the applicant's site plan may be rescheduled for review by the Planning Commission.

Site plans requiring the Planning Commission approval, when in order, may be scheduled for review by the commission at either of its two monthly meetings.

The Building Department shall notify the applicant of the meeting date that the applicant's site plan is to be reviewed by the Planning Commission and forward one copy of the site plan to each Planning Commission member.

The Planning Commission at the scheduled meeting shall review the site plan and shall take one of the following courses of action:

1. Review with no action.
2. Grant outright approval.
3. Grant conditional approval.
4. Table action.
5. Deny approval.

## **SITE PLAN PROCEDURE MANUAL**

Action on a site plan shall require uniform vote of at least five (5) members of the Planning Commission. A stamped approved site plan with date of approval, shall be forwarded to the applicant with a letter of transmittal noting the approval.

Conditional site plan approval shall be granted only under the conditions above set forth.

If a site plan is tabled for further review, the Planning Commission shall so note its reason(s) for such action. Absence of the applicant or any representative in place of the applicant, at the time of review, may be grounds for tabling the site plan. If a site plan is disapproved, the Planning Commission shall note reason(s) for disapproval and shall return the site plans to the City Clerk's office. A site plan disapproved by the Planning Commission may be:

1. Revised and resubmitted for further review, or;
2. Scheduled for action by the Zoning Board of Appeals, or;
3. Removed by the applicant from further consideration.

A site plan disapproved by the Planning Commission shall not be rescheduled for review by the Planning Commission until the area(s) of concern noted in its disapproval have been satisfactorily resolved.

Approval of a site plan by the Planning Commission shall be in effect for a period of one (1) year from the date of approval of the site plan. One (1) year site plan approval extensions may be subsequently granted by the Planning Commission upon review of a written request by the applicant documenting the reasons for an extension.

Revisions to an approved site plan, requested by an applicant, shall be processed in the same manner as set forth herein for an initial site plan review.

The following site plan review checklists are provided for use by the applicant in preparing a site plan for submittal and by the designated review agencies in making their review.

A site plan submitted for review and approval by the Planning Commission shall not be accepted unless the appropriate checklist has been reviewed by the applicant, the same signature has been affixed to the checklist in the place provided for it and the review fee paid.

*Please complete, print, sign and return to the address below:*

CITY OF ROSEVILLE  
BUILDING DEPARTMENT  
29777 Gratiot, Roseville MI 48066  
(586) 445-5450

**SITE PLAN REVIEW APPLICATION FORM**  
**SUBMIT COMPLETED CHECKLIST FORM AND TWELVE SEALED SETS OF DRAWINGS.**

SITE PLAN APPLICATION NUMBER SP- \_\_\_\_\_

PERMANENT PARCEL NUMBER \_\_\_\_\_

*THE FOLLOWING TO BE COMPLETED BY APPLICANT PRIOR TO SUBMITTAL OF SITE PLAN*

1. Developers Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

2. Legal Property Owner \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

3. Site Plan Designers \_\_\_\_\_

Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Registration No: \_\_\_\_\_

4. Description of Proposed Development      New                      Addition

Prior to submittal of a site plan, the applicant shall review the following elements for inclusion, where applicable, on the site plan. All such required information shall be clearly noted on the site plan, and not on any attachment to the site plan, and shall be in sufficient detail to meet the intent and purpose of the review process. The applicant shall check the box in the left-hand column marked "Applicant" only and shall mark all applicable elements. A check mark by the applicant for each of the applicable elements shall indicate that the applicant has checked that element against the site plan and that the information called for in that particular element is properly noted on the site plan. If the applicant is satisfied that all such information required herein is properly noted on the site plan, the applicant shall sign and date the checklist in the place provided and submit the signed Plan Review Application Form, checklist and site plan to the Building Department. The applicant shall check only the column marked "Applicant".

Checked by  
Applicant

Checked by  
Review Agency

1. Name of Development
2. Name, address and phone number of:
  - a. Developer
  - b. Legal owner
  - c. Designer/firm
  - d. Designer registration  
Number and seal\*
  - If the designer is a registered professional, the site plan shall include the designer's seal. The designer need not be a registered professional, but should have sufficient experience and knowledge of site plan design to satisfactorily prepare a plan in accordance with the guidelines set forth herein.
3. Scale of Drawing/Paper Size
  - a. Scale – Engineers scale on plan view appropriate to size the layout but in no case less than 1"=50'. Building elevations (exterior wall façade drawings and floor plans may use architects scale of 1/8" or 1/4" = 1" )
  - b. Paper Size- Not to exceed 24"x36"

## SITE PLAN REVIEW CHECK LIST

4. Date
5. North Point
6. Complete legal description of entire site i.e., Metes & Bounds description if acreage parcel, lot #'s and subdivision name. All legal descriptions shall include:
  - a. Gross # of acres
  - b. Net usable acres
  - c. Section No.
7. Vicinity Sketch or Site Location Map which does not have to be drawn to scale
8. The location of all existing and proposed inground and above ground on site utility Easements including their connection capability to offsite utility easements. The applicant shall provide a statement Verifying that he has researched the utilities involved in the site development and is available and of adequate capacity to meet development needs.\*

\* The applicant may want to retain the services of a professional engineer to conduct a utility feasibility survey for the site. When such studies are made, a copy shall be submitted as a part of this checklist. The site plan should also include a dimensional survey.

9. Existing Zoning Classification of the parcel
10. Existing Zoning Classification of adjacent parcels
11. Existing Land Use on Adjacent Parcels
12. The location of all existing Buildings And structures within 100' of parcel
13. The location of all buildings and structures on site

## SITE PLAN CHECK LIST

13. The location of all buildings and structures on site
14. All building/structure heights
15. Location of all off-street parking spaces, including required handicapped spaces, vehicle maneuvering lanes and service drives
16. Location of all loading/unloading facilities
17. Location of all driveways, drives and turning lanes
18. Location of all drives, driveways and intersections across abutting streets from parcel
19. Names, locations, existing and projected right-of-way widths, as shown on City, County thoroughfare ROW plans, centerlines, and pavement widths of all bordering roads, streets and easements
20. Location of sidewalks
21. Critical site dimensions
  - a. Along property lines
  - b. Between buildings
  - c. Between parking and buildings
  - d. Between parking and parcel lines
  - e. Between Principal and accessory buildings
  - f. Parking space width/length (typical)
  - g. Vehicle maneuvering lane/service drive widths
  - h. Curb radius (entrances)
  - i. Between buildings and parcel lines
  - j. Between buildings and retention/detention ponds

## SITE PLAN CHECK LIST

22. Building Layouts (Typical Floor plan) including:
  - a. Principal entrances and service entrances
  - b. The relationship between units within a building
  - c. Exterior building wall façade drawings of all exposed walls
23. The type and color of exterior Building wall façade materials to be used
24. The location and extent of any outdoor storage areas
25. The type, height and extent of screening for outdoor storage areas
26. The type and height of screening for trash receptacles including the types of materials to be used in the screen and the color of the material, and the location of the receptacle and screen on the site
27. The location, type and extent of any required screening devices. When architectural masonry walls are used a section drawing of the wall shall be provided detailing footings, the type of wall materials to be used, color and height. When landscaped earth berms are used, they shall be shown on the site plan as detailed in item 28.
28. A complete landscape planting plan identifying all landscape plantings by location, type and height. Where earth berms are used, their height shall be noted and a cross section of the berm included



## SITE PLAN CHECK LIST

29. The location and type of all outdoor lighting by symbol denoting location or by a typical detail drawing of the lighting standard proposed, its lumination power, its height and color of standard.
30. If a site is to be developed in phases each phase shall be clearly identified on the site plan
31. FOR MULTIPLE DWELLING DEVELOPMENTS
  - a. The maximum lot coverage of all buildings shown
  - b. Formula for distances between buildings shown
  - c. Site density computations including total number of dwelling units and number of bedrooms per unit. When development is in phases, the requirements for b and c above shall be shown for each phase.
32. FOR NON-RESIDENTIAL USES
  - a. Proposed use
  - b. Gross and net usable square foot of floor area
  - c. Seating capacity or maximum occupancy permitted
  - d. Number of medical examining rooms, dental chairs, and square footage of waiting rooms or beds
  - e. Number of employees in largest working shift

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Roseville Zoning Ordinance will be complied with. Further, I agree to notify the zoning administrator of Roseville for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Roseville, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a zoning permit application (not a permit) and that a special land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

---

Signature of Applicant

---

Signature of City Staff Accepting Site Plan

---

Reviewing Agency

---

Reviewing Agent

**EFFECTIVE DATE: OCTOBER 19, 1987**  
**AMENDED to: JANUARY 7, 2011**

