

DAYTON TOWNSHIP

3215 Stone Road • Fremont, Michigan 49412 • (231) 924-9509

SITE PLAN REVIEW CHECKLIST

GENERAL

APPLICATION/PRELIMINARY APPROVAL ITEMS

- Applicant's name
- Applicant's address
- Applicant's phone number
- Signature of applicant
- Owner's name, address, phone - if different than applicant - if a partnership, the names of all partners; if a corporation, the names of all officers
- Signature of owner
- Proof of ownership, or evidence of contract to acquire land, and method of financing improvements
- Address of property
- Current zoning
- Complete, narrative description of the proposed development, including any operational characteristics
- Were the plans prepared and sealed by a professional engineer or surveyor
- Legal description
- Total acreage
- Is use permitted or conditionally permitted within current zoning?
- Are any additional zoning approvals required?
- If existing use or buildings, any non-conformities or prior site conditions?
- Size of original and all subdivided parcels (acres)
- Location/vicinity map
- North arrow
- Date of original plans
- Date of plan revisions
- Adequate number of copies of site plan (file, planning commission, engineer)
- Scale not smaller than 1" = 100' for sites greater than 3 acres, 1" = 50' for sites under 3 acres
- Small scale sketch of properties, streets, and zoned use of land within ½ mile of site
- Show and record all easements
- Identify phasing, if applicable
- Has a public hearing been held?
- Show current uses of adjoining land
- All proposed maintenance agreements on file at township
- Adequate fees collected to cover engineering and legal reviews
- Will any periodic inspection interval be required
- Projected project completion schedule