

**SITE PLAN REVIEW CHECKLIST**  
**Little Traverse Township**  
**8288 Pleasantview Road**  
**Harbor Springs, MI 49740-9798**

**Agent or Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

<b>SITE CHARACTERISTICS</b>	
Date Received _____	Case # _____
Subject Property Address _____	
Subdivision and Lot Number (If Applicable) _____	
Tax Parcel Number _____	Zoning District: _____
Proposed Use of Property _____	
Proposed Number of Employees _____	# of Dwelling Units _____
Site Size (Sq. Ft./Acres) _____	Building Sq. Ft. _____ Lot coverage % _____

**CHECKLIST**

	BASIC MAP INFORMATION	YES	NO	N/A	COMMENTS
1	PROPOSED SITE LOCATION MAP (INDICATE SUFFICIENT AREA REFERENCE TO LOCATE SITE)				
2	APPROPRIATE SCALE				
3	DATE, NORTH ARROW, STREET NAMES (EXISTING AND PROPOSED RIGHT-OF-WAYS).				
4	ALL EASEMENTS, UTILITY LINES, RIGHTS-OF-WAY AND OTHER SERVICES ON & BORDERING PROPERTY				
5	PROPERTY LINE DIMENSIONS				
<b>BASIC ZONING INFORMATION</b>					
6	ZONING SETBACK LINES BUILDING (INCLUDING THE EAVE) SETBACKS: FRONT _____ SIDE _____ SIDE _____ REAR/WATER _____				
7	DISTANCE BETWEEN BUILDINGS (NEAREST POINT TO NEAREST POINT)				
8	LOCATION OF NEW BUILDINGS AND GENERAL FLOOR PLAN DIMENSIONS OF BLDG. (S) = _____ X _____ TOTAL SQ. FT. = _____				
9	PROPOSED BUILDING ELEVATIONS (TO SCALE, PRELIMINARY SKETHES PERMITTED) MAX. HEIGHT = _____				
10	ALL EXISTING STRUCTURES (LABELED) WITHIN 100 FEET OF PERIMETER PROPERTY LINES				
11	MULTIPLE HOUSING UNITS – NUMBER OF UNITS = _____ COMPOSITION (EFFICIENCY, ONE BEDROOM, TWO, THREE)				
12	SURROUNDING ZONING (PROPERTIES IMMEDIATE TO SUBJECT SITE)				
13	OPEN SPACE AREA (SQUARE FEET/ACRES & % OF LOT)				

	NATURAL FEATURES	YES	NO	N/A	COMMENTS
14	BOUNDARIES OF EXISTING NATURAL FEATURES (TREES, LAKES, PONDS, STREAMS, ROCK OUT-CROPPINGS, SEVERE TOPOGRAPHY, WETLANDS, WOODLANDS, ETC.).				
15	HAS A WETLAND PERMIT BEEN APPLIED FOR?				
16	EXISTING TOPOGRAPHY				
17	SOIL ANALYSIS IS IT IN A CRITICAL DUNE AREA?				
18	SITE INVENTORY PROVIDED?				
19	ARE THERE SCENIC VIEW CONSIDERATIONS?				
	<b>DRAINAGE/PARKING/ROADS</b>				
20	ACCESS DRIVES, INTERNAL ROADS (NOTE PUBLIC OR PRIVATE) SERVICE ROADS & ACCESS RIGHTS WIDTH OF RIGHT-OF-WAY = _____				
21	LOADING/UNLOADING, SERVICE AREAS				
22	SIDEWALKS, PATHS, AND TRAILS (INTERNAL AND PUBLIC WITHIN ROAD RIGHT-OF-WAY)				
23	ACCELERATION/DECELERATION LANES				
24	ROAD AGENCY APPROVAL?				
25	PARKING AREAS (DIMENSIONED TYPICAL PARKING SPACE, MANEUVERING LANES)				
26	PARKING SPACES REQUIRED _____, PARKING SPACES ACTUAL _____ HANDICAP PARKING LOCATION AND NUMBER _____.				
27	REQUIRED LANDSCAPING IN PARKING AREAS				
28	SNOW STORAGE/SNOW MANAGEMENT PLAN				
29	DUMPSTER LOCATION, SCREENING INDICATION				
30	LOCATION OF WATER/WELL, SEWER/SEPTIC, AND STORMWATER				
31	SITE GRADING AND DRAINAGE PLAN (ON-SITE ELEVATIONS FOR PAVEMENTS, DRIVES, ROADS, PAVING LOTS, CURBS, SIDEWALKS AND FINISHED GRADES AT BUILDING FACADES ATTACH A SEALED ENGINEERED DRAINAGE PLAN.				
32	PROPOSED RETENTION/DETENTION SEDIMENTATION PONDS				

	OTHER SITE REQUIREMENTS	YES	NO	N/A	Comments
33	PROPOSED LANDSCAPING (REQUIRED GREENBELTS, PLANT MATERIALS/SIZE AND TYPE, FENCES, RETAINING WALLS, EARTHBERMS, ETC.)				
34	LOCATION OF OUTDOOR LIGHTS, POLE HEIGHTS, BOLLARDS, BUIDING ATTACHED, LUMINARY SHIELDING TECHNIQUES*				
35	LOCATION OF SIGN(S)*				
36	FIRE HYDRANTS AND FIRE VEHICLE ACCESS.				
37	IS THERE FIRE DEPARMENT APPROVAL?				
38	SITE AMENTITIES (PLAY AREA, POOLS, BEACHES, TENNIS COURTS, ETC.).				
39	DOES IT COMPLY WITH THE DESIGN GUIDELINES?				
40	IMPACT STATEMENT ATTACHED?				
41	WELLHEAD PROTECTION/ENVIRONMENTAL PERMITS CHECKLIST ATTACHED?				

\*Signs and Lights also need to be approved by Little Traverse Township.

**Projected plans** for future use of the total site:

**Development Schedule** indicating the approximate date when construction will begin and be completed:

**Project Description** (include site area, number of proposed lots and/or units, demographics or population generated such as density, elderly, school-age, seasonal population, family size, income groups, etc.):

**Additional Comments:**

As owner and/or applicant representing the owner, I authorize Little Traverse Township (staff, appointed board, commissioners, and/or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this Site Plan Review Checklist. Such inspections or site walks shall be conducted at reasonable hours. I certify that all the above information is accurate to my fullest knowledge.

\_\_\_\_\_  
 APPLICANTS SIGNATURE

\_\_\_\_\_  
 DATE

**Please submit 7 copies of entire application package plus one electronic version of the site plan**