



OFFICE USE ONLY
Filing fee: \$430
Case # SPR- _____
Submission Date: _____

## SITE PLAN REVIEW APPLICATION – Administrative (staff) review

City of Mt. Pleasant – Planning and Community Development Department  
 320 W. Broadway Street, Mt. Pleasant, MI 48858  
 (989) 779-5347 ▪ [planning@mt-pleasant.org](mailto:planning@mt-pleasant.org) ▪ [www.mt-pleasant.org/planning](http://www.mt-pleasant.org/planning)

### PRE-APPLICATION CONFERENCE

A pre-application meeting with City staff is **required** prior to submitting a site plan review application. Staff can assist with a preliminary review of a site plan, review project timelines, and explain zoning requirements. Please call (989) 779-5347 to schedule an appointment.

### COMPLETE APPLICATION REQUIRED

The Site Plan Review Application will not be reviewed by staff until it has been verified that all required information has been provided with the application. **Incomplete applications may be returned.** Please carefully review the checklist on the bottom of page 3 of this application to see those items that must be included with a complete application.

### QUESTIONS

If you have any questions, please **contact Jacob Kain at the Planning & Community Development Department at (989) 779-5346 or [jkain@mt-pleasant.org](mailto:jkain@mt-pleasant.org)**. Site Plan Review standards and procedures can be found in Section 154.613 of the City’s Zoning Ordinance. The Zoning Ordinance and additional information about the City’s planning process can be reviewed in the Planning section of the City’s website at [www.mt-pleasant.org/planning](http://www.mt-pleasant.org/planning).

### OTHER REVIEWS

In addition to approval by Planning staff, site plans must also be approved by the **City’s Division of Public Works (DPW)** and the **Division of Public Safety (DPS)** before a Building Permit will be issued. Copies of the information that must appear on plans for approval by the DPW and DPS are attached.

Applicants are encouraged to include as much of the DPW and DPS information on the site plan as possible. This will help City staff to coordinate reviews between departments, helping to reduce unexpected delays for your project.

For questions about DPW requirements, contact Stacie Tewari at (989) 779-5404 or [stewari@mt-pleasant.org](mailto:stewari@mt-pleasant.org); questions about DPS requirements can be directed to Lt. Randy Keeler at (989) 779-5122 or [rkeeler@mt-pleasant.org](mailto:rkeeler@mt-pleasant.org).

Mission Street and Pickard Avenue (east of Mission) are under the jurisdiction of the **Michigan Department of Transportation (MDOT)**. Projects along these streets may be subject to plan review by MDOT. Contact MDOT’s Mt. Pleasant Transportation Service Center (TSC) at (989) 775-6104 with questions.

Please type or print clearly:

I. APPLICANT INFORMATION			
Applicant:			
Address:	City:	State:	Zip:
Interest in property (owner, tenant, option, etc.):			
Contact Person:			
Telephone Number:	Fax Number:	E-mail Address:	

II. PROPERTY INFORMATION			
Property Address:	Zoning District:		
Legal Description (available from deed, City Assessor's Office, or City website – can be provided on separate sheet):			
Owner Name (if different than applicant):			
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

III. ARCHITECT, ENGINEER, OR SURVEYOR INFORMATION (if applicable)			
Name:	Company:		
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

IV. APPLICANT CERTIFICATION	
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to City officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of this approval.	
Signature: _____	Date: _____

V. OWNER AUTHORIZATION	
If the applicant is anyone other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. (Authorization may be submitted via a separate signed letter)	
Signature: _____	Date: _____

**VI. PROJECT DESCRIPTION**

Please use this section to describe the use or uses being proposed. Attach additional pages, if necessary:

**Existing Site Conditions:**

Total Site Area: \_\_\_\_\_ acres or \_\_\_\_\_ sq. ft.

Existing Building Area: \_\_\_\_\_ sq. ft.      Number of Existing Buildings: \_\_\_\_\_

Number of Existing Residential Units: \_\_\_\_\_      Number of Existing Residential Occupants: \_\_\_\_\_

Will any existing buildings or portions of buildings be demolished for the proposed project?    Yes    No

If so, please state the total area to be demolished: \_\_\_\_\_ sq. ft.

**Proposed Site Conditions:**

New Building Area: \_\_\_\_\_ sq. ft.

Total Building Area (existing + new): \_\_\_\_\_ sq. ft.

Total Number of Buildings (existing + new): \_\_\_\_\_

Total Number of Parking Spaces: \_\_\_\_\_

Barrier-free Parking Spaces: \_\_\_\_\_

**Nonresidential Uses (Commercial, Office, Industrial, etc.):**

Total Floor Area: \_\_\_\_\_ sq. ft.      Total Number of Employees: \_\_\_\_\_

Proposed Hours of Operation: \_\_\_\_\_      Total Number of Shifts: \_\_\_\_\_

\_\_\_\_\_      Number of Employees in Peak Shift: \_\_\_\_\_

**Residential Uses (Apartments, Rooming/Boarding Dwellings, etc.):**

Total Number of Proposed (existing + new) Units: \_\_\_\_\_

Total Number of Proposed (existing +new) Occupants: \_\_\_\_\_

Maximum Number of Occupants per Unit: \_\_\_\_\_

Efficiency Units    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

One-Bedroom Units    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

Two-Bedroom Units    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

Three-Bedroom Units    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

Four-Bedroom Units    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

Five-Bedroom Units    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

Other Units \_\_\_\_\_    Total Number Proposed: \_\_\_\_\_    Avg. Floor Area: \_\_\_\_\_

**VII. APPLICATION MATERIALS**

The following is a checklist of items that must be submitted with applications for Site Plan Review. Incomplete applications will not be processed:

- Completed application form
- Application fee (\$430.00)
- Owner authorization (if applicant is anyone other than the property owner)
- Development Parcel Plan, if required (See Article V of the zoning ordinance)
- 5 copies of the site plan printed to scale and folded to 8½" x 11"
- 1 electronic (PDF) copy of the site plan.
- Any other information deemed necessary by City staff

## VIII. SITE PLAN REQUIREMENTS

Except as otherwise provided for a Site Plan for a specific type of application, an application for Site Plan Review shall be signed by the applicant. If the site plan includes one acre of land or more, the Site Plan must be sealed by a licensed surveyor, engineer, architect or community planner. The Planning Commission or City Planner may waive this requirement for due cause. All site plans shall include the following, fully dimensioned and presented at a scale no smaller than 1"=50' unless a different scale is specified:

- All items shown on any applicable Development Parcel Plan;
- A title block, including:
  - The address and legal description of the site;
  - Names, addresses and telephone numbers for the applicant(s) and owner(s);
  - Current zoning classification and use for the property and adjacent properties;
  - North arrow; and
  - Scale.
- Location of all existing and proposed:
  - Property boundaries;
  - Buildings within 50' of the site, including proposed uses, materials, and elevations for buildings on the site;
  - Streets and alleys within 50' of the site;
  - Driveways;
  - Rights-of-way; and
  - Easements.
- Locations, dimensions, and design of:
  - Parking lots and parking spaces, including a dimensioned layout, proposed grades, and pavement section;
  - Sidewalks;
  - Trash receptacles/enclosures; and
  - Signage.
- Location, height, and materials associated with the following:
  - Screens
  - Streetscreens;
  - Walls and fences;
  - Landscaping, including proposed plant species and size at time of planting; and
  - Exterior lighting (see Section 96.13 of the City Code for more information on lighting requirements).
- Sanitary sewer:
  - Method of connection to city system, pipe size, and materials
  - Existing ground elevation by 1-foot contours or spot elevations
  - Proposed sewer elevations, location of manholes and cleanouts
  - Number of units to be served (existing and proposed)
  - Significant soil or groundwater data
- Water:
  - Method of connection to city system and service size required
  - Location of service and meter(s)
  - If using existing water service, show location and size with meter requirement
  - Plumbing plan
- Storm drainage:
  - Method of connection to city system, pipe size, and materials
  - Existing ground elevation by 1-foot contours or spot elevations
  - Proposed sewer elevations, location of manholes and catch basins
  - Any significant soil or groundwater data
  - Compliance with the requirements of the storm water management ordinance, including submittal of a storm water permit application to the Division of Public Works
- Any other items required by this Chapter with respect to any Site Plan required for a specific type application.
- Any other items deemed necessary by the reviewing authority and specifically identified to the applicant in writing.

## IX. ADDITIONAL PUBLIC WORKS REQUIREMENTS

1. Public works design specifications are online at <http://www.mt-pleasant.org/docs/dept/publicworks/SSP.pdf>.
2. Final water meter location and access is to be approved by the water department during installation of plumbing.
3. The facility must install appropriate cross connection control devices where required. See 52.12.
4. All fire hydrant locations, coverage, and hose laying lengths are to be approved by the fire department.
5. Fire hydrants shall meet all city specifications.
6. Multiple commercial or other uses may require a separate irrigation meter.
7. An "as constructed" or "record" drawing showing final location of city utilities shall be filed with DPW for all commercial, industrial, and multiple-unit projects.
8. All unused curb cuts shall be closed with standard curb and gutter.
9. All damaged or misaligned sidewalks and handicap ramps shall be repaired. When the project is complete all sidewalks shall drain to a driveway approach or onto adjacent ground. Sidewalks that do not naturally drain shall be removed and replaced.
10. Industrial and/or commercial sites shall submit an [Industrial Pretreatment Program, Non-Domestic User Survey](#).
11. A sanitary sewer Baseline Monitoring Report is required for all Categorical Users and Significant Industrial Users. To find out if your project fits either of these definitions, please contact the Wastewater Treatment Plant at (989) 779-5451.
12. Please check the city ordinance and with the Wastewater Treatment Plant for specific current requirements regarding sewage type, strength, temperature, and grease trap size. The minimum grease separator for fast-food restaurants is 1,500 gallons. Larger restaurants require a 2,000 gallon grease separator.
13. Rainwater runoff detention must be in place prior to final paving unless paved area will serve as detention area.
14. Soil erosion control measures shall meet the requirements of the Michigan Department of Environmental Quality (MDEQ) as administered by the Isabella County Community Development Department.
15. **All work in the public right-of-way and connections to city utilities require separate permitting by the DPW.** Permits require: (1) An approved site plan, and (2) That each contractor has current general liability, auto, and workers compensation insurance certificates [meeting city requirements](#) on file with the DPW.
16. Disconnecting existing sanitary and water services requires a no-charge permit and inspection of the disconnection by engineering staff to assure location(s) recorded for future re-use. The disconnection is to provide protection of property from settlement or damage from future rupture of the service should it freeze or become damaged.

## X. ADDITIONAL PUBLIC SAFETY REQUIREMENTS

*This list shall not be considered all-inclusive, as other requirements may be necessary, additional requirements are located in Chapter 5 and appendixes B, C, and D of the 2012 Edition of the International Fire Code.*

1. Fire apparatus access roads and water supply for fire protection is required to be installed and made serviceable prior to and during construction in accordance with Chapter 5, Section 501.4 of the 2012 Edition of the International Fire Code.
2. All portions of a building are required to be within 150 feet of an approved Fire Department access road, in accordance with Chapter 5, Section 503.1.1 of the 2012 Edition of the International Fire Code.
3. All fire apparatus access roads, including parking lots, shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches in accordance with Chapter 5, Sections 503.2.1, 503.2.2, 503.3 and 503.4 of the 2012 Edition of the International Fire Code and Fire Prevention Ordinance 93.02(D).
4. All fire apparatus access roads shall be conspicuously posted with uniform "NO PARKING - FIRE LANE" signs in keeping with the standard established in applicable law, or as prescribed by the fire code Official and erected on both sides of the fire apparatus access roads. Signs shall be erected no further than 100 feet apart in all areas designated as fire apparatus access roads. Signs shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility, in accordance with Chapter 5, Section 503.3 of the 2012 Edition of the International Fire Code and Fire Prevention Ordinance 93.02(E).
5. All fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities in accordance with Chapter 5, Sections 503.2.3 of the 2012 Edition of the International Fire Code.
6. Where a fire hydrant is located on a fire department apparatus access road, the minimum road width shall be 26 feet, in accordance with Appendix D, Section D103.1 of the 2012 Edition of the International Fire Code.
7. Provide an approved turn around for dead end fire apparatus access roads in excess of 150' in Length in accordance with Chapter 5, Section 503.2.5 and appendix D, Section D103.4 of the 2012 Edition of the International Fire Code.
8. Commercial/Industrial buildings exceeding 62,000 square feet shall be provided with two separate fire department access roads, in accordance with Appendix D, Section D104.2 of the 2012 Edition of the International Fire Code.
10. Multiple-family residential developments exceeding 100 dwelling units and one or two family residential developments exceeding 30 units shall be provided with two separate fire department apparatus access roads, in accordance with Appendix D, Sections D106.1 and D107.1 of the 2012 Edition of the International Fire Code.
11. Secondary access required to commercial property in accordance with Chapter 5, Section 503, 503.1.2 of the 2012 Edition of

the International Fire Code.

12. Commercial / Industrial buildings more than 30 feet in height or 3 stories require two or more separate fire department apparatus access roads. Fire department access roads are required to be a minimum of 26 feet wide. At least one of the required access roads shall be located within 15 feet and a maximum of 30 feet from the building and shall be positioned parallel to one entire side of the building, in accordance with Appendix D, Sections D104.1, D105.2 and D105.3 of the 2012 Edition of the International Fire Code.
13. Provide an approved water supply capable of supplying the required fire flow for fire protection in accordance with Chapter 5, Section 507.1 of the 2012 Edition of the International Fire Code. (Provide this department with data to verify that the proposed dead end 8" water supply will provide the required fire flow for the proposed fire hydrants and the proposed building fire suppression system.)
14. Provide fire hydrants capable of supplying the required fire flow in accordance with Chapter 5, Section 507 of the 2012 Edition of the International Fire Code. The number and spacing of fire hydrants is based on the construction type and square footage of the building in accordance with Appendix B and C and tables B105.1 and C105.1 of the 2012 Edition of the International Fire Code. (Contact Fire Department to verify locations.)
15. Provide fire hydrant locations in accordance with Chapter 5, Section 507.5.1 of the 2012 Edition of the International Fire Code. The number and spacing of fire hydrants is based on the construction type and square footage of the building in accordance with Appendix B and C and tables B105.1 and C105.1 of the 2012 Edition of the International Fire Code.
16. A 3 foot clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved, in accordance with Chapter 5, Section 507.5.5 of the 2012 Edition of the International Fire Code.
17. Where fire hydrants are subject to impact by a motor vehicle, guard posts or other approved means shall be provided in accordance with Chapter 5, Section 507.5.6 and with Section 312 of the 2012 Edition of the International Fire Code.
18. All 6" fire hydrant leads shall not exceed 40' in length.
19. All Fire Department connections on sprinkled buildings shall be located visibly on the street front of the building, the fire department connection shall be located within 150 feet of a fire hydrant and within 50 feet of a minimum 20 foot paved driveway or street. In accordance with Chapter 9, Section 912.2.1 of the 2012 Edition of the International Fire Code and the Fire Prevention Ordinance 93.12 provide a 5" Storz Fire Department Connection with a 30 degree downturn.
20. Immediate access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls or any other object for a minimum of 3 feet, building in accordance with Chapter 9, Section 912.3 of the 2012 Edition of the International Fire Code.
21. Provide a horn strobe above the Fire Department Connection. Fire Prevention Ordinance 93.12(A)
22. All water main supply lines shall be a minimum of 8."
23. Provide building identification numbers in accordance with Chapter 5, Sections 505.1 and 505.2 of the 2012 Edition of the International Fire Code.
24. Provide a Knox Key Box near the front entrance of building in accordance with Chapter 5, Section 506.1, 506.1.1 and 506.2 of the 2012 Edition of the International Fire Code (Contact DPS for Knox Box Application and mounting location).
25. Dumpsters and containers with a capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines in accordance with Chapter 3, Section 304, and 304.3.3 of the 2012 Edition of the International Fire Code.
26. Buildings or portions of the buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial; apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway, in accordance with Appendix D, Section D105.1 of the 2012 Edition of the International Fire Code.
27. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet in the immediate vicinity of any building or portion of a building more than 30 feet in height, in accordance with Appendix D, Section D105.2 of the 2012 Edition of the International Fire Code.
28. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building, in accordance with Appendix D, Section D105.3 of the 2012 Edition of the International Fire Code.
29. NFPA 24 7.2.3\* Hydrants shall be located not less than 40 ft (12 m) from the buildings to be protected. Hydrants in parking areas or in any area in which they are exposed to potential damage should be protected by bollards on all sides. The bollards should not be closer than 4 ft (1.2 m) to the protected hydrant. When located near a roadway, the hydrant should be placed within 6 ft (1.8 m) of the pavement, unless the AHJ determines another location is more acceptable. NFPA 24 7.2.4 Where hydrants cannot be located in accordance with 7.2.3, locations closer than 40 ft (12.2 m) from the building or wall hydrants shall be permitted to be used where approved by the authority having jurisdiction.