



# Application for Full Site Plan Review

5371 S Saginaw St. Grand Blanc, MI 48507 810-424-2791

Website: [www.grandblancwpmi.gov](http://www.grandblancwpmi.gov) Email: [PZ@grandblancwpmi.gov](mailto:PZ@grandblancwpmi.gov)

This application cover sheet applies to all development review. Additional applications are required for Site Plan Review, Planned Unit Developments, Special Land Uses, Rezoning Requests, and Zoning Board of Appeals. **Taxes must be paid in full before processing the application. The initial review will require complete application/checklist, check for fees, one (1) copy of physical plans and digital plans. Please note: Additional physical copies of the site plan will be required.**

Date: \_\_\_\_\_ Site Plan Review # \_\_\_\_\_

## I. APPLICANT (A Complete Applicant Information Form MUST Accompany This Application.)

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## II. PROPERTY INFORMATION

Property Address \_\_\_\_\_  
General Location \_\_\_\_\_  
Legal Description  ATTACHED  ON SITE PLAN  
Property ID Number \_\_\_\_\_  
Property size (acres & sq. ft.) \_\_\_\_\_ Frontage (feet) \_\_\_\_\_  
Existing Zoning \_\_\_\_\_ Zoning of Surrounding Property \_\_\_\_\_  
Proposed Use \_\_\_\_\_  
Size of Proposed Structure (s) (square feet) \_\_\_\_\_

## III. SITE PLAN INFORMATION

Site Plan Prepared By: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## V. SIGNATURES (This application form must be signed by both the applicant and legal owner of the property.)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

SIGNATURE OF APPLICANT

SIGNATURE OF LEGAL OWNER

Print name of applicant

Print name and phone # of legal owner



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Refer to Section 6.1 for details site plan requirements	Application Form, Fee & Required Copies	Applicant	Staff
Completed Application Form			
Payment of non-refundable application fee			
Consultant Review Fee			
Required copies (Initial: 10; Revisions: 6; Final: As necessary)			
Electronic copy (PDF format)			
Applicant Information		Applicant	Staff
Name and address of property owner			
Name and address of applicant			
Interest of applicant in the property			
Name and address of the developer			
Current proof of ownership of the subject parcel			
Scale	Applicant	Staff	
Sheet size: Min 24 x 36 inches; Max 30 x 42			
Scale: 1 inch = 50 feet			
Cover Sheet		Applicant	Staff
Name and address of project:			
Name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan			
A complete and current legal description and size of property in acres and square feet, based upon a survey prepared by a registered surveyor and shall correlate with the legal description			
A small location sketch of sufficient size and scale to locate the property within the Township			
Title block with north arrow, date of preparation and any revisions			
Existing Conditions Sheet		Applicant	Staff
All existing lot lines and dimensions, including setback lines and existing or proposed easements			
Existing topography (minimum contour interval of two feet) on the site parcels and within fifty (50) feet beyond the site boundaries			
Existing natural features such as streams, marshes, ponds, drainage patterns, 100 year floodplain boundary and the limits of any wetland regulated by the MDNR, including attachment of a wetland determination by a recognized consultant. Also, note if the site is within 500 feet of a lake, river, stream, drainage course or other waterway.			
Existing woodlands shall be shown by an approximate outline of the total canopy: Individual deciduous trees over twelve (12) inch caliper and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreens)			
Soil characteristics of the parcel, if not served by sanitary sewer, showing at minimum the detail as provided by the Soil Conservation Service Soil Survey of Genesee County			
Zoning and current land use of applicant's property and all abutting properties including properties across any public or private street			
Buildings and structures within the subject site and one hundred (100) feet of the property lines			
Driveways, street names, and streets within the subject site and within two hundred fifty (250) feet of the property lines (including driveways and streets on the opposite side of any street)			



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Project Information	Applicant	Staff
Existing features to remain or be modified on the site		
Building information: Footprints, dimensions, setbacks, and typical floor plans.		
Accessory structures; waste receptacles, rooftop or ground-mounted mechanical equipment		
Building elevations		
Building and lot coverage		
Sidewalks and pathways (See Township Pathways Plan)		
Public and private roads; easements		
Access points, driveways, and circulation (pedestrian and vehicular)		
Traffic Impact Study (See Zoning Ordinance Section 6.6)		
Existing and proposed locations of utility services		
Grading and drainage		
Parking (See Zoning Ordinance Section 5.15)		
Landscaping (See Zoning Ordinance Section 5.10)		
Lighting plan (See Zoning Ordinance Section 5.20)		
Tree protection (refer to Tree Protection Ordinance)		
Impact assessments (See Zoning Ordinance Section 6.5)		
Corridor Standards (Hill Road or Holly/Baldwin/Saginaw Road)		
Special provisions (deed restrictions, covenants, master deed, association bylaws)		
<i>Optional: Building floor plans</i>		



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## For Office Use Only

Department and Agency Records/Approvals	Submittal Date	Comments Due	Comments Rec'd	Approval Date
<b>Grand Blanc Township Departments—For Site Plan Review</b>				
Grand Blanc Township Assessor				
Grand Blanc Township Attorney				
Grand Blanc Township Building Department				
Grand Blanc Township DPW (initial review)				
Grand Blanc Township Engineering Consultant				
Grand Blanc Township Fire Department				
Grand Blanc Township Planning Consultant				
Grand Blanc Township Police Department				
Grand Blanc Township Water/Sewer Consultant				
<b>Grand Blanc Township Planning Commission</b>				
Grand Blanc Township Planning Commission—Preliminary				
Grand Blanc Township Planning Commission—Final				
<b>Engineering/Construction Plan Review</b>				
Grand Blanc Township DPW				
Genesee County				
Genesee County Drain Commissioner - Surface Water Management				
Genesee County Drain Commissioner - Water and Waste Services				
Genesee County Road Commission				
<b>State of Michigan</b>				
Michigan Department of Environmental Quality				
Michigan Department of Transportation				