

**CHARTER TOWNSHIP OF MILFORD
APPLICATION FOR
SITE PLAN REVIEW**

FOR TOWNSHIP USE

Site Plan Review No.: _____ Date and Time Received: _____
Fee Paid: _____ Received By: _____
Sidwell No. Confirmation By: _____

NOTICE FOR APPLICANT

Application for Site Plan Review will not be accepted until the following items (if applicable) are submitted:

1. Approved Well and Septic Permits from Oakland County Health Department. Perk Test locations completed for all planned units.
 2. Delineation of Wetlands (if applicable), by Civil Engineer.
 3. All required data on application check list.
 4. Payment of Engineering Bond and Site Plan Fee.
 5. Signed and Sealed drawings by Civil Engineer or architect.
 6. Proof of ownership and valid land split.
 7. Approval from Post Office and Road Commission (248-858-4829) on acceptance of road names.
 8. Site Maintenance Agreement.
 9. Approved right-of-way permit from the Road Commission of Oakland County, where applicable.
 10. If request is for Cluster Housing Option (see cc for requirement)
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Requests for **Site Plan Review** must be accompanied by a completed application, site plan review fee, and six (6) folded copies of all required plans. All revisions and/or corrections, if any, must be made prior to eligibility for the Planning Commission agenda.

Upon eligibility for Planning Commission agenda, thirteen (13) folded copies of the site plan, and all other required plans and documentation must be submitted a minimum of one (1) month prior to the next scheduled Planning Commission meeting. The Planning Commission meetings are generally scheduled for the last Thursday of every month. ALL COMMUNICATION will be handled through the Township office; applicants are not to contact Commissioners directly.

Upon motion of the Planning Commission ten (10) folded copies of the site plan must be submitted for placement on the Township Board Agenda, with all recommended revisions.

At least one (1) week prior to the hearing, the front property corners must be clearly "staked" and a sign centered on the front property line showing the "Site Plan Review No." **NO ACTION WILL BE TAKEN** if there is failure to comply with this requirement.

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To The Planning Commission:

I (We) the undersigned, do hereby respectfully make application for site plan review of the following property:

1. The property is located on _____ between _____
and _____ on the _____ side of the street.

2. The property is in acreage, and is not therefore a part of a recorded plat.

Sidwell Number _____

3. The subject property is owned by:

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail: _____

4. Firm or individual requesting Site Plan Review of above described property:

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail: _____

5. It is proposed that the property will be developed as follows: Include a description of existing and proposed use(s) and also a brief description of: general topographic conditions, vegetation, drainage patterns, and to what extent the proposed development will alter these conditions. You may utilize additional pages. _____

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		Information Shown		
		Yes	No	N/A
6.	All applicable data listed below must be included on all Site Plans drawn to scale depicting actual physical relationship and submitted for review and processing. The exclusion of any required data will result in the Site Plan being returned to the applicant and NO action being taken until such information is submitted.			
a.	Title block containing:			
	(1) Project name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Sidwell number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Proprietor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(4) Architect or Civil Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(5) Date, northpoint, scale (scale shall not be less than 1" = 50' if subject property is less than three acres, and 1" = 100' if more than three acres. The sheet size shall be 24" x 36") and legend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Location map, scale 1" = 2,000', showing major thoroughfares, site location, adjacent zoning and drainage courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Property line dimensions, with ties to major thoroughfares and to a section corner or quarter corner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Description of site metes and bounds for acreage parcels, lot number(s), liber and page in subdivisions, area of site (in square feet and acres).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Physical features containing:			
	(1) Existing topography with contours at 2' intervals, (based on U.S.G.S. datum) extending a minimum of 100' beyond site boundaries. NEW contour lines to be delineated and survey be sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Existing drainage course and existing lake or stream elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Size and location of trees and all other existing significant natural features that has an impact on the environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(4) Size and location of wetland areas pursuant to Chapter 14, Division 1, Charter Township of Milford Code of Ordinances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(5) Location of septic tank, septic field and isolation distance in relation to all properties and wells. (Isolation distance between septic field and well may not overlap adjacent property lines without written permission from adjacent property owners.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Zoning of subject property and all adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	The location and use of all existing structures and proposed structures on subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	The location and use of all existing structures within 100' of the subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	A schedule of required and proposed parking spaces, including handicapped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
j. The location of all existing and proposed drives, turning lanes, parking areas and parking spaces, including handicapped. The location of all driveways to neighboring properties within 125' of the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Proposed building heights and building elevations of proposed building(s) (typical elevations may be submitted if buildings are the same). Separate drawing sheets are permissible if related to specific buildings on the Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. For Multiple-Family development provide typical floor plans for each type unit indicating: (separate drawing sheets are permissible if related to specific buildings on the Site Plan)			
(1) Principal entrances and service entrances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Relationship of typical unit within each structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Number and uses of rooms, including a breakdown of how many 1 bedroom, 2 bedroom, and 3 bedroom units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. For nonresidential developments provide a floor plan to scale indicating: (separate drawings are permissible if related to building(s) shown on the Site Plan)			
(1) The interior layout of the building(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) What each room is to be used for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) The floor area of each room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Buildings built on speculation shall be so indicated when floor plans are not finalized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Yard setback dimensions as they relate to the minimum front, side and rear yard setback requirements. Reference Zoning Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. The location and right-of-way widths of all existing and proposed abutting streets, alleys, railroads and rivers. Reference Master Plan for Thoroughfare proposals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. The location and width of private and public sidewalks within the site and public sidewalks adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Location and dimension of off-street loading area if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Location and dimensions of outdoor storage and trash areas including screening devices. Location and details of any screening walls and/or perimeter controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Planting plan and plant material list for any greenbelts, berms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Location and size details of any signs proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Exterior lighting plan as it relates to level of illumination as it would be measured at property lines shared with adjacent properties. Including a lighting and photometric study, detail on all exterior lighting fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. A statement to be noted on the site plan permitting initial review by the engineer relative to the proposed means and location of:			
(1) Water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Sanitary Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Storm Water Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- | | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|---------------------------------|
| (4) Paving | | | |
| w. Generalized site and proposed paving grades and/or drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| x. If phased construction is to be used, each phase must be noted and each phase must stand on its' own. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| y. Information pertaining to the expected level(s) of employment, including maximum employment during any single shift. Refer to lighting ordinance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| z. Information pertaining to the expected hours of operation for any office, business or industrial use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| aa. If a proposed industrial project, evidence of compliance or an ability to comply with the performance standards established for your use district as stipulated by the Township Zoning Ordinance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| bb. Traffic impact or environmental studies as may be required for a particular use or use district as stipulated by the Township Zoning Ordinance. Please refer to Sections 32-598, 32-604, 19-444, 32-477, (2), (b), and 32-480. Market Analysis may be required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| cc. If a Cluster Housing Development Option is requested. A written explanation and reasoning to justify use of Cluster option is required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| dd. Type and location of outdoor storage listed by product. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I certify that the above required information is shown on the Site Plan and included on this form (incomplete Site Plans will be returned to applicant and presentations postponed until complete information is provided).

NOTE: Approval of the Site Plan by the Township Board does not infer any approval of engineering or building details and plans. Any comments and/or recommendations to the Township Board by the engineer or Building Inspector will generally be tentative in nature and their final review of detailed engineering plans will be necessary prior to the issuance of the building permit.

Signature of Petitioner

Signature of Owner

Print Name

Print Name

Date

Date

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SITE MAINTENANCE AGREEMENT

As a condition of site plan approval (**Ordinance Section 32-586**), the landowner is to provide Milford Township a perpetual Site Maintenance Agreement for this property. Please note that:

- The attached Site Maintenance Agreement form must be signed and completed in accordance with these instructions and returned to Milford Township **prior to Planning Commission Approval**.
- This agreement will be recorded by Milford Township with the Oakland County Register of Deeds and will be binding on the landowner and its successors.

Instructions for the processing and recording of this Site Maintenance Agreement:

1. Provide a signed and executed Site Maintenance Agreement. The attached Site Maintenance Agreement and these instructions are to be delivered to and signed by the landowner.

NOTE: The landowner's name on the signed Agreement must be the same as on the recorded deed, or the person signing this agreement must have the legal authority to sign for the owner.

2. Provide a recording fee. Make check payable to Milford Township. The Township will then record this Agreement with Oakland County.

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AS-BUILT CHECK LIST

Storm Sewer- in Plan & Profile, Show:	Completed	Outstanding	N/A
All invert & rim elevations to USGS			
Actual laying length between structures			
Type of pipe			
Actual slope of pipe			
Size of Pipe			
Tie all structures to property lines or existing buildings			
Lead information (distance from downstream manhole, tie down end, etc.)			

Detention Basin	Completed	Outstanding	N/A
Letter required by the design engineer stating that the pond is properly sized according to approved plans, and the outlets are properly located and sized.			

Roads/Parking Lots	Completed	Outstanding	N/A
Roadway centerline spot elevations			
Edge of road tied to ROW/ easement			
Curbing and parking lot spot elevations			
Spot elevations on parking lot			

Miscellaneous	Completed	Outstanding	N/A
Plans noted as as-built and dated in title block			
As-builts sealed			

Additional information may be required at the discretion of the Engineer.

Please note that **any deviation** from the Approved Site Plan must be reviewed by the Planning Commission or receive Administrative Approval.