





The Charter Township of Flint prides itself on its' streamlined processes. All processes meet the requirements of the Michigan Planning Enabling Act PA 33 of 2008 and the Michigan Zoning Enabling Act PA 110 of 2006.

Site Plan Review Process Checklist					
1	Contact Building Department if you feel you need a Pre-Application meeting.				
	Phone: 810-600-3235 or Email: kcronin@flinttownship.org				
2	Schedule a Pre-Application Meeting, not required but happy to provide.				
	Bring any drawings that you have or concepts, business plan, property information.				
3	Submit your Site Plan Review Application - at least 15 days prior to the Regular Planning				
	Commission Meeting. Include 2 sets of drawings for the initial review, and the application fee.				
	If you want your review on a particular meeting but cannot meet the 15 day advance time				
	contact Building Department - we may be able to work with you on the timing.				
4	Pre-Planning Review - This is not required by the ordinance but we have found that it				
	aids applicants in fulfilling the requirements of the ordinance, and streamlines the process.				
	The Pre-Plan Review Committee involves members of the Planning Commission and the				
	Economic Enhancement Director.				
5	The Committee will review the application and drawings and note any comments or concerns				
	they have regarding the submittal.				
6	The comments and concerns will be related to the applicant or their representative.				
	Successful applicants address the concerns before the Commission meeting.				
7	Present your project to the Planning Commission - (Monthly Meeting - 2nd Thursday at 6pm)				
	The Planning Commission will vote to approve/deny. All approvals are contingent upon the				
	Applicant obtaining all required Federal, State, County and Local Licenses and Permits.				
	If at any point in the process you have a question,				
	please contact Building Department - kcronin@flinttownship.org				
Case	Expected Length of Process - 2 - 4 weeks from receipt of application, drawings and fee.				

Case Study:

Our most recent site plan review for a manufacturing facility, Barrett's Donuts on Maple Road just west of the available properties. It is a 20,644 sf manufacturing facility that is still under construction. The applicant did have two pre-application meetings. The pre-application meetings do not cost the applicant anything but they are invaluable to the expediency of the process.

Application Received: 04/03/2018 Process Completed with Approval: 04/12/2018

Length of Process: 9 days – usual process 2-4 weeks.

Cost - \$2,500.00 maximum

<i>CASE</i>	_
MTG DATE	_
PMT	_

APPLICATION FOR SITE PLAN REVIEW

Charter Township of Flint 1490 South Dye Rd. Flint, MI 48532 (810) 600-3236 Phone (810) 733-6919 Fax

Petitioner						
Address, City, St, Zip						
Phone						
Represented by						
Address, City, St, Zip						
Phone						
Property Owner						
Address, City, St, Zip						
Phone						
Location of property fo	or proposed proj	ect				
Name of subdivision (if a	ny)	Lot	:#			
The N S E W side of	9	street/road, betwee	n			
and	_street/road.					
Parcel tax number	Lot	Size				
Zoning Designation of pro	Zoning Designation of property					
Existing use of property_	(Commerical, Inc	dustrial, Residential	, or vacant)			
Application	Date Acce	ented	Date Rejected			

CHARTER TOWNSHIP OF FLINT 1490 S Dve Rd Flint, MI 48532

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810) 732-1350 FAX (810) 733-6919	
SITE PLAN REVIEW CHECKLIST	

	SITE PLAN NO.				
NAME OF PROJECT:					
ADDRESS:					
NOTE: Five (5) sets of plans are required for the Board, and a copy	of the checklist	•			
. General Requirement of Overall Development Plan					
Submission: Shall consist of a set of drawings shown at a sc	ale of not less th	an 1 inch equals 50 f	eet on a standard sheet s		
	of 24" x 36". A scale of 1 inch equals 100 ft. when conditions warrant or do not allow the use of the standard sheet size a scale of 1 inch equals 50 ft. may be permitted. Architectural elevations and floor plan details shall be drawn to a minim				
scale of 1/8 inch equals 1 ft. Five sets of drawings/plans tog			nd fees shall be submitte		
the Building Inspector. Included in the development plan s	ubmissions shall	be the following:			
	Provided	Not Provided	Not Applicable		
A. <u>Title Block Information</u>					
1. Proprietor's name and address					
2. Name of community in which the project is proposed.					
3. Scale of drawing					
4. Revision block (month, day and year).					
5. Name of Architect, Engineer, Surveyor, Landscape Architect or Planner and Professional Seal.					
6. Legal description of the parcel.					
o. Legal description of the parcel.					
D. T T		1			
B. Legend Information					
1. Area of the parcel proposed for development					
2. Zoning class of the proprietor's site.3. If residential, show density calculations (i.e. dwelling					
units per acre or bedrooms per acre.)					
4. If commercial or industrial, show gross and usable floor					
area.					
5. Proposed and existing land uses.					
6. Number of parking spaces provided and number					
required by the Zoning Ordinance.					
7. Number of loading and unloading spaces if required by the Zoning Ordinance.					
8. Percent of parcel covered by main and accessory					
buildings.					
C. Area Plan/Community Location (Off Site)					
1. Relationship of proposed development to larger portion					
of the community, generally with respect to closest major					
arterial intersection and properties within 200 ft.					
2. Extent of proprietors land if more than subject property.					
3. Zoning classification of all contiguous properties.					
4. Location of all contiguous buildings.					
5. Location of driveways opposite development and nearest driveways on contiguous street fronting property.					
6. Location and size of all off-site utilities and utility					
easements.					
7. North arrow.					
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	Provided	Not Provided	Not Applicable
D. Site Plan Development (On site)			
1. Location and uses of all proposed and existing buildings.			
2. Dimensions from all exterior property line to proposed and existing buildings.			
3. Existing and proposed contour grades shall be shown			
throughout the site.			
4. If development is in phases, total overall conceptual			
development shall be shown together with details of			
Phase I.			
5. On site utilities, their location and connection to off-site			
utilities including storm drainage detail. 6. Internal vehicular circulation pattern and points of			
ingress and egress to the site and relationship to external			
points of ingress and egress near or opposite the site.			
7. Location and design of all parking facilities and loading			
and unloading areas.			
8. Construction standards for all drives, walks, and parking			
lots.			
9. Provision of acceleration, deceleration and passing lanes.10. Location of trash receptacles, transformer pads or other			
utility surface structure.			
11. Applicable barrier free design rules.			
12. Location of any flood plain or wetland areas.			
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E. Architectural Plans Details			
1. Proposed architectural elevations.			
2. Floor plan layout to show:(a) Dwelling unit type (for multiple)			
(b) Usable floor space (for other)			
(c) Proposed uses (for other)			
3. Height of all proposed buildings.			
F. <u>Landscaping, Lighting and Sign Details</u> 1. Greenbelts, screening walls and/or berms, and fencing			
with details and cross section around parking stations,			
trash receptacles, utility structures and for screening			
adjacent properties.			
2. Landscaping specifications showing planting materials,			
species and number noted in landscape legend.			
3. Exterior lighting with locations and methods of shielding.			
4. Directional signs, locations, size and design.5. Advertising signs, locations, size and design.			
3. Maverusing signs, iocations, size and design.			
G. Provide Certifications from:			
1. Genesee County Road Commission.			
810 767-4920			
211 W. Oakley St., Flint, MI 48503			
2. Genesee County Drain Commission			
810 732-1590 Stormwater			
G-4608 Beecher Rd., Flint, MI 48532			
3. Genesee Cty. Division of Water and Waste, Soil			
Sedimentation & Erosion Act. 810 732-7870			
G-4610 Beecher Rd., Flint, MI 48532			
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	n	M-4 D 13 3	NT.4 A 31 33
	Provided	Not Provided	Not Applicable

4. Flint Township Fire Department. 810 732-4532 G-5331 Reuben St., Flint, MI 48532		
H. Plans Submitted to the Economic Development (ED) Department Plans for Site Plan Review must be submitted to the ED Dept. 15 days prior to the meeting date in order to insure sufficient time for the ED Dept. to review the plans for forwarding to the Plan. Comm. for final review on the second Thursday of the month.		
I. <u>Fee and Meeting Time</u> 1. Fee is: (see rate chart)		
2. Meeting is held at the Charter Township of Flint Meeting Hall, 1490 S. Dye Road, at 600 p.m. on the 2nd Thursday of each month. (810) 732-1350.		
J. Recommendations		
K. I certify that I have completed the above check list for Site Plan	Review.	
V	Data	

rev. 011020