

## Planning Commission – Site Plan Review Checklist

Petitioners must submit complete sets of plans and drawings including a professionally prepared site plan to be considered for placement on a Planning Commission agenda.

**Complete sets of plans and drawings must include the following:**

- Plans and drawings must be SEALED by a registered architect or engineer.
- Site plans must be drawn to an engineer's scale.
- Floor plans and façade elevations may be drawn to an Architect's scale.
- Name, street address, telephone number, and e-mail address of the individual or firm responsible for preparation of the plans and drawings.
- Property addresses, legal descriptions, and parcel identification numbers.
- Date, scale, and north arrow.
- Dimensions of all lot and property boundaries, showing the relationship of the subject site to abutting properties.
- Location and dimensions of all adjacent public rights-of-way, curb cuts, driveways, and pedestrian sidewalks (public and private).
- Utilities, easements, and right-of-way improvements including street lights, fire hydrants, public signage, and other streetscape improvements.
- Location and dimensions of all existing and proposed structures and additions, landscaped areas, screening walls, exterior lighting, refuse enclosures, outdoor storage or display and sales areas, driveways, parking spaces and maneuvering aisles, drive-through lanes and stacking spaces, loading and unloading spaces, and all other relevant site features.
- Contour intervals at 2 feet where applicable (if needed).
- Floor plans must identify the use of ALL floor space.
- Façade elevations must illustrate the building design including material types, colors, etc.
- Written description of the project and a business plan describing the use of the property and ALL activities to be undertaken on the premises.
- Summary table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet or acres, building dimensions and setbacks, open space percentage, and lot coverage percentage, all according to the Royal Oak Zoning Ordinance.
- Landscape plans shall indicate the location, type, and size of plants and vegetation and the means of irrigation.
- Master signage plans shall indicate the number, size, and location of all existing and proposed signs.

Petitioners must submit a completed application form and all required fees along with the following materials in advance of the established application deadline or "cut-off" date for a Planning Commission meeting:

**FOUR (4) sets of folded & sealed plans / drawings on 2-ft by 3-ft sheets**

**ONE (1) electronic copy of all plans / drawings (.pdf, .jpg or .tif)**

The 4 sets of plans and drawings will be reviewed by staff for compliance with the Zoning Ordinance and other codes and ordinances. Following this review, the petitioner will be notified of any necessary revisions or additions that need to be made to the plans and drawings. Once the initial review and any required revisions or additions are completed, the petitioner must submit the following materials:

**FOUR (4) sets of folded & sealed plans / drawings on 2-ft by 3-ft sheets**

**ONE (1) electronic copy of all plans / drawings (.pdf, .jpg or .tif)**

Once plans and drawings are approved by the Planning Commission they must be submitted and approved by the Building and Engineering Divisions prior to issuance of any building or right-of-way permits. All plans and drawings submitted for permits must first be approved by the Planning Division to verify compliance with the Zoning Ordinance and the approved site plan.

Copies of relevant city codes and ordinances, such as the Zoning Ordinance and Zoning Map, Sign Ordinance, and Storm Water Retention Ordinance, may be obtained from the City Clerk's office or viewed on the City's website.

**Please note:**

**APPLICATIONS WITHOUT ELECTRONIC COPIES OF PLANS & DRAWINGS WILL NOT BE ACCEPTED.**

**SUBMITTAL BY THE FILING DEADLINE DOES NOT GUARANTEE PLACEMENT ON AN AGENDA.**