



City of Frankfort • 412 Main Street • P.O. Box 351 • Frankfort, Michigan 49635-0351  
Phone: (231) 352-7117 • Fax: (231) 352-7100

## Application for Site Plan Review

APPLICANT: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

OWNER: Name: \_\_\_\_\_

(if different Address: \_\_\_\_\_

from applicant) Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

DESCRIBE YOUR REQUEST (attach additional pages): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL TAX ID NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach additional pages): \_\_\_\_\_

PRESENT ZONING OF PROPERTY: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

### APPLICANT REQUIREMENTS: (Please check all that apply)

1. Paid fee (as established by the City Council) to the City for consideration of this application. \$ \_\_\_\_\_

Professional Site Development Plan: (Section 8107)

#### Graphic Materials

- 1...Name of applicant and property owner
- 2...Name of development (if any)
- 3...North arrow
- 4...Legend
- 5...Location. A location map that shows the location of the project in the broad context of the City.
- 6...Scale. Development site plans shall be drawn to a readable scale, such that all features required to be shown on the plans are readily discernible. The Administrator shall make the final determination whether the plans submitted are drawn to the appropriate scale.
- 7...All of the features required to be shown on plans in the following Section 16.05(2) and Section 16.05(3) may be included on one set of plans so long as the features are distinctly discernible.

#### Existing Features

- 1...Existing natural features:
  - a...Tree line of wooded areas.
  - b...Individual trees twelve (12) inches in diameter or more, identified by common or scientific name.
  - c...Orchards or other agricultural groves by common or scientific name.
  - d...Streams, ponds, drainage ditches, swamps, boundaries of floodways, and floodplains
  - e...If more than five (5) acres of land are to be developed, base flood elevation data.
  - f...Contour lines (shown as dotted lines) with no greater than two (2) foot contour intervals. As indicated in subsection 16.05(3)(o) below, proposed contour lines shall be shown as solid lines.
- 2...Existing manmade features:
  - a...Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
  - b...Streets, private roads, sidewalks, and other walkways, all designated by surface material.
  - c...Curbs and gutters, curb inlets and curb cuts, and drainage grates.
  - d...Other stormwater or drainage facilities, including manholes, pipes, and drainage ditches, including sizes and materials.
  - e...Underground utility lines (sizes and materials), including water, sewer, electric power, telephone, gas, and cable television.
  - f...Above ground utility lines and other utility facilities.



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- g...Fire hydrants.
- h...Buildings, structures, and signs.
- i...Location of exterior light fixtures.
- j...Location of dumpsters.
- 3...Existing legal features:
  - a...The zoning of the property, including zoning district lines where applicable.
  - b...Property lines (with dimensions identified).
  - c...Street right-of-way lines.
  - d...Utility or other easement lines.

### Proposed Features

- 1...Lot dimensions, including lot widths.
- 2...The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets, or street right-of-way lines.
- 3...Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing exterior building materials, building heights, and proposed wall sign or window sign area.
- 4...Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
- 5...Streets, labeled by classification and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Public roads in subdivisions shall also be shown and clearly labeled as such.
- 6...Curbs and gutters, curb inlets and curb cuts, and drainage grates.
- 7...Other stormwater or drainage facilities (proposed sizes and materials), including manholes, pipes, drainage ditches, retention ponds, etc.
- 8...Sidewalks and walkways, showing widths and surface material.
- 9...Bridges.
- 10...Outdoor illumination with lighting fixtures sufficiently identified to demonstrate orientation and extent of illumination.
- 11...Underground utility lines (proposed sizes and materials), including water, sewer, electric power, telephone, gas, and cable television. Water and sewer pipe line sizes shall be labeled.
- 12...Above ground utility lines.
- 13...Fire hydrants.
- 14...Dumpsters.
- 15...Proposed contour lines resulting from earth movement (shown as solid lines) at no greater than two-foot contour intervals (existing lines should be shown as dotted lines).
- 16...Scale drawings of all signs requiring permits pursuant to the provisions of Article XIV of this Ordinance, together with an indication of the location and dimensions of all such signs.
- 17...Vehicle accommodation areas (including parking areas, handicapped parking areas, loading areas, and circulation areas), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
- 18...Proposed landscaping or construction of other devices to comply with the screening and buffering requirements of this Ordinance. Plans shall label shrubbery by common or scientific name, show the distance between plants, and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, and show the circles of the mature crowns.

### Additional Documentation and Written Information

- 1...Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- 2... Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, and that all necessary easements have been provided.
- 3...Legal documentation establishing property owner associations or other legal entities responsible for control over required common areas and facilities.



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- 4...Bonds, letters of credit, or other surety devices.
- 5...Time schedules for the completion of phases in staged development.
- 6...The environmental impact assessment of the development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.
- 7...A fiscal impact analysis of the development on the City and other governmental units (e.g., schools, public safety, roads, etc.).
- 8...A traffic impact analysis of the proposed development on the City and other governmental units.
- 9... Calculations for drainage and stormwater design detention/retention. Comply with Section 8204: Stormwater Management)

### **SIGNATURES:**

*I (we), the undersigned, certify that the information contained on this application and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the City of Frankfort for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative review which may occur after the City has taken action on my (our) request.*

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**



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## Site Plan Application & Process

### APPLICATION Requirements and Procedures:

1. The applicant will submit two (2) copies of the plan by noon of the date specified on the Planning Commission Meeting Schedule.
2. The City Superintendent will review the site plan, prepare a report for the applicant, and send the report to the applicant within ten (10) days of receipt of the site plan.
3. The applicant's questions or comments regarding the review may be addressed either verbally or in writing to the City Superintendent or a designated representative and a response will be provided in a timely fashion.
4. If revisions are not required, the applicant will submit thirteen (13) additional copies of the plan by noon, ten (10) days prior to the next regularly scheduled Planning Commission meeting. If revisions are required, the applicant will submit fifteen (15) copies of the revised site plan to the City Superintendent by noon, ten (10) days prior to the next regularly scheduled Planning Commission meeting.
5. The City Superintendent or a designated representative will prepare a report for the Planning Commission summarizing the site plan and providing a recommendation for Planning Commission action at the regular meeting.
6. Site plan issues unresolved by the City Superintendent or a designated representative may be presented to the Planning Commission for discussion and direction. Action by the Commission may be possible at the meeting depending on the nature to the issue discussed.

### PROCESS:

1. WHEN is a site plan review required?
  - 4 For ALL of the following developments:
    - Commercial
    - Industrial
    - Multiple family dwellings
  - 4 For ALL of the following land uses and activities:
    - Special and Conditional
  - 4 For ANY CHANGES in the following:
    - Parking
    - Drainage
    - Ingress/Egress
    - Uses

\* *The Planning Commission may waive, at its discretion, information on a site plan, or a total official site plan on minor changes on any site; and the Commission may require the submission of an informational sketch detailing the same.*
2. WHO handles the site plan review process?

The site plan is submitted to the City Superintendent and referred to the Planning Commission for approval, denial, or conditional approval. The City Superintendent will advise and assist you to make the approval process proceed quickly and smoothly.
3. WHO should prepare the site plan?

A qualified professional, who understands the process and the submission requirements, is recommended. The City will not provide a recommendation, but qualified persons and companies are listed in the yellow pages of the telephone directory under engineers, planners, landscape architects, architects or surveyors.
4. WHAT meeting dates should I be aware of?
  - 4 A Pre-submission Conference with the City Superintendent is suggested in order to discuss zoning or submission requirements, schedules, and others items as necessary.
  - 4 A Planning Commission Meeting is held regularly on the second Tuesday of the month. A site plan must be submitted approximately 30 days prior to the regularly scheduled meeting (see attached schedule). If the site plan requires substantive changes, City staff may require the applicant to provide a revised site plan prior to Planning Commission review and motion.
5. HOW complete does the site plan need to be for Planning Commission consideration?

Very Complete. Failure to submit a complete site plan will delay the process. The plan and checklist are reviewed by staff and recommended to the Planning Commission for review and motion.



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## Site Plan Application & Process

(Excerpt from the City of Frankfort Zoning Ordinance)

### 16.05 REQUIRED SITE DEVELOPMENT PLAN INFORMATION

- (1) GRAPHIC MATERIALS REQUIRED FOR PLANS - Every application for a site development plan approval shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made and legal features on and near the site in question. Site development plans shall show on the first page the following information:
  - (a) Name of applicant and property owner
  - (b) Name of development (if any)
  - (c) North arrow
  - (d) Legend
  - (e) Location. A location map that shows the location of the project in the broad context of the City.
  - (f) Scale. Development site plans shall be drawn to a readable scale, such that all features required to be shown on the plans are readily discernible. The Administrator shall make the final determination whether the plans submitted are drawn to the appropriate scale.
  - (g) All of the features required to be shown on plans in the following Section 16.05(2) and Section 16.05(3) may be included on one set of plans so long as the features are distinctly discernible.
- (2) EXISTING NATURAL, MAN-MADE, AND LEGAL FEATURES - Site development plans shall show all existing natural, man-made, and legal features on the lot where the development is to take place, including but not limited to those listed below. The use made of adjoining properties shall all be specified
  - (a) Existing natural features:
    - 1) Tree line of wooded areas.
    - 2) Individual trees twelve (12) inches in diameter or more, identified by common or scientific name.
    - 3) Orchards or other agricultural groves by common or scientific name.
    - 4) Streams, ponds, drainage ditches, swamps, boundaries of floodways, and floodplains.
    - 5) If more than five (5) acres of land are to be developed, base flood elevation data.
    - 6) Contour lines (shown as dotted lines) with no greater than two (2) foot contour intervals. As indicated in subsection 16.05(3)(o) below, proposed contour lines shall be shown as solid lines.
  - (b) Existing manmade features:
    - 1) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
    - 2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.
    - 3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
    - 4) Other stormwater or drainage facilities, including manholes, pipes, and drainage ditches, including sizes and materials.
    - 5) Underground utility lines (sizes and materials), including water, sewer, electric power, telephone, gas, and cable television.
    - 6) Above ground utility lines and other utility facilities.
    - 7) Fire hydrants.
    - 8) Buildings, structures, and signs.
    - 9) Location of exterior light fixtures.
    - 10) Location of dumpsters.
  - (c) Existing legal features:
    - 1) The zoning of the property, including zoning district lines where applicable.
    - 2) Property lines (with dimensions identified).
    - 3) Street right-of-way lines.
    - 4) Utility or other easement lines.
- (3) PROPOSED CHANGES IN EXISTING FEATURES OR NEW FEATURES - Site development plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:
  - (a) Lot dimensions, including lot widths.
  - (b) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets, or street right-of-way lines.

- (c) Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing exterior building materials, building heights, and proposed wall sign or window sign area.
  - (d) Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
  - (e) Streets, labeled by classification and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Public roads in subdivisions shall also be shown and clearly labeled as such.
  - (f) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
  - (g) Other stormwater or drainage facilities (proposed sizes and materials), including manholes, pipes, drainage ditches, retention ponds, etc.
  - (h) Sidewalks and walkways, showing widths and surface material.
  - (i) Bridges.
  - (j) Outdoor illumination with lighting fixtures sufficiently identified to demonstrate orientation and extent of illumination.
  - (k) Underground utility lines (proposed sizes and materials), including water, sewer, electric power, telephone, gas, and cable television. Water and sewer pipe line sizes shall be labeled.
  - (l) Above ground utility lines.
  - (m) Fire hydrants.
  - (n) Dumpsters.
  - (o) Proposed contour lines resulting from earth movement (shown as solid lines) at no greater than two-foot contour intervals (existing lines should be shown as dotted lines).
  - (p) Scale drawings of all signs requiring permits pursuant to the provisions of Article XIV of this Ordinance, together with an indication of the location and dimensions of all such signs.
  - (q) Vehicle accommodation areas (including parking areas, handicapped parking areas, loading areas, and circulation areas), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
  - (r) Proposed landscaping or construction of other devices to comply with the screening and buffering requirements of this Ordinance. Plans shall label shrubbery by common or scientific name, show the distance between plants, and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, and show the circles of the mature crowns.
- (4) DOCUMENTS AND WRITTEN INFORMATION IN ADDITION TO PLANS - In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:
- (a) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
  - (b) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, and that all necessary easements have been provided.
  - (c) Legal documentation establishing property owner associations or other legal entities responsible for control over required common areas and facilities.
  - (d) Bonds, letters of credit, or other surety devices.
  - (e) Time schedules for the completion of phases in staged development.
  - (f) The environmental impact assessment of the development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.
  - (g) A fiscal impact analysis of the development on the City and other governmental units (e.g., schools, public safety, roads, etc.).
  - (h) A traffic impact analysis of the proposed development on the City and other governmental units.
  - (i) Calculations for drainage and stormwater design detention/retention.
- (5) NUMBER OF COPIES OF PLANS AND DOCUMENTS - With respect to all plans and other documents required by this Article, the developer shall submit the number of copies that the Administrator deems necessary to expedite the review process and to provide necessary permanent records.



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## Application for Zoning - Land Use

APPLICANT: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

OWNER: Name: \_\_\_\_\_

(if different Address: \_\_\_\_\_

from applicant) Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

DESCRIBE YOUR REQUEST (attach additional pages): \_\_\_\_\_

\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL TAX ID NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach additional pages): \_\_\_\_\_

\_\_\_\_\_

PRESENT ZONING OF PROPERTY: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

### APPLICANT REQUIREMENTS: (Please check all that apply)

- 1...Paid fee (as established by the City Council) to the City for consideration of this application. \$ \_\_\_\_\_
- 2...Size of building, structure, addition: \_\_\_\_\_
- 3...Attached plans, drawings, specifications for the proposed land use and buildings/structures.
- 4...Attached evidence of the seating/sleeping capacity, all operations, and services to the public.

### SIGNATURES:

I (we), agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be revoked. Further, I agree any permit that may be issued is with the understanding all applicable sections of the Frankfort City Zoning Ordinance will be complied with. Also, I agree to notify the Zoning Administrator for the City of Frankfort for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I understand this is a zoning permit application (not a permit) and that a land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date