



**CITY OF ROCKWOOD  
 32409 FORT STREET  
 ROCKWOOD, MICHIGAN 48173  
 PHONE 734 379-9496 FAX 734 379-9270**

**APPLICATION FOR SITE PLAN REVIEW**

**NOTICE TO APPLICANT: Applications and plans for the Site Plan Review by the Planning Commission must be submitted to the City at least four (4) weeks prior to the scheduled Planning Commission Meeting, in order to be put on the agenda. For projects that are eligible for an Administrative Review, see Section 5.2503 in this packet.** Regular meetings of the Planning Commission are held on the first Monday of each month at 7:00 p.m. at Rockwood City Hall, 32409 Fort St., Rockwood, MI 48173.

**TO BE COMPLETED BY THE CITY**

Date Submitted to City: \_\_\_\_\_ Date Submitted to Planner: \_\_\_\_\_

Date Submitted to Engineer: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Plans received back from Planner: \_\_\_\_\_

Approved Subject to Conditions: \_\_\_\_\_

Denied: \_\_\_\_\_

Date Plans submitted to Council: \_\_\_\_\_

Fees: Planner \$ \_\_\_\_\_

Engineer \$ \_\_\_\_\_

Date Complete: \_\_\_\_\_

Total Fee Paid \$ \_\_\_\_\_



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32409 FORT STREET  
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PHONE 734 379-9496 FAX 734 379-9270**

**TO BE COMPLETED BY APPLICANT**

I (we) the undersigned, do hereby respectfully request a site plan review, and provide the following information to assist in the review:

Name of Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**LOCATION OF PROPERTY**

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

Nearest Cross Streets: \_\_\_\_\_

**Property Description:**

If part of a recorded plat, provide lot numbers and subdivision name.

If not part of a recorded plat (i.e., "acreage parcel"), provide metes and bounds description.

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Existing Zoning: \_\_\_\_\_

Zoning of Adjacent Property: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Property Size: \_\_\_\_\_ Acres: \_\_\_\_\_ Square Feet

Proposed Use: \_\_\_\_\_

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**ATTACH THE FOLLOWING:**

1. Eight (8) individually folded copies of the site plan must be included with the Application. After approval from the City Planner and the City Engineer, eight (8) additional site plans are required for the Planning Commission Meeting. After approval from the Planning Commission, five (5) additional site plans will be required for the City Council Meeting. A registered architect, engineer, landscape architect or community planner must seal these site plans.
2. Proof of property ownership.
3. If applicable, proof that plans have been submitted for review to appropriate County or State agencies (i.e., property located in flood plain or County approval needed for a driveway or drain hook-up).

**NOTICE TO APPLICANT:**

**THE APPLICANT OR A DESIGNATED REPRESENTATIVE MUST BE PRESENT AT ALL SCHEDULED REVIEW MEETINGS OR THE SITE PLAN PROPOSAL WILL BE TABLED DUE TO LACK OF REPRESENTATION.**

**FAILURE TO PROVIDE TRUE AND ACURATE INFORMATION ON THIS APPLICATION SHALL PROVIDE SUFFICIENT GROUNDS TO DENY APPROVAL OF A SITE PLAN APPLICATION OR TO REVOKE ANY PERMITS GRANTED SUBSEQUENT TO SITE PLAN APPROVAL.**

\_\_\_\_\_  
Signature of Applicant

Applicant's Endorsement:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my plan unless all information required in this Application, the Site Plan Review Checklist, and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a results of acceptance, processing, or approval of this site plan application.

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Signature of Applicant

# FEE SCHEDULE

Each person requesting a site plan review (or administrative review) as provided for and required under the zoning and other ordinances of the City of Rockwood shall at the time such site plan review (or administrative review) is required to pay the City of Rockwood the following nonrefundable site plan review (or administrative review) fees or changes as condition of and prior to such site plan review (or administrative review) procedures being instituted by the City:

## City Planner

### Site Plan Review Fees / City of Rockwood – 2008 Development Fee Schedule

<b>1. Zoning Changes</b>	
a. Rezoning, traditional	<b>\$500.00 + \$30.00 per acre</b>
b. Rezoning, conditional	<b>\$650.00 + \$35.00 per acre</b>
<b>2. Zoning Board of Appeals Hearings</b>	
a. Variances (residential uses)	<b>\$250.00 per variance</b>
b. Variances (non-residential uses)	<b>\$400.00 per variance</b>
c. Use Variances	<b>\$500.00 + \$75.00 per acre</b>
d. Administrative Appeals (ordinance interpretations, PC appeals, etc.)	<b>\$350.00 per appeal</b>
<b>3. Lot Split, Lot Combination, or Right-of-Way Vacation</b>	<b>\$200.00 + \$30.00 per lot involved</b>
<b>4. Site Plan Reviews</b>	
a. Residential, exc. single-family (includes multi-family & mobile home parks)	<b>\$495.00 + \$10.00 per unit</b>
b. Non-Residential (commercial, industrial, office, etc.)	<b>\$495.00 + \$50.00 per acre</b>
<b>5. Special Approval Uses</b>	<b>\$275.00, plus site plan review fee</b>
<b>6. Subdivision Plat Reviews</b>	
a. Preliminary Plat Review – Tentative	<b>\$650.00 + \$7.50 per lot</b>
b. Preliminary Plat Review – Final	<b>\$450.00 + \$5.00 per lot</b>
c. Final Plat Review	<b>\$250.00 + \$2.50 per lot</b>
<b>7. Planned Developments / Site Condominiums</b>	
a. Preliminary Review	<b>\$500.00 + \$50.00 per acre</b>
b. Final Review	<b>\$250.00 + \$25.00 per acre</b>
<b>8. Zoning and Document Reviews</b>	
a. Single Family Residential – Principal Structure: <b>\$450.00</b> ; Accessory Structures or Additions: <b>\$275.00</b> .	
b. Zoning Compliance Letter	<b>\$150.00 each</b>
c. Sign Permits	<b>\$150.00 per sign</b>
d. Review of Planned Development / Condominium Documents	<b>\$375.00</b>
<b>9. Special Meetings of City Boards</b>	<b>\$500.00, plus review costs</b>

**\*\*\* All development permits are subject to a 10% non-refundable  
administrative fee \*\*\***

**Revisions:** Any revised application submitted within 90 days of the original date of receipt at the City shall be charged at 60% of the total original review fee. Revised plans resubmitted after 90 days shall be reviewed at the rate of the original fee, unless City Planner and Planning Commission Chair concur that revisions are not significant to warrant a second full review at 100% of original review fee.

**Additional Services:** Conferences, meetings, or field inspections performed by City consultants as requested by the applicant or required by the City shall be charged to the applicant at the actual hourly rates for the consultant(s), in addition to any applicable permit or review fee as described above.

Compensation for reviews requested in 5 days (120 hours): If an expedited review is requested by the City, the City Planner shall be paid a fee equal to 150 percent of the above fees for written reviews facsimiled to the City by the City Planner within 5 days (120 hours) after receipt by the City Planner.

### **Engineering Review Fees**

#### **(1) Subdivisions and Condominiums**

- (a) Checking closure, lot areas and grade plan - \$500.00 plus \$20.00 per lot. (This amount to be deposited by the developer.)
- (b) Review and processing of public improvement - 1.0% of construction costs for utilities and road projects. (This amount to be deposited by the developer.) Excessive reviews of revised plans will be charged on an hourly basis in addition to the initial fees.
- (c) Full-time inspection of the construction for utilities to be dedicated to the Municipality – Hourly rate of the then Standard Rate Schedule as established by the Engineer and the Municipality. (This amount shall be escrowed by the developer or contractor.)
- (d) Field check to assure monuments and property irons are installed within one (1) year of recording of the plat to be billed to the developer on a time basis in accordance with the then Rate Schedule as established.

In order for the City to ensure the review, a proposed deposit of \$2,000.00 shall be placed at City Hall. This amount will cover review fees, but if additional reviews are required, the developer/applicant shall deposit additional fees. The balance will be returned upon completion of the review.

#### **(2) Apartment Complexes**

- (a) Site plan review, paving, grading, etc., will be charged at the rate of \$500.00 plus \$15.00 per unit or any part thereof. (This amount to be deposited by the developer.)

- (b) Sanitary sewer, water mains, pavement and storm sewers – 1.0% of the construction of each project. (This amount shall be deposited by the developer.) Excessive reviews of revised plans will be charged on an hourly basis in addition to the initial fees.
- (c) Full-time inspection of the construction for utilities to be dedicated to the City – Hourly rate of the then Standard Rate Schedule as established by the Engineer and the Municipality. (This amount shall be escrowed by the developer or contractor.)

In order for the City to ensure the review, a proposed deposit of \$2,000.00 shall be placed at City Hall. This amount will cover review fees, but if additional reviews are required, the developer/applicant shall deposit additional fees. The balance will be returned upon completion of the review.

### (3) Industrial and Commercial Developments

- (a) Site plan review, paving, grading, etc., will be \$500.00 plus \$25.00 per acre or any part thereof. (This amount shall be deposited by the developer.)
- (b) Sanitary sewer, water mains, pavement and storm sewers – 1.0% of the construction cost of each utility for initial review. (This amount shall be deposited by the developer.) Excessive reviews of revised plans will be charged on an hourly basis in addition to the initial fees.
- (c) Full-time inspection of construction of utilities to be dedicated to the Municipality – hourly rate of the then Standard Rate Schedule as established. (This amount shall be escrowed by the developer or contractor.)

In order for the City to ensure the review, a proposed deposit of \$2,000.00 shall be placed at City Hall. This amount will cover review fees, but if additional reviews are required, the developer/applicant shall deposit additional fees. The balance will be returned upon completion of the review.

### (4) Meetings Requested by Developers with the City Engineer will be Charged on an Hourly Basis at the Regular Per Hour Rate of the City Engineer.

### (5) Other Engineering Reviews

All other Engineering reviews not listed above will be charged on an hourly basis set by the City Engineer. Fee shall be paid to the City with plans submittal.

**Building Inspector  
Plan Review Fees**

- (1) For all new structures, including residential, commercial and industrial buildings; additions; alterations; and accessory structures, the plan review fee shall be paid at the time of submission of the plans for review and be paid in addition to any permit fees.
- (2) Single-family residential:
  - One dollar for each \$1,000 of construction costs, or fraction thereof.
  - (a) Minimum fee: \$10
  - (b) Maximum fee: \$200

Commercial, industrial, multifamily:

<b>Square Feet</b>	<b>Fee</b>
Less than 12,000	\$300
12,001 to 50,000	\$500
Over 50,000 for each 1,000 square feet or fraction thereof	Additional \$5

- (3) Outside review service may be used at the option of the City. Fee for services will be the actual charge to the City.



## PROJECTS ELIGIBLE FOR ADMINISTRATIVE REVIEW, 5.2503:

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a. **Eligibility:** The following activities are eligible for administrative review:

1. Home occupations in accordance with the requirements of Section 5.502.
2. Temporary uses, sales and seasonal events in accordance with the requirements of Section 5.330.
3. An existing building and site are to be re-occupied by a use permitted by the zoning district and the new use will not require any changes in the existing site facilities such as parking, landscaping, lighting, signs, or sidewalks.
4. Improvements to outdoor public recreational uses and parks.
5. Expansion, replanting or alterations of landscaping areas consistent with other requirements in this Ordinance.
6. Improvements or installation of walls, fences, lighting or curbing consistent with the other requirements of this Ordinance.
7. Alterations to the off-street parking layout or installation of pavement or curbing improvements provided the total number of spaces shall remain constant, and the construction plans and lot construction are given written approval by the City Engineer.
8. Relocation of a waste receptacle to a more inconspicuous location or installation of screening around the waste receptacle.
9. Approved changes to utility systems.
10. Modification to upgrade a building's interior to improve barrier free design or to comply with the Americans with Disabilities Act or other federal, state or county regulations. Such modifications shall not structurally alter the exterior of the building.
11. Facade improvements that do not structurally alter the appearance of a building or structure.

b. **Intent:** The intent of this Section is to permit administrative review of site plans by appropriate City Staff, City Planner and City Engineer in lieu of a more formal review by the Planning Commission and City Council in specific instances where temporary or minor site development (as defined in part above) activities are proposed.

c. **Procedure:** The process for administrative review shall involve submittal of a complete site plan meeting all of the requirements of Section 5.2506 along with the required application form and fee to the Administrative Official. The City Planner, City Engineer and appropriate City Staff shall review the site plan to ensure that it is in compliance with all the standards of this ordinance, including the site plan review criteria listed in Section 5.2505. All administrative site plans must be approved by two (2) or more of the following plan reviewers: City Planner, City Engineer, or City Administrator.

Administrative review shall not be permitted if the proposed request involves a variance, a special land use, a nonconforming use or structure, or a discretionary decision. In those cases, Planning Commission review and City Council approval shall be required. If the Administrative Official finds that there are characteristics of the site or the proposal that warrant Planning Commission review, the full review and approval of the site plan by the Planning Commission and City Council shall be required.

**d. Modification of Site Plan Requirements:** The Administrative Official may modify the site plan submittal requirements for plans eligible for administrative review when in the written opinion of the City Administrator, after consultation with the City Planner, City Engineer, and any other applicable City Staff members, a full site plan submittal is not required to demonstrate compliance with the regulations of this Ordinance.

### **ADMINISTRATIVE REVIEW STANDARDS – RE-OCCUPYING EXISTING SITES, 5.2504 (IF APPLICABLE):**

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These standards apply to the administrative review of site plans for an existing building and site proposed to be re-occupied by a use permitted by the zoning district as specified in Section 5.2502(c) and no increase in the building area or intensity of use is proposed.

- a. All off-street parking areas and circulation lanes shall be paved.
- b. Trash receptacles shall be screened in compliance with Section 5.313.
- c. Landscaping of the site as required by Section 5.2402 of the Landscaping Standards.
- d. Any other conditions that must be brought up to current Zoning Ordinance standards to protect the health, safety and welfare of the public and to meet the spirit and intent of the Zoning Ordinance as deemed necessary by the Administrative Official, City Planner, or City Engineer.

### **REQUIREMENTS FOR A SITE PLAN REVIEW, SECTION 5.2506:**

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The detailed site plan presented for consideration shall contain all information required in this Ordinance.

- a. Application form provided by the City and required fee established by resolution of the City Council.
- b. Site Plan Drawings and Illustration (with all dimensions):

Site plans shall contain all of the required data prior to approval of such plans by the City. Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36", with the plan review drawn to a scale of 1" = 20' for property less than three (3) acres or 1" = 50' for property of three (3) or more acres. Included on the site plan will be all of the following data as applicable.

<b>Data Required</b>		<b>Multiple-Family</b>	<b>Commercial, Industrial, Public, and Semi-Public Development</b>
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| 1. Applicant's name, address, and telephone number.  | ! | ! |
| 2. Date (month, day, year) including dates of any revisions.   | ! | ! |
| 3. Title block.  | ! | ! |
| 4. Engineers Scale.  | ! | ! |
| 5. North arrow.  | ! | ! |
| 6. Location map drawn at a scale of 1" = 2,000', with north arrow indicated sufficient to indicate general surroundings and street network.  | ! | ! |
| 7. Name of the proposed development.   | ! | ! |
| 8. Common description of the property and complete legal description (also address, if available).   | ! | ! |
| 9. Dimensions of site including width, length, frontage and acreage exclusive of rights-of-ways.   | ! | ! |
| 10. Name, address, signature, and seal of Architect, Engineer, Surveyor, or Landscape Architect, who was responsible for the preparation of the site plan.   | ! | ! |
| 11. Zoning classification of Applicant's parcel and all abutting parcels.  | ! | ! |
| 12. A site analysis map illustration, current drainage flows (with arrows), boundaries of any wetland regulated by the MDNR, location and elevation of bodies of water, trees over eight inches (8") caliper, steep slopes, floodplain boundaries and elevation and existing structures. | ! | ! |
| 13. Proximity to major thoroughfares and/or section corner.  | ! | ! |
| 14. Location of any required fire lanes.   | ! | ! |
| 15. Existing and proposed contours of the site in sufficient detail to determine drainage.   | ! | ! |

<b>Data Required</b>		<b>Multiple-Family</b>	<b>Commercial, Industrial, Public, and Semi-Public Development</b>
16. Location and elevation of existing drainage courses, floodplains, and lakes and streams.		!	!
17. Existing and proposed lot lines, property lines.		!	!
18. Existing and future right-of-way lines and easements.		!	!
19. All buildings, structures, signs, parking areas, sidewalks, etc. on the site and within 100 feet.		!	!
20. Proposed locations and dimensions of access drives, street materials and curbing, drives and driveways (all radii measurements shown).		!	!
21. Proposed street names.		!	!
22. Location of existing and proposed sanitary sewers.		!	!
23. Locations and sizes of the following: a. well sites in the proposed development.		!	!
b. water mains, hydrants, and building services.		!	!
c. storm sewers, site grading, drainage, retention basin, and/or other pertinent facilities including drainage and retention calculations and design details.		!	!
24. Building footprints with length and width dimensions.		!	!
25. Building elevations including types of materials and colors.		!	!
26. Setback and yard dimensions for buildings.		!	!
27. Location of interior and exterior sidewalks. Any development on City arterial and collector streets, shall require the construction of sidewalks within City right-of-way.		!	!
28. Location, type, intensity height and fixture details of external lighting. Projects in the downtown may require ornamental street lighting.		!	!

<b>Data Required</b>		<b>Multiple-Family</b>	<b>Commercial, Industrial, Public, and Semi-Public Development</b>
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| 29. Locations and design details of any obscuring walls, berms, and fences.  | ! | ! |
| 30. Table illustrating compliance with parking requirements of Article XXIII for number of spaces, dimensions and pavement materials.                                    | ! | ! |
| 31. Landscape plan in accordance with Article XXIV.  | ! | ! |
| 32. Entrance details and signs (Note: signs are subject to separate review under the sign ordinance).  | ! | ! |
| 33. Location and type of all regulatory signs (stop sign, no parking signs, etc.).   | ! | ! |
| 34. Location of waste receptacle(s), if any, and screening details in accordance with Section 5.313. Turning radii of the waste receptacle vehicle shall be illustrated. | ! | ! |
| 35. Location and method of screening of all transformer pads, reception antenna and air conditioners.  | ! | ! |
| 36. A density schedule showing the number of dwelling units by type per gross acre and net acre (see Sec. 321).  | ! | ! |
| 37. Floor plans of a typical building.   | ! | ! |
| 38. Carport locations and details, if applicable, indicating carports which meet the standards of Sec. 2300.   | ! | ! |
| 39. Details of community buildings and fencing of swimming pool, if applicable.  | ! | ! |
| 40. Location and details of any mail box clusters.   | ! | ! |
| 41. Specific amount, type, and location of recreation space and facilities, if applicable.   | ! | ! |
| 42. Loading and unloading areas meeting dimensional requirements of Section 5.2305.  | ! | ! |

<b>Data Required</b>		<b>Multiple-Family</b>	<b>Commercial, Industrial, Public, and Semi-Public Development</b>
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43. An impact assessment of traffic analysis, if required (Sec. 2507). ! !
44. For condominiums, an illustration of all general commons and limited commons. ! !
- c. The applicant shall submit the required number of copies of an application for site plan approval, site plans, and other information where applicable. The number of copies required will be determined by the Administrator Official. If the applicant’s representative is requested to attend the scheduled review and does not attend, the matter may be tabled.
- d. If the site plan is in order and contains the required information, the site plan shall be placed on the agenda of a regular or special Planning Commission Meeting.
- e. The Planning Commission shall make a recommendation to approve or deny the site plan or to approve the site plan with conditions to the City Council. The final action to approve or deny the site plan or to approve the site plan with conditions shall be made by the City Council.
- f. The City Council shall take action within seventy (70) days of the first meeting at which the application first appeared on the agenda of the City Council, provided that the applicant has responded to reasonable requests to provide additional information. If requested information has not been provided, the City Council may postpone any action on the site plan until requested information is provided. However, preliminary plans for mobile home parks within a Mobile Home Park District shall be submitted and reviewed in accordance with the timetable established in the Michigan Mobile Home Commission Act.
- g. The Planning Commission, as a condition of its recommendation of a site plan, or City Council as a condition of its approval of a site plan, may require reasonable modifications relating to: the location, height, number of stories, and size of dwellings, buildings, and other structures; the area of the yards, courts, and other open spaces; and the sanitary, safety, and protective measures which shall be required for such dwellings, buildings, and structures; and any other changes to meet the standards and intent of this Zoning Ordinance and other Ordinances, laws and regulations.

<b>Data Required</b>		<b>Multiple-Family</b>	<b>Commercial, Industrial, Public, and Semi-Public Development</b>
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- h. For any approval with condition(s), the applicant shall submit a revised plan within sixty (60) days illustrating compliance with all conditions for approval by the Administrative Official. No permits shall be issued until such revised plan is submitted and approved.
- i. The applicant shall be responsible for the cost of preparing all site plan submittal information.

**An approved site plan will be signed and dated by the City Planner and the City Engineer. These copies are filed with the Building Department and kept as a permanent record.**