



**VILLAGE OF SCHOOLCRAFT, MICHIGAN  
APPLICATION FOR SITE PLAN REVIEW**

1. Legal description of property (Plat & Lot or Metes and Bounds Description)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Zoning classification: \_\_\_\_\_
3. Proposed Use: \_\_\_\_\_  
\_\_\_\_\_
4. Number of structures: \_\_\_\_\_
5. Area of proposed structures: \_\_\_\_\_  
\_\_\_\_\_
6. Number of dwelling units (If multiple family): \_\_\_\_\_
7. Applicant's interest in the property (title holder owner, land contract, purchaser, tenant, lessee, etc.): \_\_\_\_\_  
\_\_\_\_\_
8. Indicate any restrictions which encumber the property (plat restrictions, etc).  
If none, state none: \_\_\_\_\_
9. Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_
10. Owner or agent (capacity of agent): \_\_\_\_\_  
\_\_\_\_\_

**A SITE PLAN MUST BE INCLUDED WITH THIS APPLICATION, AND REVIEW  
WILL BE INITIATED WHEN THE APPLICATION FEE HAS BEEN PAID.  
ATTACHED CHECKLIST MUST BE COMPLETELY FILLED OUT.**

FOR OFFICIAL USE ONLY:

DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

APPROVED/REJECTED \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

REASONS: \_\_\_\_\_

**I, the undersigned acknowledge that approval of this site plan by the Schoolcraft Village Council constitutes an agreement with the Village of Schoolcraft, all improvements and obligations indicated herein shall be completed in a good workman like manner, acceptable to the Village, within the times specified bu ordinance.**

**The Village reserves the right to charge and the applicant shall pay any additional costs of processing the request estimated to be incurred by the Village over and above the normal costs of processing (publication, notice, compensation of Board members and administrative review), which the Village may, at the sole discretion of the Village Manager or the Village Manager’s designee, require to be paid as a condition of processing the request. The Village also reserves the right to require any additional costs actually incurred over and above the normal costs of processing and any estimated amounts paid to be paid before any permit or approval becomes effective.**

**The amount indicated for each item is an application fee deposit that will be applied to the “actual costs” when they are determined. The applicant will either receive a bill for a refund along with a listing of expenses incurred at the completion of board review.**

SIGNATURE OF APPLICANT/AGENT \_\_\_\_\_

DATE \_\_\_\_\_

**SITE PLAN REVIEW PROCEDURE  
VILLAGE OF SCHOOLCRAFT, MICHIGAN**

1. All site plans shall be submitted to the Village in 15 copies.
2. Professional review by approved architect, planner or engineer may be obtained by the Village.
3. The Planning Commission shall review the site plan at its next regularly scheduled meeting. The Planning Commission may elect to postpone a decision on the site plan until its next regularly scheduled meeting if the site plan is determined to be incomplete or has been submitted within seven (7) calendar days of the meeting. The capacity of the Planning Commission is to recommend approval or denial of applications submitted. The Schoolcraft Village Council has final approval on all site plan applications.
4. Scheduled meetings are held on the second Monday of each month:

NEXT MEETING DATE: \_\_\_\_\_

**SITE PLAN CHECKLIST  
VILLAGE OF SCHOOLCRAFT, MICHIGAN**

N/A YES NO

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Date, north point and scale.<br>Scale not less than 1" = 40' if the subject property is less than three (3) acres, and 1" = 100' if three (3) acres or more.           |
| ___ | ___ | ___ | 2. Legal Description  |
| ___ | ___ | ___ | 3. Name, address and telephone number of owner, architect, engineer, developer and/or designer.   |
| ___ | ___ | ___ | 4. Vicinity Map showing land uses and transportation within 1000'.  |
| ___ | ___ | ___ | 5. Property lines with dimensions and area of parcel.   |
| ___ | ___ | ___ | 6. Building setbacks: front, side, rear and clearance between buildings.  |
| ___ | ___ | ___ | 7. Buildings - existing, proposed, and additions, including dimensions and type of construction, gross building area, number of proposed dwelling units for multi-family. |

N/A YES NO

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | ___ | 8. Existing and proposed topography on USGS Datum at contour levels of no more than two (2) feet.  |
| ___ | ___ | ___ | 9. First floor elevation on USGS Datum.  |
| ___ | ___ | ___ | 10. Natural features such as marshlands, streams, drains, lakes, wetlands area tree stands.  |
|     | *** |     | 11. Sidewalks, along street frontage, are required on all projects and must be shown on plan submitted for review. (Plans not indicating sidewalk placement will not be placed on Planning Commission agenda). |
| ___ | ___ | ___ | 12. Site drainage plan including soil boring data to indicate permeability of substrata. Engineers statement provided.   |
| ___ | ___ | ___ | 13. Proposed drive location, width, type and curb return radii.  |
| ___ | ___ | ___ | 14. Parking spaces - location, size, type and number (including barrier free), and location of proposed lighting.  |
| ___ | ___ | ___ | 15. Types of surfacing, such as paving, turfing or gravel to be used at the various locations.   |
| ___ | ___ | ___ | 16. All pedestrian walks, malls and open spaces.   |
| ___ | ___ | ___ | 17. Rights-of-way and easements, whether public or private.  |
| ___ | ___ | ___ | 18. Existing and proposed utilities - electrical, gas, telephone, water, sanitary sewers and storm services - size and location.   |
| ___ | ___ | ___ | 19. Location and method of screening of refuse disposal storage area.  |
| ___ | ___ | ___ | 20. Landscaping plan, including walls, fences, and screen plantings and the method by which landscaping is to be accomplished and maintained.  |
| ___ | ___ | ___ | 21. Location of signs - existing and proposed.   |
| ___ | ___ | ___ | 22. County Road Commission or MDOT approval.   |

N/A YES NO

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. County Health Department approval for wells and septic tanks.               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. DNR approval for development in floodway or wetland, stream discharges.     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. County Soil Erosion approval for drainage and soil erosion control.         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. County Road Commission review for street names.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Supplemental plan for disposal and storage of toxic or hazardous materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Indicate phasing of development.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Detailed floor plan. (4-19-05)  |