

**FINAL SITE PLAN REVIEW CHECKLIST  
PUTNAM TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**

**NAME OF PROJECT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

This checklist must be filled out and returned with the application form, site plan and related materials as required below. For information on Site Plan Review, please request the Information Sheet for Site Plan Review from the Zoning Administrator.

**Deadline:** The items required below must be submitted no less than thirty (30) days prior to the meeting of the Planning Commission. The Planning Commission meets the second and fourth Wednesday of each month. The Zoning Administrator shall determine if the application is complete before distribution to the Township’s consultants. Incomplete applications will not be processed until all materials are received.

**Note:** Preliminary site plan approval is required prior to applying for final site plan approval. The final site plan must be submitted no sooner than 30 days and no later than 180 days after approval of the preliminary site plan, unless an extension is granted; see the Site Plan Review Information Sheet, available from the Zoning Administrator, or see §340-150B of the Putnam Township Ordinance.

<b>Application Requirements (§340-151)</b> (check off each item included with your submission)	
	Three (3) completed and signed copies of the Putnam Township Site Plan Review Application.
	Twelve (12) individually folded copies of the final site plan, prepared as required in the table below. The plans shall be prepared on 24 inch by 36 inch sheets and shall be drawn to a scale of not more than one (1) inch equals fifty (50) feet. For a plan consisting of three (3) or more sheets, a cover sheet showing the entire project and proposed construction shall be included.
	Written statement by the Zoning Administrator listing any of the requirements in the tables below that are waived. Any requirements not specifically waived by the Zoning Administrator on this statement are required and must be shown on the final site plan.
	Site Plan Review Fee (nonrefundable)
	Site Plan Escrow Fee (See Zoning Administrator; unused portion of escrow fees will be returned)
	Twelve (12) copies of the Impact Assessment Report ( <b>see page 5</b> ).
	Twelve (12) copies of the Environmental Permits Checklist / Hazardous Substances Form, <i>if required</i> ( <b>see below</b> ).
	<u>ABOVE NOT REQUIRED:</u> No hazardous substances or polluting materials as defined in the Putnam Township Ordinances are related to this site plan.

<b>Application Requirements (§340-151)</b> (check off each item included with your submission)	
	Twelve (12) copies of a detailed Traffic Impact Study (required <u>only</u> for any site over (10) acres in size or for a project expected to generate one-hundred (100) directional vehicle trips during the peak hour of traffic of the generator or on the adjacent streets— <b>see below</b> ).
	<u>ABOVE NOT REQUIRED</u> : The property in question is less than 10 acres in size OR the project will not generate over 100 vehicle trips during peak hours.
	Proof that the site plan and Impact Assessment Report have been submitted for review to affected county, state, or federal agencies, including but not limited to the County Road Commission, County Drain Commission, County Health Department, Putnam Township Fire Department, and Michigan Departments of Transportation, Environmental Quality, or other applicable Departments.
	Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes, retaining walls; shall be submitted to and reviewed by the Township Engineer prior to Planning Commission review of the final site plan.
	This checklist, filled out completely.

**Site Plan Requirements:** The Zoning Administrator may determine (and must verify in writing) if any of the following are not applicable and therefore not required. All other items must be submitted and/or shown on the site plan. It's best to talk to the Township well ahead of time in order to help streamline the process.

**Site Plan Checklist:** Check off each item shown on the site plan. Only those items waived by the Zoning Administrator and listed on his/her written statement may be left off the plan.

<b>Final Site Plan Checklist (§340-151)</b>	
<b>Title block and plan information</b>	
	Title, including sheet number (if more than one sheet)
	Name, address and telephone number of the applicant
	Name, address and telephone number of the firm or individual who prepared the plans.
	Date(s) of submission and any revisions
	Legal and common description of the property
	Scale of site plan
	North point
	Location map drawn at scale of 1"= 2,000' with north point indicated, including proximity to major thoroughfares and section corners
	Seal(s) of Architect, Engineer, Surveyor, Landscape Architect and/or Planner.
<b>Zoning</b>	
	Zoning classification of petitioner's parcel
	Zoning and use of all abutting parcels
	Gross acreage of the property in question

<b>Final Site Plan Checklist</b> (§340-151)	
	Plan narrative (may be separate), including the following information:
	General description of any access easements, deed restrictions, protective covenants, master deed or association bylaws, including attached copies of the same.
	A description of how the proposed final site plan meets the Final Site Plan Review standards of §340-152 of the Putnam Township Ordinances.
<b>Physical Features</b>	
<b>Buildings, Structures and Setbacks</b>	
	Location and dimensions of all proposed structures within the site
	Location and dimensions of all existing structures within 100 feet of the site
	Dimensioned floor plans
	Finished floor elevations and contact grade elevations.
	Typical elevation views.
	Location and dimensions for proposed lot lines and boundary property lines.
	Centerline of existing and proposed right of way line of any street.
	Setback and yard dimensions shall be included on each lot.
<b>Streets, Drives and Parking Areas</b>	
	Location and dimensions of proposed parking lots.
	Number of parking spaces in each lot.
	Dimensions of parking spaces and aisles.
	Calculation methods shall be shown.
	Location and alignment of all proposed streets and drives;.
	Location and dimensions of rights-of-way (where applicable);
	Surface type and width, with typical cross-section of same showing surface, base, and sub-base materials and dimensions;
	Location and typical details of curbs; with details (where applicable);
	Location, width, surface elevations and grades of all entries and exits;
	Dimensions of curve-radii.
	Acceleration, deceleration and passing lanes and approaches.
	Locations of all curb openings within 100 feet of the site, including those across the street.
	Designation of fire lanes.
<b>Landscaping and Screening</b>	
	A Detailed Landscape Plan shall be submitted meeting all the requirements of §340-163. Landscaping Plan Requirements, of the Putnam Township Ordinances (may be separate).
<b>Utilities and Stormwater</b>	
	Septic systems and other wastewater treatment systems. The location of the septic tank and drain field (soil absorption system) should be clearly shown

<b>Final Site Plan Checklist</b> (§340-151)	
	Sanitary sewers and pumping stations , where applicable.
	Well sites.
	Water mains, hydrants, pump houses, standpipes and building services and sizes, where applicable.
	All site lighting, including building and parking areas and other security areas. Plans shall show height and type of light fixture.
	Storm water control facilities and structures including storm sewers, retention and detention basins, drainage ways and other facilities, including calculations for size.
<b>Environmental</b>	
	Chemical and fuel storage tanks and containers, if applicable.
	Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels, if applicable.
<b>Other Site Features</b>	
	Sign locations and size
	Trash receptacles and transformer pad locations and method of screening.
	Entrance details for plats or other major developments (as applicable)
	Location and size of underground tanks where applicable
	Any other pertinent physical features
<b>Natural Features</b>	
<b>Topography, Grading and Drainage</b>	
	Location of existing drainage courses and associated bodies of water, on and off site, and their elevations
	Existing topography on the site with a maximum contour interval of two (2) feet.
	Existing topography beyond the site for a distance of one hundred (100) feet in all directions.
	Grading plan, showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
<b>Natural Areas</b>	
	The plan shall clearly indicate those natural features to remain and to be removed.
	Mitigation plans, if deemed necessary by the Planning Commission, shall be provided to compensate for the loss of significant natural features, including but not limited to wetlands, floodplain areas, and tree stands.
	Location of woodlands. Groups of trees shall be shown by an approximate outline of the total canopy.
	Location and size of proposed improvements of open spaces and recreation areas.
	Location of existing wetlands, regardless of size. Provide estimated size for each wetland area.
	Location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls

<b>Final Site Plan Checklist</b> (§340-151)	
	Setbacks from all natural features as defined in §340-162 shall be shown
<b>Additional Regulations for Residential Developments</b>	
	Density calculations by type of unit by bedroom counts.
	Designation of units by type and number of units in each building.
	Carport locations and details where proposed.
	Specific amount and location of spaces dedicated to recreation.
	Type of recreation facilities to be provided in the recreation space.
	Detail of Community Building and fencing of swimming pool, if proposed.
<b>Additional Requirements for Commercial and Industrial Developments</b>	
	Locations of loading/unloading areas
	Calculations for determining number of loading/unloading areas
	Dimensions of loading/unloading areas
	Total of usable floor area
	Number of employees at peak use
<b>Other</b>	
	<b>Any other information</b> deemed necessary to properly illustrate the development concept to the Planning Commission.

**Impact Assessment Report** (provided separately; required for all site plans).

<b>Impact Assessment Report Checklist</b> (§340-151E)	
	Party responsible for preparation of the impact assessment and a brief statement of their qualifications.
	Maps and written description of the project site including all existing structures, manmade facilities and natural features. The analysis shall also include information for areas within two hundred and fifty (250) feet of the property.
<b>Impact on Natural Features</b>	
	Written and mapped descriptions of the environmental characteristics of the site prior to development and following development. This shall include topography, soils, wildlife, woodlands, wetlands, drainage, lakes, streams, creeks, or ponds.
	Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland.
	Impact on stormwater management: Descriptions and appropriate maps/plans to demonstrate measures to control soil erosion and sedimentation during grading and construction operations and until permanent ground cover is established. The latest revision of the Soil Erosion and Sedimentation Control manual published by the Livingston County Drain Commissioner's office shall be used.
	Impact on surrounding land uses: A description shall be provided of any increases in light, noise, or air pollution which might have a negative effect on adjacent properties.
<b>Impact on Utilities/Infrastructure/Services</b>	
	Describe the method to be used to serve the development with water and sewer service

<b>Impact Assessment Report Checklist</b> (§340-151E)	
	The method used to control drainage on the site and from the site
	Describe the location of floor drains and where they will discharge.
	For sites served with sanitary sewer, calculations for pre and post development flows shall be provided. Expected sewage rates shall be provided in equivalents to a single family home.
	If an Environmental Permits Checklist/Hazardous Substances Storage is not required, submit a description of any hazardous substances expected to be used, stored or disposed of on the site. The information shall describe the type of materials, location within the site, and method of containment, both above and below ground. Documentation of compliance with federal and state requirements shall also be required.
	If a Traffic Impact Study is not required, a description of the traffic volumes to be generated based on national reference documents, such as the most recent volume of the Institute of Transportation Engineers Trip Generation Manual shall be provided.
	Impact on public facilities and services: Describe the number of expected residents, employees, visitors or patrons, and the anticipated impact on police protection and fire protection. Letters from the appropriate agencies may be provided.

**NOTE:** The following tables do not apply to every site plan. If the boxes titled ABOVE NOT REQUIRED were checked in the Application Requirements section, disregard the following checklists.

**Environmental Permits Checklist/Hazardous Substances** (where applicable). See §340-151D of the Putnam Township Ordinances.

<b>Environmental Permits/Hazardous Substances Checklist</b>	
	A description of any hazardous substances and polluting materials that are or may be stored, used or generated. Facilities containing these substances shall be designed to prevent spills and discharges to the air, surface of the ground, lakes, streams, rivers or wetlands.
	A description of secondary containment methods for above ground areas where hazardous substances and polluting materials are stored or used shall be provided. Secondary containment shall be sufficient to store the substance for the maximum anticipated period of time necessary for the recovery of any released substance.
	Location of general purpose floor drains. These drains shall be allowed only if they are authorized to be connected to a public sewer system, an on-site holding tank or a system authorized through a state groundwater discharge permit.
	Statement of intent or copies of applications or permits issued by State and federal agency applicable to requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances and polluting materials shall be submitted. No discharges shall be allowed without required permits and approvals.
	Evidence that a floor plan has been filed with the local fire department, in full detail, identifying the location and identification of hazardous or polluting substances within the first three (3) months of the commencement of business. The floor plan shall be updated with the local fire department on a annual basis.

**Traffic Impact Study** (required only for any site over (10) acres in size or for a project expected to generate one-hundred (100) directional vehicle trips during the peak hour of traffic of the generator or on the adjacent streets).

<b>Traffic Impact Study Checklist</b> (§340-151F)	
	A description of the traffic volumes to be generated based on national reference documents, such as the most recent volume of the Institute of Transportation Engineers Trip Generation Manual.
	Counts of existing daily and peak hour traffic on the adjacent streets and
	A description of any sight distance limitations along the subject property's frontage.
	Forecasted trip generation of the proposed use(s) for the morning and afternoon peak hours and average daily traffic generated.
	Description of impact on special transportation modes, such as school buses, trucks and bicycles.
	Projected traffic generated shall be distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site driveways and nearby intersections. Rationale for the distribution shall be provided.
	Capacity analysis at the proposed driveway(s) using the procedures outlined in the most recent edition of the Highway Capacity Manual published by the Transportation Research Board. Capacity analysis shall be provided for all street intersections where the expected traffic will comprise at least five percent (5%) of the existing intersection capacity and/or for roadway sections and intersections experiencing congestion or a relatively high accident rate, as determined by the Township Engineer or the Livingston County Road Commission or the Michigan Department of Transportation.
	Analysis of any mitigation measures warranted by the anticipated traffic impacts.
	Where appropriate, documentation shall be provided from the appropriate road agency regarding time schedule for improvements and method of funding.
	A map illustrating the location and design of proposed access (including any sight distance limitations), dimensions from adjacent driveways and intersections within two hundred and fifty (250) feet, and other data to demonstrate that the driveway(s) will provide safe and efficient traffic operation.
	General description and copies of any existing or proposed access or other traffic related easements.
	A list of all sources shall be provided.

**Contact the Putnam Township Zoning Administrator** for any questions regarding the above requirements.

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