



Village of Pinckney
220 S. Howell Street
Pinckney, MI 48169

APPLICATION FOR FINAL SITE PLAN REVIEW

Site Plan Review #: _____ Date of Application: _____

Owner: _____ Applicant: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Project Address: _____ Tax Code: _____

Lot: _____ Subdivision: _____ Zoning: _____

Description of Project: _____

IS THE REQUEST FOR BOTH PRELIMINARY & FINAL? YES NO

If no, date of Preliminary Approval _____

Have all of the contingencies of preliminary approval been met? YES NO

Submission requirements:

- Site Plan Application
- Four (4) individually folded copies of the Site Plan (24"x36") & one (1) digital copy
- Impact Assessment Report (if required)
- Environmental Permits Checklist/Hazardous Substances Form (if required)
- Copies of Deed Restrictions, Easements, Protective Covenants, Master Deed or Association bylaws
- If the applicant is not the owner of record, a notarized statement from the owner that the applicant is acting on owner's behalf
- All appropriate fees

**Submittal shall be made no later than 30 days before the scheduled Planning Commission meeting.
Meeting dates are listed on the village website: <https://villageofpinckney.org/planning-commission/>**

Signature of Applicant: _____ Date _____

Date of Submittal: _____

Fee Paid: _____

Escrow Paid: _____

Planning Commission Action:
(minutes shall be attached)

Final Site Approved: _____

Additional meetings where plan was considered by the
Commission: _____

Fees:

Site Plan Application Fee: \$70

Escrow Account Deposit

Site Plan (Site size not disturbance area)

Less than 1 acre	\$5,000
1-5 acres	\$7,500
5-10 acres	\$10,000
Over 10 acres	\$10,000+ \$500 per additional acre

The applicant is responsible for replenishing the escrow account in \$2,000 increments to maintain 30% balance of the original amount.)

FINAL SITE PLAN REVIEW
SECTION 152.391

Project: _____ Site Plan Review # _____

The purpose of final site plan review is to confirm compliance with all items and provisions of this chapter and conformance with Village Technical Standards. An impact assessment report may also be required (see § 152.392) at the discretion of the Planning Commission and/or Village Council.

Final site plan application and submittal shall be made in accordance with the general application standards in § 152.388

Final site plans shall be prepared by one of the following professionals registered in the state of Michigan: architect, civil engineer, landscape architect, or land surveyor and each set of the plans shall be signed and sealed by the engineer who has supervised the work.

Final engineering drawings for all site improvements such as water and utility lines, sanitary sewer and storm sewer systems, roads, drives and parking lots, retention ponds and other ponds or lakes, and retaining walls shall be approved by the Village Engineer.

Final site plans shall contain the following information:

1. General Information	Notes:
(a) Name, address, phone number and seal of the professional registered in the State of Michigan responsible for preparing the plan;	
(b) Scale, north arrow, date of original drawing and date of each revision;	
(c) Address, parcel identification number(s), legal description(s), and zoning district(s) of the site;	
(d) Gross site area and net site area in acres and square feet;	
(e) The location and length of all lot lines. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a Land Surveyor registered in the State of Michigan and shall correlate with the legal description;	
(f) The relationship of the site to all surrounding lots within 250 feet, including land uses, zoning districts, lot lines, roads, driveways, easements, structures and natural features;	
(g) General description of deed restrictions, if any;	
(h) Detailed development phases;	
(i) Notation of performance guarantees to be provided including amounts, types and terms;	
(j) Notation of any variances that have been or must be secured.	
(k) All plans shall include a location map showing the surrounding area.	
(l) The cover sheet shall have an index of all sheets and the individual sheets shall have proper matching lines or other key to provide reasonable continuity and orientation.	

	(m) The drawings shall contain sufficient detail to properly show the proposed information and the methods of construction.	
	2. Natural Features	
	(a) Pre-development topography with contour lines at a minimum of one-foot intervals, and ground elevations of all existing buildings, drives and/or off-street parking lots;	
	(b) The direction of pre-development drainage flow, and the location of existing drainage courses, including lakes, ponds, rivers and streams and all elevations;	
	(c) Soil characteristics of the site, to at least the level of detail provided by the USDA Soil Conservation Service, Soil Survey of Livingston County, Michigan; and	
	(d) Existing natural features such as trees, wooded areas, wetlands, streams, rivers, ponds, lakes and floodplains including clear indication of natural features to remain and to be removed:	
	1. Trees measuring at least eight inches in diameter at breast height shall be clearly labeled. Groups of trees not proposed for removal may be shown by an approximate outline of the total canopy;	
	2. Wetland areas shall be delineated by a professional hydrologist, geologist, biologist, landscape architect or engineer trained in wetland delineation; and	
	3. The ordinary high-water mark of a stream, river, lake or pond shall be verified by a Land Surveyor registered in the State of Michigan or any professional trained in wetland delineation listed above.	
	4. The property owner is responsible for clearly marking wetlands and ordinary high-water marks on the ground by flagging or other means.	
	3. Grading Plan. A grading plan shall be provided in compliance with the Village Technical Standards.	
	(a) A grading plan showing finished contours at one-foot intervals, correlated with existing contours so as to clearly indicate cut and fill required.	
	(b) Location, dimensions and materials of retaining walls, fill materials, typical vertical sections and restoration of adjacent properties, where applicable.	
	(c) All finished contours must be connected to existing contour lines at or before the property lines.	
	(d) The areas to be left undisturbed during construction shall be so indicated on the site plan and shall be identified on the ground by use of snow fencing or silt fencing so as to be obvious to construction personnel.	
	4. Landscape plan. A landscape plan shall be provided in compliance with § 152.327.	
	5. Structures. The location, area, height in feet and stories and use of all structures on the site, as well as:	

	(a) Setbacks from lot lines, existing and proposed public and private easements and rights-of-way, wetlands and waterways;	
	(b) Typical layout, elevation and floor area for each type of building;	
	(c) Distances between structures;	
	(d) Total percentage of lot coverage;	
	(e) Elevation drawings that illustrate building design, size, height, facade, windows and doors, construction materials and foundation plantings;	
	(f) For residential development, density calculations, number and types of dwelling units and floor area per dwelling unit;	
	(g) For nonresidential development, the number of offices and employees and typical floor plans and elevations; and	
	(h) The location, height and construction materials of all fences and walls, including elevation drawings.	
	6. Roads and access. The location and dimensions of: curb cuts, public and private roads, drives, alleys, access easements, bicycle paths and sidewalks adjacent to and/or serving the development including the following as applicable:	
	(a) Centerline, right-of-way width and right-of-way expansion;	
	(b) Surface material and width;	
	(c) Acceleration, deceleration and passing lanes;	
	(d) Surface elevations and grades of entries and exits;	
	(e) Distance of curb cuts from intersections, angle of intersections and vision clearance area;	
	(f) Curve radii;	
	(g) Road names;	
	(h) A description of expected traffic volumes based upon national reference documents, such as the most recent volume of the Institute of Transportation Engineers Trip Generation Manual; and	
	(i) Proof of approval by the Village Engineer or Qualified Village Agent, Livingston County Road Commission and/or Michigan Department of Transportation, as applicable.	
	7. Parking. The location and dimensions of vehicle parking lots, individual parking spaces and loading areas adjacent to and/or serving the development including:	
	(a) Total number of parking spaces listed in statistical data and shown on the site plan. If existing parking spaces will serve the proposed use, spaces must be clearly labeled "existing" and "proposed";	
	(b) Angle of parking spaces;	
	(c) Clearly marked handicap accessible parking spaces;	
	(d) Surface material;	
	(e) Landscaped islands, if any; and	
	(f) Loading spaces.	

	<p>8. Utilities. Existing and proposed essential public services and utilities including:</p>	
	<p>(a) On-site wells, septic tanks and drain fields. If on-site water and sewer facilities are to be used, a letter of approval of same, or a copy of the permit from the Livingston County Health Department shall be submitted prior to final site plan approval.</p>	
	<p>(b) Connections to public sewer and water supply. For sites served by sanitary sewer, calculations for pre- and post-development flows are required. Expected sewage rates shall be as provided in § 52.29. This should include sanitary pump stations if applicable. Connections to the water main shall be included.</p>	
	<p>(c) Stormwater drainage facilities. Storm water drainage facilities including roadside swales, retention and detention ponds clearly indicating side slopes, culverts, catch basins, size calculations, post-development drainage flow patterns and points of discharge. All storm sewer, detention, and retention basin design criteria shall be in accordance with the Livingston County Drain Commissioner's "Procedures and Design Criteria for Stormwater Management Systems and Soil Erosion and Sedimentation Control Programs" latest revisions thereof. A letter of approval of the proposed drainage system from the Livingston County Drain Commissioner shall be submitted prior to final site plan approval. A maintenance agreement for entire stormwater system must be included.</p>	
	<p>(d) Water, sanitary, storm utility details. The following shall be shown on sanitary sewer, storm sewer and water main plans and profiles drawings as applicable:</p>	
	<p>1. Length of run, class and size of all proposed utilities, slope of all sanitary sewer and storm sewer pipe between manholes.</p>	
	<p>2. Top of casting elevations of all manholes, inlets, and/or catch basins etc. shall be shown in both plan and profile.</p>	
	<p>3. Porous backfill, special bedding and tunnel sections where applicable.</p>	
	<p>4. Invert elevations for all sanitary and storm sewer lines, for both existing and proposed sewers, shall be shown in both plan and profile.</p>	
	<p>5. Adjacent existing or proposed utilities plotted where parallel.</p>	
	<p>6. Other utilities crossing under or over proposed sewers or water mains.</p>	
	<p>7. Existing ground profile and proposed finished grade profile, including stationing, over all storm sewer, sanitary sewer, water mains, and finished grade of all proposed hydrants and valves.</p>	
	<p>8. Construction method (including but not limited to open cut, bore and jack, and directional drill).</p>	

	(e) Hookups. Utility hookups (i.e. gas and electric).	
	(f) Surface equipment. Location of hydrants, electrical and telephone boxes, poles, towers and other surface equipment, communications towers, above ground and underground storage tanks.	
	(g) Drywell and/or utilization of no salt generation softeners.	
	9. Soil erosion control. All work within the village requiring soil erosion and sedimentation control shall comply with the Livingston County "Procedures and Design Criteria for Stormwater Management Systems and Soil Erosion and Sedimentation Control Programs", latest revision.	
	10. Signs. The location, height, area, illumination and content of all signs.	
	11. Lighting. The location and specifications of exterior lighting fixtures and a photometric lighting plan.	
	12. Waste storage. The size, location and description of any interior or exterior areas for storing, using, loading or unloading hazardous or polluting materials. A listing of types and quantities of hazardous and polluting materials that will be used or stored on-site.	
	13. Proposed easements.	
	14. Impact assessment report if required.	
	15. The proprietor or his/her authorized agent shall prepare all applicable regulatory permit applications and secure signatures from the village as necessary prior to forwarding on the appropriate agencies. The typical required permits are as follows:	
	1. Watermains. In addition to approval by the Village Engineer or Qualified Village Agent, watermains require the approval of the MDEQ and issuance of a construction permit by this state agency. The proprietor or his/her authorized agent shall secure a permit from MDEQ with plans signed and sealed by a civil engineer registered in the State of Michigan responsible for preparation of the plans. In addition, a tabulation of watermains by streets and easements which include their size, location, type, and length shall be prepared by the proprietor or his/her authorized agent. A minimum of 14 copies of the computations shall be submitted to the village with the final site plan submittal.	
	2. Sanitary sewers. In addition to approval by the Village Engineer or Qualified Village Agent, sanitary sewer plans require the approval of the MDEQ and issuance of a construction permit by this state agency. The proprietor or his/her agent shall secure a permit from MDEQ with plans signed and sealed by a civil engineer registered in the State of Michigan responsible for the preparation of said plans. In addition, a tabulation of sanitary sewers by streets and easements which includes their size, location, type and length along with	

	<p>design flow computations for the proposed sewers and a tabulation of the capacities of the proposed sewers and the existing outfall sewer shall be submitted by the proprietor or his/her authorized agent. Fourteen copies of the computations shall be submitted to the village with the final site plan submittal.</p>	
	<p>3. Road plans, storm sewers, retention basins and/or detention basins, paving, grading and soil erosion control and drywell plans. In addition to approval by the Village Engineer or Qualified Village Agent the above plans may require approval from Livingston County and/or MDOT. The proprietor or his/her authorized agent shall secure required permits on plans sealed by a civil engineer registered in the State of Michigan responsible for the preparation of said plans. In addition, all related design computations (traffic, volumes, storm flows, etc.) for the proposed plans and a tabulation of the capacities, if applicable, shall be submitted by the proprietor or his/her authorized agent.</p>	