



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

APPLICATION FOR **PRELIMINARY** 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: _____

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/>

I, the undersigned, acknowledge that additional cost may be incurred in the review of my application as a result of professional services for the Village Planner, Engineer, Attorney, or others to review my application. By signing this application, I hereby acknowledge, and agree to pay, any and all additional costs incurred by the Village and/or its consultants as they pertain to this review of my application.

Signature of Applicant: _____ Date _____

Date of Submittal: _____

Fee Paid: _____

Escrow Paid: _____

Planning Commission Action:
(minutes shall be attached)

Preliminary Site Approved _____

Additional meetings where plan was considered by
the Commission: _____

Fees:

- Site Plan Application Fee: \$700

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.)

PRELIMINARY SITE PLAN REVIEW
SECTION 152.389

Project: _____ Site Plan Review # _____

The purpose of preliminary site plan review is to confirm general compliance with the Zoning Ordinance, conformance with Village Technical Standards, and suggest changes, if necessary, prior to final site plan review.

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

Preliminary site plans shall contain the following information:

Notes: Where appropriate, notation should be made to reference the submitted plans.

	Notes:
(1) Name, address and phone number of applicant(s) and property owner(s);	
(2) Scale, north arrow, date of original drawing and date of each revision;	
(3) Address, parcel identification number(s), legal description(s), and zoning district(s) of the site;	
(4) Gross site area in acres and square feet;	
(5) Location and length of all lot and/or property lines. All lot and/or property lines are to be shown in dimension including building setback lines (front, rear and side) and existing easements. A copy of title commitment or policy must be included;	
(6) Significant natural features such as steep slopes, existing trees, floodplains, wetlands, lakes, ponds, rivers or creeks including ordinary high-water mark(s);	
(7) Location and dimensions of the following, both existing and proposed (clearly labeled existing or proposed):	
(a) Structures;	
(b) Sidewalks, curb cuts, driveways, parking areas and off-street parking spaces;	
(c) Landscaping, greenbelts, separation berms, fences and walls;	
(d) Signs;	
(e) On-site wells and septic systems or public water and sewer hookups, as applicable;	
(f) Outdoor waste, material and/or equipment storage areas;	
(g) Dry wells;	
(h) Open space recreation areas;	
(i) Exterior lighting;	
(j) Loading/unloading areas; and	
(k) Curbing.	
(8) Location and dimensions of all roads providing access and/or adjacent to the site (clearly labeled with the road name);	
(9) Statistical data which shall include:	
(a) The number of structures;	
(b) The number of sub-units per structure;	

	(c) The size of each unit;	
	(d) The total area involved;	
	(e) Percentage of lot coverage.	
	(10) Principal building height;	
	(11) Existing grades and any topographical alterations or changes in natural terrain including drainage patterns shall also be shown;	
	(12) The vehicular and pedestrian circulation features within and adjacent to the development site;	
	(13) A topographic survey shall be signed and sealed by a Land Surveyor registered in the State of Michigan and be prepared in the State Plane Coordinate System using NAVD 88 as the vertical datum. Topographic survey shall extend 250 feet beyond the property lines locating all features. Soil boring locations shall be collected using survey grade equipment calibrated to the State Plane Coordinate System and shown on the survey. Elevations shall be provided by a Land Surveyor registered in the State of Michigan and be depicted on the soil boring logs. The soil boring logs shall show both the depth and the elevation of soil strata and groundwater.	
	(14) An area wide plan showing the following:	
	(a) The property lines of all adjacent parcels and other affected parcels;	
	(b) The location and height of all structures within 250 feet of the property boundary lines of the property being developed;	
	(c) Existing sanitary sewers, storm sewers, water mains, watercourse centerlines, and natural features;	
	(d) Proposed utilities and their connection to existing utilities in plain view and clearly labeled, including rim elevations, invert elevations, pipe sizes, pipe directions and pipe lengths between structures;	
	(e) Enough information regarding existing and proposed sanitary sewer must be supplied to show that the proposed sanitary sewer would adequately service the required area. The sanitary sewer service area shall be determined by the Village Engineer or Qualified Village Agent;	
	(f) Outline of proposed detention and/or retention basins and proposed outflow location;	
	(g) Zoning, parcel identification numbers, and owner's name of each parcel for all properties shown on the plan;	
	(h) Existing contours and off-site drainage area delineations;	
	(15) Wetland compliance. Verify wetland compliance, if applicable, with the Village of Pinckney Wetland Ordinance.	
	(E) Additional information for special use permits. The detail of the specific uses of the project under consideration for a special use permit must be included and may become part of the permit. Alterations of the plans and concepts made after approval by the Planning Commission will constitute a change in the project and may require a complete renewal of the site plan process. The Village Zoning Administrator shall determine whether or not a change requires renewal of the site plan process.	