



# CITY OF FARMINGTON

## Site Plan Review

A site plan must be submitted for review by the Planning Commission for certain uses, buildings and structures to ensure that the arrangement, location, design and materials proposed for new development comply with the requirements of the Zoning Ordinance and are consistent with the character of the city and the goals of the City of Farmington Master Plan. Please refer to *ARTICLE 13 SITE PLAN REVIEW* of the Zoning Ordinance for details relating to site plan review.

The following steps are necessary for site plan review:

1. A site plan application must be submitted to the Planning and Building Department located at 33720 W. Nine Mile Road according to the following schedule:

Application Submittal Date	Planning Commission Meeting Date
December 18, 2023	January 8, 2024
January 22, 2024	February 12, 2024
February 19, 2024	March 11, 2024
March 18, 2024	April 8, 2024
April 22, 2024	May 13, 2024
May 20, 2024	June 10, 2024
June 17, 2024	July 8, 2024
July 22, 2024	August 12, 2024
August 19, 2024	September 9, 2024
September 23, 2024	October 14, 2024
October 21, 2024	November 11, 2024
November 18, 2024	December 9, 2024

All Planning Commission meetings are held the second Monday of the month at City of Farmington Offices, Council Chambers, 23600 Liberty Street and begin at 7:00 p.m.

A special meeting may be requested by the applicant. Special meetings are held the fourth Monday of the month and subject to administrative scheduling. A fee of \$500.00 is required.

2. The following information must be provided with every site plan application:  
X One (1) copy of a completed and signed application form  
X One (1) digital copy of a site plan meeting the requirements of *ARTICLE 13 SITE PLAN REVIEW* and in accordance with the attached checklist

X Payment of the required fee as determined by the City Council

3. **Pre-Application Meeting (Optional).** Prior to submittal for Planning Commission review, applicants are encouraged to discuss procedures and required submittal information with City staff. Please contact the Assistant City Manager or Building Official at 248-474-5500 with any questions.
4. **Preliminary Site Plan (Optional).** The preliminary site plan review is an optional review by the Planning Commission and/or City staff which allows the city to provide general comment on compliance with the standards of the Zoning Ordinance and to discuss architectural and site concepts and alternatives prior to the preparation of a complete site plan package.  
One (1) digital copy of a preliminary site plan must be provided. Contents of a preliminary site plan are at the applicant's discretion. Note that this stage of review is to provide guidance only and does not bind the Planning Commission or City staff on any future decision regarding the site plan.
5. **Final Site Plan.** One (1) digital copy of a final site plan application must be submitted to the Planning and Building Department **at least seventeen (17) days** prior to the Planning Commission meeting, in accordance with the schedule provided above. All items listed on the attached checklist must be provided.
  - X If the site plan application is deemed complete by City administration, it will be placed on the Planning Commission meeting agenda.
  - X The site plan will be reviewed by the Planning and Building Department-including the Assistant City Manager and Building Official-and any consultants as deemed necessary by the City. Reports to be forwarded to the Planning Commission for their consideration.
  - X The Commission can approve, approve with conditions, or deny the request at the meeting or defer the decision until the next regularly scheduled Planning Commission meeting. If site plans are revised for resubmittal, all modifications from the previous plan must be highlighted in such a manner that the modifications are easily identified.
  - X Upon approval of a site plan by the Planning Commission, the approved plans shall be initialed and dated by the Assistant City Manager and forwarded to the Building Official. If plans have been conditionally approved, revised plans shall be submitted for administrative review by the Assistant City Manager prior to being forwarded to the Building Official.
  - X All approved site plans are valid for a period of one (1) year from the date of approval by the Planning Commission.
6. **Construction Plans/Zoning Compliance/Building Permits.** The Building Official shall utilize the approved site plan as well as other documents required under Chapter 35 as the basis upon which a zoning compliance permit shall be issued.



# CITY OF FARMINGTON

*For office use only*

Date Filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

## Site Plan Application

1. Project Name \_\_\_\_\_

2. Location of Property

Address \_\_\_\_\_

Cross Streets \_\_\_\_\_

Tax ID Number \_\_\_\_\_

3. Identification

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Interest in the Property (e.g. fee simple, land option, etc.)

9 Property Owner 9 Other (Specify) \_\_\_\_\_

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Preparer of Site Plan \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

4. Property Information

Total Acres \_\_\_\_\_

Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_

Zoning District \_\_\_\_\_

Zoning District of Adjacent Properties to the

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

5. Use

Current Use of Property \_\_\_\_\_

Proposed Use

Residential Number of Units \_\_\_\_\_

Office Gross Floor Area \_\_\_\_\_

Commercial Gross Floor Area \_\_\_\_\_

Industrial Gross Floor Area \_\_\_\_\_

Institutional Gross Floor Area \_\_\_\_\_

Other \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

Proposed Number of Employees \_\_\_\_\_

A copy of the complete legal description of the property and proof of property ownership should accompany this application.

I, \_\_\_\_\_ (applicant), do hereby swear that the above statements are true.

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

\_\_\_\_\_  
Signature of Property Owner Date

I, \_\_\_\_\_ (property owner), hereby give permission for City of Farmington officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

City Action

Approved/Denied: \_\_\_\_\_

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

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

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# CITY OF FARMINGTON

## Site Plan Review Checklist

a. Site Plan Descriptive and Identification Data	Provided	Not Provided
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Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than three acres, or one inch = 100 feet for property 3 acres or more in size

\_\_\_\_\_

\_\_\_\_\_

Sheet size shall be at least 24 x 36 inches

\_\_\_\_\_

\_\_\_\_\_

If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included

\_\_\_\_\_

\_\_\_\_\_

Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)

\_\_\_\_\_

\_\_\_\_\_

Scale and north-point

\_\_\_\_\_

\_\_\_\_\_

Location map drawn to a separate scale with north-point, showing surrounding land uses, water features and streets within a quarter mile

\_\_\_\_\_

\_\_\_\_\_

"Not to be Used as Construction Drawings" must be noted on the site plan

\_\_\_\_\_

\_\_\_\_\_

Legal and common description of property

\_\_\_\_\_

\_\_\_\_\_

Identification and seal of registered or licensed architect, civil engineer, land surveyor, landscape architect or community planner who prepared drawings

\_\_\_\_\_

\_\_\_\_\_

Zoning classification of petitioner's parcel and all abutting parcels

\_\_\_\_\_

\_\_\_\_\_

Proximity to section corner and major thoroughfares

\_\_\_\_\_

\_\_\_\_\_

Net acreage (minus rights-of-way) and total acreage

\_\_\_\_\_

\_\_\_\_\_

b. Site Data	Provided	Not Provided
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Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site

\_\_\_\_\_

\_\_\_\_\_

Where grading is proposed, topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark

_____	_____
_____	_____

Proposed lot lines, lot dimensions, property lines, setback dimensions, structures and other improvements on the site and within 100 feet of the site

_____	_____
_____	_____

Location of existing drainage courses, floodplains, rivers and MDEQ regulated wetlands with elevations

_____	_____
_____	_____

All existing and proposed easements

_____	_____
_____	_____

Details of exterior lighting including locations, height, fixtures, method of shielding and a photometric grid overlaid on the proposed site plan indicating the overall lighting intensity of the site (in footcandles)

_____	_____
_____	_____

Location of waste receptacle(s) and mechanical equipment and method of screening

_____	_____
_____	_____

Location, size, height and lighting of all proposed freestanding and wall signs

_____	_____
_____	_____

Location, size, height and material of construction for all walls or fences with cross-sections

_____	_____
_____	_____

Extent of any outdoor sales or display area

_____	_____
_____	_____

Location, height and outside dimensions of all storage areas and facilities

_____	_____
_____	_____

<b>c. Access and Circulation</b>	<b>Provided</b>	<b>Not Provided</b>
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Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements

_____	_____
_____	_____

Driveways and intersections within 250 feet of site

_____	_____
_____	_____

Cross section details of existing and proposed roads, driveways, parking lots, sidewalks and pathways illustrating materials, width and thickness

_____	_____
_____	_____

Dimensions of acceleration, deceleration and passing lanes

_____	_____
_____	_____

Dimensions of parking spaces, islands, circulation aisles and loading zones

_____	_____
_____	_____

Radii for driveways and parking lot islands

_____	_____
_____	_____

Calculations for required number of parking and loading spaces

\_\_\_\_\_

Designation of fire lanes

\_\_\_\_\_

Traffic regulatory signs and pavement markings

\_\_\_\_\_

Shared parking or access easements, where applicable

\_\_\_\_\_

**d. Landscape Plans (city reserves the right to require plans be prepared and sealed by a registered landscape architect)**

**Provided**

**Not Provided**

The general location, type and size of all existing plant material, with an identification of materials to be removed and materials to be preserved

\_\_\_\_\_

Limits of grading and description of methods to preserve existing landscaping

\_\_\_\_\_

The location of proposed lawns and landscaped areas

\_\_\_\_\_

Landscape plan, including location, of all proposed shrubs, trees and other plant material

\_\_\_\_\_

Planting list for proposed landscape materials with caliper size or height of material, spacing of species, botanical and common names, and quantity

\_\_\_\_\_

Calculations for required greenbelts, buffer zones, parking lot trees, detention ponds and interior landscaping

\_\_\_\_\_

Method of installation and proposed dates of plant installation

\_\_\_\_\_

Landscape maintenance program

\_\_\_\_\_

**e. Building and Structure Details**

**Provided**

**Not Provided**

Location, height, and outside dimensions of all proposed buildings or structures

\_\_\_\_\_

Building floor plans and total floor area

\_\_\_\_\_

Details on accessory structures and any screening

\_\_\_\_\_

Building facade elevations for all sides, drawn at an appropriate scale

\_\_\_\_\_

Method of screening for all ground-, building- and roof-mounted equipment

\_\_\_\_\_

Description of exterior building materials including colors (samples or photographs may be required)

\_\_\_\_\_

f. Information Concerning Utilities, Drainage and Related Issues	Provided	Not Provided
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Location of sanitary sewers and septic systems, existing and proposed

\_\_\_\_\_

Location and size of existing and proposed water mains, water service, storm sewers and drains, and fire hydrants

\_\_\_\_\_

Storm water retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls

\_\_\_\_\_

Location of above and below ground gas, electric and telephone lines, existing and proposed

\_\_\_\_\_

Location of utility boxes

\_\_\_\_\_

g. Additional Information Required for Multiple-family Residential Development	Provided	Not Provided
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The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.)

\_\_\_\_\_

Density calculations by type of residential unit (dwelling units per acre)

\_\_\_\_\_

Garage and/or carport locations and details, if proposed

\_\_\_\_\_

Mailbox clusters

\_\_\_\_\_

Location, dimensions, floor plans and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable

\_\_\_\_\_

Swimming pool fencing detail, including height and type of fence, if applicable

\_\_\_\_\_

Location and size of recreation and open space areas

\_\_\_\_\_

Indication of type of recreation facilities proposed for recreation area

\_\_\_\_\_

h. Miscellaneous	Provided	Not Provided
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A general operations plan including description of the nature of the proposed use or activity, noise impacts, hours of operation, the number of employees, etc

\_\_\_\_\_

Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable

\_\_\_\_\_



For additions and expansions, a clear distinction between existing buildings, structures and impervious surface areas and any proposed development must be made

Any additional graphics or written materials requested by the planning commission to assist in determining the compliance with site plan or special land use standards, such as but not limited to: aerial photography; cross-sections which illustrate impacts on views and relationship to adjacent land uses; photographs; traffic impact studies and parking demand studies; and environmental impact studies; such information shall be prepared by a qualified individual or firm with experience in the specific discipline

_____	_____
_____	_____