



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 23, 2024	January 13, 2025
January 20, 2025	February 10, 2025
February 17, 2025	March 10, 2025
March 24, 2025	April 14, 2025
April 21, 2025	May 12, 2025
May 19, 2025	June 9, 2025
June 23, 2025	July 14, 2025
July 21, 2025	August 11, 2025
August 18, 2025	September 8, 2025
September 22, 2025	October 13, 2025
October 20, 2025	November 10, 2025
November 17, 2025	December 8, 2025

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

G Residential Number of Units _____

G Office Gross Floor Area _____

G Commercial Gross Floor Area _____

G Industrial Gross Floor Area _____

G Institutional Gross Floor Area _____

G 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.

<u>City Action</u>
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

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

_____	_____
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All existing and proposed easements

_____	_____
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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)

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

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

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

_____	_____
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Extent of any outdoor sales or display area

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

_____	_____
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c. Access and Circulation

Provided

Not Provided

Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements

_____	_____
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Driveways and intersections within 250 feet of site

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

_____	_____
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Dimensions of acceleration, deceleration and passing lanes

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

_____	_____
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Radii for driveways and parking lot islands

_____	_____
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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

_____	_____
_____	_____