



VILLAGE OF DEXTER

8140 Main Street · Dexter, Michigan 48130-1092 · (734) 426-8303 · Fax (734) 426-5614

CRITERIA FOR SITE PLAN APPLICATION Preliminary Site Plan

Each preliminary site plan submitted for review shall provide the following information at the time of application:

NOT
ACCEPTABLE ACCEPTABLE N/A

1. Location, address and legal description of the site, dimensions and area of the site.
2. General topography and site soil information.
3. Name, address and phone number of the property owner and applicant.
4. Title block, scale, north arrow, and date of plan.
5. Location and exterior dimensions of proposed building/structures; outline; floor area; distances between building/structures; height in feet and stories; finished floor elevations; and number and type of dwelling units (where applicable).
6. Location and general alignment of all proposed streets and drives; right-of-way where applicable; surface area; width dimensions; location and typical details of curbs; turning lanes, with details (where applicable); location and width of all entries and exits; and curve-radii.
7. Proposed parking – location and lot dimensions; space and aisle dimensions; angles of spaces; surface type; total number of spaces, including handicapped spaces; and proposed dumpster location.
8. Location and size of open areas and recreation areas, if applicable.
9. Existing zoning classification of property; delineation of required yards and proposed district regulations; dwelling unit schedule; density of development; lot area per dwelling unit for residential projects; lot coverage (percent); and location and size of required buffers (if applicable).
10. Area of intended filling and/or cutting; outline of existing buildings/structures and drives; existing natural (wooded areas, potential wetlands, etc.); and man-made features to be retained or removed.
11. Location, width and surface of proposed sidewalks and pedestrian ways.

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12. Existing buildings, structures and other improvements, including drives, utility poles and towers; easements; pipeline excavations; ditches (with elevations and drainage directions; bridges and culverts; and a clear indication of all improvements to remain and to be removed.
13. Adjacent land uses and zoning; and location of adjacent buildings, drives and streets.
14. Location and area of development phases; building program for each phase; and projected schedule of development by phase.
15. Location and width of all existing and proposed easements on the site.
16. General location and size of proposed water, sanitary sewer and storm drainage systems; location of overhead wires and poles; and location of fire hydrants.
17. Adjacent property owned or controlled by the applicant and/or owner of the subject property.
18. Existing topographic elevations at two (2) foot contour intervals. Indicate the direction of drainage flow.
19. Location and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains and wetlands.
20. Proposed storm management plan, including design of sewers, outlets and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit runoff estimates, and off-site drainage patterns shall be provided to permit review of feasibility of storm water detention and/or retention as well as the impact on local surface and groundwater.
21. Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
22. Description and location of any existing or proposed outdoor storage facility (above ground or below ground).
23. Description and location of on-site wastewater treatment and disposal systems.
24. Location of existing and proposed drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial purposes.
25. Size, location and description of any proposed interior or exterior areas of structures for storing, using, loading, and/or unloading of hazardous substances, hazardous waste and/or polluting materials.

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26. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the clean-up or closure.
27. Inventory of hazardous substances to be stored, used, or generated on-site – presented in a format acceptable to the local fire marshal.
28. Completion of the state and county environmental permits checklist (available at the Village Offices).

In reviewing a **preliminary site plan**, the applicant should be aware that the Planning Commission shall consider additional criteria when making their decision, and should ensure that the application addresses and/or meets the following requirements:

1. That all required information has been provided.
2. That the proposed development conforms to all regulations of the zoning district in which it is located.
3. That the applicant may legally apply for site plan review.
4. That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient.
5. That the proposed site plan will be harmonious with, and not harmful, injurious, or objectionable to, existing and future uses in the immediate area.
6. That natural resources will be preserved to a maximum feasible extent.
7. That the proposed development respects natural topography to the maximum feasible extent, and minimizes the amount of cutting and filling required.
8. That organic, wet, or other soils which are not suitable for development will be undisturbed or will be modified in an acceptable manner.
9. That the proposed development properly respects floodway and flood plains on or in the vicinity of the subject property.
10. That phases of development are in logical sequence so that any phase will not depend upon a subsequent phase for adequate access, public utility service, drainage or erosion control.



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CRITERIA FOR SITE PLAN APPLICATION

Final Site Plan

Each final site plan submitted for review shall provide the following information and shall meet the following specifications, where applicable:

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1. The site plan shall be of a scale not greater than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the plan. The information shall be presented on more than one (1) drawing, where required by the Planning Commission, for purposes of clarity.
2. Scale, north arrow, name and date of plan including date(s) of any revisions.
3. Name and address of property owner and applicant; interest of applicant in the property; and name and address of developer.
4. Name and address of designer. A final site plan shall be prepared by an architect, community planner, engineer, landscape architect, or land surveyor registered in the State of Michigan.
5. A vicinity map; legal description of the property; and dimensions and lot are. Where a metes and bounds description is used, lot line angles or bearing shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.
6. Existing topography (minimum contour interval of two (2) feet); existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; and clear indication of all natural features to remain and be removed. All eight (8) inch diameter or larger trees shall be accurately located on the final site plan. Label each tree as to being preserved or removed.
7. Existing buildings, structures, and other improvements including drives, utility poles and towers, easements, pipelines, excavations, ditches (with elevations and drainage directions), bridges, and culverts. Include a clear indication of whether improvements are to remain or be removed.
8. A general description of deed restrictions, if any.

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9. Owner, use and zoning classification of adjacent properties; and the location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.
10. Existing public utilities on or serving the property such as location and size of water lines and hydrants; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and catch basins; and location and size of wells, septic tanks and drain fields.
11. Name and right-of-way of existing streets on or adjacent to the property; surface type and width; and spot elevations at intersections with streets and drives of the proposed development.
12. Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent); and floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling unit.
13. Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.
14. Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; distances between buildings; height in feet and stories; and finished floor elevations and contact grade elevations.
15. Location and alignment of all proposed streets and drives; right-of-way where applicable; surface type and width, and typical cross-section of same showing surface, base, and sub-base materials and dimensions; location and typical details of curbs; turning lanes with details (where applicable); location, width, surface elevations, and grades of all entries and exits; and curve-radii.
16. Location and dimensions of proposed parking lots; number of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; and angle of spaces.
17. Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.
18. Location, width and surface of proposed sidewalks and pedestrian ways.

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19. Location and type of proposed screens and fences; and height, typical elevation and vertical section of screens, showing materials and dimensions.
20. Location of proposed outdoor trash container enclosures; and size, typical elevation, and vertical section of enclosures – showing materials and dimensions.
21. Location, type, size, area and height of proposed signs.
22. Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degrees of slope of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone services; location and size of underground tanks, where applicable; location and size of outdoor incinerators; and location and size of wells, septic tanks and drain fields, where applicable.
23. 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; and retaining walls. These shall be submitted to and approved by the Village Engineer prior to Planning Commission approval of the final site plan. 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 Washtenaw County Health Department, shall be submitted to the Planning Commission Secretary prior to Planning Commission approval of the final site plan.
24. Landscape plan showing the location and size of plant materials.
25. Site plan and description of measures to control soil erosion and sedimentation during grading and construction operations, and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
26. Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; and restoration of adjacent properties (where applicable).
27. Location, type, direction and intensity of outside lighting.
28. Right-of-way expansion where applicable with reservation or dedication of the right-of-way to be clearly noted.
29. Traffic engineering studies in the event proposed streets will significantly alter or deter existing traffic flow on existing Village streets or County roads. Alternate methods of providing access to the proposed development shall be required by the Planning Commission if the traffic engineering studies indicate that the proposed development streets shall adversely affect the public health, safety and welfare.

In reviewing a final **site plan**, the applicant should be aware that the Planning Commission shall consider additional criteria when making their decision, and should ensure that the application addresses and/or meets the following requirements:

1. That the final site plan conforms to the preliminary site plan as approved by the Village Council.
2. That the plan meets all applicable standards in Section 21.04C(3) of the Zoning Ordinance.
3. That the plan meets the Village of Dexter's specifications for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been approved by the Dexter Area Fire Department and the Village Engineer.
4. That the proposed development will not cause soil erosion or sedimentation problems.
5. That the drainage plan for the proposed development is adequate to handle anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of water courses in the area; and that the proposed development is coordinated with improvements serving the subject property and with the other developments in the general vicinity.
6. That outside lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent streets.
7. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties.
8. That grading or filling will not destroy the character of the property or the surrounding area, and will not adversely affect adjacent or neighboring properties.
9. That the parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets.
10. That the plan meets the standards of other government agencies, where applicable and that the approval of these agencies has been obtained or is assured.
11. That the plan provides for the proper expansion of existing public streets serving the site, where applicable.