



## Commercial Site Plan Application

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ SITE PAN NO.: \_\_\_\_\_  
Intake Staff: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_  
Initial Fees Paid: \_\_\_\_\_ Final Fees Paid: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

NAME OF ENTITY: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### CONTRACTOR INFORMATION

NAME OF ENTITY: \_\_\_\_\_ Same as Applicant   
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### ENGINEER INFORMATION

NAME OF ENTITY: \_\_\_\_\_ Same as Applicant   
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### SITE LOCATION

Site Description: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Attachments:** Please include proof of property ownership.



## Commercial Site Plan Application

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

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

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

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

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

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

Reason for Denial: \_\_\_\_\_

Date Notification Sent to Prospective Purchaser: \_\_\_\_\_

### WATER DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for water assessments or other property maintenance charges.

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### TAX & ASSESSMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### BUILDING DEPARTMENT CERTIFICATION

Comments: FINAL SITE DATA & PLAN DESCRIPTION SUBMITTED ALL INFORMATION IN PACKET

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### COMMUNITY & ECONOMIC DEVELOPMENT CERTIFICATION

Comments: PACKAGE READY FOR DEPARTMENTAL REVIEW

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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### DEPARTMENT OF PUBLIC WORKS CERTIFICATION

Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### FIRE DEPARTMENT CERTIFICATION

Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### POLICE DEPARTMENT CERTIFICATION

Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### HISTORICAL COMMISSION

Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### RECREATION COMMISSION CERTIFICATION

Comments: \_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### CITY COUNCIL REVIEW

Decision:  APPROVED  DENIED  
Council Resolution Date: \_\_\_\_\_  
City Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Commercial Site Plan Application

<p style="text-align: center;"><b>APPLICANT REQUIREMENT CHECKLIST</b></p> <p><input type="checkbox"/> Completed Application Form</p> <p><input type="checkbox"/> Completed Plan Checklist</p> <p><input type="checkbox"/> Minimum three (3) sets of plans drawn to scale (24" x 36")</p> <p><input type="checkbox"/> Project Fees  <i>cashier's check or certified check addressed to the "City of Highland Park" with "Engr Dept Review" and site plan number written on the notes line</i></p>	<p style="text-align: center;"><b>PLAN INFORMATION</b></p> <p>Date of Plan: _____</p> <p>No. of Sheets: _____</p>
<p><b>SUBMITTAL INFORMATION</b></p> <p>This application and site plan is being submitted for the following consideration:</p> <p> <input type="checkbox"/> Preliminary Site Plan                              <input type="checkbox"/> Combined Preliminary/Final Site Plan                              <input type="checkbox"/> Administrative Review  <input type="checkbox"/> Final Site Plan                              <input type="checkbox"/> Amendment of Approved Plan                              <input type="checkbox"/> Engineering Plan       </p>	
<p><b>PROJECT INFORMATION</b></p> <p>Name of Proposed Development: _____</p> <p>Total Number of:    <input type="checkbox"/> Lots: _____    <input type="checkbox"/> Units: _____    <input type="checkbox"/> Units/Buildings: _____    <input type="checkbox"/> DER (i.e. Streetlights): _____</p> <p>Total Floor Area Proposed (Sq. Ft.): _____      Estimated Cost of Site Work: _____</p> <p>Estimated Cost of Vertical Building/Units: _____      Proposed Date of Construction: _____</p>	
<p><b>PROPERTY INFORMATION</b></p> <p>Parcel I.D.: _____      Gross Acreage of Site: _____      Net Acreage: _____</p> <p>Property Address:        _____        _____</p> <p style="text-align: center;">OR</p> <p>General Location of Site:        _____        _____        _____</p>	



## Commercial Site Plan Application **PLAN CHECKLIST**

The following must be completed/submitted as part of the permit application process.

### 1. Application Requirements

- Completed approval application with proper contact information
- Initial review fees
- Completed Plan Checklist

### 2. General Plan Requirements

- Minimum three (3) sets of plans drawn to scale (24" x 36")
- Maximum paper size should not exceed 24 inches by 36 inches
- North directional arrow, legends including scale, symbols, and line type
- Scale of the drawing at standard engineering scale: 1 inch = 20 feet, 30 feet, or 40 feet
- Dimensioning for all features and elements

### 3. Plan Sheet Requirements

- Title sheet
  - Project/Proposed Development Name and Description.
  - Legal description of property within the project limits, if necessary.
  - Vicinity map relating the proposed site to major city roads.
  - Plan Set Sheet Index.
  - Engineer's and Owner's Title Block.
  - Seal and Signature of Professional Engineer (PE) registered in the State of Michigan.
- Site Plan Sheets
  - Topographic information.
  - Building and building appurtenances with present and proposed usage notation, as necessary.
  - Property and right-of-way lines.
  - Location of utilities and utility easements -including Distributed Energy Resources (DER).
  - All government land corner survey monuments, benchmarks, and witnesses are located within the project limits.
  - Driveways (within the project, on adjacent property, and on the property opposite the frontage).
  - Roads and road names (within the project and adjacent to the project).
  - Stationing from the known origin along the centerline of the road, drain, etc.
  - Landscaping, trees, vegetation, and appurtenances.



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- Sidewalks, ramps, pathways, and parking
- Drainage
  - Structures, drains, ditches, swales, inverts, controls, and sewers.
  - Direction of surface water flow on the proposed site.
  - Storm system layout.
  - Offsite drainage.
- Road appurtenances, medians, or other physical features that may impact the design, approval, and construction of the proposed work.
- Any other improvements, notes, or other information required to determine compliance with all applicable regulations. For streetlights, note the proposed mounting heights and battery enclosures.
- Right-of-Way Improvements**
- All geometric information, including widths, lengths, radii of returns and other points of curvature, and angle relative to roadway edge of payment.
- Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street or cross-road.
- Driveway surface material and traffic island surface material.
- Grades of the driveway, roadway (centerline, gutter line, or edge of pavement, shoulder, right-of-way, or sidewalk, etc.).
- All geometric information, including dimensions of all roadway lanes, taper, curb, open shoulders, channelizing islands, other traffic islands adjacent to the road, and traffic control island(s). For streetlights, show horizontal dimensions to adjacent lights (existing or proposed).
- Cross-section of proposed pavement showing depth and type of material.
- Sight distance for the approach.
- Removal/Demolition Sheets (as necessary)**
- Typical Sections and Detail Sheets**
- Landscape Plan (as necessary)**
- Trees, vegetation, berms, and other landscaping appurtenances.
- Traffic/Signing Plan (as necessary, including pavement markings)**
- Traffic detour.
- Construction staging.
- Permanent markings and signs.
- Road Profiles (as necessary, existing and proposed)**



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- Utility Plans (existing and proposed underground and overhead public and private utilities, including but not limited to water main, storm sewer, sanitary sewer, gas main, electric, fiber optic, DERs, etc.)**
  - Profile for main utilities, including water main (12 inches or larger), sanitary, storm sewer, etc.
  - Size, length, type, and grade of culverts, sewer pipes, flow restrictors, and/or ditches.
  - Type, size, and location of drainage structures, vaults/enclosures, DER (Micro/Off-Grid Equip.).
  - Other hydrologic information as necessary.
- Storm Water Management Plan (as necessary)**
  - Storm Sewer Table Calculations.
  - Storm Sewer Profile (show hydraulic grade line)
  - Drainage area map for each catch basin.
  - Storm Water Calculations (detention and retention volume and flow restrictor calculations) based on Wayne County Storm Water Management Ordinance).
  - Details for detention/retention system, treatment system, flow restrictor, and cross sections).
  - Landscaping for Storm Water Management System.
  - Storm Water Management System Exhibits.

#### 4. Documentation Requirements (as necessary)

- Right-of-way dedication(s)/easement agreement(s)**
- Encroachment letter from adjacent property owner(s)**
- Other governmental agency permits or authorization** (e.g., Wayne County, MDOT, EGLE, FEMA, adjacent Municipalities, US Army Corps of Engineers, FAA, Airport Authority, other municipalities).

**Please Note: After plans have been reviewed and approved but before a permit may be obtained, the following must be completed.**

- Payment for fees in the form of a cashier's check or certified check addressed to the "City of Highland Park" with "Engr Dept Permit" and permit number written on the notes line.



## Commercial Site Plan Application

### SITE PLAN APPLICATION FEE SCHEDULE

Service Description	Rate	No.	Units	Total
<b>Administrative Review Fees</b>				
Application & Pre-Application Meeting (one-time review fee)	\$500.00	Per Application	each	\$ _____
<b>Site Plan Application Fee</b>				
Application	\$500.00	Per Application	each	\$ _____
Meeting	\$500.00	Per Meeting	each	\$ _____
Non-Residential	\$1,200.00	(plus \$50 per acre)	each	\$ _____
Non-Residential Resubmittal	\$600.00		each	\$ _____
Residential	\$800.00	(plus \$10 per hour)	each	\$ _____
Residential Resubmittal	\$400.00		each	\$ _____
Additional Review Time	\$100.00	Per hour	hour	\$ _____
<b>Detailed Engineering Review Fees</b>				
Meeting	\$500.00		each	\$ _____
Non-Residential	\$2,400.00	(plus \$50 per acre)	each	\$ _____
Non-Residential Resubmittal	\$1,200.00		each	\$ _____
Residential	\$1,600.00	(plus \$10 per hour)	each	\$ _____
Residential Resubmittal	\$800.00		each	\$ _____
Additional Review Time	\$100.00	Per hour	hour	\$ _____
<b>Total – Site Plan Application Fee</b>				\$ _____





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### INSPECTION FEE SCHEDULE

Service Description	Rate	No.	Units	Total
<b>Inspection Fee</b>				
Inspection (Monday – Friday)	\$600.00		days	\$ _____
Inspection (Saturday)	\$900.00		days	\$ _____
<b>Total: Inspection Fee</b>				\$ _____

Please email [hpcityengineer@metroca.net](mailto:hpcityengineer@metroca.net) 48 hours in advance to schedule an inspection.

### PENALTIES

Non-compliance and/or failure to secure a proper permit will result in the following penalties: reimbursement to the City for actual costs, plus permit and inspection costs.

1 <sup>st</sup> Occurrence	\$1,000
2 <sup>nd</sup> Occurrence	\$2,000
3 <sup>rd</sup> Occurrence	\$3,000



# Site Plan Submission & Review Process

