



City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — PLANNING DIVISION

301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
p. 734.794.6265 | f. 734.994.8312 | planning@a2gov.org

Checklist of Required Information for Site Plans

Complete this checklist for all types of site plan petitions. This checklist is based on the requirements established in the Land Development Regulations (as referenced by Chapter 57, Subdivision and Land Use Control Ordinance). References are provided whenever possible for the section of code that deals with a particular item. When in doubt, please refer to the Land Development Regulations directly for required information, or the section of code for standards and regulations. Links are provided at www.a2gov.org/development.

To use the checklist, fill in the appropriate sheet name or number (example, “utility plan” or “Sheet C1”) that provides the required site plan information. Mark a box with “NA” if you feel that the required information is not applicable to the proposed project, which will be confirmed by planning staff during the pre-submittal meeting.

Schedule a pre-submittal meeting by calling planning staff at (734) 794-6265 at least two weeks prior to the submittal deadline. The pre-submittal meeting should be held no later than the Thursday before a submittal deadline. **Bring a completed checklist and at one copy of the proposed site plan to your pre-submittal meeting.**

Petition Name: _____

Pre-submittal Meeting

Petitioner: _____ **Date:** _____

Site Plan Type (check one):

Associated Petitions (check all that apply):

- ___ Site Plan for City Council Approval
- ___ Site Plan for Planning Comm. Approval
- ___ PUD Site Plan
- ___ Administrative Amendment

- ___ Annexation
- ___ Rezoning
- ___ Special Exception Use
- ___ Planned Project Modifications
- ___ Chapter 62 Landscape Modifications
- ___ Land Division or Land Transfer

Special Characteristics (check all that apply):

- ___ Natural Features Open Space disturbance proposed
- ___ Wetland Use Permit included
- ___ Site in floodplain or floodway
- ___ Will be requesting Brownfield funding
- ___ Site in historic district? ___ Requires approval by the Historic District Commission?
- ___ Proposed plan has received a Certificate of Appropriateness from HDC, date: _____
- ___ Layout requires a variance to be granted by the Zoning Board of Appeals
- ___ Site has a variance, granted on: _____

REQUIRED SITE PLAN INFORMATION	Sheet No.
General Project Information – Land Development Regulations 1:3(1) and (2)	
Name, location and type of project [LDR 1:3(5)]	
Petitioner and agent information (name, address, contact info) [LDR 1:3(5)(b)]	
Statement of interest in land [LDR 1:3(5)(g)]	
Vicinity map, north arrow, scale [LDR 1:3(5)(i)]	
Legal description of site [LDR 1:4(1)]	
Sealed survey of site by registered professional [LDR 1:4(1)]	
Sheet index (on cover sheet)	
Date of plan set	
Required Statements – Land Development Regulations 1:3(1) and (2)	
Development Program – <i>proposed land use, preliminary phasing and cost</i> [LDR 1:3(1)]	
Community Analysis – <i>impact on public schools; impact on surrounding development; impact on air and water quality, and natural features; impact on historic sites or structures</i> [LDR 1:3(2)]	
General Description of Natural Features – <i>woodlands, wetlands, landmark trees, watercourses, steep slopes, floodplains, and/or endangered species habitat</i> [LDR 1:3(3)(c)]	
Natural Features Statement of Impact – [see Ch 57 5:126 and LDR 1:4(21)]	
Traffic Impact - <i>number of peak hour trips per Trip Generation Manual</i> [Attachment D of LDR]	
Existing Conditions – Land Development Regulations 1:3(3)	
Buildings and other site improvements	
Accurate location and description of all natural features [LDR 1:4(19)]	
Soil types	
Topographic contours (minimum 2-foot intervals)	
Proposed Site Plan – Land Development Regulations 1:4	
Existing and proposed lot lines	
Minimum required front, side and rear yards (i.e. setback lines)	
Existing and proposed building footprints	
Parking spaces, aisles and driveways, with dimensions [see Chapter 59 Off-Street Parking]	
Sidewalks and pathways	
Curb cuts, drive approaches and curb radii dimensions [see Chapter 47 Streets]	
Active open space (for residential projects in R zoning district)	
Natural features open space buffer – <i>for wetlands and watercourses</i> [see Zoning Ordinance 5:51]	
Conflicting land use buffer [see Chapter 62 5:603]	
Trash enclosure location and dimensions [see Chapter 26 Solid Waste]	
Standard sidewalk repair and maintenance note per Ch 49, Section 4:58 [see footnote pg. 3]	

REQUIRED SITE PLAN INFORMATION	Sheet No.
Comparison Chart of Existing, Proposed and Required Conditions	
Zoning classification(s)	
Lot area	
Floor area (FAR) and/or # of dwelling units	
Open space and active open space	
Setbacks – front, side and rear	
Height	
Off-street vehicle parking, including accessible and barrier free [see Ch. 59 Off-Street Parking]	
Bicycle parking, including class [see Chapter 59 Off-Street Parking]	
Notation of planned project modification requests, variances granted or proposed	
Natural Features Identification, Protection and Mitigation Plan	
Identification of existing natural features and proposed disturbance [see LDR 1:4]	
Natural features open space [see Ch 55, 5:51]	
Protection plan [see Ch 57 5:128 and Chapter 60 Wetlands]	
Alternatives Analysis [LDR 1:4(21)] – <i>statements and drawings illustrating alternatives that were considered demonstrating the minimum necessary disturbance is proposed if any disturbance is proposed</i>	
Proposed mitigation – <i>written description, replacement calculations, planting plan, plant list, timing schedule</i> [see Ch 57 5:127]	
Landscape Plan	
Limits of vehicular use area [see Chapter 62, 5:607(1)]	
Location of light poles, refuse containers, mechanical equipment, etc [see Ch 62, 5:607(6)]	
Vehicular use area internal landscaping [see Chapter 62, 5:602(2)]	
Conflicting land use buffer [see Chapter 62, 5:603]	
Right-of-way screening [see Chapter 62, 5:602(1)]	
Refuse container screening [see Chapter 62, 5:604]	
Planting chart – <i>required and proposed plantings, size, species, quantities</i> [see Ch 62, 5:606-607]	
Planting details	
Street tree escrow calculations [see Attachment C of LDR]	
Notation of Chapter 62 modification request	

Standard sidewalk repair and maintenance note per Chapter 47, Section 4:58 of City Code: *All sidewalks are to be kept and maintained in good repair by the owner of the land adjacent to and abutting the same. Prior to the issuance of the final Certificate of Occupancy for this site, all existing sidewalks in need of repair must be repaired in accordance with city standards.*

REQUIRED SITE PLAN INFORMATION	Sheet No.
Utility Plan – Land Development Regulations 1:4	
Location and size of existing and proposed public water, sanitary and storm sewer mains, fire hydrants [LDR 1:4(15)]	
Location of existing public utility easements, including liber and page number	
Location of proposed public utility easement, including legal description	
Location and size of public service leads	
Location of fire department connection (FDC) to building	
Sanitary sewer flow estimates per Table A of developer mitigation guidelines	
Location of fire walls within existing or proposed building(s)	
Storm Water Management, Grading and Soil Erosion Control Plan – Land Dev Regs 1:4	
Storm water management layout and calculations [see Ch 63 Storm Water Mgmt & SESC]	
2-foot contours (minimum)	
Limits of disturbance	
Critical root zones of landmark trees and woodlands	
Natural features open space buffers, wetlands and watercourses	
Location and detail of soil erosion control measures [see Ch 63 Storm Water Mgmt & SECS]	
Construction sequence	
Site Sections and Building Elevations – Land Development Regulations 1:4	
Vertical sections through site showing existing and proposed elevations [LDR 1:4(4)]	
Dimensioned building elevations, including notation of proposed façade and roofing materials	
Photometric Plan – including illumination levels, fixture locations and detail of fixture(s) [see Ch 59 Off Street Parking 5:168(8)]	

CITIZEN PARTICIPATION REQUIREMENTS	Provided
<p>All site plan petitions are required to involve citizen participation in some manner – Some site plan petitions must involve citizens before the petition is submitted, while other site plan petitions must involve citizens right after the petition is submitted. Make sure to read and understand the Citizen Participation Ordinance Guides, available at www.a2gov.org/development.</p> <p>If you are unsure of which requirements are applicable, please call a planner well in advance of your anticipated submittal or ask at your pre-submittal meeting. [see Ch 57 Subdivision and Land Use 5:122(2) and 5:135]</p>	



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Petition Submittal Materials

The following list summarizes the submittal materials for new petitions. All applicable materials must be provided at the time of submittal to form a complete petition application. If you are not sure what materials are applicable to your petition, consult with planning staff at your pre-submittal meeting. Check the petition review calendar at www.a2gov.org/development for submittal deadlines.

Required	Materials Always Required	Provided
✓	Developer registration for access to eTrakit (contact Mia Gale at mgale@a2gov.org)	
✓	Petition Application Form (PDF format)	
✓	1 full set of plans (Paper copy)	
✓	Coordinate Transformation Worksheet (PDF format)	
✓	Checklist of Required Information for Site Plans (PDF format)	
✓	Fees (Check to City of Ann Arbor or Credit Card Authorization)	

Required	Materials Sometimes Required (PDF format)	Provided
	Letter of Authorization from Property Owner (when petitioner is not owner of property)	
	Citizen Participation Report (refer to CPO Guide for requirements)	
	Design Review Response Report (for downtown projects only)	
	Traffic Impact Study	
	Receipt from Washtenaw County Water Resources Commissioner's Office	
	Administrative Amendment Request Letter*	
	Area Plan Waiver Request Letter*	
	Annexation Petition (<i>must be notarized</i>)	
	Zoning Petition (<i>must be notarized</i>)	
	Planned Unit Development Petition (<i>must be notarized, and include separate attachments as specified in the petition</i>)	
	Special Exception Use Petition (<i>must be notarized</i>)	
	Planned Project Modification Petition (<i>must be notarized</i>)	
	Chapter 62 Modification Petition (<i>must be notarized</i>)	
	Land Division/Transfer Request Letter*	
	Housing Information Worksheet	

* Request letters should be addressed to the Planning Manager

- Administrative amendment request letters should list all changes and reasons why the change is necessary.
- Area plan waiver request letters should describe the existing conditions and explain why an area plan will not be necessary.
- Land division and transfer letters should describe the proposed changes and be signed by all land owners and parties involved.

Pre-Submittal Meeting Fee Calculations

First Petition Sub-total	+ Second Petition Sub-total	+ Third Petition Sub-total
Type: Subtype: Fee:	Type: Subtype: Fee:	Type: Subtype: Fee:
= Total Fees Due:		