



CITY OF ANN ARBOR, MICHIGAN

Community Services Area
Planning & Development Services
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PROCEDURES FOR CITY REVIEW AND COMMENT ON PUBLIC AND CHARTER SCHOOL SITE PLANS

In response to policies established by the State of Michigan Department of Labor & Economic Growth Bureau of Construction Codes/Plan Review Division, which approves public and charter school site plans on behalf of the State of Michigan Board of Education, the City of Ann Arbor Planning & Development Services Unit has developed the following procedures for review and approval on public and charter school site plan projects.

I. Local Environmental Review

In its *Application for School Site Plan Review Reference Guide*, the Michigan Bureau of Construction Codes/Plan Review Division provides for local environmental review of a proposed school site plan to ensure consistency with local ordinances covering the following subjects:

1. Driveways
2. Wetlands
3. Pollution Control
4. Flood Zone
5. Water Supply
6. Sanitary/Septic System
7. Storm Drainage
8. Fire and Emergency Access
9. Towers

Municipalities must respond with a written notice within 30 days after receiving a school application that it either concurs with the proposed site plan, or for informational purposes, supplies written suggested changes to the site plan to comply with local ordinances.

In the City of Ann Arbor, each proposed school site plan project submitted for local environmental review will be considered a *site plan petition* and requires a petition review fee. Staff will review the petition for comment on each of the nine categories noted above.

City of Ann Arbor staff findings will be documented in a written report provided in letter format on City of Ann Arbor letterhead. Submittal of revised plans in response to the staff findings is not

required (see Section IV below for additional information on resubmittals and recommendations).

All correspondence will be kept in the site file by the Planning & Development Services unit, including a copy of the proposed site plan. A stamped copy of the site plan can be provided to the petitioner upon request.

II. Review Procedures

To address the environmental reviews requested by the Michigan Bureau of Construction Codes/Plan Review Division, the submittal materials will be distributed to the following staff and service units for review and comment. Distribution will be coordinated by a planner in the Planning & Development Services Unit who will provide copies of all correspondence to the applicant. The assigned planner will be the petitioner's primary contact for all environmental review items.

- Project Management Unit (Traffic) – for driveway items
- Project Management Unit (Private Development), water supply and sanitary sewer service items
- Systems Planning Unit (Natural Features) – for wetlands, soil erosion and flood zone items
- Systems Planning Unit (Environmental) – for pollution control items
- Planning & Development Services Unit (Planning Services) – for noise control items
- Planning & Development Services Unit (Construction Services) – for soil erosion and storm drainage items

In addition, Planning & Development Services will distribute a copy of the submittal materials to the Fire Marshal's office for separate review and comment of fire code related items required by the Michigan Bureau of Construction Codes/Plan Review Division. This service will be provided in the interest of efficiency but please note that environmental reviews will be addressed separately from those of the Fire Marshal.

III. Submittal Materials

Seven sets of folded site plans, a cover letter describing the proposed project, a project application form and the petition review fee must be submitted to the Planning & Development Services Unit. Digital copies in PDF format of the site plan sheets and cover letter must also be provided. A single contact person shall be identified to handle all matters related to the petition.

Site plans should adhere to the site plan requirements set forth in the Land Development Regulations of Chapter 57 Subdivision and Land Use Control of the Ann Arbor City Code as much as possible. At minimum, the following information is considered essential:

1. A vicinity map showing the subject site and the land use classifications of property within 100 feet.
2. A description of the proposed project.
3. A survey and legal description of the property.
4. Existing and proposed conditions, including all buildings, site improvements (such as parking lots, drives, fire lanes, curb cuts, sidewalks, play areas, etc.) with dimensions.
5. Existing and proposed final site grades. Topographic contours shall be at two-foot intervals, or spot elevations may be accepted with prior arrangement.
6. Existing and proposed setback dimensions to all property lines.
7. A comparison chart including the size of building(s) in square feet, height, number of parking spaces, number of bicycle spaces, and setbacks to all property lines, and any other relevant site or building data.
8. Existing natural features, including landmark trees, woodlands, wetlands, 100-year floodplain, and watercourses. Size and species must be provided for landmark trees, basal area must be provided for woodlands, size in square feet must be provided for wetlands. Each landmark tree must include its critical root zone shown.
9. Existing public utilities, including water, sanitary sewer, and storm sewer mains and fire hydrants, together with existing and proposed size, elevations, easements and other relevant information. Fire department connections (FDCs) must also be shown.
10. Footing drain disconnect (FDD) mitigation calculations in accordance with Table A of the Guidelines for Footing Drain Disconnection Developer Off-Set Mitigation Program.
11. A statement regarding any known pollution or contamination on the subject site, including whether such pollution or contaminated areas will be disturbed.
12. A soil erosion and sedimentation control plan.
13. The drainage area and direction of flow of land tributary to the site and proposed storm water management plan.

IV. Citizen Participation and Neighborhood Notification

Petitioners are strongly encouraged to follow the citizen participation requirements established for development petitions such as site plans and rezonings. While not required by the State of Michigan as part of its *Application for School Site Plan Review*, the City of Ann Arbor recommends all petitioners notify their site neighbors of proposed plans and allow for input opportunities.

Prior to submitting for local environmental reviews, petitioners should contact all citizens within 500 feet of a site and follow all other citizen participation requirements as set forth in Section 5:111 of the Zoning Ordinance as nearly as practical. Address lists can be provided by the

Planning & Development Services Unit. Participation reports should be provided with the submittal materials.

V. Resubmittal

Petitioners are welcome and encouraged to resubmit revised site plans to Planning & Development Services for further review to address items not in compliance with City code. Staff will advise the petitioner on how many sets of revised site plans must be submitted. Generally, one set of revised plans must be provided for each review entity that flagged a noncompliant issue. A cover letter describing what has been changed on the plans must also be provided. Review of the revised plans will follow the procedures established for review of the original submittal.

Following revised site plan review, staff will prepare a revised environmental review letter. If requested by the Michigan Bureau of Construction Codes/Plan Review Division in writing, staff will include a recommendation with the revised environmental review letter.

February 14, 2011

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