



Site Plan Review Checklist

City of Ann Arbor Planning Services

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After an initial concept meeting with staff, a site plan must be prepared, and a pre-submission meeting should be scheduled. Use this checklist when preparing a site plan for City Council approval, a site plan for Planning Commission approval, a PUD site plan, or site plan for administrative approval. To determine what kind of approval is required, please refer to Table 5.29-1 in the Unified Development Code.

Exceptions may be allowed when the site plan is associated with a special exception use. Consult with planning staff to determine if it would be acceptable to omit some of the required site plan information.

This checklist is based primarily on the requirements of Section 5.29.8 in the [Unified Development Code](#) (UDC), as well as the [2024 Ann Arbor Standard Specifications Manual](#), the [Ann Arbor Moving Together Towards Vision Zero Comprehensive Plan](#), [A² Zero Sustainability Guidelines](#), the Downtown Development Authority (DDA) [Street Design Manual](#), and the 2023 Institute of Transportation Engineers' Multimodal Transportation Impact Analyses for Site Development (ITE). When in doubt, please refer to the UDC directly for required information.

Get early feedback and familiarize staff with your project by filling out our Concept Meeting Request Form at www.a2gov.org/planconcept. Once you have an assigned planner and initial feedback, submit an application for "Pre-Submission Meeting - Planning Department" in [STREAM](#) about two weeks before the meeting is desired. This gives us time to align calendars. The pre-submittal meeting should be held with enough time before the filing deadline so that changes can be made if needed. At least one week before the deadline is strongly recommended. **Include a completed version of this checklist and at least one copy of the proposed site plan in your PRESUB application in STREAM prior to your meeting.**

Petition Name: _____

Pre-submission Meeting Date: _____

Site Plan Type (check one):

- ☐ Site Plan for City Council Approval
- ☐ Site Plan for Planning Commission Approval
- ☐ Site Plan for Planning Manager Approval
- ☐ PUD Site Plan

Site Plan Modifiers (check all that apply):

- ☐ Landscape Modifications
- ☐ Special Exception Use Petition
- ☐ Annexation Petition
- ☐ Rezoning Petition

Special Characteristics (check all that apply):

- ☐ Natural Features Buffer disturbance proposed
- ☐ Wetland Use Permit included
- ☐ Site in Floodplain Management Overlay District
- ☐ Brownfield Application submitted
- ☐ Is the site in a Historic District?
 - ☐ Certificate of Appropriateness from the Historic District Commission (HDC) has **not** yet been received
 - ☐ Certificate of Appropriateness from HDC was received on: _____

Layout requires a variance to be granted by the Zoning Board of Appeals (ZBA)

☐ A ZBA variance was granted for the site on: _____

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
General Requirements for Submittals		
Horizontal reference to State Plane Coordinate System for all plans	UDC 5.29.8.B.2 & Engineering procedure	<input type="checkbox"/>
Vertical reference to NAVD 88 datum for all plans	Standard Specs, Article 1 Section XIII.A.4.d	<input type="checkbox"/>
Callouts are not used anywhere in the plans, labels and descriptions should point directly to the items they describe	Engineering procedure	<input type="checkbox"/>
All existing features shown in a lighter line weight than proposed features	Engineering procedure	<input type="checkbox"/>
A legend is provided on each applicable plan sheet showing only the symbols that appear in the plan set	Engineering procedure	<input type="checkbox"/>
List all on-site trees in an excel document and upload to STREAM; see Tree Inventory Template on the Ann Arbor Development Review website for required information	Urban Forestry procedure	<input type="checkbox"/>
Right-of-way lines are labeled and shown on both sides of the street beyond the subject parcel, and street names and right-of-way width are labeled on all plan sheets	Engineering procedure	<input type="checkbox"/>
All viewports have been deleted from the CAD drawings before they are saved as PDF's and submitted for review in STREAM	Engineering procedure	<input type="checkbox"/>
Parcel lines, address, and parcel numbers are shown and labeled on all parcels shown on plan sheets	Engineering procedure	<input type="checkbox"/>
Right-of-way lines are labeled and shown on both sides of the street beyond the subject parcel, and street names and right-of-way width are labeled on all plan sheets	Engineering procedure	<input type="checkbox"/>
All existing and proposed easements are shown, dimensioned, and labeled with their liber, page, and purpose	Engineering procedure	<input type="checkbox"/>
Calculated and paid canopy loss fee for any proposed tree removals; see the City of Ann Arbor Forestry website for latest Canopy Loss Fee Rate	City Council - Public Service Fee	<input type="checkbox"/>
Cover Sheet	UDC 5.29.8.A	<input type="checkbox"/>
Project name, address, and location	UDC 5.29.8.A.1	<input type="checkbox"/>
Applicant and agent information, including name, address, and contact information. If applicant is not landowner, also provide an owner letter of authorization	UDC 5.29.8.A.2	<input type="checkbox"/>
Statement of interest in the land	UDC 5.29.8.A.3	<input type="checkbox"/>
Vicinity map identifying location of the site within the city	UDC 5.29.8.A.4	<input type="checkbox"/>
North indicator (pointing up or to the left) and a drawing scale in bar graph form	UDC 5.29.8.A.5	<input type="checkbox"/>
Legal description of the site	UDC 5.29.8.A.6	<input type="checkbox"/>
Sheet index and date of plan set	UDC 5.29.8.A.7	<input type="checkbox"/>
Identification of associated applications or special circumstances associated with the application that require additional procedures or specific approvals	UDC 5.29.8.A.8.a	<input type="checkbox"/>
Proposed development program	UDC 5.29.8.A.8.b	<input type="checkbox"/>

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Community analysis	UDC 5.29.8.A.8.c	<input type="checkbox"/>
Comparison chart of requirements between existing and proposed conditions	UDC 5.29.8.A.8.d	<input type="checkbox"/>
Existing Conditions Plan	UDC 5.29.8.B	<input type="checkbox"/>
Existing and proposed contours	UDC 5.29.8.B.2	<input type="checkbox"/>
ALTA Land Survey	UDC 5.29.8.B.1	<input type="checkbox"/>
Dimensional Layout Plan	UDC 5.29.8.D	<input type="checkbox"/>
Existing and proposed lot lines, yards, and building footprints	UDC 5.29.8.D.1 through 5.29.8.D.3	<input type="checkbox"/>
Minimum and maximum required setback lines	UDC 5.29.8.D.2	<input type="checkbox"/>
Identify vehicle parking spaces, aisles, driveways, any “no parking areas” or fire lanes, bicycle parking, as well as existing and proposed curb cuts	UDC 5.29.8.D.4 through 5.29.8.D.6	<input type="checkbox"/>
Proposed open space, active open space, natural features buffer, and conflicting land use buffer	UDC 5.29.8.D.8 through 5.29.8.D.10	<input type="checkbox"/>
Perspective sketch of building showing street wall height and offset, if applicable	UDC 5.29.8.D.11	<input type="checkbox"/>
Natural Features Plan	UDC 5.29.8.F	<input type="checkbox"/>
Location and description of all natural features	UDC 5.29.8.F.1	<input type="checkbox"/>
Natural features buffer boundary with impacts identified	UDC 5.29.8.F.2	<input type="checkbox"/>
Justification for any activity within the natural features buffer	UDC 5.29.8.F.3	<input type="checkbox"/>
Protection measures for any natural feature that will remain undisturbed	UDC 5.29.8.F.4	<input type="checkbox"/>
Identification of all natural features to be impacted or removed	UDC 5.29.8.F.5	
Alternatives analysis for any natural feature to be impacted	UDC 5.29.8.F.6	
Proposed mitigation measures for any natural feature to be impacted	UDC 5.29.8.F.7	<input type="checkbox"/>
If floodplain is proposed for disturbance, provide information required by UDC 5.29.1.D	UDC 5.14.2.G.2	<input type="checkbox"/>
If wetland is proposed for disturbance, provide information required by UDC 5.29.4	UDC 5.23.9	
Overlay of Dimensional Layout Plan & Natural Features Plan	UDC 5.29.8.G	<input type="checkbox"/>
Landscape Plan	UDC 5.29.8.H	<input type="checkbox"/>
List location, size and species of existing trees, vegetation, and natural features, including a list of Landmark Trees as defined by UDC Section 5.23.6	UDC 5.29.8.H.1	<input type="checkbox"/>
Location of light poles, solid waste enclosures, mechanical equipment and hydrants	UDC 5.29.8.H.2	<input type="checkbox"/>
Limits and size of vehicular use area	UDC 5.29.8.H.3	<input type="checkbox"/>
Proposed location of required landscaping, screening and buffers, street trees and plantings	UDC 5.29.8.H.4	<input type="checkbox"/>
Table of existing, required, and proposed vehicular use areas, interior landscape islands, right-of-way screenings, conflicting land use buffers, and street tree plantings	UDC 5.29.8.H.5	<input type="checkbox"/>
Sight triangles are shown	Standard Specs, Article 5 Section I.B.8.a	<input type="checkbox"/>
List of proposed plants	UDC 5.29.8.H.6	<input type="checkbox"/>

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Notation of requested modifications, if any	UDC 5.29.8.H.7	<input type="checkbox"/>
Planting and staking details	UDC 5.29.8.H.8	<input type="checkbox"/>
Specification for treatment of compacted soil on the entire site	UDC 5.29.8.H.9	<input type="checkbox"/>
Specification for planting media in landscape area	UDC 5.29.8.H.10	<input type="checkbox"/>
Irrigation plan or water outlets	UDC 5.29.8.H.11	<input type="checkbox"/>
Landscape maintenance program	UDC 5.29.8.H.12	<input type="checkbox"/>
Identify snow storage area	UDC 5.29.8.H.13	<input type="checkbox"/>
Show berms, retaining walls, screen walls, fences, tree wells, culverts, and any other construction detail necessary to resolve specific site conditions	UDC 5.29.8.H.14	<input type="checkbox"/>
A six-foot high opaque wall or fence surrounding the outside storage area of the containers, carts, and dumpsters (not required for single-family or two-family dwellings)	UDC 5.20.6.A	<input type="checkbox"/>
Buffering required for outside storage areas visible from a public right-of way (excluding an Alley, adjacent to a public park, or adjacent to Residential Zoning District; not required for single-family or two-family dwellings); buffering must meet following requirements:	UDC 5.20.6.B	<input type="checkbox"/>
<i>Buffer strip at least 15 feet in width</i>		<input type="checkbox"/>
<i>One tree for each 15 feet, spaced between 15 feet and 30 feet apart, where at least 50% of the trees are evergreen</i>		<input type="checkbox"/>
Utility Plan	UDC 5.29.8.I	<input type="checkbox"/>
Public water, sanitary sewer, storm sewer main and leads – existing and proposed, including invert elevations	UDC 5.29.8.I.1	<input type="checkbox"/>
Location of existing and proposed fire hydrants (including hose lay radius and finished grade-ring elevations), fire department connections (FDC) to buildings, firewalls, and Knox box, if applicable. Include top-of-casting elevations.	UDC 5.29.8.I.2	<input type="checkbox"/>
All fire hydrants located at least 15 feet away from all structures	Standard Specs, Article 3 Section I.B.11.d	<input type="checkbox"/>
If no firewalls, provide notation that none are existing or proposed	UDC 5.29.8.I.6	<input type="checkbox"/>
Location and dimension of existing and proposed public utility easements labeled with liber, page number, and a statement of purpose	UDC 5.29.8.I.3 through 5.29.8.I.4	<input type="checkbox"/>
Ensure all public utility easements are free of any existing or proposed structures	Standard Specs, Article 1 Section VI.B	<input type="checkbox"/>
Sanitary sewer flow mitigation calculations (Sample Calculations provided by Department of Engineering)	UDC 5.29.8.I.5	<input type="checkbox"/>
Only final grade contour lines and final spot elevations are shown	Engineering procedure	<input type="checkbox"/>
Does a single utility require two or more utility plan sheets? If yes, provide an overall utility plan with 1" = 100' or other approved scale	Standard Specs, Article 1 Section III.B.1.a	<input type="checkbox"/>
Grading and Soil Erosion Control and Storm Water Management Plan	UDC 5.29.8.J	<input type="checkbox"/>
Soil investigation report	UDC 5.29.8.J.2	<input type="checkbox"/>
Topography at 2-foot intervals – existing and proposed	UDC 5.29.8.J.3	<input type="checkbox"/>

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Existing and proposed structures and natural features	UDC 5.29.8.J.4	<input type="checkbox"/>
Proposed temporary and permanent Soil Erosion and Sedimentation Control (SESC) measures	UDC 5.29.8.J.5	<input type="checkbox"/>
Plans, section and construction quality details of all SESC measures	UDC 5.29.8.J.6	<input type="checkbox"/>
Estimated total cost of required controls during construction	UDC 5.29.8.J.7	<input type="checkbox"/>
Estimated total cost of protecting exposed soil surfaces from erosion should construction discontinue	UDC 5.29.8.J.8	<input type="checkbox"/>
Estimated quantity of excavation and fill	UDC 5.29.8.J.9	<input type="checkbox"/>
Amount of existing and proposed impervious area	UDC 5.29.8.J.10	<input type="checkbox"/>
Is a Stormwater Management System required? Reference UDC Section 5.22.2 for more details. If yes, provide computations and design of the Stormwater Management System	UDC 5.29.8.J.11	<input type="checkbox"/>
Construction sequence, including schedule of SESC measures	UDC 5.29.8.J.12 & Standard Specs Soil Erosion Details (Article 12, SD-SESC-7)	<input type="checkbox"/>
Continuous maintenance plans for all permanent SESC measures	UDC 5.29.8.J.13	<input type="checkbox"/>
Massing and Architectural Plans	UDC 5.29.8.K	<input type="checkbox"/>
Dimensioned floor plans identifying areas excluded from floor area and FAR calculations	UDC 5.29.8.K.1	<input type="checkbox"/>
Vertical sections of existing and proposed elevations	UDC 5.29.8.K.2	<input type="checkbox"/>
Dimensioned architectural design and labeled material details	UDC 5.29.8.K.3	<input type="checkbox"/>
Perspective renderings	UDC 5.29.8.K.4	<input type="checkbox"/>
Photometric Plan	UDC 5.29.8.L	<input type="checkbox"/>
Location, type, and details of proposed lighting fixtures, ensuring all fixtures conform to UDC 5.25 standards	UDC 5.29.8.L.1	<input type="checkbox"/>
Photometric diagram of lighting levels	UDC 5.29.8.L.2	<input type="checkbox"/>

ADDITIONAL REQUIREMENTS

Community Participation – Check whether Type 1 or Type 2 is required per UDC Section 5.28.4

Type 1	<input type="checkbox"/>	Type 2	<input type="checkbox"/>
<p>Type 1 Community Participation is required for any development activity that requires a public hearing, such as rezonings, PUD projects, SEU proposals, or any project that is determined to require additional community participation as determined by the Planning Manager (<i>UDC 5.28.4.B.1</i>).</p>	<input type="checkbox"/>	<p>Type 2 Community Participation is required for any development activity that requires site plan approval but is not a Type 1 project and thus does not require a public hearing (<i>UDC.5.28.4.C</i>).</p>	<input type="checkbox"/>
<p>A Community Participation meeting shall be held within 45 days after the application has been accepted for review by the City (<i>UDC 5.28.4.B.2.d</i>).</p> <ul style="list-style-type: none"> <input type="checkbox"/> All property owners, addresses, and registered neighborhood groups within 1,000 feet of the proposed project site must be invited by mailed notice at least 15 days prior to the meeting. Address labels and invitation templates will be provided by the City (<i>UDC 5.28.4.B.2.a</i>) <input type="checkbox"/> A digital copy of the invitation shall be provided to City planning staff at least 15 days prior to the meeting (<i>UDC 5.28.4.B.2.d</i>) 	<input type="checkbox"/>	<p>Applicants shall mail a written announcement to all property owners, addresses, and registered neighborhood groups within 500 feet of the proposed project site within 15 days after the application is accepted for review. Address labels and announcement templates will be provided by the City (<i>UDC 5.28.4.C.1.a</i>).</p> <ul style="list-style-type: none"> <input type="checkbox"/> A digital copy of the announcement shall be provided to City planning staff within 15 days after the application has been accepted for review by the City (<i>UDC 5.28.4C.1.c</i>). 	<input type="checkbox"/>
<p>Participation Reports shall be provided to the City within 15 days after the meeting (<i>UDC 5.28.4.B.2.d</i>). Participation Reports should summarize the community participation process including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A written summary of participant comments, concerns, issues, and problems (<i>UDC 5.28.4.B.2.c</i>). <input type="checkbox"/> A statement of how the applicant plans to address citizen concerns, or explanation as to why the concern cannot be addressed (<i>UDC 5.28.4.B.2.c</i>). 	<input type="checkbox"/>		

ADDITIONAL REQUIREMENTS - Multimodal Transportation Impact Analysis (MTIA)	Complete
The UDC (Section 5.29.8.E) requires all site plans that propose to generate more than 50 trips per peak hour to produce a Transportation Impact Analysis per the 2023 Institute of Transportation Engineers' (ITE) Multimodal Transportation Impact Analyses Guide for Site Development; please refer to the ITE document for more details about MTIA requirements. Determine scope of study necessary for your project during the initial concept meeting with Planning & Transportation staff.	
Introduction & Summary	<input type="checkbox"/>
<i>Purpose of Report and Study Objectives</i>	<input type="checkbox"/>
<i>Executive Summary</i>	<input type="checkbox"/>
Proposed Development (Both Site and Nearby Developments)	
<i>Description of both On-Site and Off-Site Development (ITE Section 3.4.1)</i>	
Existing Area Conditions (ITE Section 3.4, ITE Table 5)	
<i>Describe study area & land use</i>	
<i>Describe existing and planned future site accessibility</i>	<input type="checkbox"/>
Projected Overall Site Traffic of All Modes	<input type="checkbox"/>
<i>Background traffic for each horizon year (ITE Section 4)</i>	
Provide method of projection, non-site traffic for anticipated development in study area, through traffic, and estimated volumes	
<i>Site traffic for each horizon year (ITE Section 5)</i>	
Include trip generation, trip distribution, modal split, determination of Q/LOS analysis needs, and trip assignment for applicable modes	
<i>Total Traffic for each horizon year, including applicable mode</i>	
Transportation Analysis (ITE Section 7)	
<i>Site Access</i>	
<i>Capacity and Quality/Level of Service</i>	<input type="checkbox"/>
<i>Safety</i>	<input type="checkbox"/>
<i>Site Circulation</i>	
<i>Parking</i>	
<i>Goods Movement Delivery</i>	<input type="checkbox"/>
<i>Access Management</i>	<input type="checkbox"/>
Improvement Analysis (ITE Section 8)	<input type="checkbox"/>
<i>Improvements to accommodate both existing and background demand</i>	
<i>Additional improvements to accommodate site demand</i>	<input type="checkbox"/>
Findings	<input type="checkbox"/>
<i>Site Accessibility</i>	<input type="checkbox"/>
<i>Transportation Impacts</i>	<input type="checkbox"/>
<i>Need for improvements</i>	
<i>Compliance with applicable local codes</i>	<input type="checkbox"/>
Recommendations and Conclusions (ITE Section 9)	
<i>Site Access/Circulation Plan</i>	<input type="checkbox"/>
<i>Capital and operating improvements for all modes</i>	
<i>Transportation system management/transportation demand management actions</i>	
If MTIA is not required, include trip generation on cover sheet of plan set	

ENGINEERING REQUIREMENTS	REQUIRED BY	COMPLETE
Dimensional Layout Plan		
Sidewalk, lawn extension, and amenity zone widths are in compliance with the DDA Design Manual, Article 12 Driveway and Sidewalk Details (SD-DS-5), and Article 12 DDA Details (SD-DDA-1 through SD-DDA-18)	Standard Specs, Article 6 Section II and Section IV	<input type="checkbox"/>
Drive approaches are dimensioned with the width of the opening as measured at the right-of-way line, width of the curb cut, and radii of the curb returns.	Standard Specs, Article 6 Section I	<input type="checkbox"/>
Utility Plan		
Separate sanitary leads are shown for each area of a building separated by firewalls	Code of Ordinances Chapter 28 Section 2:42.3	<input type="checkbox"/>
Manholes located outside of a road are a maximum 10 feet away from the edge of the pavement/face of curb	Standard Specs, Article 2 Section I.I.5	<input type="checkbox"/>
Public stormwater collection systems comply with Standard Specs, Article 4 Section I	Standard Specs, Article 4 Section I	
Proposed connection to the City's water system complies with size and length requirements by zoning classification, specified in Standard Specs Article 3 Section I.B	Standard Specs, Article 3 Section I.B.4	<input type="checkbox"/>
Water mains are a minimum 10 feet horizontally from sewers and 5 feet from all other utilities	Standard Specs, Article 3 Section I.B.6	
Sewers are far enough from all other utilities to allow for a 1:1 trench to be dug without undermining the neighboring utility	Standard Specs, Article 2 Section I.H.2	<input type="checkbox"/>
All water main easements at least 40 feet in width, with the water main centered in the easement	Standard Specs, Article 3 Section I.A.2	<input type="checkbox"/>
<i>If this cannot be provided, the water main shall be installed in a casing pipe and be centered in a minimum 20-foot-wide easement</i>		
Sewers proposed outside of the right-of-way are located within an easement with a width of 2*(maximum depth)+10', with the sewer offset 5 feet from the easement centerline; easement must be at least 30 feet wide	Standard Specs, Article 2 Section I.A.2	<input type="checkbox"/>
Grading Plan		
All sidewalks within the public right-of-way or public access easements are compliant with ADA requirements	Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way; Federal Register, Volume 88, No. 151, Pages 53604-53662	<input type="checkbox"/>
Provisions are made to ensure that the excessive quantities of storm water drainage do not drain across the drive approach from the site into the public right-of-way	Standard Specs, Article 6 Section I.A.7	<input type="checkbox"/>
Landscape Plan		
Stopping sight distance and intersection sight distance are in compliance with Standard Specs, Article 5 Section I.B.7 through Section I.B.8	Standard Specs, Article 5 Section I.B	<input type="checkbox"/>
Maintain a five-foot space clear of vegetation greater than six inches tall around the circumference of fire hydrants and any access point to a public utility system	UDC 5.20.7.R	<input type="checkbox"/>
Fire Coverage		
All structures in 1- and 2- family zones are within a 350-foot radius from a fire hydrant; All structures in other zones are within a 250-foot radius from a fire hydrant	Standard Specs, Article 3 Section I.B.11.b	<input type="checkbox"/>
Hose lay length from a fire hydrant to the exterior of all structures is less than 400 feet (waived for 1- and 2- family low density zones)	Standard Specs, Article 3 Section I.B.11.b	<input type="checkbox"/>
Fire hydrants are within 100 feet of a Fire Department Connection via an approved fire route; for residential buildings three stories or less in height, increase the maximum separation distance to 150 feet	Standard Specs, Article 3 Section I.B.11.c	<input type="checkbox"/>