

City of Ann Arbor Code of Ordinances
Chapter 55
Unified Development Code (UDC)

INTERIM UPDATE

Amendment ORD-20-18 Required Plan Information

Effective July 19, 2020

The required site plan information and required area plan information, previously provided in Section 5.29.6.F and 5.29.7.F of Chapter 55, Unified Development Code (UDC), has been combined and restructured into a new section by Ordinance ORD-20-18 effective July 19, 2020. This Interim Update should be used and relied upon for Required Plan Information while a new edition of the UDC is being prepared for publication.

5.28.9 Required Plan Information

Applications for Area Plans, Site Plans for Special Exception Use, Site Plans for Administrative Approval, or Site Plans for City Planning Commission or City Council Approval shall include the following information as indicated in Table 5.29-1 Required Plan Information, submitted in the format, quantities, and manner determined by the Planning Manager. The scale shall be no greater than 1":50'. Site plan sets should be organized as closely as practical according to the information requirements below but may be further separated or combined for clarity or efficiency depending on the size of the Site and complexity of the proposed Developments.

TABLE 5.29-1. REQUIRED PLAN INFORMATION

REQUIRED SHEETS	PLAN TYPE			
	AREA PLAN	SITE PLAN FOR SPECIAL EXCEPTION USE	SITE PLAN FOR ADMINISTRATIVE APPROVAL	SITE PLAN FOR CITY PLANNING COMMISSION OR CITY COUNCIL APPROVAL
Cover Sheet 5.28.9A	Yes	Yes	Yes	Yes
Existing Conditions Plan 5.28.9B	Yes	Yes	Yes	Yes
Conceptual Dimensional Layout Plan 5.28.9C	Yes			
Dimensional Layout Plan 5.28.9D		Yes	Yes	Yes
Transportation Impact Analysis 5.28.9E	Yes	Yes	Yes	Yes

Natural Features Plan 5.28.9F			Yes	Yes
Natural Features Overlay Plan 5.28.9G			Yes	Yes
Landscape Plan 5.28.9H			Yes	Yes
Utility Plan 5.28.9I			Yes	Yes
Grading & Soil Erosion Control & Storm Water Management Plan 5.28.9J			Yes	Yes
Massing & Architectural Plans 5.28.9K			Yes	Yes
Photometric Plan 5.28.9L			Yes	Yes

A. Cover Sheet

The following general project information should be provided on the cover sheet of the plan set and all subsequent sheets as appropriate.

1. Project name, address or location, and type of site or area plan.
2. Applicant and agent information, including name, address and contact information. If the Applicant is not the owner of the land, a letter of authorization to proceed with the application must be provided by the land owner.
3. Statement of interest in the land, including conditions for sale or purchases of parcels such as deed restrictions, reservation of land for other uses, or other conditions which may have bearing on the total land Ddevelopment.
4. Vicinity Map
 - a. For Area Plans, a vicinity map of all property within 250 feet of the Development.
 - b. For Site Plans, a vicinity map identifying the location of Site within the City, including nearest major roads and significant features such as schools, shopping centers and parks.
5. North indicator (pointing up or to the left) and drawing scale in bar graph form.
6. Legal description of the Site, including total acreage of the parcel(s) and total acreage of public or private roads contained in the legal description.
7. Sheet index and date of plan set.
8. Required Statements

A brief written statement addressing the following concerns:

- a. Identification of associated applications such as annexation petition, rezoning petition, PUD Zoning District petition, Special Exception Use petition, planned project modification request, landscape modification request, or variance application. Also, identification of special circumstances associated with the

- application that require additional procedures or specific approvals such as Natural Features buffer area disturbance, Wetland Use Permit, brownfield application, historic district certificate of appropriateness, or previously granted variances. Include a history of previous site plan approvals.
- b. Proposed development program, including proposed land use, site improvements, Floor Area or number of Dwelling Units and bedrooms, access and circulation, off-street parking, and if construction is proposed, preliminary construction phasing and probable project construction cost.
 - c. **Community Analysis**
 - i) Impact of proposed Development on public schools.
 - ii) Relationship of intended use to neighboring uses.
 - iii) Impact of adjacent uses on proposed development or Special Exception Use
 - iv) Impact of proposed Development on the air and water quality, and on existing Natural Features of the Site and neighboring Sites.
 - v) Impact of the proposed use on historic Sites or structures which are located within a historic district or listed on the National Register of Historic Places.
 - vi) Traffic Statement: The number of vehicle trips per unit per peak hour and supporting documentation from the ITE Manual.
 - vii) Public Sidewalk Maintenance Statement
 - viii) Additional information for Site Plans: Natural Features General Descriptions and Impacts: A brief summary of the Natural Features (Woodlands, Wetlands, water courses, Landmark Trees, Steep Slopes and Endangered Species Habitat) found on the Site. A detailed report of the quality, character and health of all existing Natural Features, and identification of all proposed impacts to them.
9. Comparison Chart of Requirements and Existing and Proposed Conditions
- a. Zoning Classification.
 - b. Lot Area.
 - c. Total area of all Floors (measured from exterior faces of the exterior walls or from the center line of walls separating two Buildings), Floor Area and Floor Area Ratio (FAR), or Density.
 - d. Open Space and Active Open Space.

- e. Required Setbacks and Yards (front, side and rear).
- f. Height and stories.
- g. Off-street vehicle parking, including accessible and barrier free spaces.
- h. Bicycle parking, including class.
- i. Additional information for Site Plans: Notation of variances granted or proposed, planned project modifications approved or proposed.

B. Existing Conditions Plan

Drawings and written descriptions of the existing conditions of the Site must be included on the plans, including the following:

- 1. ALTA Land Survey.
- 2. Existing and proposed contours extending 50 feet beyond the Site at a minimum interval of two feet.
- 3. If new City public sanitary sewer, water mains, Storm Water Management System, or streets are proposed in conjunction with a site plan, the plans must be referenced to the Ann Arbor Geodetic Reference System.
- 4. Exception

Where there are no existing public utilities on the Site, the Planning Manager may waive the requirements of [Section 5.29.8.C.1](#) and [Section 5.29.8.C.2](#) to provide an ALTA Land Survey and minimum two foot contours for an Area Plan, Site Plan for Administrative Approval, or Site Plan for Special Exception Use, or when the combination of existing conditions and proposed Development are so minor that preparing an ALTA Land Survey and minimum two foot interval contours would be a significant financial hardship to the Applicant. In those cases, a site analysis, prepared by a professional land surveyor and showing the following, must be provided:

- a. Existing land use and activity on the Site.
- b. Location and use of all existing Structures on the Site.
- c. Existing and proposed vehicular, pedestrian and bicycle ways and access points.
- d. Utility availability and proposed connections together with all existing Public Rights-of-Way and public and private easements.
- e. Existing landscaping, fences and retaining walls.

C. Conceptual Dimensional Layout Plan for Area Plans

Area Plans shall provide drawings and written description of the proposed Development, including the following:

1. Existing and proposed topography at five foot or best available contour intervals and Limits of Soil Disturbance.
2. Orientation and general location of all proposed improvements.
3. Vertical sections through the Site showing existing and proposed improvements will result in a significant change in a Steep Slope.
4. Proposed pedestrian, vehicle, and service circulation patterns on the Site
5. Proposed Lot lines and Required Setback Lines.
6. Areas of natural features which are proposed to be removed or distributed and a general description of mitigation plans.
7. An inventory of site conditions including: soil types and site vegetation.
8. A description of all Natural Features on the Site and within the area 50 feet beyond the property line, including:
 - a. The nature and extent of Engangered Species Habitat
 - b. The location of any 100-year floodplain.
 - c. The location, size and species of all Landmark Trees.
 - d. The location of all Steep Slopes.
 - e. The location of all existing Watercourses.
 - f. The boundary and character of all Wetlands.
 - g. The boundary and basal area estimate, based on field samples, of any Woodlands.
9. Existing and proposed general drainage pattern of the Site and adjoining area.
10. A summary in the form of an overlay showing how the proposed land use or activity relates to the graphic description of the existing Site conditions including Natural Features.

D. Dimensional Layout Plan for Site Plans

All types of Site Plans shall provide drawings and written descriptions of the proposed Development on the plans, demonstrating compliance with all applicable Development standards such as building area, height and placement, off-street parking, streets and access, including the following:

1. Existing and proposed Lot lines.
2. Minimum and maximum Required Setback Lines, including Established Front Building Line and required increases to the normal minimum side and rear setbacks, if applicable; existing and proposed Front, Side and Rear Yards.
3. Existing and proposed Buildings.

4. Vehicle Parking Spaces, aisles and Driveways. Identify any “no parking” areas or fire lanes and indicate any proposed signage.
5. Bicycle parking, including detail of facilities.
6. Curb Cuts, drive Approaches and curb radii dimensions, including all Curb Cuts on the opposite side of the street from the Site. Dimension of all Fire Department access roads or lanes, if applicable, including width at hydrant, dead end lengths, turn-around location, turning radii, etc.
7. Solid waste enclosure, including dimensioned detail.
8. Open Space and Active Open Space.
9. Natural features buffer(s).
10. Conflicting land use buffer(s).
11. Perspective sketch of building showing Streetwall Height and Offset, if applicable.

E. Transportation Impact Analysis

When the proposed development will generate more than three trips per unit per peak hour or 50 trips per peak hour, a transportation impact analysis must be provided including the following. The methodology to be employed in determining street capacities shall conform to the 2010 Institute of Transportation Engineers’ Transportation Impact Analyses for Site Development, or the latest revision thereof.

1. Existing traffic volumes passing on all streets abutting the proposed SEU or Development during the peak hour. Traffic from other new and proposed SEUs and Developments in the area should be considered.
2. Existing peak hour turning movements of vehicular and non-motorized traffic at all public street intersections within a minimum 200 feet of the proposed SEU or Development, or those intersections that may be impacted by the proposed SEU or Development.
3. Projected peak hour generation rate and peak hours of generation for the proposed SEU or Development.
4. Projected peak hour traffic movements as a result of the SEU or Development.
5. A capacity analysis for impacted intersections.
6. A statement of the total impact the projected generation will have on the existing level of service as determined and certified by a registered engineer.
7. A sketch plan showing all existing Driveways to public streets within 200 feet of the proposed SEU or Development and all on-street parking or loading areas.
8. Proposed Site access Driveways with a determination if a deceleration lane or taper is necessary based on current City warrant analysis

standards, a determination if a left-turn by-pass lane is necessary based on a warrant analysis, and a sight distance study at the Site access Driveway.

9. A pedestrian circulation plan showing all possible points of conflict between motorized traffic and pedestrian/bicycle traffic on public streets and sidewalks within 200 feet of the proposed SEU or Development, or those intersections that may be impacted by the proposed SEU or Development.
10. A gap study for pedestrian or vehicular traffic may be required at non-signalized locations that may be impacted by the proposed SEU or Development.
11. The analysis shall provide a determination of the service volume and capacity of adjacent streets including the traffic from the SEU or Development.

F. Natural Features Plan

Drawings and written descriptions identifying all Natural Features on the Site, proposed protection measures for avoiding disturbance to existing Natural Features, alternatives analysis, and proposed mitigation for any disturbed or removed Natural Features to determine compliance with applicable Development standards must be included on the site plan, including the following:

1. Accurate location and description of all Natural Features within the Limits of Soil Disturbance and in an area extending 50 feet beyond the Limits of Soil Disturbance, including:
 - a. Limits of Soil Disturbance.
 - b. Boundary and description of any Endangered Species Habitat.
 - c. Boundary and elevation of any 100-year floodplain.
 - d. Location, species and Critical Root Zone and condition of Landmark Trees.
 - e. Location of all Steep Slopes and a cross section through the Site showing the proposed activity in relationship to the topography.
 - f. Existing and proposed Watercourses showing depths, normal water levels, shore gradients, type of bank retention and shore vegetation.
 - g. Boundary and character of all Wetlands.
2. Boundary and basal area of any Woodland, with location, species and DBH of all trees six inches DBH or greater within the Woodland area.
3. Location and extent of required Natural Features buffer. Identification of any temporary or permanent activity (i.e. impacts or disturbance) within the Natural Features buffer.

4. When any activity within the Natural Features buffer is proposed, a written justification responding to each general criteria for determining a proposed activity in the Natural Features buffer is in the public interest.
5. Protection measures for those existing Natural Features proposed to be protected as part of the Development, including protections from the construction of the Development.
6. Identification of all Natural Features proposed to be impacted, disturbed, or removed by the Development, including the construction of the Development.

7. Alternatives Analysis

When any Natural Features are proposed to be removed or disturbed, drawings and descriptions of at least two alternative plans that were prepared and considered but are not proposed which demonstrate and justify that the proposed Development limits the disturbance or removal of Natural Features on and adjacent to the Site to the minimum necessary to reasonably accomplish the permitted use.

8. Proposed Mitigation Measures

When any Natural Features are proposed to be removed or disturbed, proposed mitigation measures must be provided including:

- a. Written description of the mitigation program, identifying the type and appropriate quantity (i.e. basal area, square feet, caliper inches) of Natural Features removed or disturbed and the appropriate quantity of the mitigation proposed.
- b. Replacement calculations.
- c. Location of proposed mitigation plantings.
- d. Chart listing the proposed mitigation plantings, including botanical and common names, caliper sizes, root type and height.
- e. Timing schedule for implementation of mitigation measures.
- f. Notation and description of any proposed alternative mitigation measures.

G. Natural Features Overlay Plan

A drawing including the dimensional layout and the existing Natural Features on Site.

H. Landscape Plan

Drawings and written descriptions of proposed landscaping, screening and buffers demonstrating compliance with applicable Development standards such as interior landscaping of Vehicular Use Areas, Right-of-Way screening, conflicting land use buffers, and Natural Features mitigation in order to determine compliance with applicable Development standards must be provided on the plans, including the following:

1. Location, size and species of existing trees and vegetation, and Natural Features.
2. Location of light poles, refuse containers and enclosures, mechanical equipment and hydrants.
3. Limits of Vehicular Use Area and notation of its size in square feet.
4. Proposed locations of required landscaping, screening and buffers, street trees and plantings.
5. Table identifying Vehicular Use Area, interior landscape islands, Right-of-Way screening, conflicting land use buffer, and street tree planting requirements and proposed plantings and areas to satisfy requirements.
6. Proposed plant list, including caliper sizes, root type, height of material, botanical and common name, type and amount of mulch, ground cover and grasses.
7. Notation of requested modifications if any.
8. Planting and staking details in accordance with the standards established by the PSA Administrator.
9. Specification for treatment of compacted soil on the entire Site.
10. Specification for planting media in landscape areas.
11. Irrigation plan or water outlets (hose bibs).
12. Landscape maintenance program, including a statement that all diseased, damaged, or dead material shall be replaced in accordance with this Code by the end of the following planting season as a continuing obligation for the duration of the site plan.
13. Identification of snow storage areas, including a statement that snow shall not be pushed onto interior landscape islands unless designed for snow storage.
14. Berms, retaining walls, screen walls, Fences, tree wells to preserve existing trees, culverts to maintain natural drainage patterns, or any other construction details necessary to resolve specific Site conditions.

I. Utility Plan

Drawings and written descriptions of the existing and proposed public utilities serving the Site must be provided on the plans, including the following:

1. Location and size of existing and proposed public water, sanitary sewer and storm sewer mains and leads. Note invert elevations of storm and sanitary mains.
2. Location of existing and proposed fire hydrants. Indicate a 250-foot or 350-foot radius, as appropriate for the type of proposed Development, around each hydrant. Show and dimension hose lay to any external portion of a Structure via an approved fire route from any hydrant or

combination of hydrants. Location of fire department connections (FDC) to Buildings. Dimension distance of the hose lay from the FDC to the nearest hydrant via an approved fire route (provide dimension following an actual hose laying route). Location of Knox Box, if applicable. Include a separate Fire Protection and Access Plan sheet if necessary for clarity.

3. Location of existing Public Utility easements, including liber and page number.
4. Location and dimension of proposed Public Easements. Notation that legal descriptions of proposed easements will be provided with construction drawings and engineering plan submittals as required.
5. Sanitary sewer flow mitigation calculations.
6. Location and notation of firewalls within existing or proposed Buildings, or notation that none are existing or proposed.

J. Grading and Soil Erosion Control and Storm Water Management Plan

Drawings and written descriptions demonstrating compliance with the applicable Development standards for Grading and soil Erosion controls must be provided on the plans, including the following:

1. Vicinity map showing location of Site and all adjacent properties within 500 feet of the Site boundaries showing relationship to any Watercourse.
2. Soil investigation report, survey or profile of data regarding the nature, soil type, distribution, erodibility, and supporting ability of existing soils or rock on the Site in accordance with the United States Department of Agriculture soil survey standards.
3. Existing and proposed topography at a maximum of two-foot contour intervals, elevations or similar slope descriptions, extending at least 50 feet beyond Site boundary.
4. Location of any existing Structure or Natural Feature on the Site and on land extending at least 50 feet beyond the Site boundary lines.
5. Location of proposed Structures or Development on the Site including physical limits of each proposed Earth Change and all proposed temporary and permanent soil Erosion and Sedimentation Control Measures.
6. Plans, section and construction –quality details of all soil Erosion and Sedimentation Control Measures, existing and proposed on-site drainage and dewatering facilities, retaining walls, cribbing, planting, anti-Erosion devices or other protective devices to be constructed in connection with, or as part of, the proposed work.
7. Estimated total cost of the required controls during construction, including dust emission control.

8. Estimated total cost of protecting all exposed soil surfaces from Erosion should construction discontinue.
9. Estimate of the quantity of excavation and Fill involved.
10. Amount of impervious area existing and proposed, and square footage of impervious area reconfigured to accommodate new improvements.
11. If a Storm Water Management System is required, computations and design of the Storm Water Management System, such as:
 - a. Calculations used to derive the run-off coefficients.
 - b. Map showing the drainage area and land tributary to the Site and estimated runoff of the area served by any drain.
 - c. Required storage volume calculations, including first flush, bankfull, and 100-year storm events.
 - d. Calculations for the provided/proposed storage facility.
 - e. Required and proposed release rate calculations.
 - f. A plan for the continued maintenance of the permanent Storm Water Management System.
 - g. Any other pertinent calculations as determined necessary by the PSA Administrator.
 - h. If an alternative method of storm water detention is proposed, a written description of the alternative method of storm water detention and a written explanation as to why the proposed alternative conforms to the Development standards of this Code.
12. Timing and construction sequence of each proposed Earth Change, including: installation of temporary and permanent soil Erosion and Sedimentation Control Measures, striping and Clearing, rough Grading, installation and Stabilization of Storm Water Management Systems, construction of utilities, roads, infrastructure, and Buildings, final Grading and landscaping, and removal of temporary soil Erosion and Sedimentation Control Measures; identify all proposed phasing consistent with the approved site plan or final preliminary plat.
13. A program proposal for the continued maintenance of all permanent soil Erosion and Sedimentation Control Measures that remain after Project Completion, including: designation of the person or party responsible for the maintenance; maintenance responsibilities shall become part of any sales or exchange agreement for the land on which the permanent soil Erosion and Sedimentation Control Measures are located.
14. Other information or data as may be required to demonstrate compliance, such as a soil Erosion control statement including:
 - a. Consideration of alternative actions with evaluation of each.

- b. Description of probable adverse environmental effects that cannot be avoided.
- c. Identification of any negative impact to Natural Features, including Woody Plants.
- d. Analysis of primary and secondary consequences of short-term uses of the environment in relation to the maintenance and enhancement of long-term productivity. Remedial, protective and mitigation measures are to be developed for any environmentally detrimental aspect.
- e. If determined necessary by the Planning Manager, a hydrological study may be required where the Clearing, Grading, or addition of Impervious Surface is proposed within a floodplain not regulated by the MDEQ or unmapped flood prone areas or any lake, pond, Watercourse, or Wetlands. The study shall follow the format used by the MDEQ for hydraulic reports and shall demonstrate that the proposed activity complies with the review standards of this Code.

K. Massing and Architectural Plans

Drawings and written descriptions of the massing, architectural design and details, and façade materials of proposed Buildings must be provided on the plans, including:

1. Dimensioned floor plans of each building Floor identifying areas excluded from Floor Area and excluded from FAR calculations.
2. Vertical sections through the Site showing existing and proposed elevations.
3. Dimensioned architectural design and details with labeled materials.
4. Perspective renderings of the proposed Development.

L. Photometric Plan

Drawings and written descriptions of proposed lighting demonstrating compliance with the applicable Development standards, including:

1. Location, type and details of proposed lighting fixtures.
2. Photometric diagram showing predicted maintained lighting levels of the proposed lighting fixtures.