



City of Rochester

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PLANNING COMMISSION SITE PLAN PROCEDURE GUIDE

The Rochester Zoning Ordinance requires site plan approval in a number of situations. This Procedure Guide is intended to assist you in processing a site plan. This guide does not replace nor supersede any provisions of the Zoning Ordinance or any other Code of Ordinance of the City. It is recommended that you obtain a copy of the Zoning Ordinance, as amended. The attached form must be submitted with your request for site plan review.

The Planning Commission will examine the impact of the proposed development on adjoining and nearby properties, persons and activities and will, therefore, be interested in the configuration of the new structures, durability and standards of design. The site plan submittal shall accurately depict the location, height, mass of buildings, grading plans and typical elevations and all other data required by Article 27 of the Zoning Ordinance. Site plans deemed to be incomplete may be returned by the City without placing them on the Planning Commission agenda or the Planning Commission may table (postpone) the site plan review without discussion. Final building plans are not required as part of the site plan submittal, however, a Building Permit cannot be issued except for the plans that conform to the site plan and final engineering approval. Site plan approval by the City does not include a finding of conformance with deed restrictions. If the site plan involves a need for variance from the Board of Appeals, the site plan should first be submitted to the Planning Commission so that the Board of Appeals may benefit from the findings of the Planning Commission. In such cases, the Planning Commission may, in its discretion, grant a site plan approval conditioned on Board of Appeals action. The Planning Commission may also refer the matter to the Board of Appeals without taking action on the proposed site plan.

DEADLINES

- Site plan submittals must be received by the Permit Coordinator no later than 4:00 p.m., four (4) weeks prior to the next regular meeting of the Planning Commission.
- On items that have been previously considered by the Planning Commission, the revised submittals must be submitted to the Permit Coordinator no later than 4:00 p.m., three (3) weeks prior to the next regular meeting of the Planning Commission.

If the time limits are met, the City will make a reasonable effort to schedule consideration of said plan during the next regular meeting of the Planning Commission. Submittals received after the cut-off time will be placed on the agenda of the subsequent meeting.

Note: The Planning Commission normally meets the first Monday of each month at 7:00 p.m. in the Municipal Building, 400 Sixth Street. Please check the City website for the date of each meeting.

REQUIREMENTS

- Provide all required documentation and appropriate fee(s) to the Permit Coordinator at chall@rochestermi.org.
- Provide 1 DIGITAL (flash drive) & 20 COPIES of the blueprint drawings of the site plan (pre-folded to ¼ size with the blueprint seal on the outside), including 20 COPIES of the completed application, any correspondence & written supporting documents.
- Provide a check payable to the City of Rochester for the site plan/special exception/special project/rezoning submittal fee (see page 2 for appropriate fee amounts).

APPEARANCE IS REQUIRED:

APPLICANT OR A REPRESENTATIVE FOR THE APPLICANT MUST ATTEND THE PLANNING COMMISSION MEETING IN ORDER TO ANSWER ANY QUESTIONS BY THE COMMISSION MEMBERS. FAILURE OF THE APPLICANT OR APPLICANT REPRESENTATIVE TO ATTEND THE PLANNING COMMISSION MEETING MAY RESULT IN TABLING CONSIDERATION OF THE SITE PLAN OR DENIAL OF THE SITE PLAN.

SCHEDULE OF FEES:

Until all applicable fees have been paid in full, no action shall be taken on any application or appeal. The schedule of fees shall be as follows:

APPLICATION FOR:	FEE:
ZONING BOARD OF APPEALS	\$400
Administrative Processing Fee	\$100
Special Planning Commission Meeting	\$1500
REZONING APPLICATION	
Administrative Processing Fee	\$100
Rezoning Application, less than one acre	\$750
Rezoning Application, more than one acre	\$50 per each additional
SITE PLAN APPLICATION	
Administrative Processing Fee	\$100
Site Plan Review, less than one acre	\$1,250 first review, \$500 each review, thereafter, subject to \$500 resubmittal fee.
Site Plan Review, more than one acre	\$1,250 for 1st acre + \$50 per each additional acre, each review, thereafter, subject to \$500 resubmittal fee.
CONDOMINIUM PLAN APPLICATION	
Administrative Processing Fee	\$100
Condo Project Application, less than one acre	\$1,000 first review. Each review, thereafter, subject to \$500 resubmittal fee.
Condo Project Application, more than one acre	\$1,000 first review + \$50 per each additional acre, each review, thereafter, subject to \$500 resubmittal fee.
OTHER	
Special Exception Hearing Application	\$500
Special Project Application within a Potential Intensity Change Area (PICA)	\$500
Community / Traffic Impact Study Review	As billed by City Consultant

In addition to the aforementioned fees, the applicant shall be responsible for all necessary engineering costs incurred by the City in processing applications for rezoning and/or site plan approval. A cash deposit (as determined by Administration) shall be deposited by the applicant with the City before any such engineering costs are incurred. Thereafter, all engineering costs shall be deducted from said deposit as incurred from time to time. In the event that said deposit shall be insufficient to cover all such engineering costs, the applicant shall be required to deposit additional sums as determined by the City to be necessary to completely recover the remainder of said engineering costs prior to the continuation of such engineering services. An applicant's failure to deposit such additional sums shall result in a cessation of further engineering services or building inspections by the City and may constitute an abandonment of the application. Upon completion or abandonment, as provided for below, all remaining deposits on hand shall be refunded to the applicant.

Inactivity on the part of an applicant for a period of ninety (90) days or longer in the processing of a rezoning request and/or a site plan approval request, shall be deemed an abandonment of the application requiring submission of a new application and repayment of the above fees, unless prior approval of the applicable board or commission is obtained for a longer period of delay due to extenuating circumstances.

**PLANNING COMMISSION – APPLICATION FOR APPROVAL OF SITE
PLAN/SPECIAL EXCEPTION/SPECIAL PROJECT**

Return to Permit Coordinator with check & required documents listed on page 1

Date Filed: _____ **Amount of Review Fee Paid:** \$ _____

Approval of the site plan is hereby requested for the following parcel of land in the City of Rochester. This application is submitted with the required number of copies of the site plan and payment of the appropriate review fee. The checklist below has been completed to certify the data contained on the site plan. If the required data is not reflected in the site plan, the appropriate box has been checked and a detailed statement is attached explaining why the data is not provided. I understand that if my site plan is deemed to be incomplete, it may be returned by the City without being placed on the Planning Commission agenda or the Planning Commission my table (postpone) the site plan without discussion. By signing this application, the undersigned hereby grants full authority to the City of Rochester, its agents, employees, representatives and/or appointees to enter upon the undersigned lands and properties for the purpose of inspection and examination incidental hereto.

PROJECT COORDINATOR'S NAME: _____

PROJECT COORDINATOR'S E-MAIL ADDRESS: _____

PROJECT COORDINATOR'S PRIMARY PHONE NUMBER: _____

1. Name of proposed development: _____
2. Location of property: _____ side of _____ Road, between
_____ and _____ Roads.
3. Street address: _____
4. The property is presently zoned as: _____
5. The total site area is _____ acres(s).
6. Portion of total site being developed: _____
7. It is proposed the property will be developed as: _____

8. A Special Exception is being requested. _____ Yes _____ No.
9. Site Plan – Required Data: Check the appropriate line. If “not provided” line is checked, attach detailed explanation.

PROVIDED	NOT PROVIDED	DESCRIPTION
		a. Date, including revision.
		b. Plan scale of 1" equals 10', 1" = 40'
		c. North arrow.
		d. Inserted location sketch showing location of subject property in the mile section.
		e. The seal of one or more of the following: registered architect, registered civil engineer, registered land surveyor, registered landscape architect or registered community planner.
		f. Existing and proposed grades at all lot corners and catch basins, and at a plan grid interval of not more than fifty (50) feet along all lot lines, road center lines and on the site and beyond for at least fifty (50) feet. Any proposed change of more than twenty-four (24) inches in the existing grade shall require specific approval by the Planning Commission as part of a site plan. Highlight any grade changes in excess of 24".
		g. Existing building(s) and street(s) on site and within one hundred (100) feet of site.
		h. Center line and existing and proposed right-of-way lines of all streets and roads on property or adjoining roads or streets.
		i. Boundaries of subject property including distances and bearings.
		j. Proposed buildings and structures on property, including: off-street parking; walkways, walls, carports and trash receptacles; dimensions of improvements; and acceleration, deceleration and passing lanes, designation of fire lanes and/or other areas in which parking will be prohibited.
		k. Any proposed sidewalks or walkways within the right-of-way of adjoining roads or streets.
		l. Sufficient information describing the proposed use and occupancy of the premises to ascertain compliance with the use of regulations of the district.
		m. As applicable, number of dwelling units, number of bedrooms, number of off-street parking spaces per dwelling unit and per bedroom, percentage of land covered by buildings, total and usable floor areas for purposes of determining off-street parking requirements.
		n. Landscape plan including tree inventory. (Section 2800).
		o. Description of utilities including; storm drainage; sewage disposal; electrical distribution; telephone and/or television system; natural gas distribution; exterior lighting; water distribution and source; fire hydrant locations; proposed method of solid waste storage, collection and disposal.
		p. The cover letter, signed by the owner and prospective developer holding an equitable interest in the property, shall include: legal description and acreage of property; existing zoning classification and proposed zoning classification, if different; general description or proposed development; and estimation of timetable of development.
		q. The site plan shall be accompanied by architectural sketches showing the proposed building elevations and maximum heights. The site plan package shall also include architectural sketches showing the relationships of the subject building to buildings located to the rear. <ul style="list-style-type: none"> 1) Clearly demonstrate the impact of the proposed building height and bulk on neighboring buildings with "model", color photo or video display.
		r. As applicable, the site plan submittal shall be accompanied by an application form, furnished by the Administrative Office, for rezoning.
		s. Exterior lighting plan and design, with photometrics.

10. Present landowner: _____

E-MAIL ADDRESS: _____

Address	City	State	Zip	Phone
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11. Firm or individual requesting site plan approval: _____

E-MAIL ADDRESS: _____

Address	City	State	Zip	Phone
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Signature of Applicant	Print Name	Date
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