

Bridgeport Charter Township – Data Required for Site Plans

Site Plan Review Information. Required site plans give the Planning Commission an opportunity to review development proposals in a concise and consistent manner. The use of the site plan ensures that the physical changes in the property meet with local approval and that the development actually occurs as it was planned and represented by the developer. The following information **MUST** be included on the site plan(s) in order to process the request.

Site Plan Data Required: Each site plan submitted shall contain the following information unless specifically waived in whole or in part, by the Township Planning Commission. The Planning Commission can waive any or all of the below site plan requirements, when it finds those requirements are not applicable to the proposed development.

- 1.) The name and address of the property owner along with the name and address of the proprietor and proof of ownership; the name and address of the developer, registered engineer, survey or architect, landscape architect or community planner who prepared and sealed the site plan.
- 2.) The date, a north arrow, the scale and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch=fifty (50) feet for parcels under three (3) acres and not less than one (1) inch=one hundred (100) feet for parcels of three (3) acres or more.
- 3.) A certified survey of the property prepared and sealed by a professional licensed surveyor, showing, at a minimum, the boundary lines of the property, all dimensions and legal description.
- 4.) The location of all existing structures and all proposed uses or structures on the site, including proposed drives, walkways, signs, exterior lighting, adequate parking for the proposed uses (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, if necessary, common use areas and recreational areas and facilities. An elevation drawing of the proposed building(s) is required in order to review the proposed building bulk and to verify height.
- 5.) The location and width of all abutting rights-of-way, easements and utility lines within or bordering the subject project.
- 6.) The location of existing environmental features, such as watercourses, wetlands, shorelines, man-made drains, mature specimen trees, wooded areas or any other unusual environmental features.
- 7.) The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within a two hundred (200) foot radius of the site, including road names.
- 8.) The existing zoning district in which the site is located and the zoning of adjacent parcels.
- 9.) The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
- 10.) The location, size and slope of all surface and subsurface drainage facilities.
- 11.) Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
 - a. The number of units proposed, by type, including a typical floor plan for each unit.
 - b. The area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.

- c. Typical elevation drawings of the building (all sides).
- d. Proposed materials and colors shall be specified on the site plan. Color chips, sample boards and/or sample materials shall also be submitted at or prior to the meeting at which the Plan is reviewed by the Planning Commission. The elevation, colors, and submitted materials shall be considered part of the approved site plan.

12.) The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.

13.) Generalized soil analysis data, regarding the soils and their adaptability to the use. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.

14.) All site plans shall comply with the terms of the Saginaw County Soil Erosion and Sedimentation Control Ordinance. It shall be the applicant's responsibility to provide documentation of compliance with these County Ordinances.

15.) Anticipated hours of operation for the proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.

16.) Impact Statement. The statement shall address itself to the following as applicable to the type of use:

- a. A complete description of the proposed development including: areas of the site; the number of lots or units; and the number and characteristics of the population impact such as density, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable.
- b. Expected demands on community services, and how these services are to be provided, to specifically include: school class room needs, change in traffic volume on adjacent streets and other factors that may apply to the particular development including storm water, and potential impacts to sewage and water infrastructure.
- c. Statements relative to the impact of the proposed development on soil erosion, wildlife habitat, air pollution, water pollution (ground and surface), noise and the scale of development in terms of the surrounding environment.

The above information and the Zoning Ordinance are available on-line at www.bridgeportmi.org with additional information including submittal procedures, standards for granting site plan approval, on-site drainage requirements, fences, lighting, landscaping requirements and more.

If you have any further questions, please call 989-777-0940 for the Building Department or 989-921-4811 for the Zoning & Planning Department.

The following checklist is used by the Township in reviewing site plans prior to a report to the Planning Commission. In the event that a site plan requires more information or supporting documentation, the Zoning & Planning Department will request revisions or additional supporting documentation before placing the application on the Planning Commission Agenda.

Bruce Palmer
Zoning & Planning Department

SITE PLAN INFORMATION CHECK LIST

APPLICANT: _____

ADDRESS: _____

ALL information must be included with a final site plan as shown below, unless not applicable or as otherwise waived by the Planning Commission as authorized by the Bridgeport Township Zoning Ordinance.

	Provided	Not Provided	N/A	
A. MISCELLANEOUS INFORMATION				
1.) Name & address of property owner, registered engineer, architect, landscape architect who prepared & sealed the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.) North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.) Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.) Certified survey of property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.) Gross acreage of parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.) Gross square footage of parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7.) Lot coverage as % of total size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8.) Number of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9.) Anticipated hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.) Parking calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11.) Location map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12.) Parcel dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13.) Impact statements if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14.) Complies with Saginaw County Soil Erosion & Sedimentation Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15.) Zoning district & zoning of adjacent parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16.) Location and width of all rights-of-way, easements, utility lines within or bordering the subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. LOCATION OF PROPOSED AND EXISTING BUILDINGS WITH SET-BACKS				
C. VEHICULAR & PEDESTRIAN CIRCULATION				
1.) Driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.) Access drives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.) Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.) Streets and driveways within 200' of site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. PARKING REQUIREMENTS				
1.) Parking spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
# required: _____ # Handicap required	_____			
# Provided: _____ # Handicap provided	_____			
2.) Maneuvering lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.) Loading spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.) Landscaping required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.) Parking lot drainage & flow patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.) Parking lot lighting & orientation provide fixture details & schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SITE PLAN INFORMATION CHECK LIST

E. LOCATION OF ALL PROPOSED BELOW

- 1.) Landscaping plan & schedule
show existing and proposed _____
- 2.) Fences and/or walls _____
- 3.) Signage - **include sign detail** on plan _____

F. HEIGHT & DIMENSIONS OF ALL STRUCTURES

G. FRONT, REAR AND SIDE ELEVATIONS OF PROPOSED STRUCTURE(S)

Materials and colors shall be specified on the site plan.

H. LOCATION & PROPOSED LOCATION OF PUBLIC OR PRIVATE

- 1.) Water lines _____
- 2.) Sanitary sewer lines & capacity _____
- 3.) Storm sewer lines, open drains, detention
and retention structures _____
- 4.) Solid waste facilities _____

I. STRUCTURES WITHIN 200' OF SITE

J. EXISTING NATURAL FEATURES

- 1.) Streams _____
- 2.) Marshes _____
- 3.) Ponds _____
- 4.) 100-year floodplain boundaries _____
- 5.) Limits of any wetland including attachment
of a wetland determination by a recognized
consultant _____
- 6.) Note if the site is within 500' of a lake, river,
stream, drainage course or other waterway _____
- 7.) Significant wooded areas _____

K. Existing & proposed grades at 2' intervals

L. Proposed drainage patterns of site

M. Floor plan showing existing and proposed
uses

N. Location of trash receptacles & screening

O. Designation of Fire lanes

P. Listing of type, quantity, storage location &
secondary containment provisions for
any hazardous material stored on the site

Q. Assessment letter for sewer (if any)

R. Generalized soil analysis data may be req'd

Checklist prepared by: _____

Date: _____