



EAST BAY CHARTER TOWNSHIP

1965 3 Mile Road, Traverse City, Michigan 49686
(231) 947-8681 | <http://www.eastbaytwp.org/>

Director of Planning & Zoning: Claire Karner
(231) 947-8681 ext. 2 | ckarner@eastbaytwp.org

Application for Site Plan Review

1. Applicant & Owner Information

Applicant/Authorized Agent's Name: _____

Is the applicant the owner of the property? Yes No

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

Property Owner's Name (if different from the applicant): _____

Property Owner's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

2. Existing Property Information

Parcel Number: _____

Address: _____ Zip Code: _____

Existing Use(s): _____

Current Zoning District(s): _____

Are you located in the Forest Lakes Overlay? Yes No

If yes, please submit the additional checklist and required information.

3. Site Plan Information Required

Please attach Sixteen (16) copies of the proposed site plan, which shall include and illustrate at a minimum the following information, unless waived by the Township Planner as inapplicable to the site under consideration.

| <i>Check to indicate item is provided on site plan</i> | <i>Site Plan Information Required</i> |
|--|--|
| | A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer. |
| | Property parcel number (from the Assessment Roll of the Township). |
| | Topography of the site and its relationship to adjoining land. |
| | Itemization of existing man-made features. |
| | Dimensions of setbacks. |
| | Locations, heights and sizes of structures and other important features. |
| | Percentage of land covered by buildings and that reserved for open space. |
| | Dwelling unit density where pertinent. |
| | Location of public and private rights-of-way and easements contiguous to and within the proposed development, which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site. |
| | Curb-cuts, driving lanes, parking and loading areas. |
| | Location and type of drainage, sanitary sewers, storm sewers and other facilities. |
| | Location and nature of fences, landscaping and screening. |
| | Proposed earth changes. |
| | Signs and on-site illumination. |
| | Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission. |
| | The site plan shall include a written landscape plan prepared in accord with Section 229 of the Zoning Ordinance. |

4. Landscaping Plan

The site plan shall include a written landscape plan prepared in accord with the following requirements set by Section 229 (3) of the zoning ordinance unless deferred by the Township Planner.

| <i>Check to indicate item is provided on site plan</i> | <i>Landscaping Plan Requirements</i> |
|--|---|
| | Prepared by a registered landscape architect with at least five (5) years of experience. |
| | Follow the standards of the Grand Traverse Bay Region Development Guidebook. |
| | Inventory existing vegetation, landforms, and other natural features on site. |
| | Illustrate all planting areas, existing and proposed vegetation including species, caliper, and height. |
| | Incorporate minimum 25% of the site as landscaped, with 30% of that in woody vegetation. |
| | Retain existing trees 5” and greater in diameter at breast height and landscape detention areas. |
| | Illustrate trees to be retained and/or transplanted. |
| | Illustrate landscaped areas between the curb line and the property line. |
| | Include plantings to mitigate off-site impacts on surrounding less intense land uses. |
| | Include a landscape maintenance plan and deposit to assure the long-term viability of plantings. |
| | Include a viable irrigation system to support landscaped areas. |

5. Utility, Road, & Drainage Improvements

Please provide the following additional information as applicable:

| <i>Not Applicable</i> | <i>No</i> | <i>Yes</i> | <i>Additional Information</i> |
|--------------------------------------|-----------|------------|---|
| Utility and Road Improvements | | | |
| | | | Does project require extension of public sewer line? |
| | | | If yes, has a utility agreement been prepared? |
| | | | Does existing sewer line front the subject parcel(s)? |
| | | | If yes, is there a lateral charge/assessment charge? |
| | | | Will a community wastewater system be installed? |
| | | | If yes, has a Utility Agreement been prepared? |
| | | | If yes, provide construction plans and specifications. |
| | | | Will on-site disposal be used? |
| | | | If yes, is it depicted on plan? |
| Water Service | | | |
| | | | Does project require extension of public water main? |
| | | | If yes, has a Utility Agreement been prepared? |
| | | | Does existing water line front subject parcel? |
| | | | If yes, is there a Lateral Charge/Assessment Charge? |
| | | | Will a community water supply be installed? |
| | | | If yes, has a Utility Agreement been prepared? |
| | | | If yes, provide construction plans and specifications. |
| Public Utility Easements | | | |
| | | | Are public utility easements required? |
| | | | If yes, show on site plan. |
| Site Drainage | | | |
| | | | County drain usage approved by County Drain Commissioner? |
| | | | If yes, attach approval letter. If no, are alternate measures shown? Note: Alternate measures must be designed and sealed by a registered engineer. |

6. Affidavit

The undersigned affirms that he/she is the _____ involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of East Bay Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future Sign Permit and Zoning Ordinance compliance.

Signature

Date

For Township Use Only

| | | |
|---|--|---------------|
| The proposed use is permitted by East Bay Township, as amended. | | |
| The proposed use was approved by the Zoning Board of Appeals. | | |
| ZBA Application # | | ZBA Date: |
| LUP Application # | | Filing Date: |
| Related SUP # | | Fee Tendered: |
| Escrow # | | |