



Building & Planning
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CITY OF BERKLEY, MICHIGAN

SITE PLAN REVIEW CHECKLIST

NEW CONSTRUCTION

Berkley City Code, Section 138-679 requires that the following information be included on all site plans for new construction or additions.

- Seal of architect and/or engineer who prepared plans.
- An appropriate descriptive legend, including north arrow, scale, legal description and the names and addresses of the architect or engineer responsible for the preparation of the site plan.
- The existing (or proposed) zoning.
- Location and size of all structures (including location of entrances and loading points).
- All outside dimensions of each structure, its distance from the property lines, its area and its height.
- With multiple-family residential proposals, the number and location of one-bedroom units, two-bedroom units, etc., and include typical floor plans with square feet of floor areas.
- Recorded and measured dimensions of all lot lines and location and design of all lots.
- Adjacent property's structures, uses, zoning and other significant features of the community, where appropriate (using a location sketch).
- Location of all existing and proposed drives and parking areas including types of surfacing, parking layout and dimensions.
- Dimensions of road widths and rights-of way.
- All existing easements and vacated easements and rights-of way.
- All required minimum setbacks (from the existing or proposed right-of-way from adjacent properties).
- Locations of lawns and landscaped areas, types and number of species, and how the landscaping is to be accomplished.
- Locations, sizes, and types of existing trees over six inches in diameter (before and after proposed development).
- Location and type of outside lighting; including site and fixture photometrics.
- All proposed screen and freestanding architectural walls, including typical cross-sections and the heights above ground on both sides of walls.
- Floor plan of all existing and proposed buildings including windows, doors, interior walls, and the proposed use of each room.
- Elevation drawings of all sides of all existing and proposed buildings on the site drawn to a legible scale including proposed façade materials.
- Color and type of façade materials including samples.
- Stormwater engineering including: existing and proposed grading of the site, location of existing and proposed utilities, stormwater calculations for a 100-year storm, the drainage area on site that will detain the 10-year storm, and a profile of the sanitary sewer.