



Building & Planning
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CITY OF BERKLEY, MICHIGAN

SITE PLAN REVIEW CHECKLIST

FAÇADE CHANGES

Berkley City Code, Section 138-679 requires that the following information be included on all site plans for façade changes.

- Seal of architect 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 (and proposed) zoning.
- A site plan showing the location and outside dimensions of all structures on the property, driveways, and parking areas
- Recorded and measured dimensions of all lot lines and location and design of all lots.
- All existing easements and vacated easements and rights-of way.
- Locations of lawns and landscaped areas, types and number of species, and how the landscaping is to be accomplished.
- Location and type of outside lighting. Catalog cuts of proposed lights should be included.
- A floor plan of the building showing windows and doors and interior walls as well as the proposed use of each room.
- Color and type of façade materials including samples.
- Elevation drawings of all buildings and all sides of all buildings on the site drawn to a legible scale. Elevations shall include proposed materials.