

**CITY OF TROY  
PRELIMINARY SITE PLAN APPLICATION**

CITY OF TROY PLANNING DEPARTMENT  
500 W. BIG BEAVER  
TROY, MICHIGAN 48084  
248- 524-3364  
FAX: 248-524-3382  
E-MAIL: [planning @ troymi.gov](mailto:planning@troymi.gov)



PRELIMINARY SITE PLAN REVIEW FEE  
**\$1,000.00**  
ESCROW FEE  
**\$1,500.00**  
ADMINISTRATIVE SITE PLAN REVIEW FEE  
**\$300.00**

REGULAR MEETINGS OF THE CITY PLANNING COMMISSION ARE HELD ON THE SECOND AND FOURTH TUESDAYS OF EACH MONTH AT 7:00 P.M. AT CITY HALL.

PLEASE FILE A COMPLETE PRELIMINARY SITE PLAN APPLICATION, TOGETHER WITH THE APPROPRIATE FEE, NOT LESS THAN THIRTY (30) DAYS PRIOR TO THE DATE OF THAT MEETING.

- 
1. NAME OF THE PROPOSED DEVELOPMENT: \_\_\_\_\_
  2. ADDRESS OF THE SUBJECT PROPERTY: \_\_\_\_\_
  3. ZONING CLASSIFICATION OF THE SUBJECT PROPERTY: \_\_\_\_\_
  4. TAX IDENTIFICATION NUMBER(S) OF SUBJECT PROPERTY: \_\_\_\_\_
  5. DESCRIPTION OF PROPOSED USE: \_\_\_\_\_

6. PLEASE PROVIDE A STATEMENT THAT ADDRESSES THE FOLLOWING ARCHITECTURAL DESIGN QUESTIONS:

- A. DESCRIPTION OF CONTEXT OF SITE AND HOW PROJECT RESPONDS TO CHARACTER OF THE AREA
- B. DESCRIPTION OF THE PROJECT'S DESIGN CONCEPT
- C. DESCRIPTION OF HOW THE PROJECT ACHIEVES THE DESIGN CONCEPT
- D. DESCRIPTION OF THE DEVELOPMENT PROGRAM (INTENDED USES, KNOWN OR POSSIBLE TENANTS, ETC.).
- E. DESCRIPTION OF HOW THE BUILDING MATERIALS ENHANCE THE DESIGN CONCEPT
- F. IF THE PROJECT IS IN A FORM-BASED DISTRICT, PROVIDE DESCRIPTION OF HOW THE PROJECT MEETS THE TRANSPARENCY REQUIREMENTS
- G. NOTE ANY OTHER IMPORTANT ELEMENTS, FEATURES OR DESIGN CONCEPTS NOT COVERED ABOVE THAT WILL HELP THE PLANNING COMMISSION UNDERSTAND HOW THE PROJECT FOSTERS EXCELLENCE IN THE DESIGN OF THE BUILT ENVIRONMENT

APPLICANT:  
NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_

PROPERTY OWNER:  
NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

7. THE APPLICANT BEARS THE FOLLOWING RELATIONSHIP TO THE OWNER OF THE SUBJECT PROPERTY:

\_\_\_\_\_

8. SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

9. SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

## PRELIMINARY SITE PLAN SUBMITTAL CHECKLIST

### THE FOLLOWING INFORMATION AND MATERIALS ARE NECESSARY FOR SUBMISSION:

- REQUIRED FEE
- ONE (1) CD CONTAINING AN ELECTRONIC VERSION OF THE ENTIRE PRELIMINARY SITE PLAN APPLICATION (PDF Format)

### ONE (1) HARD COPY OF THE FOLLOWING:

- COMPLETED CITY OF TROY PRELIMINARY SITE PLAN APPLICATION FORM
- CERTIFIED BOUNDARY SURVEY
- CERTIFIED TOPOGRAPHIC SURVEY

### TWO (2) HARD COPIES OF THE FOLLOWING:

- PRELIMINARY SITE PLAN SHOWING PROPOSED SITE LAYOUT AND USES
- PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY
- PRELIMINARY LANDSCAPE PLAN
- PRELIMINARY FLOOR PLANS
- PRELIMINARY ELEVATIONS
- PRELIMINARY GRADING PLAN
- PRELIMINARY LIGHTING PLAN
- WETLANDS DETERMINATION, IF REQUIRED
- 3-D COLOR RENDERING(S) AND/OR BUILDING MODEL

***ALL HARD COPY DRAWINGS SHALL BE FOLDED, STAPLED, AND SIGNED BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT, REGISTERED LANDSCAPE ARCHITECT, OR PROFESSIONAL COMMUNITY PLANNER***

***ALL BUILDING PLANS SHALL BE PREPARED BY, SEALED BY, AND SIGNED BY A REGISTERED ARCHITECT***

***PLANNING COMMISSION AGENDAS ARE ELECTRONIC***