

**CITY OF TROY  
PRELIMINARY SITE PLAN APPLICATION**

CITY OF TROY PLANNING DEPARTMENT  
500 W. BIG BEAVER  
TROY, MICHIGAN 48084  
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PRELIMINARY SITE PLAN REVIEW FEE  
**\$1,000.00**  
ESCROW FEE  
**\$1,500.00**  
ADMINISTRATIVE SITE PLAN REVIEW FEE  
**\$300.00**  
SITE PLAN RENEWAL (BEFORE EXPIRATION)  
**\$500.00**  
FINAL SITE PLAN REVIEW  
**\$100.00**

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.

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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. APPLICANT:	PROPERTY OWNER:
NAME _____	NAME _____
COMPANY _____	COMPANY _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
TELEPHONE _____	TELEPHONE _____
E-MAIL _____	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 \_\_\_\_\_

*BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES PLACEMENT OF A SIGN ON THE PROPERTY TO INFORM THE PUBLIC AS TO THIS REQUEST FOR PRELIMINARY SITE PLAN.*

# PRELIMINARY SITE PLAN SUBMITTAL CHECKLIST

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

- REQUIRED FEE
- ONE (1) FLASH DRIVE CONTAINING AN ELECTRONIC VERSION OF THE ENTIRE PRELIMINARY SITE PLAN APPLICATION (PDF Format) EMAIL SUBMITTALS ARE ACCEPTABLE

### 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

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

***PLANNING COMMISSION AGENDAS ARE ELECTRONIC***