



**Economic Development Department**  
**(734) 676-7104 or (734) 676-7109**

## **Procedure to Petition for Plat Review and Site Plan Review**

All site plans shall be submitted to the Economic Development Department to be processed according to the Brownstown Township zoning ordinance for all required projects. Examples of said projects include but not limited to commercial, residential, industrial developments, commercial additions and use changes. The following are steps, information and requirements for site plan review:

The Planning Commission meetings are held twice monthly; the 2<sup>nd</sup> and 4<sup>th</sup> Mondays. Each submittal is different in size, complexity and time needed to correlate reviews therefore no project will be guaranteed to be placed on the agenda until all review comments are addressed and satisfied. Submittals will be processed only when all the required information is submitted. A notice will be sent to the applicant informing them of the schedule meeting date. Representation of the applicant and or agent is mandatory. Failure to appear could result in the Commission to table the submittal until the next meeting.

Each submittal shall include an applicant, fulfillment of the site plan requirements per the provided checklist, and seven copies of the site plan for review. At this point the submittal will only be sent to the staff and consultants for review. Once their concerns have been address then an additional 15 revised copies are resubmitted. This resubmission will be reviewed by the planning commissioners and staff. Any concerns shall be addressed and resubmitted. Once all the concerns of the staff, commissioners and consultants are fulfilled then a resubmission of 10 sets of the submittal will be sent to the staff, commissioners and consultants which will be place on the next scheduled meeting agenda for consideration.

All submittals shall include traffic studies, market studies, environment studies and corresponding information from governmental agencies such as MDEQ, Wayne County, Economic Development Manager or Planning Commission.

Site plan approvals do not give permission to commence a project. The appropriate building plans, engineering drawings, other governmental approvals and fees will be required and approved by the building department prior to project start.



**CHARTER TOWNSHIP OF BROWNSTOWN**  
**21313 Telegraph Road Michigan 48183**

**SITE PLAN REVIEW PETITION**

**THIS PETITION MUST BE FILLED OUT COMPLETELY AND RETURNED**

Phone: 734-675-7109

Fax: 734-675-7459

Site Plan No. \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

**To the Brownstown Township Planning Commission:**

The undersigned does hereby respectfully make application for site plan review of the following described property:

- 1.) The property is presently zoned \_\_\_\_\_
- 2.) The property is located on \_\_\_\_\_ between \_\_\_\_\_ Street and \_\_\_\_\_ Street on the \_\_\_\_\_ side of the street.
- 3.) (If applicable) The property is part of a recorded plat and is known as lot (s) number \_\_\_\_\_ of \_\_\_\_\_ (subdivision). It has a frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet.
- 4.) (If applicable) The property is in acreage and is not therefore a part of a recorded plat. The subject property is legally described as follows: (Indicate dimensions along all street frontages.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.) The land area of this subject property is \_\_\_\_\_ (square feet/ or acres).

6.) The subject property is owned by:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attach proof of Ownership: \_\_\_\_\_

(Recent Title Insurance Policy, Deed, Land Contract, etc.)

7.) Firm or individual requesting site plan review of above described property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Interest in this property:

Owner \_\_\_\_\_

Owner's agent \_\_\_\_\_

Other \_\_\_\_\_

Detailed explanation required if not owner, as to your interest in this property:

\_\_\_\_\_  
\_\_\_\_\_

8.) If applicant is not the owner, a letter from the owner must be attached acknowledging the filing of this application and owner's concurrence in the application.

9.) Attach seven (7) copies of the site plan as described on the site plan data check-off sheet and state the proposed use of the site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date Name printed

STATE OF MICHIGAN  
COUNTY OF WAYNE ss

On this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, before me personally appeared the above named person(s), who being duly sworn, say that he has read the foregoing application for site plan review, by him signed, and knows the contents thereof, and that the same is true of his own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he believes it to be true.

\_\_\_\_\_  
Notary Public, Wayne County, Michigan

My Commission Expires: \_\_\_\_\_



CHARTER TOWNSHIP OF BROWNSTOWN  
**21313 Telegraph Road Michigan 48183**

SITE PLAN REVIEW DATA CHECK-OFF SHEET

The following information *shall* be included on the site plan submitted for review and processing, as a minimum, more complex plans may require additional information as noted.

**NOTE:** The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the zoning ordinance which can be obtained via our website and following all requirements therein. Further, these professionals shall make themselves aware of all master plan requirements. (Such as major and minor therefore, land use, recreation, education, drainage, water and sewer availability, etc.)

- 1.) Description of site. (metes and bounds description, or lot or parcel number) \_\_\_\_\_
- 2.) A scale of not less than 1" = 20' if the subject property is less than three (3) acres and 1" = 100' if three (3) acres or more. \_\_\_\_\_
- 3.) The names and addresses of the architect, planner, designer or engineer responsible for the preparation of the site plan. \_\_\_\_\_
- 4.) Date, north 'point and scale (engineer scale only) \_\_\_\_\_
- 5.) The dimensions of all lot and property lines. \_\_\_\_\_
- 6.) The pavement location and right of way width of all abutting streets and alleys drawn to scale. \_\_\_\_\_
- 7.) The location and dimensions of all existing and proposed structures, drives and parking areas. This shall include engineering components. \_\_\_\_\_
- 8.) The location of all existing driveways within 100 feet of the subject property, and to include driveways across thoroughfare, drawn to scale. \_\_\_\_\_
- 9.) If angle parking is shown, the angle shall be indicated on the plan, including direction of anyone way drives. \_\_\_\_\_
- 10.) The location and right of way widths of all easements. \_\_\_\_\_
- 11.) Topography and drainage indicated wherever questionable problem areas occur. \_\_\_\_\_
- 12.) Indications of proposed methods of sewage disposal, water supply, and storm drainage. \_\_\_\_\_

13.) The location and type of any required walls, fences or greenbelts. \_\_\_\_\_

14.) The intended use for all accessory buildings. \_\_\_\_\_

15.) KEY MAP:     Site Location \_\_\_\_\_  
                  Relationship to major and minor thoroughfares. \_\_\_\_\_  
                  Adjacent development: (Identify existing structures \_\_\_\_\_  
                  and land uses within 100 feet of subject property.) \_\_\_\_\_

16.) Describe the proposed use. (be specific) \_\_\_\_\_

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17.) A summary table indicating:  
The gross and net building area. (non residential) \_\_\_\_\_  
Number of parking spaces required and provided. \_\_\_\_\_  
Height of buildings in stories and feet. Area of site in square feet or acres. \_\_\_\_\_  
Full dimensions of building to lot lines. \_\_\_\_\_  
Number of dwelling units by type: (i.e., one, two bedroom, etc.) Multiple \_\_\_\_\_

18.) TO BE COMPLETED ON MULTIPLE SITE REVIEW ONLY:  
A. Typical floor plans for each type unit indicating:  
    1. Principal entrance and service entrance. \_\_\_\_\_  
    2. Relationship of typical unit within each structure, \_\_\_\_\_  
       (i.e., front-rear relationship) \_\_\_\_\_  
B. Details of service areas, \_\_\_\_\_  
   (i.e., garbage and trash collection, etc.) \_\_\_\_\_  
C. Details of recreation areas, \_\_\_\_\_  
   (i.e., proposed development of play areas, etc.) \_\_\_\_\_

19.) TO BE COMPLETED ON NON-RESIDENTIAL SITE REVIEW:  
A. Loading and unloading areas. \_\_\_\_\_  
B. Type and proposed location of any outside storage. \_\_\_\_\_  
C. Building construction elevations showing heights, doors, windows, \_\_\_\_\_  
   Materials and colors to be used, etc., \_\_\_\_\_