

SITE PLAN REVIEW APPLICATION

City of Imlay City
150 North Main Street
Imlay City, MI 48444
(810) 724-2135 Fax (810) 724-1861

**THIS APPLICATION SHALL BE FILED BY THE
LEGAL OWNER OF THE PROPERTY**

SUBMITTAL DATE	PLANNING COMMISSION MEETING DATES
NO Meeting in December	January 28, 2025
January 29, 2025	February 25, 2025
February 26, 2025	March 25, 2025
March 26, 2025	April 22, 2025
April 23, 2025	May 27, 2025
May 28, 2025	June 24, 2025
June 25, 2025	July 22, 2025
July 23, 2025	August 26, 2025
August 27, 2025	September 23, 2025
September 24, 2025	October 28, 2025
October 29, 2025	November 25, 2025
NO Meeting in December	NO Meeting in December

The Planning Commission meets on the 4th Tuesday of each month on an as-needed basis. The meetings will begin at 6:00 P.M. unless otherwise noted and will be held at Imlay City, 150 North Main Street.

Applications will be accepted for Planning Commission review until 4:00 P.M. on the submittal deadline date. Incomplete applications will be refused.

PLEASE SEE THE CURRENT FEE SCHEDULE FOR FEES

THIS APPLICATION SHALL BE

**IMLAY CITY FILED BY THE LEGAL
SITE PLAN**

APPLICATION *OWNER OF THE PROPERTY* **SITE PLAN FEE:** _____

(RETURN TO CITY OFFICE)

1. PROJECT NAME _____

2. LOCATION OF PROPERTY

ADDRESS _____

PARCEL PROPERTY ID# _____

CROSS STREETS _____

3. IDENTIFICATION

APPLICANT _____

ADDRESS _____ **Email:** _____

CITY/STATE/ZIP _____

PHONE _____ **FAX** _____

INTEREST IN PROPERTY

PROPERTY OWNER **OTHER (SPECIFY)** _____

PROPERTY OWNER _____

ADDRESS _____ **Email:** _____

CITY/STATE/ZIP _____

PHONE _____ **FAX** _____

**PREPARER OF
SITE PLAN** _____

ADDRESS _____ **Email:** _____

CITY/STATE/ZIP _____

PHONE _____ **FAX** _____

4. PROPERTY INFORMATION		
ZONING DISTRICT _____	AREA _____	WIDTH _____
CURRENT USE _____		
PROPOSED USE <input type="checkbox"/> Residential Number of Units _____ <input type="checkbox"/> Office Gross Floor Area _____ <input type="checkbox"/> Business Gross Floor Area _____ <input type="checkbox"/> Industrial Gross Floor Area _____ <input type="checkbox"/> Community Service Gross Floor Area _____ <input type="checkbox"/> Other _____ Gross Floor Area _____		

I, _____ (applicant), do hereby swear that the above statements are true.

Signature of Applicant Date

Signature of Property Owner Date

I, _____ (property owner), hereby give permission for Inlay City officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

**IMLAY CITY
SITE PLAN
CHECKLIST**

**(RETURN WITH APPLICATION
TO CITY OFFICE)**

This checklist is intended to provide the applicant with a simplified outline of pertinent items that should be addressed as part of a site plan submission. This checklist is not a substitute for the provisions outlined in the Zoning Ordinance.

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Proof of ownership				
Name, address of developer or applicant				
Legal Description				
Location Map				
Project Name				
Note on drawing indicating "not to be used as a construction drawing"				
Drawing signed and sealed by design professional				
Scale no smaller than 1" = 20' (20 acres or less) or 1" = 50' (greater than 20 acres)				
Legend, including north arrow, scale, date, name and address of preparer				
15 copies of the Plan				
Revision dates shown				
Area of the subject parcel in acres or if less than 1 acre, square feet				
Zoning Classification and current land use of subject parcel and surrounding properties				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Existing features, lot lines, and all structures within 100 feet of the site				
Footprints and dimensions of proposed structure				
Required and provided building setbacks				
Density calculations for residential including unit type				
Building elevations including material and color samples				
Location of driveways within 100' of the site on both sides of the street				
Existing and proposed topography at 2 foot contour intervals on site and within 50 feet of site				
Grading Plan including limits of grading and location of proposed finished grade elevations				
Natural features including wood lots, streams, rivers, wetlands, unstable soils and similar features				
Location of all trees 6 inch diameter or greater				
Landscape Plan including proposed plant locations with common plant name, number, and size in caliper inches at installation				
Fences, walls, and berms				
Location, use and size of open spaces				
Location, size and number of parking spaces				
Loading/unloading areas				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Lighting Plan including fixture type (specification sheet), location and height				
Location and method of screening for all refuse storage stations/dumpsters				
Location and details of existing and proposed signs				
Description and location of storm water management system				
Utility easements and locations				