



CITY OF LAPEER
DEVELOPMENT REVIEW APPLICATION PACKET

This packet contains the following forms and instructions:

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Items 1-4 are to be retained by the applicant for their information. Items 5 and 6 are at the back of this packet for easy tear-off and submittal.

Additional information, including all City Ordinances, Development Review Guidebook, and Construction Specifications are available on the City website: www.ci.lapeer.mi.us

Please send or deliver completed site plan submittal (Application, Submittal checklist, correct number of plans as per enclosed instructions, and review fee) to:

City of Lapeer Planning Department
576 Liberty Park
Lapeer, MI 48446

For additional assistance, please contact the Planning Department at 810-664-4553.



OVERVIEW OF DEVELOPMENT REVIEW PROCEDURES

This information packet provides the prospective developer with an overview of the site plan procedure and the requirements for site plan submission, acceptance and review; and additional steps needed to see the project through to completion. The developer is encouraged to contact the Planning Department (810) 664-4553 or the City Manager's Office at (810) 664-5231, with any questions regarding the enclosed material.

REVIEW PROCEDURES

Site Plan Review

- A. The developer of any site for which a site plan is required is encouraged to meet informally with the Planning Director to review the requirements and discuss in general the proposed plan.
- B. Any person may submit a request for site plan review by filing with the Planning Department a complete application and the appropriate number of site plans along with the required fee as set forth by City Commission resolution and listed in the attached fee schedule. **If a full Planning Commission review is necessary, eight (8) full size and nine (9) 11x17 size site plans will be required. If an administrative review only is necessary, eight (8) full size and one (1) 11x17 size site plans will be required.** The type of review will be determined by the City Planning Director.
- C. **Site plans submittals requiring full Planning Commission approval must be received by the Planning Department by the first Monday of the preceding month; i.e., if a site plan is targeted for the February Planning Commission meeting the site plans and application must be submitted by the first Monday in January.** The regular meetings of the Planning Commission are held on the second Thursday of every month at 6:30 p.m. unless otherwise scheduled.
- D. Before any site plan is accepted, Planning Department staff will determine if the proposed plan meets the general requirements and specifications for site plan review (checklist of these requirements is included).
- E. After determining if the proposed plan meets the general and specific requirements for all site plans, the Planning Department will coordinate site plan review with various City departments including the Fire Department, Police Department, Department of Public Works – Water/Sewer, Street, and Wastewater Treatment Divisions, Building Department, and consulting engineer, as needed. The prospective developer shall be informed by the Planning Department of any findings and recommendations made by these reviewing departments.

- F. The Planning Commission shall, in those instances where Planning Commission approval is required, within forty-five (45) days from the day of application or as soon thereafter as is reasonably practical, approve or disapprove any site plan. The applicant shall be advised, in writing, of the decision and any conditions of approval established by the Planning Commission.
- G. Site plan approval given by the Planning Commission, or by the Planning Director in the case of an administrative approval, is valid for one year. If work on the project is not started within one year, the site plan approval expires.
- H. The Planning Director and Commission may require, as a condition of approval, a change or modification to the proposed site plan in order to ensure that the plan conforms to city standards and ordinances. Revised copies of the site plan, showing the necessary changes or modifications required by the Planning Director or Commission, shall be submitted to the Planning Department. The Director shall determine if the changes or modifications required for approval have been incorporated into the site plan.

Engineering Review

For minor projects under administrative review, this step may be waived per Planning Director's determination.

Upon receiving Planning Commission approval of a site plan and prior to receiving any building permits, detailed engineering plans along with the required engineering review fee as set forth by City Commission resolution and as listed in the attached fee schedule shall be submitted to the Planning Department for review. Planning Department staff will determine the number of plan sets required.

Engineering plans shall contain all information presented on the approved site plan, plus additional items as outlined in the City's **Construction Specifications**, including standard City detail sheets.

When engineering plans have been determined by the City Engineer, Public Works Department and Planning Department to meet all City requirements, **eight (8) sets of final engineering plans "For Construction" are to be submitted to City Planning Department.**

- o Plans will be stamped and signed by all pertinent City departments.
- o One signed set will be returned to developer or developer's representative (project engineer, contractor, etc.) and remaining copies will be retained by various City departments City Wastewater Treatment Plant, the Department of Public Works, the Department of Public Safety, the City Assessor, the Building Department for issuance of a building permit, and the Consulting Engineer.

Permits, Pre-construction and Post-construction requirements:

Please refer to the Development Review Guidebook available at the Planning Department and on the City website (www.ci.lapeer.mi.us) for information on permits, bonds and other fees, preconstruction meetings, inspections, as-built plans, temporary and final certificate of occupancy.

DEVELOPMENT REQUIREMENTS

General Requirements

The following points should be considered by the prospective developer when formulating a site plan.

- A. Zoning. In order to determine whether the use or uses to be housed in the proposed development are allowed in that particular zoning district, the developer must indicate on the proposed site plan all uses proposed relative to the site plan.
- B. Drainage. Surface drainage to a street or adjacent property is not allowed. Connection to an existing storm sewer may be possible. Natural drainage to a depressed, unpaved grass area for surface percolation may also be possible. At a minimum, the capacity of the storm drainage system should be adequate to accommodate a rainfall of two (2) inches of water over the entire property.
- C. Ingress and Egress Drive. Turning radii must be sufficient to provide smooth ingress and egress. Drives should be designed to cause little or no interference with traffic movements on public streets.
- D. Setbacks. Developers are required to allow sufficient setbacks from property lines. Setback requirements are established by zoning districts.
- E. Deceleration Lanes. Where feasible, deceleration lanes are to be provided at all ingress drives along the City's major thoroughfares.
- F. Sidewalks. Planning Commission policy requires that sidewalks be installed in conformance with the recommendations of the City's Comprehensive Walkway Plan.
- G. Landscaping Plan and Building Elevation Drawing. For all new buildings and renovation projects requiring a site plan, the applicant shall supply a final landscape plan for the project and a map showing all building elevations.
- H. Fire Lanes. City of Lapeer ordinances provide for the establishment of fire lanes to permit access to the building by fire apparatus. Fire lanes may not be obstructed by parked vehicles or any other item which would preclude access. Fire lane width is thirty (30) feet and is generally measured from the base of the building, but not including any landscaped area. Questions regarding fire lane requirements may be directed to the Fire Chief who will address this topic in the site plan review process.

Specific Requirements

The attached ***Site Plan Review checklist*** provides a guide for developers with respect to required site plan data. For further clarification, a sample site plan is included on page 10. The site plan shows all of the information needed for proper review by the City.

For engineering plan submittals, please refer to the ***Construction Specifications checklist***, available through the Planning Department, Public Works Department, and on the City website (www.ci.lapeer.mi.us).



DEVELOPMENT REVIEW PROCEDURE CHECKLIST

For applicant's use, not to be submitted with Site Plan Application

DONE N/A

Conceptual Review (*optional*) - informal review by Planning Department staff of the general concept and preliminary layout of a development project, for initial feedback and direction

Site Plan Review – submit plans, application & fee as directed in this packet

Engineering Review – after site plan approval – no separate application is required. A \$1,000.00 deposit is required if not charged at the site plan review stage and costs are billed per City engineer's invoice, which will be forwarded to applicant (see instructions on page 3)

Building Plans Review – contact Building Department at 810-245-9621 for instructions

Final Approval – Submit eight (8) paper copies of final engineering plans and one (1) digital copy after all revisions are completed. City staff will sign off on the plans and one copy will be returned to the applicant – ***this is your "Final Approved Site Plan" – changes after this point will require re-submittal, review and approval***

Permits – *after engineering approval and before construction can begin:*

Soil Erosion Permit – contact County Soil Erosion office

For construction of public Water Main – permits are required from Detroit Water & Sewer Department and MDEQ (*if needed, to be completed prior to obtaining City tap permit*)

For construction of public Sanitary Sewer - permits are required from Detroit Water & Sewer Department and MDEQ (*if needed, to be completed prior to obtaining City tap permit*)

Water and Sanitary Sewer tap permit - available on the City website and through the Building Department

Right of Way permit (for all work within City rights-of-way, including driveways and sidewalks) - available on the City website and through the Building Department

Storm Sewer – private storm system requires a permit from the Building Department; where connecting to or affecting a Lapeer County drain, a County Drain Permit may be required

Flood Plain and/or Wetlands – MDEQ permit required

Construction – *In order to obtain a building permit, the following must be completed:*

All fees must be paid up-to-date

All necessary permits must be obtained

A preconstruction meeting is required for projects involving construction of public infrastructure (City streets, water main, sanitary sewer.) ***Contact the Planning Dept. to schedule the meeting at least 2 weeks prior to expected start of construction. Please be aware that construction inspection fees are typically involved.***

In some cases, a "partial" building permit can be issued prior to all the above steps being completed, if needed:

A grading permit may be issued if grading design has been approved by the City Engineer and Soil Erosion Permit has been issued

A foundation permit may be issued if grading permit requirements are met, building plans are approved by the Building Official and building location is approved by Planning Dept.

Under no circumstance is utility construction to begin without final City approval and proper permits!

As-Built Plans – complete as-built plans of ALL improvements (site and building) must be submitted in digital format (PDF or AutoCAD Dwg/Dtx) to the City Assessor.

Easements – all required easements need to be drafted and submitted to the Department of Public Works for review. Upon approval by the DPW, the easement shall be recorded with the Lapeer County Register of Deeds. A recorded copy of the easement needs to be submitted to the City.

Occupancy Permit – Typically a Temporary Certificate of Occupancy will be issued with a "punch list" of items to be completed before a Final Certificate of Occupancy can be issued.

Inspections completed – Fire Inspector, Police, DPW, Building Official, Planning Dept.

Punch list completed & items re-inspected

Final Certificate of Occupancy received

The following permits are obtained through the City Building Department

RIGHT OF WAY PERMIT *

- **Deposit: \$500 inspection fee/deposit**
 - ♦ \$250 refund upon completion of final inspection
 - ♦ Entire \$500 is forfeited by contractor/owner if permittee fails to call for an inspection or extension within two years of issuance
- **Bond: \$5,000**
- **Tree Fee:** For residential developments that include public roads, a Street Tree Fee of \$225 per lot (\$350 per corner lot) is also required

WATER & SEWER TAP PERMITS (for properties within the City Limits of Lapeer) *

- **Deposit: \$500 inspection fee/deposit**
 - ♦ \$250 refund upon completion of final inspection
 - ♦ Entire \$500 is forfeited by contractor/owner if permittee fails to call for an inspection or extension within two years of issuance
- **Bond: \$5,000**
- **Tap-In fees** are also required – see below

DOMESTIC WATER TAP-IN FEES *

- **Commercial, Office, Industrial, Institutional and Residential** - Tap Fees are based on the size of water meter installed per tap, as follows:

<u>Water Meter Size</u>	<u>Tap-In Fee</u>
1 Inch	\$ 2,500.00
1½ Inch	\$ 5,000.00
2 Inch	\$ 8,000.00
3 Inch	\$ 16,000.00
4 Inch	\$ 25,000.00
6 Inch	\$ 50,000.00

The Water Department will only perform a water service connection (tap) upon request. The cost of the tap is \$ 125.00 for tap-ins of 1 inch through and including 2 inch. The contractor or Property owner is required to provide all material and supplies needed for completing the tap. In addition, it is the contractor's or property owner's responsibility to excavate to the water main and provide a safe work environment per MIOSHA Standards.

FIRE LINE TAP-IN FEES *

<u>Fire Line Size</u>	<u>Tap-In Fee</u>
1 Inch	\$ 25.00
2 Inch	\$ 100.00
3 Inch	\$ 220.00
4 Inch	\$ 390.00
6 Inch	\$ 875.00
8 Inch	\$ 1,550.00
10 Inch	\$ 2,420.00
12 Inch	\$ 3,485.00

RESIDENTIAL WATER & SEWER DISCONNECT FEES *

- **Water Service** – ¾ inch to 2 inch = \$250.00
- **Sanitary Service** – 4 inch to 6 inch = \$250.00

SEWER TAP-IN FEES *

- **Office & Commercial Uses**

\$1.00 per square foot of building being constructed and/or size of addition
Or \$4,000 per “Residential Equivalent Unit (300 gpd per household)”–Whichever is Greater

Example: New building of 6,000 square feet - \$1.00 X 6,000 = \$6,000.00

➤ **Minimum Fee of \$4,000.00**

- **Industrial Uses, Institutional Uses and Government Facilities**

\$.25 per square foot of building being constructed and/or size of addition
Or \$4,000 per “Residential Equivalent Unit (300 gpd per household)”–Whichever is Greater

Example: New building of 16,000 square feet - \$.25 X 20,000 = \$5,000.00

➤ **Minimum Fee of \$4,000.00**

- **Single Family Residential**

- ♦ New construction of home: \$4,000.00
- ♦ Existing home that is not hooked into system: \$4,000.00
- ♦ Existing home with a business in the residence which is located in a business or commercial zoning district: \$4,000.00 plus \$1.00 per square foot of business.

- **Multiple Family Developments**

First Dwelling Unit	\$ 4,000.00
Second Through Tenth Dwelling Unit	\$ 500.00
Eleven through Twenty-fifth Dwelling Unit	\$ 400.00
Twenty-Sixth through Fiftieth Dwelling Unit	\$ 300.00
Fifty-First and each Dwelling Unit thereafter	\$ 200.00

* **NOTE:** All Permit, Deposit, Tap-In, etc. fees are subject to change and should be verified at time of application.

PUBLIC UTILITY MAIN EXTENSIONS

PLEASE NOTE THAT PUBLIC WATER MAIN AND SANITARY SEWER EXTENSIONS REQUIRE PERMITS FROM DETROIT WATER & SEWERAGE DEPARTMENT AND MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – Contact the appropriate agency for submittal requirements.

OTHER PERMITS

For **Fences, Signs, Building permits, and Occupancy permits**, please contact:

City Building Department
 111 Howard St., Lapeer MI 48446

Phone: 810-245-9621
 Fax # : 810-245-1961



APPLICATION FOR SITE PLAN REVIEW

Date Submitted: _____

Full Site Plan Review _____
or
Administrative Review _____

Fee: _____

Date Paid: _____

For full site plan review: Regular meetings of the Planning Commission are held on the second (2nd) Thursday of each month at 6:30 P.M. at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan. Completed submittal package must be received by the first Monday of the prior month.

Full Site Plan Review:

- Eight (8) Full Size site plans and nine (9) 11x17 size site plans are required.

Administrative Site Plan Review:

- Eight (8) Full Size site plans and nine (1) 11x17 size site plans are required.

A checklist to ensure completion of submittal is attached to this application for your use.

Please see the attached fee schedule for site plan review application fees.

I (We), the undersigned, do hereby submit the following for site plan review by the City of Lapeer Administration and City of Lapeer Planning Commission.

Applicant/Owner's Name: _____

Address: _____

Phone Number: _____

We are proposing new construction or modifications to the following property:

Property Address or Legal Description: _____

Proposed new construction: _____

New Addition to existing structure: _____

Proposed new use of existing structure: _____

I (We), the undersigned, acknowledge that approval of this site plan by the City of Lapeer constitutes an agreement with the City, and all improvements and obligations indicated therein shall be completed in a good and workmanlike manner, acceptable to the City, within the times specified by the City of Lapeer Ordinance.

Signature of Applicant: _____

Date: _____

SITE PLAN SUBMITTAL CHECKLIST

A site plan submitted to the City of Lapeer for review must include the items listed below. Before any site plan is submitted to the Planning Commission, the plan must be reviewed by City staff for completeness of information. Failure to provide all required information may result in delay of the site plan review.

Yes N/A

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | 1. | <u>Scale and North Arrow.</u> The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20'), and not less than one inch (1") equals fifty feet (50') and of such accuracy that the Planning Commission can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed. |
| ___ | ___ | 2. | <u>Legal Description.</u> Legal identification of the property (i.e., plat and lot number or other legal description). |
| ___ | ___ | 3. | <u>Owner.</u> Name and address of property owner, developer and designer. |
| ___ | ___ | 4. | <u>Vicinity Map.</u> Vicinity map showing the location of the site in relation to the surrounding street system. |
| ___ | ___ | 5. | <u>Property Lines.</u> Property lines with dimensions and area of parcel. |
| ___ | ___ | 6. | <u>Topography – Drainage.</u> Existing and proposed topography including grades at all property corners, building corners and street center line, and arrows indicating proposed direction of drainage. On site storm water retention should be indicated per Construction Specifications. |
| ___ | ___ | 7. | <u>Natural Features.</u> Location of natural features such as woodlots, marshlands, streams, rivers, lakes, drains and similar features. |
| ___ | ___ | 8. | <u>Buildings.</u> Existing and proposed buildings, structures, and/or additions, indicating dimensions, area and construction type. Building elevations including height dimensions and building floor plan (dimensioned.) |
| ___ | ___ | 9. | <u>Building Setbacks and Minimum Spacing.</u> Building setbacks of front, side and rear yards and distances between buildings on site. |
| ___ | ___ | 10. | <u>Proposed Drive Location.</u> Proposed drive location, width and approach type. Include all pertinent dimensions. |
| ___ | ___ | 11. | <u>Parking Spaces.</u> Location, size and number of parking spaces in off street parking area, and the identification of service lanes and loading/unloading areas. Barrier free parking requirements must be met. |
| ___ | ___ | 12. | <u>Adjacent Rights-of-Way.</u> Adjacent rights-of-way including the location of existing drives on the frontage opposite the site to be developed (if corner, both sides). Other public and private rights-of-way or easements. |
| ___ | ___ | 13. | <u>Adjacent parcels.</u> Indicate adjacent parcels including their zoning and existing use. |

14. Utilities. Identification of existing and proposed utilities:
- ___ ___ a. Utility poles, underground gas, electric and telephone lines.
- ___ ___ b. Water lines, including location and sizes of existing and proposed water mains, fire hydrants and other structures, and service line(s). Indicate private well location if City water is not available.
- ___ ___ c. Sanitary sewer, lines including location and sizes of existing and proposed sewer mains, sewer structures, and service lead(s). Indicate septic tank location if sewer is not available.
- ___ ___ d. Storm sewer, including location and sizes of existing and proposed storm pipes, structures, detention/retention area(s), or other provision for on-site drainage.
- ___ ___ 15. Refuse Disposal Storage Area – Location and method of screening.
- ___ ___ 16. Signs. Existing and proposed sign locations - advertising and directional signs on site. (Separate sign permit application required at time of sign installation)
- ___ ___ 17. Additional Requirements. Indicate all other requirements of the City ordinances such as landscaping, obscuring walls and similar buffers, sidewalks along city streets, etc.
18. Other Requirements, as necessary.
- ___ ___ a. County Road Department approval (for property adjacent to County roads). Lapeer County Road Commission, 820 Davis Lake Road, P.O. Box 678, Lapeer, MI.
- ___ ___ b. County Health Department approval (for wells and septic tanks). Lapeer County Health Department, 1575 Suncrest Drive, Lapeer, MI.
- ___ ___ c. Department of Environmental Quality approval (for development of floodway or development in wetlands, land adjacent to streams and lakes, etc.) Department of Environmental Quality, 10650 S. Bennett Dr., Morrice, MI 48857.
- ___ ___ d. County Drain Commission approval (for development along County drains). Lapeer County Drain Commission, 255 Clay Street, Lapeer, MI.

The undersigned applicant has reviewed the pertinent sections of the zoning ordinance and is providing along with the accompanying application a site plan which meets the requirements and specifications stipulated in the Site Plan Procedure Review Checklist.

APPLICANT'S SIGNATURE _____

DATE _____