



**SITE PLAN REVIEW CHECKLIST\***  
**CITY OF CADILLAC**

#	√	Item
1		Complete and signed application.
2		Legal description of the site. The legal description may be placed on the plan or attached as a separate sheet. An electric version of the description in Word format must also be provided.
3		Plan date.
4		North arrow.
5		Plan scale. The plan must be scaled and dimensioned such that all information is fully legible.
6		Site location map (insert map).
7		Name, address, and telephone number of the property owner and applicant (if not the property owner).
8		Name, address, and telephone number of the person or firm responsible for plan preparation.
9		Site plan elements – site features detailing location and dimensions: <ul style="list-style-type: none"> <li>a) Site area in square feet and acres</li> <li>b) Open space in square feet</li> <li>c) Lot lines</li> <li>d) Buildings and building setbacks – existing and proposed</li> <li>e) Spacing between structures</li> <li>f) Parking areas, parking lot setbacks, and surface composition</li> <li>g) Number of parking spaces</li> <li>h) Typical parking space size</li> <li>i) Curb cuts openings – size and curb radii</li> <li>j) Drives</li> <li>k) Sidewalks/paths</li> <li>l) Adjacent street rights-of-way</li> <li>m) Housing units by size and type</li> <li>n) Utilities – location, type, and size</li> <li>o) Dumpsters/trash disposal – location and shielding</li> <li>p) Natural features – wetlands, floodplains, etc.</li> <li>q) Zone classification of the property</li> <li>r) Other site elements.</li> </ul>
10		Landscape plan depicting the type, location, and size of existing and proposed landscape and irrigation.
11		Building elevations with dimensions.
12		Fences or screening, if applicable. Indicate the type, location, and size of fencing and screening.

13		Surface (storm) water management facilities.
14		Signs – location, type, and size.
15		Project phases and timing.
<p>*Notes:</p> <ul style="list-style-type: none"> <li>a) Depending on the scope of a project, certain site plan requirements may be waived by the Zoning Administrator.</li> <li>b) In certain cases additional project information may be required if needed to determine compliance with the standards of the ordinance. Examples include, but are not limited to, building materials, site topography, traffic impact assessments, utility assessments, and market information.</li> <li>c) Required Coordinate System: <u>As required by the City</u>, deliverables shall be in AutoCAD compatible format referenced to Michigan State Plane Central coordinates (NAD83) with International feet as the units, rectified at the base elevation of 1300 feet. Vertical datum: City of Cadillac datum (NAVD 1927 datum).</li> </ul>		

For additional information contact:

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