



Updated 3/19/19

## SITE PLAN CHECKLIST

Items listed within the Thomas Township Site Plan Checklist are the minimum site plan and/or special use permit requirements to be shown for development, redevelopment, new construction or renovation. Please note that three (3) copies of a site plan are required to be submitted for review by Thomas Township along with the required applications(s) and proper payment. All items listed below must be included on a site plan submitted for review and shown to be in conformance with the listed minimum requirements. Only those items determined by Thomas Township to be non-applicable may be excluded from a site plan. Incomplete site plans will be returned to the developer.

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

Date of Review: \_\_\_\_\_

### 1. Site Plan Basics:

- a. **North Arrow** – Indicate north on the site plan..... ☐
- b. **Location Map** – Indicate the site location as it relates to the Township or County ..... ☐
- c. **Scale of 1" = 50' or Greater.** Drawn to a scale of one inch equals fifty feet (1" = 50') or greater. .... ☐
- d. **Indicate Zoning** – Indicate the zoning of the subject property and all adjacent zoning districts. (Please see attached zoning map) ..... ☐
- e. **Title or Name of Project** – All site plans submitted must include a title or name specific to the proposed project. .... ☐
- f. **Date of Draft** – Indicate the draft date of the site plan being submitted. .... ☐
- g. **Legal Description and Tax Identification Number** – Indicate on the site plan the legal description and tax identification number of all parcels involved. This information can be obtained from the property taxes of the parcel, the Thomas Township Tax Department at (989) 781-0150 or at <http://www.sagagis.org>. .... ☐
- h. **Electrical Lines** – Indicate all electrical lines on the parcel and if known the location of future lines. **NOTE: All electrical lines must be buried**..... ☐
- i. **Sewage Lines** – Indicate all sewage or waste line on the parcel..... ☐
- j. **Gas Lines** – Indicate all gas lines on the parcel..... ☐
- k. **Sewage Disposal Systems and Wells** – Indicate any sewage disposal systems or wells on the parcel(s) ..... ☐



**2. Flood Plain Review:**

- a. **Flood Hazard Areas**-The property in question must not be within the Flood Hazard area as defined in Chapter 11 of the Township Zoning Ordinance..... ☐
- Building Within Those Areas**-If the parcel is located in the designated Flood Hazard Area, you must make contact with the State of Michigan, DEQ for standards and permit regulations and you must have a permit from them prior to site plan review..... ☐

**3. Developer Information:**

- a. **Name of Developer, Draftsman and Engineer** – Indicate the name of the developer, draftsman and if used, engineer of the project..... ☐
- b. **Address of Developer, Draftsman and Engineer** – Indicate the address of the developer, draftsman and if used, engineer on the project..... ☐
- c. **Telephone Number(s)** – Indicate the telephone number and fax number of the developer, draftsman and if used, engineer on the project..... ☐

**4. Fire Department Requirements:**

- a. **Nearest Fire Hydrant** – Indicate the distance from the nearest fire hydrant to the furthest part of any building. The Thomas Township Fire Department enforces the Uniform Fire Code as amended..... ☐
- b. **Fire Hydrant Location** – A fire hydrant must be within three hundred (300') feet of the furthest part of any building. The route must accommodate the Fire Department apparatus..... ☐
- c. **Contact Fire Chief or Fire Marshall** – A preconstruction meeting is recommended between the developer and the Thomas Township Fire Chief and/or Fire Marshall, who can be reached at (989) 781-4141..... ☐
- d. **Water Lines** – Indicate all water lines on the parcel. .... ☐

**5. General Property Standards:**

- a. **Building and Parking Setbacks** – All setbacks must be indicated on the site plan including those from any and all roads, highway and right-of-way lines. The Business District setbacks are as follows:
- i. **B-1** – Thirty-five (35') foot front yard, no parking allowed. Twelve (12') foot one side, total of twenty-five (25') feet. Twenty (20') foot rear..... ☐
- ii. **B-3** – Forty (40') foot front yard, twenty (20') foot parking allowed. Ten (10') foot side, except when abutting agricultural zoning then thirty (30') foot sides. A zero lot line is allowed if connected to adjacent structures with a combined access and parking area. Thirty (30') foot rear. .... ☐
- iii. **B-4** – Fifty (50') foot front yard, twenty (20') foot parking allowed. Twenty (20') foot side. Thirty (30') foot rear..... ☐

- iv. **B-5** – Fifty (50') foot front yard, twenty (20') foot parking allowed. Twenty (20') foot side. Thirty (30') foot rear. .... ☐
- b. **Dimensions** – Indicate all lot widths and all boundary dimensions. .... ☐
- c. **Lot Size** – Indicate the total area of the parcel(s) under consideration. .... ☐
- d. **Identify Elements** – Identify any proposed structures or key elements of the development. .... ☐
- e. **Elevation View** – A front elevation must be submitted. .... ☐
- f. **Floor Plan** – Indicate the structure's floor plan. .... ☐
- g. **Dumpster** – Indicate the location of any dumpsters or trash receptacle(s). All such items must be screened from front, side and rear yards. A minimum screening fence of six (6') feet high must be placed around all dumpsters. .... ☐
- h. **Outdoor Storage Areas** – Outdoor storage areas of items not approved for outdoor display such as excess stock, shipping pallets or other packing or shipping materials shall be screened and gated in an approved area. .... ☐

**6. Sidewalks and Landscaping:**

- a. **Sidewalk Installation** – A sidewalk must be shown on the site plan. A sidewalk must be installed in any area where sidewalks are required per the Sidewalk Ordinance. The Planning Commission may require additional sidewalks if it determines it is necessary for pedestrian safety. .... ☐
- b. **Existing Landscaping and Trees** – In order to evaluate a parcel, all existing landscaping and trees must be indicated. .... ☐
- c. **Greenbelt** – A green belt is the area between the front of a building or development and the road's edge, excluding allowed parking and driveways. All required plantings must be shown in the greenbelt area per Chapter 4 of the Thomas Township Zoning Ordinance. .... ☐
- d. **Greenbelt Size** – The size of a greenbelt area shall be determined by the required setback in that zoning district. .... ☐
- e. **Landscape Plan** – A complete landscape plan must accompany all site plans. It must indicate all required plantings per Chapter 4. The plan must show all required plantings within parking lot islands, plantings between parcels and plantings around buildings. The plan must indicate the type, size and species of any planting proposed. .... ☐

**7. Parking Lot Requirements:**

- a. **Elevation** – Indicate the proposed elevation of parking areas and building. .... ☐
- b. **Storm Drains** – Indicate any proposed storm drains on the parcel. .... ☐
- c. **Paving** – All driveways, parking and loading areas and areas where employees or customers will park shall be paved or covered with concrete approved by the Community Development Department. .... ☐
- d. **Curbs** – All new parking areas and driveways must be enclosed by curbs. .... ☐
- e. **Numbering Parking Spaces** – It is required that all parking spaces within a parking lot, new or existing, must be numbered or sections of parking spaces must be numbered and indicated on the site plan. .... ☐

- f. **Egress and Ingress** – Indicate the location, arrangement and dimensions of all existing and proposed driveways, exits and/or egress and ingress points. Any entrance or exit shall be a minimum of twenty-five (25') feet from adjacent parcel lines including its radius. .... ☐
- g. **Egress and Ingress Size** – Any egress or ingress drive shall be no less than twenty-two (22') feet in width..... ☐
- h. **One-Way Traffic** – Any driveway carrying one-way traffic must be a minimum of fourteen (14') feet in width if parking spaces are angled and a minimum of sixteen (16') feet in width if parking spaces are at a ninety (90°) degree angle to the driveway. .... ☐
- i. **Two-Way Traffic** – Any driveway carrying two-way traffic must be a minimum of twenty-two (22') feet in width. .... ☐
- j. **Striping** – Every parking space must be clearly striped with reflective paint of either yellow, white, blue or silver. .... ☐

**8. Lighting Requirements:**

- a. **Lighting** – Lighting is required in all parking areas except single-family or two-family homes and must be show on site plan. .... ☐
- b. **Illumination Plan** – All developments must illuminate only the parcel under review. At no time shall lighting adversely affect adjacent parcels because of over illumination. If requested, the developer shall provide a full illumination plan to prevent against over illumination. ☐
- c. **Light Type** – All lights must be box type lighting directed to the parking or walking surface. Box type lighting refers to the screened sides of the light which direct the light from its source to the parking or walking surface without allowing the light source to be seen from any side, front or rear property line. .... ☐
- d. **Light Height** – Exterior lighting shall not exceed a height of twelve (12') feet if within two hundred (200') feet of a residential district. If an approved light level and distribution pattern is submitted showing that the light(s) will be directed onto a parking lot and/or walking surface is submitted and approved by the Planning Commission, the height of a light may be increased to a maximum of twenty (20') feet if within two hundred (200') feet of a residential district. No light(s) may exceed twenty-five (25') feet in any districts except M-1 unless it is shown to be necessary because of its unique or unusual circumstance..... ☐
- e. **Direct Light Source** – A luminary or lighting plan must be designed to eliminate any direct light source from shining from a business or development onto or at any roads, highways or adjacent parcels..... ☐

**9. Miscellaneous Requirements:**

- a. **Storm Water Ordinance Review** – All provisions of the Storm Water Runoff Regulation and Control Ordinance must be complied with prior to site plan review if requested. Application for review is attached. Approval of any storm water plan is required by the Thomas Township Engineer. Please contact Spicer Group, 230 South Washington, P.O. Box 1689, Saginaw, Michigan 48605-1689, (989) 754-4717 or 1 (800) 833-0062..... ☐
- b. **Soil Erosion Permit** – If necessary, a soil erosion permit can be obtained from the Saginaw County Department of Public Works located at 111 South Michigan Avenue, Saginaw, Michigan 48602 (989) 790-5258..... ☐

- c. **Driveway Permit** - A driveway permit from the Michigan Department of Transportation or the Saginaw County Road Commission is required prior to constructing any driveway in Thomas Township..... ☐
- d. **Deadline For Review** - Anyone submitting a request for consideration or review by the Thomas Township Planning Commission which includes but is not limited to all site plans, special use permits, rezoning, text or map amendments must be made at least thirty (30) days prior to a scheduled Planning Commission meeting date. Please see the attached Planning Commission meeting schedule. **NOTE: Meeting dates are subject to change, but are held on the third Wednesday of the month as needed.**..... ☐

**10. Signage:**

- a. **New Signage Location** - The location of every proposed ground or pole sign must be shown on the site plan for Planning Commission review. .... ☐
- b. **Sign Size** - The total amount of signage allowed on a parcel under review must be stated on the site plan. The total square footage of wall signage allowed must be listed on the site plan. The total square footage of ground or pole signage must be listed on the site plan. .... ☐

**11. Additional Requirements For Overlay Districts: NOTE – A CHECKED BOX SHOWS THAT PROPOSED SITE PLAN IS LOCATED WITHIN THIS OVERLAY ZONE.**

- a. **Thomas Township Gratiot Road Design Guideline Overlay District** – The Thomas Township Gratiot Road Design Guideline Overlay District is a specified area within Thomas Township that has unique conditions associated with its development. This district is defined as the area parallel to M-46 (Gratiot) between the Tittabawassee River and the corner of M-52 (Graham). It includes commercially zoned parcels (B-1, B-3, B-4 and B-5) within this area including those parcels not having frontage on M-46 but that share contiguous commercial zoning. Please see the attached Appendix A for location and all design requirements applicable to this district. .... ☐
- b. **M-46 (Gratiot Road) Corridor Overlay Zone** – The M-46 (Gratiot Road) overlay zoning district is placed over the existing zoning regulations for all parcels with frontage along M-46 (Gratiot Road) from River Road to Graham Road. Please see the attached Appendix B for location and all requirements applicable for this district..... ☐
- c. **Thomas Township North Business District Overlay Zone** – The North Business District overlay zoning district is placed over the existing zoning regulations for all parcels located within this district. Please see the attached Appendix C for location and all requirements applicable for this district. .... ☐
- d. **Thomas Township Great Lakes Tech Park Overlay Zone** – The standards of this section apply to all lands illustrated as the Great Lakes Tech Park Overlay Zone. Please see the attached Appendix D for location and all requirements applicable for this district..... ☐