



ANTWERP TOWNSHIP SITE PLAN REVIEW CHECKLIST*

This checklist must accompany an application for site plan review and special land uses. Please fill out the checklist by placing an “X” or checkmark in the “Provided” column for either a Site Plan or a Sketch Plan. FOR ANY ITEM NOT PROVIDED, YOU MUST PROVIDE A JUSTIFICATION ON A SEPARATE SHEET; see end of checklist. See also the “Site Plan Review Information and Procedures” handout for more information.

Name of Project/Address: _____

REQUIRED PLAN IS:	Site Plan: Complete these columns		Sketch Plan: Complete these columns	
	Required	Provided	Required	Provided
Required Elements				
This checklist, completed, along with the required justification for any required element not provided	yes		yes	
A. Applicant and Site Information:				
1. Name and address of the applicant and property owner on the plan	yes		yes	
2. Address and common description of the property and property ID number	yes		yes	
3. Legal description	yes		no	
4. Total acreage and net acreage (land minus public or private right-of-way)	yes		yes	
5. Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	yes		yes	
6. Name and contact information for the firm or individual who prepared the site plan	yes		yes	
7. Evidence of property ownership or written power of attorney when the applicant is acting as an agent of the property owner	yes		yes	
B. Site Plan Descriptive and Identification Data:				
1. Site plan scale: not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size. Sheet size shall be sufficient to show adequate detail. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included	yes		yes	
2. Title block with sheet number/title and date(s) of submission and any revisions (month, day, year)	yes		yes	
3. Scale and north-point	yes		yes	

* This checklist is also used for a site plan accompanying a special land use application.

REQUIRED PLAN IS:	Site Plan: Complete these columns		Sketch Plan: Complete these columns	
	Required	Provided	Required	Provided
Required Elements				
4. Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile	yes		no	
5. Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings	yes		no	
6. Zoning classification of applicant's parcel and all abutting parcels	yes		yes	
7. Proximity to section corner and major thoroughfares	yes		no	
C. Site Data:				
1. Existing lot lines, building lines, structures, parking areas and other improvements on the site	yes		yes	
2. Existing lot lines, building lines, structures, parking areas and other improvements within 100 feet of the site	yes		no	
3. Topography on the site and within 100 feet of the site at 2 foot contour intervals, referenced to a U.S.G.S. benchmark	yes		no	
4. Site conditions, including existing drainage courses, flood plains, lakes, streams, wetlands and woodlands	yes		yes	
5. Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, and other improvements on the site	yes		yes	
6. All existing and proposed easements	yes		yes	
D. Building and Structure Details:				
1. Location, height, and outside dimensions of all proposed buildings or structures	yes		yes	
2. Building floor plans and total floor area	yes		no	
3. Details on accessory structures	yes		no	
4. Size, height and method of shielding for all site and building lighting	yes		no	
5. Location of all freestanding signs, with setback	yes		yes	
6. Size, height, and lighting of all proposed signs	yes		no	
7. Building facade elevations for all sides, drawn at an appropriate scale	yes		no	
8. Description of exterior building materials	yes		no	

REQUIRED PLAN IS:	Site Plan: Complete these columns		Sketch Plan: Complete these columns	
	Required	Provided	Required	Provided
Required Elements				
9. Location, height, and outside dimensions of all outdoor storage areas and facilities.	yes		yes	
E. Access and Circulation:				
1. Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements	yes		yes	
2. Dimensions of acceleration, deceleration, and passing lanes	yes		no	
3. Opposing driveways and intersections within 250 feet of site	yes		no	
4. Cross section details of proposed roads, driveways, parking lots, and non-motorized paths illustrating materials and thickness	yes		no	
5. Dimensions of parking spaces, landscaped islands, circulation aisles and loading zones	yes		yes	
6. Calculations for required number of parking and loading spaces	yes		yes	
7. Designation of fire lanes	yes		yes	
8. Traffic regulatory signs and pavement markings	yes		no	
9. Location of existing and proposed sidewalks/pathways within the site or right-of-way	yes		yes	
10. Proof that required permits have been submitted to the Van Buren County Road Commission or Michigan Department of Transportation, as applicable	yes		no	
F. Landscape Plans:				
1. General location and canopy outline of all existing woodlands, with an identification of trees to be removed and trees to be preserved	yes		yes	
2. Description of methods to preserve existing trees	yes		no	
3. Location of existing and proposed lawns and landscaped areas, including percentage of lot area	yes		yes	
4. Landscape plan, including location and type of all proposed shrubs, trees, and other live plant material, according to Section 12.1	yes		no	
5. Notation of required greenbelts and calculation of required plants	yes		yes	

REQUIRED PLAN IS:	Site Plan: Complete these columns		Sketch Plan: Complete these columns	
	Required	Provided	Required	Provided
Required Elements				
G. Information Concerning Utilities, Drainage and Related Issues:				
1. Location of existing and proposed septic systems or sanitary sewers	yes		no	
2. Location and size of existing and proposed well sites, water service and fire suppression systems	yes		no	
3. Fire service features on site, including fire hydrants and fire connections mounted on buildings	yes		yes	
4. Stormwater drainage and retention/detention calculations	yes		no	
5. Site grading, drainage patterns and other stormwater management measures	yes		yes	
6. Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls	yes		no	
7. Location underground storm sewers and drains	yes		yes	
8. Size, slope and elevation data for all storm sewers and related structures	yes		no	
9. Location of above and below ground gas, electric and telephone lines, existing and proposed	yes		no	
10. Sedimentation control measures	yes		no	
11. Location of transformers and utility boxes	yes		no	
12. Site lighting, including locations and details for lighting fixtures	yes		no	
13. Waste receptacle enclosure location and details, if required	yes		no	
14. Locations and storage containment details for any hazardous materials or chemicals, if applicable	yes		no	
H. Additional information required for Residential Development				
1. The number and location of each type of residential unit	yes		no	
2. Density calculations by type of residential unit (dwelling units per acre)	yes		no	
3. Garage and/or carport locations and details, if proposed	yes		no	
4. Mailbox clusters	yes		no	
5. Location, dimensions, floor plans and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable	yes		no	

REQUIRED PLAN IS:	Site Plan: Complete these columns		Sketch Plan: Complete these columns	
	Required	Provided	Required	Provided
Required Elements				
6. Location and size of recreation and open space areas and an indication of type of recreation facilities proposed for recreation area	yes		no	
I. Other Information				
1. Any required permits by other Township, County, State or Federal agencies, or proof that permit applications have been submitted	yes		yes	
2. Other information required by the Planning Commission to demonstrate compliance with this Ordinance	yes		yes	

WAIVER OF REQUIREMENTS. The Zoning Administrator may waive certain requirements if it is determined that they do not apply to the proposed project. The Zoning Administrator has sole discretion regarding waivers; however, his/her decision may be appealed to the Zoning Board of Appeals. You may wish to determine if requirements will be waived prior to application, to avoid delays.

ITEMS NOT PROVIDED: A justification for each missing item must be provided on a separate sheet. Refer to each missing item by letter and number in the above checklist (e.g., B, 2 or G, 5). If you are requesting a waiver of that requirement, please state this in the justification. Any item not waived by the Zoning Administrator must be included on a revised plan. The request will not be placed on the Planning Commission’s agenda until the Zoning Administrator has determined that the application and plan are complete.

SPECIAL LAND USES. See the “Special Land Use Information and Procedures” handout for additional information.

FOR MORE INFORMATION:

1. See the Antwerp Township Zoning Ordinance, Chapter 11, Site Plan Review. The ordinance is available online at www.antwerptownship.com/zoning.htm.
2. Refer to the handout “Site Plan Review Information and Procedures.”
3. Call the Township offices at (269) 668-2615 or the Zoning Administrator, David Jirousek at (616) 540-1794 or email hcplanning@outlook.com.