



CITY OF MADISON HEIGHTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

ENGINEERING PLAN REVIEW APPLICATION

WHEN IS AN ENGINEERING PLAN APPLICATION REQUIRED?

Refer to **Section 15.04** of the Zoning Ordinance for project types that require the submittal and approval of an Engineering Plan application

At the time of Minor or Major Site Plan Review, the Planning and Zoning Administrator or Technical Review Committee shall determine if the proposed site plan requires the submittal of an Engineering Plan. Unless waived by the Technical Review Committee, **all Major Site Plans** shall require engineering approval.

An applicant shall only be eligible to apply for Engineering Plan review and approval **following** site plan approval.

PRE-APPLICATION CONFERENCE (OPTIONAL)

At the option of the applicant, prior to the submittal of a formal minor or major site plan application plan, the applicant may submit a conceptual plan to the Community & Economic Development Department to be reviewed by the Planning and Zoning Administrator. The purpose of the pre-application conference is to discuss the review procedures, design elements, and ordinance requirements. At this conference, the Planning and Zoning Administrator may provide the applicant with an advisory opinion as to whether the site plan qualifies as a minor or major site plan, and whether the conceptual plan meets the standards of the Zoning Ordinance. The City's comments during a pre-application conference shall be advisory in nature only, and shall not constitute approval of a site plan. An applicant may request that a pre-application conference take place at a meeting of the Technical Review Committee, upon payment of a fee established by City Council.

COMPLETE APPLICATION REQUIRED

The Engineering Application will not be processed by staff until it has been verified that all required information has been provided with the application. Incomplete applications may be returned. Please carefully review the Checklist included within this application to see those items that must be included with a complete application submittal.

ENGINEERING PLAN REVIEW PROCESS

REFER TO SECTION 15.04 OF THE ZONING ORDINANCE FOR FULL PROCESS, STANDARDS, AND REQUIREMENTS FOR ENGINEERING PLAN REVIEW

1. Applicant initiates engineering plan review process by submitting the required documents to the Community and Economic Development Department (see below).
2. The Planning and Zoning Administrator reviews the Engineering Plan for consistency with the approved minor or major site plan. The Planning and Zoning Administrator may request revisions to the Engineering Plan prior to forwarding onto the City Engineer. Upon finding that the Engineering Plan is consistent with the approved site plan, the Planning and Zoning Administrator forwards the Engineering Plan onto the City Engineer for review and action.
3. The City Engineer reviews the Engineering Plan for compliance with the following:
 - a. All local, county and state requirements, as may apply to the proposed use, are met.
 - b. All applicable engineering requirements are met.
 - c. The Engineering Plan remains substantially consistent with the approved site plan.
4. The City Engineer shall approve, approve with conditions, deny, or postpone action on the Engineering Plan:

SUBMITTAL REQUIREMENTS

- (a) One (1) copy of the completed Engineering Plan application
- (b) One (1) legible 24" x 36" and two (2) 11" x 17" copies of the engineering plan containing all of the information contained in Section 15.04 of the Zoning Ordinance. (Refer to Checklist included in this application).
- (c) One (1) copy of the engineering plan in digital (PDF) format.
- (d) An Engineer's estimated construction cost for all site improvements.
- (e) All applicable fees as established by City Council. Engineering review and inspection fees are established during the review process based on submitted information. **The applicant is responsible for all review fees whether or not the project is ultimately built.**

Submit complete application to Community and Economic Development Department:

City of Madison Heights – Community & Economic Development Department
300 W. Thirteen Mile Road, Madison Heights, MI 48071



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
ENGINEERING PLAN REVIEW APPLICATION

I. APPLICANT INFORMATION

Applicant _____

Applicant Address _____

City _____ State _____ ZIP _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____

Telephone Number _____ Email Address _____

II. PROPERTY INFORMATION

Property Address _____

Tax ID _____ Zoning District _____

Owner Name (if different than applicant) _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

III. CONSULTANT INFORMATION

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

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IV. PROJECT NAME

V. PROJECT DESCRIPTION AND SCOPE OF WORK

| |
|---|
| Associated Site Plan Number (if applicable): PSPR # _____ |
|---|

Associated Site Plan Number (if applicable): PSPR # _____

VI. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Engineering Plan. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for request action(s).

Printed Name _____ Signature _____ Date _____

VII. PROPERTY OWNER CERTIFICATION

IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE PROPERTY OWNER PROVIDE A NOTARIZED SIGNATURE, BELOW, OR PROVIDE A NOTARIZED LETTER OF AUTHORIZATION OR NOTARIZED POWER OF ATTORNEY AUTHORIZING YOU TO ACT ON THEIR BEHALF.

Printed Name _____ Signature _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this _____ day of _____, 20____.

Notary Stamp

A Notary Public in and for _____ County, Michigan.

Notary Name (Print): _____

Notary Signature: _____

My Commission Expires: _____

STAFF USE ONLY

[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

| | | |
|--|---------------|------------------------------------|
| FILING FEE (\$400; Non-Refundable): | FEE \$400 | ENGINEERING PLAN NO.: PENG # _____ |
| <input type="checkbox"/> Private Project Review Fee (2% of Cost; \$200 min.) | | SITE PLAN NO.: PSPR # _____ |
| <input type="checkbox"/> Public Project Review Fee (2% of Public Utility Cost) | | DATE APPLICATION RECEIVED: _____ |
| <input type="checkbox"/> Public Project Inspection Fee (4% of Public Utility Cost) | | RECEIVED BY: _____ |
| | TOTAL: | |

ENGINEERING PLAN REVIEW CHECKLIST

Refer to **Section 15.04** for full Zoning Ordinance requirements for Engineering Plans

The following information shall be required on all Engineering Plans:

- Boundary survey prepared by a Michigan Professional Surveyor
- Topographic survey including information 100 feet off-site. All elevations must be measured in relationship to U.S.G.S. datum, and one site benchmark is required (two site benchmarks are required for any site larger than one acre).
- Demolition plan showing all structures to be removed and method of disposal
- Site grading plan showing all proposed elevations with the purpose of containing all stormwater runoff on site. The grading of the subject site must not interfere with natural drainage of adjacent sites.
- Utility plan showing the layout and necessary details for the installation of water, sanitary, and storm systems. Profiles are required for all public utilities.

All information required for **Major Site Plans**, per Section 15.04(4)(B), and outlined below:

- Title block with name of proposed development, and the name, address and phone number of the property owner, developer and architect/engineer. All sheets of the plan shall bear a stamped, countersigned seal of the registered professional who prepared the plan.
- Location map showing the proposed site location, zoning classifications and major roads.
- The site plan shall be drawn to scale not less than one-inch equals 50 feet.
- Date, north arrow, and scale.
- Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- Location of all existing and proposed structures, uses, number of stories, gross building area, required and proposed setback lines, and distances between structures on the subject property.
- Demolition Plan
- The percentage of land area devoted to building, paved, and open space.

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- All existing and proposed structures, roadways, drives, landscaping, trees, parking areas, and pedestrian paths within 50 feet of the subject property lines.
- Number of parking spaces and location of loading areas, ADA parking spaces, and access routes on the subject property. The total number of parking and loading/unloading spaces to be provided and the method by which the required parking was calculated shall be noted. The dimensions of proposed parking spaces and maneuvering lanes shall also be provided.
- Location and height of all walls, fences, and landscaping.
- Location and widths of all abutting streets, existing and proposed rights-of-way, easements, and pavement.
- Type of existing and proposed surfacing of all drives, parking areas, loading areas, roads, and other paved areas.
- Elevations (front, sides, and rear views) of all sides of the building(s), including types of facing materials to be used on structures.
- A floor plan showing the specific use areas of all existing and proposed buildings on site.
- Density calculations (for multi-family or mixed-use residential projects).
- Principal and accessory buildings and any exterior outdoor storage areas.
- Designation of units by type of buildings.
- Sidewalks and pedestrian or bicycle paths.
- Bicycle rack location(s) and details.
- Exterior lighting locations, type of fixtures, and methods of shielding.
- Exterior lighting photometric plan.
- Trash receptacle and transformer locations and method of screening, including details
- Drive or street approaches, including acceleration, deceleration, and passing lanes, where appropriate or required.
- All utilities located on or serving the site, including sizes of water and sewer lines, wells, proposed hydrants, and proposed fire suppression line into the building. Sanitary leads and sanitary sewers shall also be shown.
- Designation of fire lane(s).
- Location(s) of signs (note: separate sign permit required).

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- Preliminary storm system layout and flow arrows demonstrating that storm flow connections and disposal methods are feasible.
- Typical existing and proposed cross-sections for streets, roads, alleys, parking lots, etc., as applicable, including rights-of-way.
- Existing and proposed ground contours at intervals of two feet, or spot elevations sufficient to review the proposed grading and drainage plan, as determined by the City's consulting engineer.
- Location of all tree stands and measures to be taken to protect existing on-site trees not proposed for removal as part of the development.
- Landscape plan showing species, spacing, and size of each tree and plant material and ground cover.
- The applicant for site plan review shall complete and submit the "Hazardous Substances Reporting Form" and the "EGLE Environmental Permits Checklist"

The following additional information:

- Public or private wells on site.
- Septic systems and other wastewater treatment systems, including the location of all sub-components of the system.
- Interior and exterior areas to be used for the storage, use, loading, recycling, production or disposal of any hazardous substances and polluting materials.
- Existing and proposed underground and aboveground storage tanks and material stored therein.
- Exterior and interior drains, dry wells, catch basins, retention/detention areas, sumps, and other facilities designed or intended to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified.
- Wetlands, watercourses, and drains.
- Soil characteristics of the parcel, at least to the detail provided by the U.S. Soil Conservation Service – Soil Survey.
- Areas on site which are known or suspected to be contaminated, along with a report on the nature of the contamination and the status of clean-up efforts, if applicable.

- A receipt of submission to all applicable reviewing jurisdictions, such as county, state, or federal agencies.

The Planning and Zoning Administrator or City Engineer may waive engineering plan submittal items upon a determination that such items are not necessary to deem compliance with Zoning Ordinance standards.