

City of Westland

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**PLANNING & BUILDING
DEPARTMENT**

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Application for Site Plan or Special Land Use Approval

One typewritten or printed copy of this application with required original signatures (names printed below signatures) should be submitted to the Planning and Building Department at one month prior to the meeting of the Planning Commission at which it is to be considered. This application must be accompanied by ten (10) complete sets of the proposed development plans (**folded**), a pdf copy of all plans and a minimum fee of \$750.00 plus \$100.00 per acre. (Checks payable to the City of Westland.) If approval is required by Planning Commission and City Council, the applicant (petitioner) must submit ten (10) revised and/or final complete sets of plans as well as a copy of the plans and any supporting documentation in .pdf format to the Planning Division by the week of the 15th of the month prior to meeting of the Planning Commission.

PLEASE NOTE: All Site Plans and subdivision plats must be stapled and folded to page size (approximately 9" x 12") in order to be accepted for processing. Multiple sheets must be stapled in order of the sheet numbering and folded to page size (9" x 12"). The Property Owner hereby authorizes City Staff and Planning Commission members to enter upon property for the purpose of fact finding. See submission details.

Applicants Name _____

Address _____
(Street) _____ (City) _____ (State) _____ (Zip) _____

Location/Address of Proposed Development _____

Type or Use of Proposed Building _____

Present Zoning Classification _____

Legal Description of Property _____

NOTE: All plans approved by the Planning Commission on a contingency basis must be corrected and resubmitted prior to forwarding them to City Council for their consideration.

ARE YOU THE LEGAL OWNER OF THE PROPERTY?

Yes No (If not, legal owner must sign the application)

Signature of Legal Owner

Printed Name of Legal Owner

Phone Number & Email

Signature of Petitioner or Applicant

Printer Name of Petitioner or Applicant

Date _____

Submission Details

The following must be included in each set:

- Engineering Site Plans
- Landscape Plans
- Building Floor Plans
- Building Elevations Plans
- One (1) set of reduced color renderings, a maximum 11" x 17", or a digital file in a .pdf on either CD or emailed to planning@cityofwestland.com

1. Size, shape, identification, dimensions, area and legal description of property.
2. Area location map showing location of site in relation to major streets.
3. Certified survey with certification, signature, and seal of State of Michigan Licensed Land Surveyor.
4. Location, size, type and necessary grades of payments, infrastructures, buildings and easements, proposed and existing, on and adjacent to property.
5. Floor plans with dimensions and all four elevations of buildings with type of materials and color to be placed on exterior including height of buildings.
6. Multiple residence development must indicate number and location of each type of Unit with typical floor plans and square footage of floor area.
7. Parking areas including dimensions, number of spaces, access drives, handicapped spaces, drainage and number of employees.
8. Sidewalks, sign location with size and height, enclosed dumpster and walls with type, width and height.
9. Complete landscape plan with schedule of type, number and size with location on plan.
10. Lighting plan with type, size, height, and location of lights.
11. Complete drainage, plan of whole site to be developed showing proposed and existing grades referenced to USGS benchmark.
12. All plans sealed and signed by appropriate registrant with State of Michigan.

Please Note:

All site plans must be stapled and folded to page size (approximately 9" x 12") in order to be accepted for processing. Multi-sheets must be stapled in order of the sheet numbering and folded to page size (9" x 12").