PRELIMINARY SITE PLAN REVIEW CHECKLIST
PUTNAM TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

NAME OF PROJECT: _____

APPLICANT: _____

This checklist must be filled out and returned with the application form and site plan as required below. For information on Site Plan Review, please request the Information Sheet for Site Plan Review from the Zoning Administrator.

Deadline: The items required below must be submitted no less than thirty (30) days prior to the meeting of the Planning Commission. The Planning Commission meets the second and fourth Wednesday of each month. The Zoning Administrator will determine if the application is complete before distribution to the Township's consultants. Incomplete applications will not be accepted until all materials are received.

Note: Preliminary site plan approval is required prior to applying for final site plan approval.

Application Requirements (check off each item included with your submission)	
	Three (3) completed and signed copies of the application for site plan review
	Twelve (12) individually-folded copies of the preliminary site plan prepared as required in the table below. The plans shall be prepared on 24 inch by 36 inch sheets and shall be drawn to a scale of not more than one (1) inch equals fifty (50) feet. For a plan consisting of three (3) of more sheets, a cover sheet showing the entire project and proposed construction shall be included.
	Written statement by the Zoning Administrator listing any of the site plan requirements in the table below that are waived. Any requirements not specifically waived by the Zoning Administrator on this statement are required and must be shown on the preliminary site plan.
	Site Plan Review Fee (nonrefundable)
	Site Plan Review Escrow Fee (see Zoning Administrator; unused portion of escrow fees will be returned)
	This checklist, filled out completely

Site Plan Requirements: The Zoning Administrator may determine (and must verify in writing) if any of the following are not applicable and therefore not required. All other items must be submitted and/or shown on the site plan. Consultation with the Zoning Administrator well in advance of the application deadline is recommended.

Site Plan Checklist: Check off each item shown on the site plan. Only those items waived by the Zoning Administrator and listed on his/her written statement may be left off the plan.

Requirements for Preliminary Site Plans	
	Small scale sketch of the area within one quarter (1/4) mile of the subject property, showing the property location.
	Adjacent existing and proposed streets, existing buildings or structures, and curb cuts within one hundred (100) feet of the property.
	All lot lines with dimensions.
	Parking lots and access points
	Required parking calculations–number of spaces required by the Zoning Ordinance and number of spaces provided.
	Locations for proposed buffer strips screening, or greenbelts, in accordance with Chapter 31, Sec.5
	Locations and description of significant natural features and other natural characteristics, including but not limited to: wetlands, open space, stands of trees, flood plains, hills, and other significant natural features.
	Proposed buildings, including approximate dimensions.
	For residential properties, include information on proposed number and type of dwelling units, including a calculation of units per acre.
	Location of any signs not attached the building (including method of illumination, if any).
	General topographical features including contour intervals no greater than ten (10) feet.
Plan narrative (may be separate), including the following information:	
	Number of acres allocated to each use with dwelling unit gross density by type, if applicable.
	Gross area in buildings, structures, parking, public and/or private streets and drives, and open space.
	A written description of the proposed method of providing storm drainage, sewer and water service, as well as other public and private utilities.
	Any other information deemed necessary to properly illustrate the development concept to the Planning Commission.

Contact the Putnam Township Zoning Administrator for any questions regarding the above requirements.

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