



CITY OF FENTON

301 South Leroy Street ♦ Fenton, Michigan 48430-2196 ♦ (810) 629-2261 ♦ FAX (810) 629-2004

Administrative/Sketch Plan Review Application

1. Identification

Project Name _____

Applicant Name _____

Address _____

City/State/Zip _____

Phone () _____ Fax () _____

Interest in the Property (e.g. fee simple, land option, etc.) _____

Property Owner (if other than applicant) _____

Address _____

City/State/Zip _____

Phone () _____ Fax () _____

2. Property Information

Property Street Address _____

Permanent Parcel Number _____

Legal Description of Property

Zoning District _____

Area _____ Width _____ Depth _____

Current Use(s) _____

Zoning District of Adjacent Properties to the:

North _____ South _____ East _____ West _____



3. Sketch Plan Required Elements. Consult *Chapter 36 Zoning, Section 16-02 Uses Requiring Site Plan Review* to determine if your project requires a Sketch Plan review. Some projects qualify for a full Site Plan Review or are altogether exempt from the review process. The Sketch Plan for the proposed development shall include all of the following information when required (refer to *Chapter 36 Zoning, Section 16-12.c.*):

A. Cover Sheet. Cover sheet providing:	Completed
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Title block with sheet number/title; name address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year). _____

Engineering scale and North arrow. _____

Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile. _____

Legal and common description of property including net acreage. _____

Identification and seal of a registered or licensed architect, engineer, land surveyor, or landscape architect who prepared drawings. _____

Zoning classification of petitioner’s parcel and all abutting parcels. _____

Note on each plan sheet stating “Not to Be Used as Construction Drawings”. _____

B. Buildings and Structures. Plan sheet(s) indicating:	Completed
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Existing and proposed buildings and parking lots with dimensions and setbacks. _____

Floor plan indicating existing and proposed uses. _____

Building elevations including materials and colors for all sides with proposed changes. _____

C. Parking and Access. Plan sheet(s) illustrating:	Completed
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Existing and proposed parking calculations. _____

Existing and proposed driveways. _____



Existing and proposed landscaping illustrated on the plan and described in a plant list. _____

Proposed changes to grading and other natural features. _____

Existing and proposed lighting and screening. _____

Proposed changes to utilities. _____

Any other items requested by the Building Official/Zoning Administrator to assist in the administrative review.

4. Application Procedure. The completed sketch plan, with all elements to be turned in to the City Building Department to commence the review process, shall include all of the following information (refer to *Section 16.12*):

- ? **Completed Sketch Plan.** A completed sketch plan including all elements specified above as required for proposed development and property.

- ? **Applications, Form and Fees.** A completed application form and an application fee; check to see if a separate escrow deposit is required for administrative charges to review the site plan submittal.

- ? **Completed Site Plan and Documentation.** Only if the administrative/sketch plan review consists of a review of an approved site plan with conditions by the Planning Commission, the complete site plan must be submitted with all revisions highlighted in such a manner that all modifications are easily identified.

- ? **Copies.** Six folded (6) copies of Plans that comply with the above criteria to the Zoning Administrator. Once the application has been signed and classified as complete the review should be processed within thirty (30) days.



I, _____ (applicant),
do hereby swear that the information given herein is true and correct.

Signature of Applicant Date Printed Name of Applicant

Signature of Property Owner (if different) Date Printed Name of Property Owner (if different)

I, _____ (property owner), hereby give permission for City of Fenton officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

<u>For Zoning Administrator Use:</u>		
Fee: _____	Consultant Retainer (Est.): _____	Total Fee Received: _____ File No.: _____
Signature of Zoning Administrator: _____		Date: _____
Additional Comments: _____		

