

**CITY OF LIVONIA, MICHIGAN
APPLICATION FOR SITE PLAN REVIEW & APPROVAL**

All petitions for Site Plan Approval shall be filed with the City Planning Commission,
33000 Civic Center Drive, Livonia, MI 48154-3097.

For filing fee see computation below

Date Filed: _____ Petition _____

Site Address: _____ Sidwell _____

Requesting Approval to _____

Applicant: _____ Business/Company: _____

Applicant's Address: _____ City: _____ State: _____ Zip Code: _____

Applicant's Phone # (_____) _____ Applicant's Email _____

Contact Person: _____ Business/Company: _____

Contact's Address: _____ City: _____ State: _____ Zip Code: _____

Contact's Phone # (_____) _____ Contact's Email _____

Please provide the following information:

- 1) **Site Plan** showing:
 - property dimensions, including road right-of-way & building setback lines
 - foot print of building(s), including dimensions & square footage
 - all easements, protective walls, sidewalks & existing trees
 - any significant topographic features (existing or proposed)
 - parking layout, including type of surface material, sizes of spaces & aisles
 - method used in calculating parking requirement
 - location of light standards servicing parking lot & cutout showing type & height
 - location of trash receptacle, including description of screening
 - location of signs (if proposed must submit separate sign application)
- 2) **Detailed Landscape Plan** including:
 - listing or labeling of all planted materials as to type and size
 - areas to be fully irrigated
 - percentage of landscaping provided (15% of total site required)
- 3) **Building Elevation Plan** depicting:
 - architectural quality
 - wall section & detail plan - exterior building materials must be labeled (i.e. brick, thin brick, E.F.I.S.)
 - all visible rooftop mechanical equipment and how they will be screened
- 4) **General Floor Plan** showing:
 - floor layout
 - entrances & exits
 - restaurants are required to illustrate seating arrangement & capacity
- 5) **One (1) set of reduced plans** (i.e. site, landscape, elevation, floor), **a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to: planning@livonia.gov**
- 6) **Legal Description** of the property to be considered (Clearly Printed)
- 7) One (1) completed application form & **three (3)** sets of full-size drawings

You are invited and encouraged to review your proposal with the Planning Department staff. Only one set of preliminary drawings will be necessary for this analysis.

<u>FEE COMPUTATION</u>	\$600.00 plus
_____ sq. ft. of new construction x \$20.00 per 1,000 sq. ft.	
Avoid Scams! The City of Livonia Planning Dept. does	(NOTE: Round to nearest 1,000) + _____
NOT send invoices via USPS or email. When you apply, you will pay in full .	Total Amount Due \$ _____

Owner of Property: _____

Owner's Address: _____ City: _____ State: _____ Zip Code: _____

Owner's Phone # (_____) _____ Owner's Email _____

Signature of Owner: _____ Print Name: _____

Site Plan Approval Process for the City of Livonia, Michigan:

- 1) You are invited and encouraged to review your plans (site, landscape, elevation & floor plans) with the Planning Staff subsequent to the filing of this application.
 - ❖ What is to be included on the submitted plans is outlined on application.
- 2) If acceptable, petitioner submits completed application form and 3 sets of plans (plus a reduced set of plans or digital file) to Planning Department.
- 3) Petitioner pays filing fee to City Planning Department.
- 4) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the Planning Commission.
- 5) The Planning Staff reviews plans for compliance with the requirements prescribed in the zoning ordinance.
- 6) The plans are sent to appropriate city departments (Police, Fire, Engineering & Inspection) for review and comments.
- 7) A background report and packet is compiled and distributed to the Planning Commission members.
- 8) The proposal is presented to the Planning Commission at a **Study Meeting**.
 - ❖ A Study Meeting is an informal session to provide the Planning Commission with a review of what is being proposed and provides information that will help each member envision the proposal when they tour the site. It also allows the petitioner an opportunity to make changes, based on comments expressed by the Commission, before the Regular Meeting.
- 9) It is strongly suggested that revised plans be submitted to the Planning Department prior to the Regular Meeting for review.
- 10) The proposal is presented to the Planning Commission at a **Regular Meeting**.
 - ❖ A Regular Meeting is a formal meeting where minutes are taken for public record and the entire proceedings are shown live on the City-wide cable channel. Comments are welcome from the Commission, petitioner and anyone else interested in this particular petition.
- 11) The Planning Commission renders a decision on the proposal.
- 12) The Planning Commission's recommendation is forwarded to the City Council.
- 13) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the City Council.
- 14) The proposal is presented to the City Council at a **Study Meeting**.
 - ❖ No vote is taken at a Study Meeting; the public may speak on any issue on or off the agenda. Council Members ask questions and gather information required for decision making.
- 15) The proposal is presented to the City Council at a **Regular Meeting**.
 - ❖ After the Council has received input on agenda items at the Study Meeting, or at a Public Hearing or Committee Meeting, then they take action-vote-on the issue.
- 16) City Council renders decision on the proposal.
- 17) If the proposal does not conform to the requirements of the ordinance, then the petitioner must apply for and obtain a variance from the Zoning Board of Appeals.
 - ❖ A variance permits, to a specific property, a certain use when the provisions of the ordinance does not and is based on undue hardship or practical difficulty.