VIENNA TOWNSHIP SITE PLAN REVIEW APPLICATION

I. PROPERTY INFORMATION			
Address or Parcel Number: 18-22-502-050	Current Zoning: C-1	Lot Size: 100 x 190	Current Use: office
Legal Description: see drawings	Description of Proposed Site Use: finacial office with drive up ITM and additional parking		

II. APPLICANT INFORMATION			
Name: TSSF Architects, Inc.	Phone: 989.752.7311	Email Address: keith@tssfinc.com	
Mailing Address: 122 N. Washington Ave	City: Saginaw	State: Michigan	Zip: 48607

III. PROPERTY OWNER INFORMATION *(if different from applicant)*			
Owner Name: Frankenmuth Credit Union	Owner Phone: 989.497.1600	Email Address: Vickie Schmitzer (VSchmitz@frankenmuthcu.org)	
Owner Address: 580 N. Main Street	City: Frankenmuth	State: Michigan	Zip: 48733

I hereby affirm that the information provided for this site plan review is accurate to the best of my knowledge. I understand that all site plan approvals are contingent upon all Genesee County Drain Commission, Road Commission, Water & Waste, Health Department, MDOT, EGLE or any other necessary agency approvals being obtained.

☐ OPTIONAL: By checking this box and signing below, I hereby grant permission for Vienna Township Officials and/or Planning Commission Members to enter my property for on-site inspection related to this application. (Failure to grant permission will not affect any decision on your application)

Keith Kosik — Applicant Signature

10/21/26 — Date

Keith Kosik AIA — Applicant Name Printed

Mike Schmitzer CEO — Owner Signature

10/21/26 — Date

Owner Name Printed

Escrow Account Fee = $5,000
This amount will be used towards any meeting and site plan fees
*(Any unused amount will be refunded, required for **all** new commercial and some residential projects)*

Office Use Only: Fees Paid: (Y) N Date Paid: $5,000 Site Plan Review Date: _____ 2nd Plan Review Date (If Necessary): _____

Decision: ☐ Approved ☐ Denied **Conditions:** _____

Vienna Township Planning Commission Signature — Date — Vienna Township Planning Commission Name Printed

*****PLEASE FILL OUT CHECKLIST ON NEXT PAGE*****

VIENNA TOWNSHIP SITE PLAN REVIEW CHECKLIST

The following information shall be accompany all plans submitted for review and must comply with the procedures set forth in Township Ordinance No. 363. This checklist must be filled out prior to submittal. **Anything marked No or N/A should be accompanied by a letter explaining why those items are not included in the site plan.** The applicant or a representative **must** be present at the meeting. **All site plan approvals are contingent upon all Genesee County Drain Commission, Road Commission, MDOT or any other necessary agency approvals being obtained.** The site plan process will take approximately 1 – 2 months and cannot be expedited.

Is the purpose of this site plan Commercial or Residential?	☑ Commercial ☐ Residential
Name & Address of property owner(s) has been provided.	☑ Yes ☐ No ☐ N/A
A drawing shall be submitted including the following information: legal description of the property, site location, gross land area of the development, zoning classification, description of proposed use and location and dimensions of all buildings, easements and right of ways are included on the site plan.	☑ Yes ☐ No ☐ N/A
Storm water management plan with detailed engineering calculations in accordance with Genesee County Drain Commissioner's Office Division of Surface Water Management.	☑ Yes ☐ No ☐ N/A
Grading and drainage plans submitted showing existing and proposed finished contour of site.	☑ Yes ☐ No ☐ N/A
Drawing showing surrounding land uses, properties, zoning classification within 300 feet of project site.	☑ Yes ☐ No ☐ N/A
Applicable Genesee County Drain Commissioner's Office Division of Water and Waste Services standard detail sheets and construction notes.	☑ Yes ☐ No ☐ N/A
Drawing showing the location and capacity of private or public water, and sanitary sewer facilities serving the site and storm drainage detail.	☑ Yes ☐ No ☐ N/A
Drawing showing the north point, existing elevations at 2 contour intervals, boundary lines, and topography showing natural features.	☑ Yes ☐ No ☐ N/A
Drawing showing all streets, driveways, service aisles, and parking areas including the general layout and design of parking lot spaces. Include type of surfacing and all parking calculations.	☑ Yes ☐ No ☐ N/A
Drawing showing the distances between structures, lot lines, setback lines, the location of vehicular entrances and loading/unloading points.	☑ Yes ☐ No ☐ N/A
Elevation drawings of each building with dimensions.	☐ Yes ☐ No ☑ N/A
Drawing showing the location, heights, size and number of proposed signs.	☑ Yes ☐ No ☐ N/A
Drawing showing the location of dumpster, site lighting and buffer zones.	☑ Yes ☐ No ☐ N/A
In cases of multiple homes or dwellings, drawing must show number of units per acre and square footage of each unit.	☐ Yes ☐ No ☑ N/A
Does this site plan have anything that does not meet specs listed in Township Zoning Ordinance? *If Yes, please consult with Township Building Dept. prior to submitting application*	☐ Yes ☑ No
When proposed structure requires a seal by the State of Michigan, site plan shall be sealed by a licensed Michigan architect, engineer or surveyor.	☑ Yes ☐ No ☐ N/A
Have all necessary agencies (i.e. Genesee County Road Commission, Water & Waste, Drain Commissioner, MDOT, EGLE, etc.) been contacted?	☑ Yes ☐ No ☐ N/A

Items to Submit		
Completed site plan review application and fees	**3 physical copies of the site plan drawings to an appropriate scale**	**1 electronic pdf copy of the site plan drawings**

Agencies to Contact	Phone	Website	Agency	Phone	Website
Genesee Co. Water & Waste	810-732-7870	https://www.gcdcwws.com/	Genesee Co. Road Com.	810-767-4920	https://gcrc.org
Genesee Co. Drain Commissioner	810-732-1590	http://www.gcdcswm.com/default.htm	MDOT	810-653-7470 ext. 300	
Genesee Co. Health Dept.	810-257-3603	https://www.gchd.us	EGLE	517-284-6651	https://www.michigan.gov/egle/

Building permits cannot be issued prior to site plan approval and all necessary agency approvals being obtained