

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?

Name & Address of property owner(s) has been provided.

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.

Storm water management plan with detailed engineering calculations in accordance with Genesee County Drain Commissioner's Office

	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Residential
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Grading and drainage plans submitted showing existing and proposed finished contour of site.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Applicable Genesee County Drain Commissioner's Office Division of Water and Waste Services standard detail sheets and construction notes.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Drawing showing the location and capacity of private or public water, and sanitary sewer facilities serving the site and storm drainage detail.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Drawing showing the north point, existing elevations at 2 contour intervals, boundary lines, and topography showing natural features.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Drawing showing the distances between structures, lot lines, setback lines, the location of vehicular entrances and loading/unloading points.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Drawing showing the location, heights, size and number of proposed signs.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

In cases of multiple homes or dwellings, drawing must show number of units per acre and square footage of each unit.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Does this site plan have anything that does not meet specs listed in Township Zoning Ordinance?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

When proposed structure requires a seal by the State of Michigan, site plan shall be sealed by a licensed Michigan architect, engineer or surveyor.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Have all necessary agencies (i.e. Genesee County Road Commission, Water & Waste, Drain Commissioner, MDOT, EGLE, etc.) been contacted?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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://gccc.org
Genesee Co. Drain Commissioner	810-732-1590	http://www.gcdswm.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