



Village of Mayville
 6104 Fulton Street • PO Box 219
 Mayville, MI 48744
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 www.villageofmayville.org

SPECIAL LAND USE REVIEW CHECK LIST

Yes No N/A Application Date: _____ **Name:** _____

- ___ ___ ___ Complete Planning & Zoning Application submitted and Application Fee paid.
- ___ ___ ___ Complete a Pre-meeting with two members of the Planning Commission.
- ___ ___ ___ Name and address of owner, including the names and addresses of any officers of a corporation, or partners of a partnership, including documentation of ownership.

- ___ ___ ___ Legal description of the property.

- ___ ___ ___ Area of the subject parcel stated in acres or, if less than one acre, in square feet.

- ___ ___ ___ Present zoning classification of the property and general description of the propose use.

- ___ ___ ___ Environmental Permits Checklist.

- ___ ___ ___ Hazardous Substance Reporting form.

Fifteen Copies of the initial Site Plan, Including:

- Yes No N/A**
- ___ ___ ___ 1-The site plan shall be of a scale of not less than one-inch (1”) equals fifty feet (50') and in sufficient detail that the reviewing body can readily interpret the site plan.

 - ___ ___ ___ 2-Name and address of the preparer; signed and sealed by a professional engineer, architect or land surveyor licensed by the State of Michigan.

 - ___ ___ ___ 3-Date prepared, including revisions.

 - ___ ___ ___ 4-Vicinity map showing the location of the site and relation to the surrounding street system and indicating adjacent parcels with the existing use.

 - ___ ___ ___ 5-Topography, both existing and proposed at two feet contour intervals, and its relationship to adjoining land. (Arrows should indicate direction of drainage.)

 - ___ ___ ___ 6-Soil characteristics and natural features (such as woodlots, marshlands, streams, lakes, drain basins and similar features). Indicate oak trees > 8” and sugar maple trees > 12”.

 - ___ ___ ___ 7-Existing man-made features.

 - ___ ___ ___ 8-Location and address of existing and proposed buildings or structures on the site, indicating the height, size, floor plan, and construction type of each.

 - ___ ___ ___ 9-Building setback of front, side and rear yards and property line dimensions.

 - ___ ___ ___ 10-Minimum spacing between buildings on the site.

Yes **No** **N/A**

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11-First floor elevation of buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12-Grade elevation at all property corners, building corners, and street center line. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13-Percentage of land covered by buildings and percentage of land reserved for open space. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14-Line demarcating limits of land clearing. Clearing limited to minimum necessary for buildings, parking and grading for site improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15-Dwelling unit density, typical front and side elevations and dimensioned floor plan for each dwelling unit type. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16-Adjacent right of ways or easements including the location of existing drives on the frontage opposite the site to be developed; If corner sites, both sides. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17-Other public or private right of ways or easements existing or proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18-Proposed drive locations, width and approach type. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19-Existing and proposed driving lanes and traffic patterns. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20-Existing and proposed parking and loading areas (including size and number of parking spaces). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21-Existing and proposed fire lanes and accessibility for fire-fighting equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22-Location of refuse and recycling containers and enclosure details. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23-Location of HVAC, pedestrian walks, non-motorized facilities and recreation areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24-Location of utility poles, guys, underground gas, electric and telephone lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25-Location of water lines including proposed service, and hydrants and other appurtenances as required by the Fire Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26-Location of sanitary sewer lines including the location and size of the proposed service. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27-Location and type of on-site storm water drainage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28-Location of existing and proposed fencing, landscaping, screening or other buffers required. Required landscaping must be indicated on the site plan or on a separate landscaping plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29-Fixture details, location and direction of all exterior on-site illumination. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30-Location, size and height of all existing and proposed signs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31-Where applicable, location of existing and proposed ground water supply wells, septic systems and other waste water treatment systems. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32-Interior and exterior areas to be used for storage, use, loading/unloading, recycling or disposal of hazardous substances. |

Yes No N/A

___ ___ ___ 33-Underground and above ground storage tanks location, specifications and use.

___ ___ ___ 34-Points of discharge for all drains and pipes.

___ ___ ___ 35-Flood Plain Certification.

Approvals from the following agencies:

Yes No N/A

___ ___ ___ Mayville Department of Public Works - 989.843.6621

___ ___ ___ Mayville Fire Department - 989.843.6662

___ ___ ___ Mayville Police Department - 989.843.5301

___ ___ ___ Tuscola County Road Commission - 989.673.2128

___ ___ ___ Michigan Department of Transportation - 517.241.2400 - MDOT@Michigan.gov

___ ___ ___ Tuscola County Environmental Health Department – 989.673.8114

___ ___ ___ Tuscola County Drain Commissioner – 989.672.3820

___ ___ ___ Michigan Department of Environmental Quality for work in a floodway -989.567.3500