



**Charter Township of Marquette**  
 1000 Commerce Drive, Marquette, Michigan 49855  
 Phone: 906-228-6220 • Fax: 906-228-7337  
 www.marquettetownship.org



## Application for Site Plan Review

*\*NOTE: This Application must be completed and submitted to the Marquette Township Offices.  
 \*Be sure to complete ALL sections of this form. Please Print or type.  
 \*Permit fee is due when permit & site plan are returned to the Marquette Township Offices.*

**Project Name**

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**Applicant Information**

Name:		Address:	
Business Name:			
Phone:	Fax:	Name of Contact Person:	Contact Phone:
If Applicant is not the Owner, state the Applicant's relationship to the Owner (i.e. purchaser, land contract vendee, owner's designated agent, etc.):			
Applicant's E-Mail Address:			

**Property Owner (if different from applicant)**

Name:		Address:	
Phone:	Fax:	Name of Contact Person:	Contact Phone:
E-Mail Address:			

**Property Information**

Address:		Property / Parcel I.D. Number(s):
		<b>52-08-       -       -</b>
Zoning District:	Total Acres or Square Footage:	
Legal Description(s) (attach pages as necessary):		
Name of any existing businesses on property (attach pages as necessary):		
Description of All Proposed Uses of Property (attach pages as necessary):		

**Permission**

If Applicant is not the Property Owner, does the Applicant have the Owner's permission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Estimated Cost of Project**

\$	
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**Please Include the Following**

- A narrative description, which includes the project purpose, location, long range plan and impact on emergency services, traffic, schools, and utilities (*Major site plans only*).
- Twelve (12) copies of the site plan(s) reproduced on durable 22"x34" sheets (*see attached site plan checklist for information that must be included on site plans*).

***I, the undersigned applicant certify that the statements and information contained in this application are true and correct to the best of my knowledge.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (print): \_\_\_\_\_

***I, the undersigned legal owners or contract purchasers of the subject property, certify that the statements and information contained in this application are true and correct to the best of our knowledge.***

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name (print): \_\_\_\_\_

Optional: I hereby grant permission for the Marquette Township Planning & Zoning Administrator, Superintendent of Public Works, and the Fire Marshall or their representatives to enter the above described property for the purposes of gathering information related to this application. *Note to applicant: This permission is optional and failure to grant permission will not affect any decision on your application.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY**

Official Receiving Application (*please print*): \_\_\_\_\_ Date: \_\_\_\_\_

Site Plan #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fees: Planning: \_\_\_\_\_ Engineering: \_\_\_\_\_ Fire Department: \_\_\_\_\_ Total: \_\_\_\_\_ Date Fees Paid: \_\_\_\_\_

Bond Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

Site Plan Application:  Approved  Approved with Conditions (*see comments*)  Not Approved (*see comments*)

Reason:  Incomplete Application  Other Date: \_\_\_\_\_

Signature of Planning & Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:**

**SITE PLAN CHECK LIST**

**Applicant**  
*(Initial Box Before Submission)*

**Planning & Zoning Office**  
*(Initial when Submitted)*  
**Satisfactory**

- |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| _____ | 1. An application form as provided by the Zoning Administrator fully completed and signed by the petitioner or representative.                                                                                                                                                                                                                                                                                                                                       | _____ |
| _____ | 2. A minimum of two (2) copies of all plans, documents and/or drawings containing the following information and data for all proposed land uses and activities as determined necessary by the Zoning Administrator.                                                                                                                                                                                                                                                  | _____ |
| _____ | 3. A complete legal description of the parcel(s) as it appears on the deed and the total site area of the proposed site in acres.                                                                                                                                                                                                                                                                                                                                    | _____ |
| _____ | 4. A fully dimensioned map/drawing, at a scale of 1"=50' or less, showing all relevant data including buildable setbacks, spatial relationship of all buildings, scale, directional arrow, original dates, revision dates, if any, and a vicinity sketch or location map (1"=500' or less) showing all abutting properties, and properties directly across the street(s) up to 500' from the site's property line, and property owner names for any such properties. | _____ |
| _____ | 5. The name of the proposed project/development/activity.                                                                                                                                                                                                                                                                                                                                                                                                            | _____ |
| _____ | 6. The name, address, and telephone number of all fee interest holders and type of ownership/interest.                                                                                                                                                                                                                                                                                                                                                               | _____ |
| _____ | 7. Any deed restrictions or covenants affecting the proposed plan and future on or off-site development.                                                                                                                                                                                                                                                                                                                                                             | _____ |
| _____ | 8. The size, shape, location, and use of all existing and proposed structures.                                                                                                                                                                                                                                                                                                                                                                                       | _____ |
| _____ | 9. The location of all existing and proposed driveways, curb cuts, and points of ingress and egress.                                                                                                                                                                                                                                                                                                                                                                 | _____ |
| _____ | 10. The location, names, and widths of all existing and proposed public or private rights-of-way including roads, railroads, easements, clear view triangles, utility licenses, and the jurisdiction or ownership status of each.                                                                                                                                                                                                                                    | _____ |
| _____ | 11. The existing and proposed zoning classification and/or land use intensity of the plan site and all adjacent or abutting properties, and if platted, the liber and page numbers of records plats.                                                                                                                                                                                                                                                                 | _____ |
| _____ | 12. The designated access locations for fire vehicles and emergency apparatus along with fire lane widths, type of road                                                                                                                                                                                                                                                                                                                                              | _____ |

surfacing, and any turnaround areas along with all relevant dimensions. **(See Fire Department Site Plan Review Requirements, attached)**

- \_\_\_\_\_ 13. The existing and proposed pavement widths, condition, and type, and the location of any acceleration or deceleration lanes existing or proposed. \_\_\_\_\_
- \_\_\_\_\_ 14. The existing or proposed vehicular, bicycle, and pedestrian circulation systems including all relevant dimensions; parking space sizes and numbers; designated handicapped parking areas and numbers; customer/employee parking areas, and all such other information as required in *Article XX*. \_\_\_\_\_
- \_\_\_\_\_ 15. The location, size, and depth as may be required for all public or private utility lines, individual service leads, storage tanks, and fire hydrants existing and/or proposed to service the project. \_\_\_\_\_
- \_\_\_\_\_ 16. The definition, location, and relevant dimensions of all loading areas, truck docks, service drives, and truck wells. \_\_\_\_\_
- \_\_\_\_\_ 17. The location of all permanent or temporary signs, existing or proposed, including their design, area, size, height, illumination, and the type of construction. \_\_\_\_\_
- \_\_\_\_\_ 18. A complete landscaping plan, including the location of all greenbelts and bufferyards, fencing, or screening, with specific indication of all landscape materials to be utilized. \_\_\_\_\_
- \_\_\_\_\_ 19. The location of all proposed trash and refuse receptacles and the method to be used for screening these areas. \_\_\_\_\_
- \_\_\_\_\_ 20. A complete set of architectural floor plans including all relevant square footage calculations, exterior building elevations, and the existing and proposed building grades and heights. Multiple unit proposals shall include all density and area calculations \_\_\_\_\_
- \_\_\_\_\_ 21. Any existing and/or proposed exterior lighting plans for parking areas, and general information regarding maximum illumination and candlepower of proposed lighting systems. \_\_\_\_\_
- \_\_\_\_\_ 22. The existing and proposed topography of the site with elevations based upon North American Vertical Datum of 1988 and mapped utilizing two (2) feet minimum contour intervals; five (5) foot intervals may be used where grades are in excess of ten (10) percent. All benchmark locations, descriptions, and elevations shall be noted. \_\_\_\_\_
- \_\_\_\_\_ 23. The notation of any significant or distinctive features which may be desirable to protect as natural features including all beaches, \_\_\_\_\_

bluffs, dunes, shorelands, ravines, ravine buffers, and steep slopes.

- \_\_\_\_\_ 24. The location and names of all existing and proposed water courses, water bodies, floodplains, wetland surface drainageways, basins and facilities, either natural or manmade. \_\_\_\_\_
- \_\_\_\_\_ 25. All available information on sub-surface water table depths or elevations, along with the quantity and quality of potential potable water supplies as required. \_\_\_\_\_
- \_\_\_\_\_ 26. All available information relative to on-site soil conditions, profiles, inventories, borings, and the source of all related reference material. \_\_\_\_\_
- \_\_\_\_\_ 27. The nature, size, type, and specific location of any forest or vegetative cover. \_\_\_\_\_
- \_\_\_\_\_ 28. If the application relates to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase. \_\_\_\_\_
- \_\_\_\_\_ 29. All applicable calculations in accordance with *Article XVIII, Performance Requirements*, referring the basic information cited in *Section 18.03, Performance Standards*. \_\_\_\_\_
- \_\_\_\_\_ 30. The seal of the licensed engineer, architect, landscape architect, surveyor, or planner who prepared the plan. \_\_\_\_\_
- \_\_\_\_\_ 31. Any such other information as may be required and/or deemed necessary by the Planning Commission or Zoning Administrator to properly and adequately evaluate the proposed project site plan or land use activity. \_\_\_\_\_