SITE PLAN REVIEW CHECKLIST

A. In order to facilitate site plan review and official submittal to the City of Southfield and to provide consistency in the review, the following checklist must be returned with the application with the acknowledgment of the architect or developer that the item has been indicated on the plan.	
B. Parcel identification, including existing zoning, general location map, size of parcel, dimensions of parcel.	
C. Name, address, telephone number and seal of the architect, planner, or engineer responsible for the preparation of the plan.	
D. Date, north point and scale (1" = 20' minimum or 1" = 50' for sites over three (3) acres).	
E. Location and dimensions of all existing and proposed structures and all existing structures within one hundred (100') feet.	
F. Summary schedule (number of units if applicable, types of units, gross and net square feet, building height, parking requirements, provided spaces and required spaces, etc.).	
G. Relationship of proposed site and subject use to adjacent sites, properties, driveways, buildings, etc., and those across the street, showing how these relate to the site, especially in regard to vehicular	
H. Setback and yard requirements (required and proposed).	
I. Utilities: public (storm sewer, sanitary sewer, water, gas, sidewalks, existing and proposed right-of-ways); private (propane gas, retention ponds, existing and proposed overhead utilities, etc.)	
J. Enclosed refuse storage and location (if required).	
K. Ground mounted electric transformer location and liquefied petroleum (LP) tanks if required.	
L. Building servicing (loading zones, drop-off areas, etc.)	
M. Existing natural features (topography, trees, ponds, streams, floodplain, etc.)	
N. Internal traffic circulation and traffic control devices (curbing, landscaping, signing, aisle widths, angle of parking, curb cut radius, and deceleration and acceleration lanes, if required).	
O. Walls where required (six (6') foot, unpierced with face brick on residential side).	
P. Pedestrian circulation (internal walkways, public sidewalks, etc.).	
Q. Building elevations indicating building materials.	
R. One (1) colored site plan indicating buildings, landscape areas, parking and drives. One (1) colored rendering or elevation or model.	
S. Landscape plan indicating types, sizes, and number of existing and proposed plant materials on site and within 50' of the site. Landscape plans must be sealed by a registered landscape architect.	
Signature of a registered architect, planner or engineer submitting for site plan or special use review. _____	