



# CITY OF ALBION—APPLICATION FOR SITE PLAN REVIEW

City of Albion Planning Department (517) 629-7189  
 Cornerstone Inspection Services (269) 729-9244

**Application Instructions:** Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

**Required Documents:** (Major Projects)

- Twelve sets of plans, drawn to scale in black line or blueprint.

**Base Fee:** \$250 **Plus:** Consultant Charges *if applicable* (actual cost).

**Additional Instructions:** The applicant, or a representative with a letter of authority or power of attorney for the applicant, must be present at a meeting of the Albion Planning Commission concerning this application.

Remember to contact **Cornerstone Inspection Services** office at **(269) 729-9244** to see what Permits may be necessary for your project.

<b><u>FOR OFFICE USE ONLY</u></b>
Permit #: <div style="font-size: 2em; font-weight: bold; text-align: center;">20 -</div>
Stamp here for "Date Received"
Received by:

<b>Deposit to Account. #101-400-483.00</b>
Stamp here for "Paid"
Amount:

Stamp here for "Approved/Deny"
Date

**1. Property Information:**

**Property Zoned:**

Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>		Parcel Number
Present Zoning District	Present Use of Site: <input type="checkbox"/> Residential <span style="float: right;"><input type="checkbox"/> Industrial</span> <input type="checkbox"/> Commercial <span style="float: right;"><input type="checkbox"/> Other (describe)</span>	
Requested Zoning District	Proposed Use of Site: <input type="checkbox"/> Residential <span style="float: right;"><input type="checkbox"/> Industrial</span> <input type="checkbox"/> Commercial <span style="float: right;"><input type="checkbox"/> Other (describe)</span>	

**2. Owner Information:**

Name: <i>Include Contact Person If Applicable</i>	Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:

**3. Applicant Information:**

Name: <i>Include Contact Person If Applicable</i>	Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:

**4. Engineer or Architect Information:**

Name: <i>Include Contact Person If Applicable</i>		Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:	

**5. Developer Information:**

Name: <i>Include Contact Person If Applicable</i>		Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:	

**6. Project Description:**

Provide a narrative description of the project including gross and net acreage of all parcels in the project, the total number of proposed structures, square feet, total and usable floor space, parking spaces, garages, open space, and other related information pertinent to this application.

**7. Site Plan Specifications:**

The site plan shall consist of an accurate, reproducible drawing at a scale of 1"= 100' or less, showing the site and all land within 150 feet of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following:

- North arrow, scale and date of original submittal and last revision.
- Location of proposed and/or existing property lines, dimensions, legal descriptions and setback lines.
- Location of existing public roads, rights-of-way and private easements of record and abutting streets.
- Project description, including the total number of structures, square feet, total and usable floor area, parking spaces, garages, open space and related information as pertinent or otherwise required by the ordinance.
- Existing topographic elevations at two foot intervals, proposed grades and direction of drainage flows.
- Location and type of significant existing vegetation.
- Location and elevations of existing watercourses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands.
- Locations of existing and proposed building and intended uses thereof, as well as the length, width, and height of each building.
- Proposed location of accessory structures, buildings and uses, including but not limited to flagpoles, lightpoles, docks, storage sheds, transformers, air conditioners and the method of screening where applicable.

- Location and dimensions of existing and/or proposed curbing, carports, barrier free access, parking areas (including indication of all spaces and method of surfacing), fire lanes and all lighting thereof.
- Location, size and characteristics of all loading and unloading areas.
- Locations and design of all sidewalks, walkways, bicycle paths and areas for public use.
- Location of all other utilities on the site including, but not limited, to natural gas, electric, cable TV, telephone and steam.
- Location and specifications for all fences, walls, and other screening features.
- Location for all proposed perimeter and internal landscaping.
- Location and size for screening of all trash receptacles and other solid waste disposal facilities.
- Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salt, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
- Identification of any significant site amenities.

**8. Certification**

*I hereby certify that I am the **owner** of record of the named property and that I have authorized the proposed work. I further agree to conform to all applicable laws of this jurisdiction. If a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

Signature of <b>Owner</b> :	Phone	Date
Street Address:		City, State, Zip Code

*I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

Signature of <b>Applicant</b> :	Phone	Date
Street Address:		City, State, Zip Code

**9. Evaluation and Determination**

**CORNERSTONE INSPECTION SERVICES**

Mechanical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plumbing Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Residential Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Commercial Building Permit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Plans Examination	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**PUBLIC SERVICES**

Right of Way	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Curb Cut	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Soil Erosion	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sewer Connection	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**ZONING PERMIT**

Site Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Non-conformity	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Use	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Variance	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**REVIEWER**

<i>Staff whom Reviewed the Application:</i>	<i>Staff Hours:</i>	<i>Approved/Deny:</i>	<i>Date Applicant Notified:</i>
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**Commission Action Required?**       YES       NO

**PUBLIC NOTICE**

<i>Public Notice in Newspaper</i>	<i>Letter to Nearby Properties</i>	<i>Public Hearing Date</i>
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**PLANNING COMMISSION**

<i>Planning Commission Action (Approved/Deny)</i>	<i>CHECK HERE FOR CONDITIONAL APPROVAL</i> _____	<i>Vote Approval: _____ Deny: _____</i>
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**PLANNING DEPARTMENT APPROVAL/DENY**

<i>Signature</i>	<i>Date</i>
<i>Notes</i>	<i>Stamp</i>