



CITY OF WAYNE  
3355 SOUTH WAYNE ROAD  
WAYNE, MICHIGAN 48184  
734-722-2002  
SITE PLAN APPLICATION

Please submit five (5) 11X17 paper copies and one electronic copy of the Site Plan

**SITE INFORMATION:**

Name of Proposed Development: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Total area of Property: (Check One)

( ) A. Under 7,500 sq. ft.

( ) B. Between 7,500 and 15,000 sq. ft.

( ) C. Over 15,001 sq. ft.

Fee:

\$200.00

\$300.00

\$500.00

Prior Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**OWNER INFORMATION:**

Property Owner: \_\_\_\_\_

Name Address Phone

E-Mail

Business Owner: \_\_\_\_\_

Name Address Phone

E-Mail

Applicant: \_\_\_\_\_

Name Address Phone

E-Mail

Affidavit of Petitioner: I the undersigned petitioner, being duly sworn, depose and say that the statements and information herewith submitted are true and correct to the best of his/her knowledge, information and belief, further that he/she is authorized to submit this petition. I further acknowledge that the City and its employees shall not be held liable for any claims that arise as a result of acceptance, processing, or approval of this site plan application. I authorize City Staff and/or its representatives to conduct visits to the subject property and allow for reasonable access to the premises:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

Notary for Property Owner:

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. A Notary Public in and for \_\_\_\_\_ County, Michigan. \_\_\_\_\_

\_\_\_\_\_  
: Notary Signature

My Commission expires \_\_\_\_\_, 20\_\_\_\_



**CITY OF WAYNE**

**2022**

**SITE PLAN REVIEW SCHEDULE**

- Site Plans are due by 4:30 p.m. on the last Tuesday of each month. Six paper copies and one electronic copy of the Site Plan, building elevation drawings, etc., are to be submitted to the City Clerk's office along with the application and fee which is based on the square footage of the site.
- The Site Plan review Team will meet the Tuesday prior to the Planning Commission meeting and prepare written comments which will be available the next day.
- The Planning Commission meets the Second Tuesday of each month at 7:00 p.m. The applicant or representative of the applicant must be present at the meeting in order for the item to be considered.
- The City Council will consider the item at their meeting which is held on the third Tuesday of each month at 7:00 p.m. The applicant or a representative of the applicant must be present at the meeting in order for the item to be considered.

SITE PLANS DUE	PLANNING COMMISSION MEETING	CITY COUNCIL MEETING
12/28/21	1/11/22	1/18/22
1/25/22	2/8/22	2/15/22
2/22/22	3/8/22	3/15/22
3/29/22	4/12/22	4/19/22
4/26/22	5/10/22	5/17/22
5/31/22	6/14/22	6/21/22
6/28/22	7/12/22	7/19/22
7/26/22	8/9/22	8/16/22
8/30/22	9/13/22	9/20/22
9/27/22	10/11/22	10/18/22
10/25/22	11/8/22	11/15/22
11/29/22	12/13/22	12/20/22
12/27/22	1/10/23	1/17/23

QUESTIONS SHOULD BE DIRECTED TO LORI GOUIN, COMMUNITY DEVELOPMENT/PLANNING DIRECTOR AT (734) 722-2002 OR LGOUIN@CITYOFWAYNE.COM



**BUSINESS CONTACT INFORMATION**  
**WAYNE POLICE/FIRE DEPARTMENTS**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Do you have a Knox Box? ( ) No ( ) Yes-Location:** \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION (List in Priority Order)**

1. **Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Key Holder: ( ) No ( ) Yes**

2. **Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Key Holder: ( ) No ( ) Yes**

3. **Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Key Holder: ( ) No ( ) Yes**

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Key Holder: ( ) No ( ) Yes**

**Submission/Update Date:** \_\_\_\_\_

# Nonresidential Development Project Form

Please complete this form for each new nonresidential construction project in your community. Return form(s) via email or fax using contact information on bottom of this page. Thank you.

1) Name of Project \_\_\_\_\_

2) Location (please provide parcel id if address not assigned yet)

Address: \_\_\_\_\_

Parcel Number/APN: \_\_\_\_\_

3) Status      COMPLETED      UNDER CONSTRUCTION      SITE PLAN APPROVED  
Year \_\_\_\_\_      Projected Start \_\_\_\_\_

4) Building Type

- |   |   |
|---|---|
| <input type="checkbox"/> Hotel (# of rooms _____)                                 | <input type="checkbox"/> Industrial                         |
| <input type="checkbox"/> Institutional (schools/churches)                         | <input type="checkbox"/> Medical/Hospital (# of beds _____) |
| <input type="checkbox"/> Office   | <input type="checkbox"/> Transportation                     |
| <input type="checkbox"/> Retail/Commercial  | <input type="checkbox"/> Warehouse/Distribution             |
| <input type="checkbox"/> Mixed-Use (describe mix below)                           |   |
| <input type="checkbox"/> Mixed-Use w/ Residential Component (# units _____)       |   |
| <input type="checkbox"/> Skilled Nursing Facility/Assisted Living (# units _____) |   |

Building Details/Comments \_\_\_\_\_

5) Investment Value: \$   
(if known, not required)

6) Construction Type and Building Size – please circle one and provide square feet of floorspace

NEW    or    REDEVELOPMENT      Square Feet of Project \_\_\_\_\_  
(demolish and rebuild)

ADDITION    Square Feet of Project \_\_\_\_\_  
(to an existing structure)

MAJOR RENOVATION (significant interior and exterior renovations, NO tenant build-outs or re-occupancies please)  
Square Feet of Project \_\_\_\_\_

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If no construction occurred in 2019, please check box and fill in your community name here.

No Construction  
to Report      \_\_\_\_\_  
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Wayne, Michigan Code of Ordinances

**CHAPTER 1276**  
**Site Plan Approval**

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- 1276.01 Authority of Planning Commission.
- 1276.02 Intent.
- 1276.03 Filing by land owner; fee.
- 1276.04 Information required on plan.
- 1276.05 Review and recommendation by Planning Commission.
- 1276.06 Time limit on establishment of the development.
- 1276.07 Variances.

**CROSS REFERENCES**

- Zoning, land use and community development fees - see ADM. 210.12
- Planning Commission - see P.& Z. Ch. 1210
- Special exceptions - see P. & Z. 1234.12(b)
- Variances - see P. & Z. 1234.12(c)
- Off-street parking and loading - see P. & Z. Ch. 1282
- Nonconforming uses - see P. & Z. Ch. 1286
- Supplementary regulations - see P. & Z. Ch. 1288
- Site plans for PRD Planned Residential Districts - see P. & Z. 1253.07 et seq.

**1276.01 AUTHORITY OF PLANNING COMMISSION.**

(a) Site plan review by the Planning Commission and approval by Council shall be required in B-1, B-2, B-3, B-4, B-5, IND-B, IND-1, IND-2, R-2, R-3, R-4, R-5, HD, T-1 and P-1 Districts and also required in R-1AA, R-1A, R-1B and R-1C Districts if for any of the uses listed as special exceptions in Section 1238.04 under any of the following circumstances:

(1) (EDITOR'S NOTE: Paragraph (a)(1) was repealed by Ordinance 2016-05, passed July 5, 2016.)

(2) (EDITOR'S NOTE: Paragraph (a)(2) was repealed by Ordinance 2016-05, passed July 5, 2016.)

(3) Prior to commencement of development by construction of an additional building on improved land, or the reconstruction of at least 30% of the total structure or any facade.

(Ord. 2016-05. Passed 7-5-16.)

(b) Nothing herein contained shall require site plan review or approval for the following events:

- (1) Change of ownership;
- (2) Repair or replacement of the mechanical parts of a building such as, for example, but not limited to the furnace, hot water tank, toilet or sink;
- (3) Repair or re-roofing of a building with a flat roof;
- (4) Changes in, or additions to, signage;
- (5) Repairs as a result of fires or acts of God;
- (6) Installation of awnings; or
- (7) Interior building renovations for occupied properties that are not expected to substantially increase the demand on existing parking, providing there is a current certificate of occupancy inspection report which does not contain evidence of site conditions such as, but not limited to: inadequate lighting, improper signage, absent or deficient landscaping, improper treatment of dumpster(s), improper storage, peeling paint, scattered debris, status of parking lots.

(Ord. 1990-12. Passed 7-3-90; Ord. 2002-31. Passed 11-4-02; Ord. 2010-04. Passed 6-1-10; Ord. 2011-04. Passed 12-6-11.)

(c) If the requirements of Section 1276.01(a) are not met then authority of the Planning Commission directs the administration to provide for a zoning permit in compliance with Section 1276.01(b)(7) and Chapter 1281.

(Ord. 2016-05. Passed 7-5-16.)

#### 1276.02 INTENT.

Site plan review procedure is intended to minimize the possibility of an adverse effect upon adjacent property and to obtain proper relationships between the following development features as they relate to traffic, safety, service roads, drives and parking areas, building locations, open spaces and landscaping, storm water drainage and environmental effects. Site plan review procedure is also intended to further the Redevelopment and Design Concepts of the 2010 Amendments to the Master Plan. Such considerations are especially important with regard to the proximity of business, industrial and parking zoned areas to residential areas.

(Ord. 2-A-64. Passed 10-19-82; Ord. 2011-04. Passed 12-6-11.)

### 1276.03 FILING BY LAND OWNER; FEE.

Any person owning or having an ownership interest in a parcel of land may file for site plan approval. The application shall be accompanied by a fee as provided for in Chapter 210 of the Administration Code.

(Ord. 2-A-64. Passed 10-19-82.)

### 1276.04 INFORMATION REQUIRED ON PLAN.

The following information shall be included on the site plan:

- (1) The owner's name and address;
- (2) The date (month, day and year);
- (3) The title block;
- (4) A scale;
- (5) A northpoint;
- (6) A legal description;
- (7) A location sketch (one inch equals 2,000 feet);
- (8) The architect's, engineer's, surveyor's, landscape architect's or planner's seal;
- (9) The topography on the site and fifty feet beyond the site at two-foot contour intervals;
- (10) Lot lines and building lines within 100 feet;
- (11) Lot lines and property line dimensions;
- (12) The centerline and existing and proposed right-of-way lines;
- (13) The acceleration, deceleration and passing lane, where required;
- (14) The zoning classification of the petitioner's parcel and all abutting parcels;
- (15) Existing drainage courses, floodplains and lake or stream elevations;
- (16) Ties to major thoroughfares and/or section corners;
- (17) The general location of sanitary sewers and building leads;
- (18) A general indication of the following:
  - A. Water mains, hydrants and building services and sizes; and
  - B. Storm sewers, site grading, drainage, retention basins and/or other pertinent facilities;
- (19) A landscape plan;

- (20) Front, side and rear yard dimensions;
- (21) Loading and unloading area;
- (22) Total and usable floor area;
- (23) Building elevations;
- (24) Parking spaces;
- (25) Berm or obscuring wall locations and cross-sections;
- (26) Gross and net acreage figures;
- (27) Interior and exterior sidewalk locations;
- (28) Designation of fire lanes;
- (29) Exterior lighting locations and the method of shielding;
- (30) Trash receptacle locations and the method of shielding;
- (31) Transformer pad locations and the method of shielding;
- (32) Entrance details, including signs;
- (33) The quantity and quality of industrial waste;
- (34) The location of electrical and gas services;
- (35) Floor plans with dimensions;
- (36) The number of employees;
- (37) The location of parking spaces for the handicapped; and
- (38) The location and size of signage.

(Ord. 2-A-60. Passed 2-17-81; Ord. 2-A-64. Passed 10-19-82.)

#### **1276.05 REVIEW AND RECOMMENDATION BY PLANNING COMMISSION.**

The Planning Commission shall have the function, duty and power to review the site plan with the aid and assistance of recommendations from City departments affected by the site plan, which review shall be co-ordinated by the Secretary of the Commission. Thereafter, the Commission shall approve or disapprove the plan, or approve it subject to compliance with such modifications or conditions as may be deemed necessary to assure that all applicable provisions of this Zoning Code have been complied with. Upon the determination that all applicable provisions of this Zoning Code have been complied with, the Commission shall make a recommendation to Council by issuing a statement of preliminary site plan approval, or, if subject to modification, a statement of site plan approval subject to modification.

(Ord. 2-A-64. Passed 10-19-82.)



**1276.06 TIME LIMIT ON ESTABLISHMENT OF THE DEVELOPMENT.**

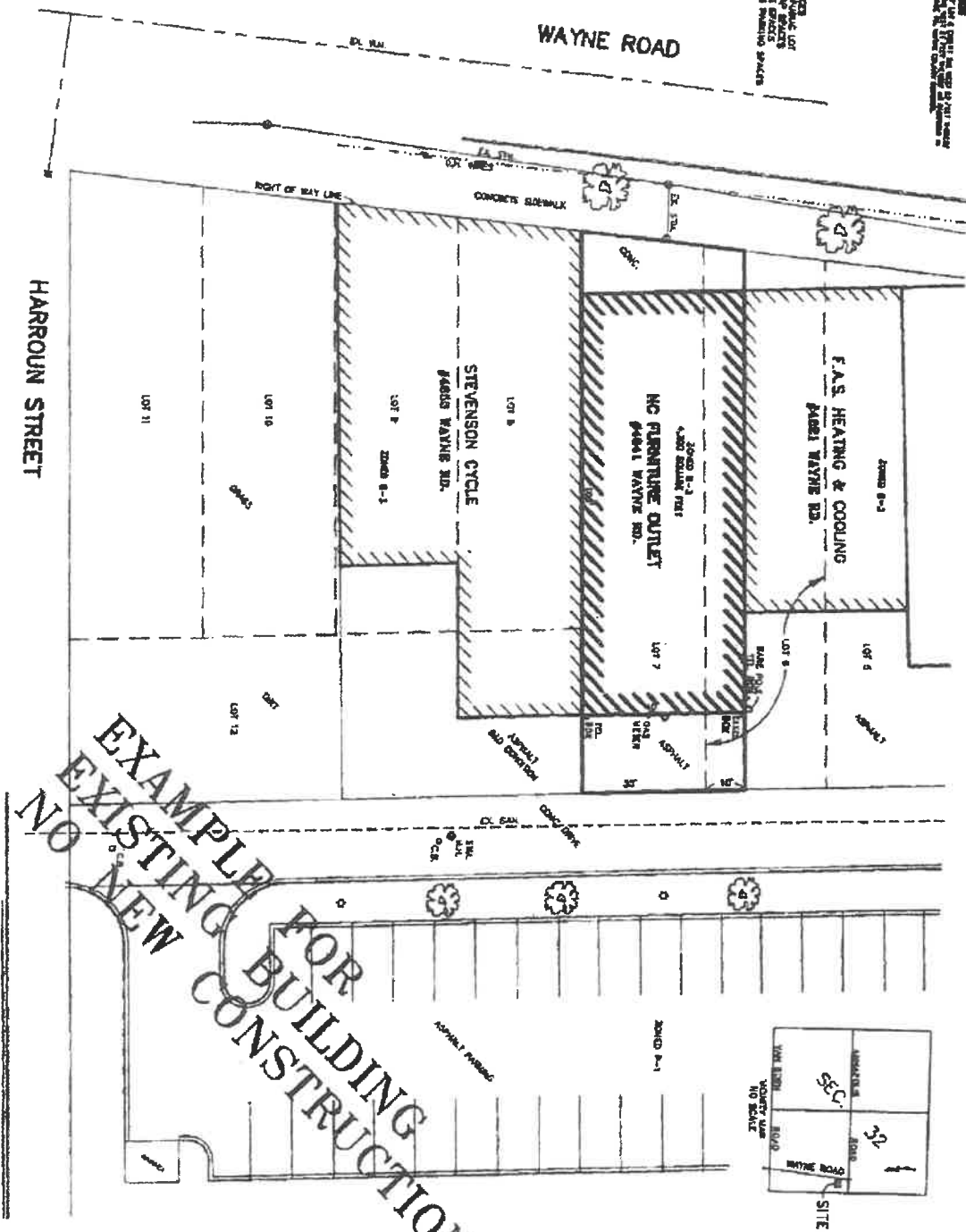
Establishment of the development permitted by site plan approval shall be within twelve months of approval. The issuance of a building permit or the commencement of development work shall constitute fulfillment of the establishment requirement.

(Ord. 1988-09. Passed 4-19-88.)

**1276.07 VARIANCES.**

If site plan approval depends on the granting of variances, Council shall refer the matter of variances to the Board of Zoning Appeals for action thereon.

(Ord. 2-A-60. Passed 2-17-81.)



PLANNING SERVICES  
 PROVIDED BY TOWN OF WAYNE  
 4641 SOUTH WAYNE ROAD  
 48064  
 CONTACT - 3 PLANNING SERVICES

EXAMPLE FOR  
 EXISTING BUILDING  
 NO NEW CONSTRUCTION

<p><b>CITY OF WAYNE</b>                  ENGINEERING DEPARTMENT                  4601 S. WAYNE ROAD WAYNE, MI 48064 (734)226-4183</p>		<p><b>4641 SOUTH WAYNE ROAD</b>                  PROPERTY ADDRESS                  4641 SOUTH WAYNE ROAD                  WAYNE, MI 48064</p>	<p>DATE: 10/12/12</p>
			<p>SCALE: 1" = 100'</p>

