

**OTSEGO COUNTY**  
**LAND USE SERVICES**  
 1322 HAYES RD GAYLORD MI 49735  
 PHONE: 989.731.7400 \* FAX: 989.731.7419  
[www.otsegocountymi.gov](http://www.otsegocountymi.gov)

**APPLICATION FOR SITE PLAN REVIEW**

**APPLICANT:**

Name:	Owner/Agent/Other Interest <i>(circle one)</i>
Address:	
Phone: (    )    -	Fax: (    )    -

**PROPERTY OWNER:** *(If different from Applicant)*

Name:	
Address:	
Phone: (    )    -	Fax: (    )    -

**PROPERTY LOCATION:**

Township:	Section:	T ____ N/R ____ W	Zoning District:
Site Address:			
Parcel Number:    _____ - _____ - _____ - _____			
Description of Project and Proposed Use:			

<b>Signature of Applicant:</b>	<b>Date:</b>
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\*\*\*All information received by this department is subject to the Freedom of Information Act. Under this act, persons are allowed to request copies of said information. This includes but is not limited to copyrighted drawings and blueprints

**\*\*\*Attention\*\*\***

\*These items **must** be submitted in conjunction with this application.

- Proof of property ownership and whether there are any options on the property or any liens against it.
- A signed statement that the applicant is officially acting on the owner's behalf.
- Appropriate fees paid to Otsego County.

\*Please refer to the Otsego County Zoning Ordinance particularly Section 21 and Section 23 to assure all items are addressed on the site plan and allow for a smooth presentation to the governing body.

This checklist and the following items are required on all site plans before they can be submitted for review to the various approving entities:

1. The applicant's name, address and phone number in full.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
2. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land) and the signature of the owner(s).  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
3. The address and or parcel number of the property.  
Yes\_\_\_ No\_\_\_ "No" explain: \_\_\_\_\_
4. Name and address of the developer (if different from the applicant).  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
5. Name and address of the engineer, architect and/or land surveyor.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
6. Project title.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
7. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided and related information as pertinent or otherwise required by the ordinance.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
8. A vicinity map drawn to scale with North point indicated.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
9. The gross and net acreage of all parcels in the project.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_
10. Land uses, zoning classification(s) and existing structures on the subject parcel and within ten feet (10') of property lines of adjoining parcels.  
Yes\_\_\_ No\_\_\_ if "No" explain: \_\_\_\_\_

11. Project completion schedule/development phases. (refer to Section 23.9)  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

12. The site plan shall consist of an accurate, reproducible drawing at a scale of 1"= 50 or fewer feet or less or sites of less than three (3) acres and 1"=100 or fewer feet or less if the site is larger than three (3) acres. The site plan shall show the site and all land within fifty (50) feet of the site. If multiple sheets are used, each shall be labeled and the preparer identified.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

**All site plans shall be sealed by a professional engineer, surveyor, architect or landscape architect.  
Each site plan shall depict the following:**

13. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, monument locations and shoreland and natural river district, if any.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

14. Existing topographic elevations and proposed grades in sufficient detail to determine direction of drainage flows.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

15. The type of existing soils at proposed storm water detention and retention basins and/or other areas of concern. Boring logs may be required if necessary to determine site suitability.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

16. Location and type of significant existing vegetation.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

17. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, flood plains and wetlands within fifty (50) feet of the parcel.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

18. Location of existing and proposed buildings and intended uses thereof, as well as the length, width and height of each building and typical elevation views of proposed structures.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

19. Proposed location of accessory structures, buildings and uses, including all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, site amenities and the method(s) of screening where applicable.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

20. Location of existing public roads, right-of-ways and private easements of record and abutting streets. Notation of existing traffic counts and trip generation estimates may be required if deemed appropriate by the Zoning Administrator or Planning Commission.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

21. Location of and dimensions of proposed streets, drives, curb cuts and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development. Details of entryway and sign locations shall be separately depicted with an elevation view.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

22. Location, design and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces and method of surfacing) and fire lanes.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

23. Location, size, and characteristics of all loading and unloading areas.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
24. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
25. Location of water supply lines and/or wells, including fire hydrants and shut off valves, the location and design of storm sewers, retention or detention ponds, waste water lines, clean-out locations, connection points and treatment systems, including septic systems if applicable.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
26. Location of all other utilities on the site including natural gas, electric, cable TV, telephone and steam.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
27. Proposed location, dimensions and details of common open spaces and common facilities, such as community buildings or swimming pools if applicable.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
28. Location, size and specifications of all signs and advertising features with elevation views from front and side.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
29. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
30. Location and specifications for all fences, walls and other screening features with elevation views from front and side.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
31. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
32. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
33. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials, as well as any containment structures or clear zones required by government authorities.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
34. North arrow, scale and date of original submittal and last revision.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_
35. Seal of the registered engineer, architect, landscape architect, surveyor or planner who prepared the site plan.  
Yes \_\_\_ No \_\_\_ if "No" explain: \_\_\_\_\_

**\*\*\*Attention\*\*\***

All site plans shall be sealed by a professional engineer, surveyor, architect or landscape architect. In the immediate area of the seal there shall also be the following statement, signed by the professional sealing the plans:

I do hereby certify that these plans have been prepared under my sustained review and, to the best of my professional knowledge, understanding and information; the design of this project is in compliance with the Otsego County Zoning Ordinance dated: \_\_\_\_\_

**Or**

I do hereby certify that those plans have been prepared under my sustained review and, to the best of my professional knowledge, understanding and information; the design of this project is in compliance with the Otsego County Zoning Ordinance dated \_\_\_\_\_, except for the following items:  
(List known variations from the Ordinance)

**\*\*\*OFFICE USE ONLY\*\*\***

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Date Application Received:	Fee:	Receipt Number:
Permit No:	Soil Erosion Permit No:	
Approved:	Denied:	By:
Conditions:		
Reasons:		



**LAND USE SERVICES**  
1322 Hayes Rd  
Gaylord, MI 49735  
989.731.7400

**OTSEGO COUNTY LAND USE SERVICES  
AGENCY REVIEW FORM**

<b>DATE:</b>	
<b>APPLICANT:</b>	
<b>SITE ADDRESS:</b>	

After review, please state your approval or address any issues/concerns relating to the site plan submitted by the applicant for review by the Otsego County Planning Commission and/or Zoning Administrator per Article 23 Site Plan Review Section 23.4 Agency Review of the Otsego County Zoning Ordinance. A letter or email of approval is also acceptable for your convenience.


<b>SIGNATURE/TITLE:</b>
<b>AGENCY:</b>