



CITY OF NILES, MI

SITE PLAN REVIEW CHECKLIST

THE SITE PLAN MUST BE PREPARED BY AN ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT OR PLANNER LICENSED TO WORK IN MICHIGAN AND SHALL INCLUDE AND ILLUSTRATE THE REQUIREMENTS FOUND WITHIN SECTIONS BELOW, UNLESS DEEMED UNNECESSARY BY THE ZONING ADMINISTRATOR. APPLICANTS MUST RESPOND TO EACH ITEM BY NOTING COMMENTS- USING N/A IS ACCEPTABLE AS APPROPRIATE UNLESS OTHERWISE REQUIRED BY THE CITY OF NILES ZONING ORDINANCE WHICH CAN BE FOUND ON THE CITY'S WEBSITE ([HTTP://CI.NILES.MI.US/BUSINESS/PHOTOS%20&%20DOCUMENTS/ZONINGORDINANCE.PDF](http://ci.niles.mi.us/business/photos%20&%20documents/zoningordinance.pdf)).

PROJECT TITLE					
OWNER					
OWNER CONTACT					
OWNER EMAIL & TELEPHONE					
PRIME PARCEL ADDRESS					
NUMBER OF PARCELS		PARCEL NUMBERS			
ADDITIONAL PARCEL NUMBERS					
LIBER, PAGE OF DEED AND DATE PRIME PARCEL WAS CREATED					
ARE THERE ARE ANY OPTIONS AND/OR LIENS ON ANY OF THE PROPERTIES?	YES	PARCEL NUMBER(S)			NO
NAME OF THE ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT OR PLANNER.					
ADDRESS					
CONTACT					
CONTACT EMAIL & TELEPHONE					
SUBMISSION DATE					
NAME, ADDRESS AND CONTACT INFORMATION FOR ANY ADDITIONAL ENGINEERS, ARCHITECTS, LANDSCAPE ARCHITECTS OR PLANNERS SUPPORTING THE SITE PLAN DEVELOPMENT.					
NAME AND ADDRESS OF THE DEVELOPER (IF DIFFERENT FROM THE APPLICANT).					



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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' OF THE SITE. IF MULTIPLE SHEETS ARE USED, EACH SHALL BE LABELED AND THE PREPARER IDENTIFIED.

REQUIRED ATTACHMENTS:

1. PROVIDE A SIGNED AND NOTARIZED STATEMENT THAT THE APPLICANT IS THE OWNER OF THE PROPERTY OR OFFICIALLY ACTING ON THE OWNER'S BEHALF. THIS MUST INCLUDE 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).
2. PROVIDE LEGAL PROOF OF PROPERTY OWNERSHIP
3. A VICINITY MAP THAT SHOWS THE LOCATION OF THE PROJECT IN RELATION TO ADJACENT PARCELS, SURROUNDING STREETS AND OTHER LANDMARKS.
4. A FULL COLOR RENDERING OF ANY STRUCTURES THAT INCLUDE ELEVATION. THIS CAN BE REPRESENTATIVE OF THE PROJECT.
5. PLEASE PROVIDE AN ELECTRONIC COPY OF ALL SITE PLANS AND RELATED DOCUMENTS. THESE MUST BE SUBMITTED AS HIGH QUALITY PDF FORMAT AND CAN BE EMAILED TO COMMUNITYDEVELOPMENT@NILESMI.ORG. IF THE FILES ARE TOO LARGE TO EMAIL, PLEASE REQUEST A LINK TO OUR DROPBOX.
6. TWO (2) FULL SIZE SITE PLANS MUST BE SUBMITTED WITH A CHECK FOR \$500.00 TO:
 CITY OF NILES, MI
 ATTN: SANYA Vitale, COMMUNITY DEVELOPMENT DIRECTOR/ZONING ADMINISTRATOR
 CITY OF NILES, 333 N 2ND ST. NILES, MI 49120
 PLEASE INCLUDE REFERENCES TO APPROPRIATE ATTACHMENTS

PROJECT DESCRIPTION (INCLUDE ADDITIONAL PAGES AS NECESSARY)			
• TOTAL NUMBER OF STRUCTURES		• TOTAL & USABLE FLOOR AREA	
• UNITS		• PARKING SPACES	
• BEDROOMS		• CARPORTS OR GARAGES	
• OFFICES		• EMPLOYEES BY SHIFT	
• SQUARE FEET		• AMOUNT OF RECREATION & OPEN SPACE	
• GROSS ACREAGE OF ALL PARCELS IN THE PROJECT.			
• TYPE OF RECREATION FACILITIES TO BE PROVIDED			
• RELATED INFORMATION AS PERTINENT OR OTHERWISE REQUIRED BY THE ORDINANCE.			
PROJECT COMPLETION SCHEDULE AND/OR DEVELOPMENT PHASES.			
WRITTEN STATEMENTS RELATIVE TO PROJECT IMPACTS ON EXISTING INFRASTRUCTURE (INCLUDING TRAFFIC CAPACITY OF STREETS, SCHOOLS, AND EXISTING UTILITIES) AND ON THE NATURAL ENVIRONMENT OF THE SITE AND ADJOINING LANDS.			



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	INCLUDED ON SITE PLAN?	
	YES	NO OR NA?
LAND USES, ZONING CLASSIFICATION & EXISTING STRUCTURES ON THE SUBJECT AND ANY/ALL RELATED PARCELS AND ADJOINING PARCELS.		
LOCATION OF PROPOSED AND/OR EXISTING PROPERTY LINES, DIMENSIONS, LEGAL DESCRIPTIONS, SETBACK LINES AND MONUMENT LOCATIONS.		
EXISTING TOPOGRAPHIC ELEVATIONS AT TWO FOOT INTERVALS, PROPOSED GRADES AND DIRECTION OF DRAINAGE FLOWS.		
THE LOCATION AND TYPE OF EXISTING SOILS ON THE SITE AND ANY CERTIFICATION OF BORINGS.		
LOCATION AND TYPE OF SIGNIFICANT EXISTING VEGETATION.		
LOCATION AND ELEVATIONS OF EXISTING WATER COURSES AND WATER BODIES, INCLUDING COUNTY DRAINS AND MAN-MADE SURFACE DRAINAGE WAYS, FLOODPLAINS AND WETLANDS.		
LOCATION OF EXISTING AND PROPOSED BUILDINGS AND INTENDED USES THEREOF, AS WELL AS THE LENGTH, WIDTH AND HEIGHT OF EACH BUILDING AND ELEVATION VIEWS OF PROPOSED STRUCTURES.		
LOCATION AND PARTIAL ELEVATIONS OF NEIGHBORING STRUCTURES TO SHOW SCALE OF PROPOSED STRUCTURE(S) IN RELATION TO EXISTING STRUCTURES.		
PROPOSED LOCATION OF ACCESSORY STRUCTURES, BUILDINGS AND USES, INCLUDING BUT NOT LIMITED TO ALL FLAGPOLES, LIGHTPOLES, BULKHEADS, DOCKS, STORAGE SHEDS, TRANSFORMERS, AIR CONDITIONERS, GENERATORS AND SIMILAR EQUIPMENT, AND THE METHOD OF SCREENING WHERE APPLICABLE.		
LOCATION OF EXISTING PUBLIC ROADS, RIGHT-OF-WAY AND PRIVATE EASEMENTS OF RECORD AND ABUTTING STREETS.		
LOCATION 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 SHOULD BE SEPARATELY DEPICTED WITH AN ELEVATION VIEW.		
LOCATION, DESIGN, AND DIMENSIONS OF EXISTING AND/OR PROPOSED CURBING, BARRIER FREE ACCESS, CARPORTS, PARKING AREAS (INCLUDING INDICATION OF ALL SPACES), DETAIL OF SURFACING METHOD, FIRE LANES AND ALL LIGHTING THEREOF.		
LOCATION, SIZE AND CHARACTERISTICS OF ALL LOADING AND UNLOADING AREAS.		
LOCATION AND DESIGN OF ALL SIDEWALKS, WALKWAYS, BICYCLE PATHS AND AREAS FOR PUBLIC USE.		
LOCATION OF WATER SUPPLY LINES, INCLUDING FIRE HYDRANTS AND SHUT OFF VALVES, AND THE LOCATION AND DESIGN OF STORM SEWERS, RETENTION OR DETENTION PONDS, WASTE WATER LINES, CLEANOUT LOCATIONS, CONNECTION POINTS AND TREATMENT SYSTEMS.		
LOCATION OF ALL OTHER UTILITIES ON THE SITE INCLUDING BUT NOT LIMITED TO NATURAL GAS, ELECTRIC, CABLE TV, TELEPHONE AND STEAM.		
PROPOSED LOCATIONS, DIMENSIONS AND DETAILS OF COMMON OPEN SPACES AND COMMON FACILITIES SUCH AS COMMUNITY BUILDINGS OR SWIMMING POOLS IF APPLICABLE.		



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	YES	NO OR NA?
LOCATION, SIZE AND SPECS OF ALL SIGNS & ADVERTISING FEATURES WITH CROSS SECTIONS.		
EXTERIOR LIGHTING LOCATIONS WITH AREA OF ILLUMINATION ILLUSTRATED AS WELL AS THE TYPE OF FIXTURES AND SHIELDING TO BE USED.		
LOCATION AND SPECIFICATIONS FOR ALL FENCES, WALLS AND OTHER SCREENING FEATURES WITH CROSS SECTIONS.		
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 ALL BE INDICATED.		
LOCATION, SIZE AND SPECIFICATIONS FOR SCREENING OF ALL TRASH RECEPTACLES AND OTHER SOLID WASTE DISPOSAL FEATURES.		
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.		
IDENTIFICATION OF ANY SIGNIFICANT SITE AMENITIES OR UNIQUE NATURAL FEATURES.		
IDENTIFICATION OF ANY SIGNIFICANT VIEWS ONTO OR FROM THE SITE TO OR FROM ADJOINING AREAS.		
NORTH ARROW, SCALE AND DATE OF ORIGINAL SUBMITTAL AND LAST REVISION.		
SEAL OF THE REGISTERED ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT OR PLANNER WHO PREPARED THE PLAN.		

AFFIDAVIT

I AFFIRM THAT BY SIGNING THIS AFFIDAVIT, I OWN OR AM THE PROVEN AGENT OF THE PARCEL(S) OUTLINED IN THIS SITE PLAN REVIEW CHECKLIST. I AGREE THAT THE STATEMENTS AND INFORMATION PROVIDED WITHIN THIS DOCUMENT ARE TRUE AND AGREE THAT IF FOUND NOT TO BE TRUE IN PART AND/OR WHOLE, THAT ANY ZONING PERMIT THAT MAY BE ISSUED TO ME MAY BE VOIDED. FURTHER, I AGREE TO COMPLY WITH THE CONDITIONS AND REGULATIONS PROVIDED WITH ANY PERMIT THAT MAY BE ISSUED. FURTHER, I AGREE THAT THE PERMIT THAT MAY BE ISSUED IS WITH THE UNDERSTANDING ALL APPLICABLE SECTIONS OF THE CITY OF NILES, MICHIGAN ZONING ORDINANCE WILL BE COMPLIED WITH AS APPLICABLE AND APPROPRIATE. I FURTHER AGREE TO NOTIFY THE CITY OF NILES, MICHIGAN'S ZONING ADMINISTRATOR AND/OR BUILDING OFFICIAL FOR INSPECTION BEFORE THE START OF CONSTRUCTION AND WHEN LOCATIONS OF PROPOSED USES ARE MARKED ON THE GROUND. FURTHER, I AGREE TO GIVE PERMISSION FOR CITY OF NILES, BERRIEN COUNTY AND STATE OF MICHIGAN OFFICIALS TO ENTER THE PROPERTY SUBJECT TO THIS PERMIT FOR THE PURPOSES OF INSPECTION. FINALLY, I UNDERSTAND THAT THIS IS A ZONING PERMIT APPLICATION (NOT A PERMIT) AND THAT A ZONING PERMIT, IF ISSUED, CONVEYS ONLY LAND USE RIGHTS, AND DOES NOT INCLUDE ANY REPRESENTATION OR CONVEYANCE OF RIGHTS IN ANY OTHER STATUTE, BUILDING CODE, DEED RESTRICTIONS AND/OR OTHER PROPERTY RIGHTS.

SIGNED: _____

DATED: _____

MUST INCLUDE NOTARY SEAL AND SIGNATURE