



## Planning Department City of Royal Oak

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### Plan Commission - Site Plan Review Checklist

Petitioners must submit the following to be considered for placement on a Plan Commission agenda:

#### Complete sets of drawings must include the following:

- Drawings must be SEALED by a registered architect, landscape architect, planner or engineer.
- Site plans must be drawn to engineer's scale.
- Floor plans and elevations may be drawn to architect's scale.
- Name, address, telephone and fax number of individual or firm responsible for the preparation.
- Property address, legal description and Parcel Identification Number.
- Date, Scale and North Arrow.
- Dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- Location and dimensions of all adjacent public rights-of-way, curb cuts, pedestrian sidewalks, public and private
- Utilities and easements, and right-of-way improvements including street lights, fire hydrants, public signage and other streetscape improvements.
- Location and dimensions of all existing and proposed structures and additions, landscape areas, screening walls, exterior lighting, refuse enclosures, outdoor storage/displays/sales areas, drives, parking spaces and areas including designated stacking spaces and loading / unloading spaces.
- Contour intervals at two (2) feet where applicable.
- Floor plans must indicate the use of all floor space.
- Elevations must illustrate the project design including material type, color, etc.
- A written description of the project and a business plan describing the use of the property and business activities to be undertaken on the premises.
- Summary Table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet, building dimensions, and setbacks, open space, and lot coverage.
- Landscape Plan shall indicate the location, type and size of vegetation and means of irrigation.
- Master Signage Plan shall indicate the number, size and location of all existing and proposed signage.

Petitioners are encouraged to submit three (3) complete sets of drawings in advance of the established "cut-off" date to allow time for any revisions that may be necessary. **Submittal by the "cut-off" does not guarantee placement on the agenda.** Once the initial review and revisions have been completed the petitioner will need to submit:

**FIFTEEN (15) FOLDED & SEALED** drawings on **standard 2' by 3' sheet**

and

**ONE (1) set of drawings on 11" by 17" sheet**

and

**ONE (1) electronic copy** (.jpg, .tif, .dgn, .pdf)

Once plans are approved by the Plan Commission they must be submitted and approved by the Building and Engineering Departments prior to issuance of any building permits.

Copies of relevant City ordinances, such as the Zoning Ordinance and Map, Sign Ordinance, and Storm Water Retention Ordinance may be obtained from the City Clerk's Office or viewed on the City's website at [www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us).