City of Romulus

Rezoning Tips and Submission Checklist

SUBMISSION CHECKLIST

For initial submission of all projects one (1) of each of the following **must** be provided:

	Original signed and notarized Rezoning Application		8 ½" x 11" publication Quality Map, **DO NOT REDUCE SITE PLAN FOR PUBLICATION**
	Proof of Ownership		Review Fee

PLAN PACKET CONTENTS

PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE COLLATED INTO 24 SETS, FOLDED (9"x 12") AND STAPLED TO INCLUDE THE FOLLWING:

	Legal description for the entire parcel and/or portion of property contemplated for rezoning should be on conceptual plan.
	Provide written Justification for rezoning. Written Attachments must be labeled with the parcel id number, date and petitioners name.
	Traffic Analysis, for projects expected to generate 50 or more peak hour directional trips or 500 or more vehicle trips per day. (Section 23.02 (3) of the Ordinance).
	A site analysis at a scale not less than 1"=100', or aerial photograph illustrating existing conditions on the site and adjacent properties; such as woodlands, wetlands, soil conditions, topography, drainage patterns, existing buildings, adjacent land uses, any sight distance limitations, and access points on both sides of the streets within 200 feet of the subject site
	A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, geology, wildlife, woodlands, mature trees (eight inch caliper or greater), ground water (depth to aquifer(s), impermeable soil layers and identification of nearby wells), wetlands, drainage, lakes, streams, creeks, ponds, and surface and ground water quality; documentation by a qualified wetland specialist shall be required wherever the City determines that there is a potential regulated wetland; written material may be accompanied by reduced copies of the site analysis or aerial photographs
	A conceptual plan at a scale not less than 1"=100', demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, lot coverage, building spacing, parking, loading, drainage, general landscaping, and other site design factors
	An illustration of the maximum development permitted under current zoning
Refer to Article 23 of the Zoning Ordinance for a detailed list of requirements	

PUBLICATION QUALITY MAP DETAILS

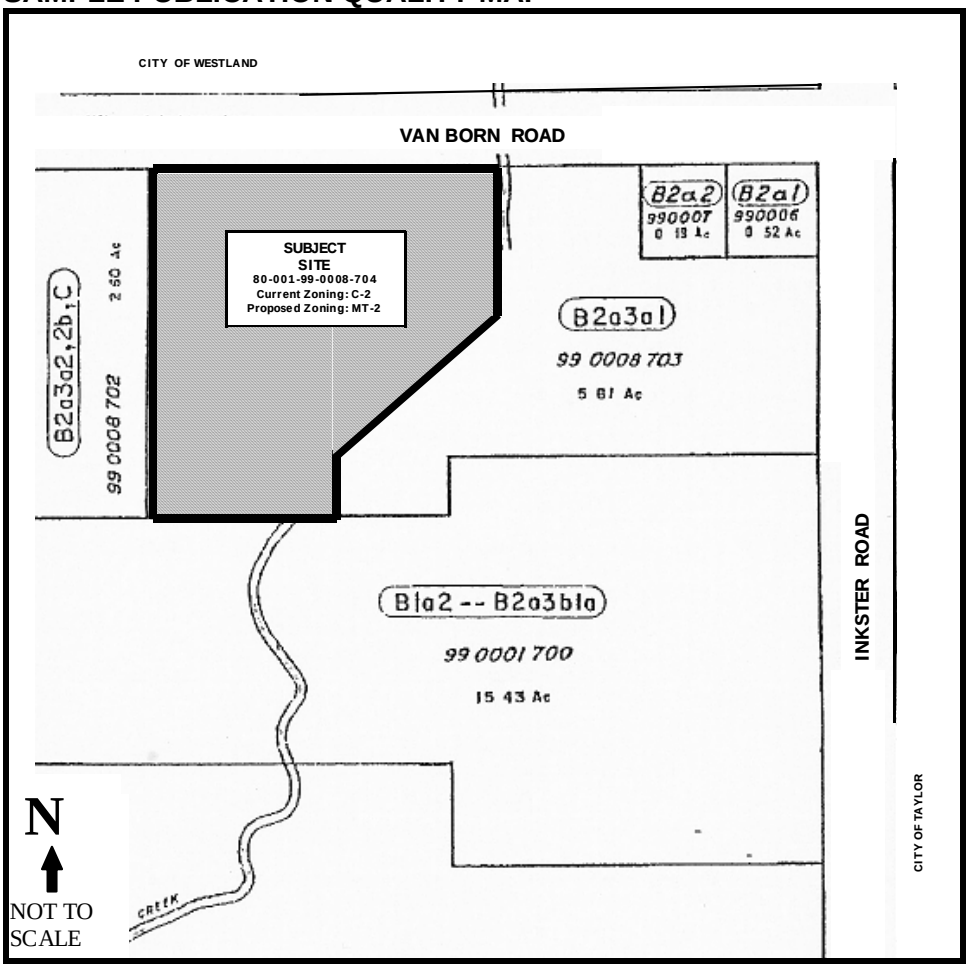
A 8 ½ " x 11" publication quality map must be submitted with the application and must include the following:

- Black and white
- North arrow and scale notation
- Subject site clearly identified by parcel number and outlined in black. DO NOT SHADE.
- Closest intersection shown on map in relation to the subject site
- All roadways and adjacent communities, if applicable, labeled
- Adjacent parcels to the greatest extent practical. Consider use of Plat page. Contact Assessing Department for Plat page.
- **DO NOT REDUCE SITE PLAN**

City of Romulus

Rezoning Review Tips and Submission Check List

SAMPLE PUBLICATION QUALITY MAP



SITE SIGN AND STAKING REQUIREMENTS

In order to be placed on the Agenda for a public hearing the site must be both properly staked and signed according to the following:

Required Staking: The site must be staked to clearly indicate the location of the requested amendment. Flagged stakes shall be placed at each parcel corner.

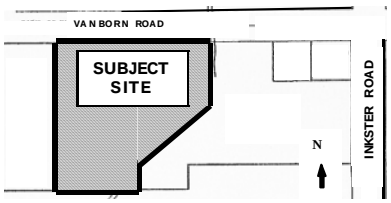
Required Sign: A building permit is required for the required temporary sign. The Building Department can be contacted at (734) 942-7550 and are located at 12600 Wayne Road, Romulus Michigan 48174. It is the applicant responsibility to obtain the permit prior to installation of the sign and transmit a copy of the approved sign permit to the Planning Department so they may field inspect the sign according to the dates identified on the Rezoning Schedule. If the sign is not installed it may delay placement on the Agenda of the Planning Commission. The sign shall meet the following requirements:

- The sign shall be 4 feet by 8 feet in size.
- The sign shall be erected in full public view along the road frontage.
    - If the property to be rezoned is located at an intersection, a sign for each road frontage must be provided.
    - If the property exceeds 80 acres in area, 2 signs must be provided.
- The sign shall state “THIS PROPERTY PROPOSED TO BE REZONED”.
- The sign shall include the current and proposed zoning, area in acres of the property and a generalized map of the property.

- Such sign shall indicate the date, time, and location of the Planning Commission public hearing where the proposal will be reviewed.

SAMPLE SIGN

THIS PROPERTY PROPOSED TO BE REZONED



Current Zoning: C-2 General Business District

Proposed Zoning: MT-2 Industrial Transportation 2 District

Site Size: 52 +- Acres

PUBLIC HEARING OF THE CITY OF ROMULUS PLANNING COMMISSION SHALL BE HELD:
Date: Monday, June 22, 2005
Time: 7:00 p.m
Place: 11111 Wayne Road
City Council Chambers

The applicant shall be responsible for erecting, and maintaining through the public hearing date and removing the sign within 3 days following the public hearing.

The required sign shall be exempt from the regulations of the Romulus Sign Ordinance provided a temporary sign permit be obtained from the Building Department in accordance with City requirements.

TRAFFIC IMPACT ANALYIS REQUIREMENTS

A traffic impact analysis for projects expected to have fifty (50) or more peak hour directional trips or five hundred (500) or more vehicle trips daily. Contents of the traffic impact study shall include:

- Illustrations and a narrative which describes the study area and existing operations for the street system (right of way, functional classification, lane configuration, speed limits, any sight distances limitations, driveways on both sides of streets adjacent to the site, current traffic conflicts, etc.)
- An evaluation for the a.m. and p.m. peak hour of both the use(s) and adjacent street system. This level of service evaluation shall be conducted for representative uses allowed under both the current and requested zoning districts. For uses expected to generate more than one hundred (100) peak hour directional trips or seven hundred fifty (750) trips daily, an evaluation of operations at major signalized or non signalized intersections in proximity to the site is required in addition to site access points.
- A table that describes the peak hour and daily trips for representative uses under both the current and requested zoning district. The City may require concept or schematic drawings or other information to confirm the size of development permitted under each scenario.
- The traffic impact analysis shall be developed in accordance with accepted practices in Michigan. The preparation shall be conducted by a qualified professional. Traffic count data shall be collected using accepted practices and shall not be over two (2) years old. The forecasts shall be based on the data and procedures outlined in the most recent edition of

Trip Generation published by the Institute of Transportation Engineers (ITE). The applicant may use other commonly accepted sources of data or supplement the standard data with data from at least 3 projects in similar locations in Michigan.

- The traffic study shall provide at least three (3) levels of analysis: current conditions, project impacts (projects permitted under requested zoning + existing), and future conditions (existing + project traffic + background traffic growth + traffic associated with other developments in the immediate area approved or under construction). The City may require corridor level computer modeling when multiple uses or projects are being considered.
- Any trip reduction for pass by trips, transit, ridesharing, other modes, internal capture rates, etc. shall be based both on ITE findings and documented survey results acceptable to the City and applicable road agency. The community may elect to reduce the trip reduction rates used.
- The report shall evaluate the design of proposed access including: any sight distance limitations, proper spacing, and relationship to other access points, and potential for shared access facilities.
- The study shall outline mitigation measures and demonstrate any changes to the level of service achieved by these measures. Any alternatives or suggested phasing of improvements should be described. The mitigation measures may include items such as roadway widening, need for bypass lanes or deceleration tapers/lanes, changes to signalization, use of access management techniques, or a reduction in the proposed intensity of use. Proposed mitigation measures must be acceptable to the applicable road agency (City, Wayne County, or MDOT). The responsibility, timing of roadway improvements, and relationship to available right-of-way shall be described.

TRAFFIC IMPACT ANALYIS WAIVER/MODIFICATIONS

The requirement for a traffic impact study, or the specific study elements required may be waived or modified by the City. Reasons for the waiver or modification shall be documented. Factors to be considered include:

1. Roadway improvements are scheduled which are expected to mitigate any impacts associated with the proposed project.
2. The existing traffic level of service (LOS) along the roadway is not expected to drop below LOS “D” due to the proposed project.
3. The existing level of service is not expected to be significantly impacted by the proposed project due to specific conditions at this location.
4. A similar traffic study was previously prepared for the site and is still considered applicable.

TRAFFIC IMPACT ANALYIS EXEMPTIONS

- A proposed rezoning of any platted lot to a single-family residential district shall be exempt from requirements (a) (1) e-i of this Section if the rezoning is consistent with the designation noted on the Future Land Use Map of the Master Plan.
- Any rezoning initiated by the City for updates to the Zoning Ordinance or Zoning Map or a City initiated rezoning consistent with the City of Romulus Master Plan shall be exempt from Section 23.02(a)(1) and (2) of this Section.