

# City of Romulus

## Administrative Review Committee (ARC) Sketch Plan Submittal Checklist and Review Process

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### SUBMISSION CHECKLIST

For submission of all ARC Sketch Plan projects the following must be provided:

- |  |   |
|--|---|
| <input type="checkbox"/> Signed ARC Sketch Plan Review Application             | <input type="checkbox"/> Cover letter describing project                    |
| <input type="checkbox"/> Sketch Plan Review Checklist                          | <input type="checkbox"/> Proof of Ownership                                 |
| <input type="checkbox"/> Signed Environmental Protection Screening Application | <input type="checkbox"/> SEMCOG Nonresidential Data Monitoring Form         |
| <input type="checkbox"/> 10 copies of the sketch plan                          | <input type="checkbox"/> Review Fee (Please Contact Planning Dept. for fee) |

### SITE PLAN PACKET CONTENT

ARC Sketch Plans must be COLLATED, FOLDED (9"x 12") AND STAPLED to include the following where applicable:

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan ( <b>10 complete copies</b> )                 | <input type="checkbox"/> Circulation Plan                                |
| <input type="checkbox"/> Aerial Photo (with sketch plan outline overlaid on top) | <input type="checkbox"/> Architectural Plans (Elevations and Floor plan) |
| <input type="checkbox"/> Survey/Topo   | <input type="checkbox"/> Lighting Plan                                   |
| <input type="checkbox"/> Schematic Utility Plan                                  | <input type="checkbox"/> Tree & Woodland Plan (s) or affidavit           |
| <input type="checkbox"/> Landscape Plan  | <input type="checkbox"/> Fire Department Checklist                       |

### REVIEW PROCESS

ARC Applications and Sketch Plans will be accepted by the Planning Department during regular business hours.

An Administrative Review Committee (ARC) meeting with the City Planner, Building and Safety Director, Fire Chief, DPW Department and City's Consulting Engineer (where applicable) will be held within ten (10) days of ARC Sketch Plan submittal (Tuesday by 12:00 pm) The applicant is required to attend this meeting which is held on Wednesday afternoons.

The applicant will receive written review comments from ARC the day following the ARC meeting.

If the ARC Application and Sketch Plan are approved, it shall be transmitted as such to the Building Department. The applicant will notified of the transmittal and this will allow the Building Department to proceed with processing required plans, applications and permits for the project.

### TIPS FOR SUBMISSION

- ✓ Contact the Planning Department (734) 955-4530 for questions or visit Romulusgov.com. We are here to assist you with your submission.
- ✓ Review the checklists provided by various departments with the application. This is your best guide to required information on the plan. Review the Zoning Ordinance, Engineering Design standards and Tree and Woodland Ordinance to aid in your submission (Romulusgov.com/Documents).
- ✓ Make sure you have proof of ownership (warranty deed, option to purchase or lease agreement); only one copy is required. If submitting an option or lease agreement it must show the terms (expiration of agreement).
- ✓ Original, notarized signatures on original application are required. Required fee is due at time of submission.



# City of Romulus

## ADMINISTRATIVE REVIEW COMMITTEE (ARC) APPLICATION

Planning Department 11111 Wayne Road, Romulus MI 48174 Phone: (734) 955-4530 www.romulusgov.com

ARC Applications and Sketch Plans are reviewed by the ADMINISTRATIVE REVIEW COMMITTEE (ARC). The application must be accompanied by the data specified in the Zoning Ordinance, the Development Review Guidelines, Application and Checklist, plus the required review fees.

**All written and verbal communications will be transmitted and coordinated with the designated project representative. All information must be filled out on the application.**

Name of Project: \_\_\_\_\_

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

Parcel ID#'s: \_\_\_\_\_

The property is located on the NORTH/SOUTH/EAST/WEST side of \_\_\_\_\_ Road; Between \_\_\_\_\_ Road and \_\_\_\_\_ Road.

The property has a frontage of \_\_\_\_\_ feet and a Depth of \_\_\_\_\_ Feet.

Total Gross Acreage: \_\_\_\_\_

Total Acreage of Development Area: \_\_\_\_\_

Property Zoning: \_\_\_\_\_

### Project Description:

Request: \_\_\_\_\_

***A written description of the existing and proposed uses and proposed request MUST be included on the Application and Sketch Plan***

Is this use considered a minor amendment to an approved Special Land Use? YES/NO

PC- \_\_\_\_\_

Date of SLU approval: \_\_\_\_\_

### Project Information: *This Section to be filled out by City*

Case Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Planning Fee: \_\_\_\_\_

Initial Escrow Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

### Project Detail: Check Use:

\_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ Office  
\_\_\_\_\_ Residential \_\_\_\_\_ Institutional

\_\_\_\_\_ Building expansion  
\_\_\_\_\_ Parking/pavement improvement/expansion  
\_\_\_\_\_ Building façade Improvement  
\_\_\_\_\_ Site improvement: \_\_\_\_\_

\_\_\_\_\_ Change of land/building use  
\_\_\_\_\_ Accessory use: \_\_\_\_\_  
\_\_\_\_\_ Cell Tower  
\_\_\_\_\_ Stormwater detention pond  
\_\_\_\_\_ Grading, excavating, filling over 100 sq. ft.

Square Footage of Proposed Buildings: \_\_\_\_\_

Square Footage of Existing Buildings: \_\_\_\_\_

Square Footage of Proposed Pavement: \_\_\_\_\_

Square Footage of Existing Pavement: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

# City of Romulus

## ADMINISTRATIVE REVIEW COMMITTEE (ARC) APPLICATION Pg. 2

### Applicant Information:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email/Fax: \_\_\_\_\_

### Project Representative:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email/Fax: \_\_\_\_\_

### Property Owner Information:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Email/Fax: \_\_\_\_\_

### 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 s/he 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 sketch plan application. I also understand that by signing this application I authorize City staff and/or its representatives to conduct visits to the subject property and allow for reasonable access to the premises.

\_\_\_\_\_  
Print Applicant Name Date

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

\_\_\_\_\_  
Print Property Owners Name Date

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

### Property Restrictions:

Legally binding development constraints such as a Planned Development Agreement, deed restrictions or court rulings may limit the developmental capacity of your site. It is your responsibility to be aware of such restriction.

\_\_\_\_\_  
Applicants Initial

### Notary for Applicant:

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

\_\_\_\_\_  
(Signature)  
Notary Public

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

### Notary for Property Owner:

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

\_\_\_\_\_  
(Signature)  
Notary Public

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



# City of Romulus

## Sketch Plan Review Checklist

The Administrative Review Committee (ARC) is authorized to approve certain activities and uses based on Table 17.02 and Section 21.01 of the Zoning Ordinance. For some approvals, sketch plans shall be provided for review by ARC. In accordance with Table 17.04, the information below shall be included with and as part of the sketch plan submitted for review.

Additional data may be included with the sketch plan where determined necessary by the City Planner/Building and Safety Director or the ARC based on the nature of the proposed use or site conditions. Certain submittal items may also be waived by the City Planner/Building and Safety Director or the ARC if not deemed necessary to determine compliance with the standards of the Zoning Ordinance. The applicant is also advised to review Article 17 for additional information.

- ❖ **ALL SKETCH PLANS MUST BE COLLATED AND FOLDED TO 9" x 12"**
- ❖ **Sketch plans MUST be accompanied by a completed sketch plan application, proper proof of ownership for processing, and review fee as established by the City of Romulus**
- ❖ **If any of the items are missing or the applicant is requesting a waiver to submittal item, it must be noted below and the reason(s) why it is not applicable must be stated**

Sketch Plan Data (Table 17.04)	Provided	Reason for Waiver Request
<b>General Descriptive and Identification Data:</b>		
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable. Use statement must include the proposed number of employees and hours of operation		
Description of proposed use(s) as permitted or special land use(s), including any demolition of existing structures.		
Notation of any variances which have or must be secured		
Site plans shall consist of a plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size.		
Sheet size shall be at least 24 x 36 inches, collated according to sheet number and folded to a size of 9 x 12 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included		
Prepared by a professional engineer or registered architect licensed to practice in the State of Michigan		
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)		
Scale and north-point		
Legal and common description of property and acreage		
Zoning classification of the site and all abutting parcels		
Net acreage (minus rights-of-way) and total acreage		

**City of Romulus  
Sketch Plan Review Checklist**

Sketch Plan Data (Table 17.04)	Provided	Reason for Waiver Request
Notation that says, "Not to be Used as Construction Drawing"		
Aerial photograph showing the site and all areas within 150 feet of the site. <i>(recommended to overlay/outline the site plan on top)</i>		
<b>Site Data:</b>		
Summary table of site data indicating the gross and useable floor area, number of required and provided parking spaces, site area in square feet, building dimensions, required setbacks of the zoning district and the proposed setbacks of the project, open space and lot coverage.		
Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 200 feet of the site		
Building footprints, floor plans and floor areas		
Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, & other improvements on the site & within 200 feet of the site		
Location of existing drainage courses, wetlands, lakes, streams, and floodplains with elevations		
Tree and woodlands information as required by the Woodlands Ordinance; <i>If there are no trees and/or no regulated trees on site then a "No Tree Affidavit" must be submitted with this application</i>		
All existing and proposed easements		
Location of waste receptacle(s) and transformer pad(s) and method of screening		
Extent of any outdoor sales display or storage area		
Location, height, and outside dimensions of all storage areas and facilities		
<b>Parking, Access and Circulation – Article 14:</b>		
Existing and planned right-of-way for all streets		
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements within 100 feet of the site		
Location and cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness		
Dimensions of parking spaces including barrier free, islands, circulation aisles and loading zones (including loading dock/door orientation and screening)		
Dimension and location of all clear vision areas		
Calculations for required number of parking, stacking and loading spaces		
Shared parking and access easements, if proposed		
Designation of fire lanes		
Details of traffic regulatory signs, pavement markings and curbing		
Notation that all "Internal signs shall meet City standards and shall be paid for and installed at the developers expense"		
Details of curbing, traffic regulatory signs, pavement markings		
Truck circulation plan showing turning templates for trucks and emergency vehicles (Section 14.04)		
Location of existing and proposed sidewalks/pathways (Section 13.04)		
Location, dimension and cross-section of sidewalks		

**City of Romulus**  
**Sketch Plan Review Checklist**

Sketch Plan Data (Table 17.04)	Provided	Reason for Waiver Request
<b>Landscape Plans – Section 13.02:</b>		
Existing vegetation/woodlands being preserved with methods to preserve (snow fence limits and detail)		
All landscaping installation and maintenance notes, indicating compliance with the requirements of Article 13		
Summary table of calculations of all landscape requirements, as set forth in Article 13 Table should detail requirements (quantity, size) and proposed painting list (caliper size or height of material, method of installation, botanical and common names, and) for each individual area requirement.		
Details of the existing/proposed irrigation system		
The location of existing and proposed lawns and landscaped areas		
Landscape plan, including location and type of all existing and proposed shrubs, trees, and other live plant material		
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required		
Fences and screening requirements( Article 13.03)		
Mechanical equipment location and screening		
<b>Building and Structure Details – Section 13.01:</b>		
Building elevations for all facades, along with photos or color renderings of the building. Elevation drawings shall indicate the height of building, materials, colors, architectural quality		
Location, height, and outside dimensions of all proposed buildings or structures		
Building floor plans and total floor area		
Details on accessory structures and any screening		
Location, size, height, and lighting of all proposed site and wall signs		
Building facade elevations for all sides, drawn at an appropriate scale, including cross-sections and details of any proposed rooftop equipment and screening		
Description of exterior building materials and colors		
Sign base, location and size		
<b>Lighting Details - Article 13.05:</b>		
Photometric plan (must show location of fixtures on site including building, ground mounted and sign lighting)		
Indication of metal halide or LED fixtures with full cut-off shields		
Height and design of light poles		
Manufactures specification for all lighting fixtures shown on the site plan		
<b>Waste Receptacle Details – Article 13.06:</b>		
Location, access		
Construction material details of enclosure		
Screening		
<b>Information Concerning Existing and Proposed Utilities, Drainage and Related Issues:</b>		
Indication of site grading, drainage patterns and other stormwater management measures		

**City of Romulus**  
**Sketch Plan Review Checklist**

Sketch Plan Data (Table 17.04)	Provided	Reason for Waiver Request
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls with calculations		
Location and size of underground storm sewers and drains		
Location of transformers and utility boxes		
Locations, description and quantities of hazardous materials to be stored on the site and details for best management practices, such as secondary containment		
Location, size, height and method of shielding for all site and building lighting		
Lighting plan with details for light fixtures on the lighting plans and a photometric plan showing light intensities on the site		
<b>Standard Site Plan Notes</b>		
<i>"Not to be used for Construction Drawings"</i>		
<i>Landscaping Maintenance - "Landscaping shall be maintained in good condition to present a healthy, neat, and orderly appearance free from refuse and debris. All unhealthy and dead material shall be replaced within one (1) year of the next appropriate planting period."</i>		
<i>Landscaping Substitution - "Any substitutions of plant material from approved site plan will be approved by the Planning Department prior to installation".</i>		
<i>Above Ground Utilities, (if locations are unknown)- "Future locations of all above ground utilities and landscape screening will be reviewed and approved by both the Building and Planning Departments prior to installation".</i>		
<i>Lighting - "All fixtures shall be metal halide have full cut-off fixtures and be directed downward away from roadways and adjacent properties"</i>		
<i>Vacant Areas of Site - "Not for outdoor storage"</i>		
<i>Business Signs - "No signs are approved as part of this site plan approval and prior to erecting a sign, an application and appropriate submissions shall be made to the Building Department for review, approval and issuance of a sign permit".</i>		
<i>Onsite Signs (fire lane, no parking, etc)- "Signs shall be paid for and installed by the developer"</i>		

