

Return to:
 City Hall
 Community Development Office
 300 W. Baraga Ave
 Marquette, MI 49855



CITY OF MARQUETTE SITE PLAN REVIEW APPLICATION

CITY STAFF USE

Parcel ID #: _____ File #: _____
 Receipt/Inv #: _____ Check #: _____ Received by and date: _____
 Site Plan (12 copies) Submitted: Y/N Hearing Date: _____ Notice Date: _____
 Application complete (checklist, etc): Y / N
 Does the site plan meet the required items: Y / N

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE SITE PLAN REVIEW REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!

Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.

FEE SCHEDULE

Commercial, Industrial, Residential with 3 or more units, and Final PUD Site Plan (includes zoning compliance fee)

Administrative Review (CDRT review)	\$1,791
Administrative Review (Non-CDRT review)	\$460
Planning Commission Review	\$2,065

Revised Site Plan (Developer Initiated)

Administrative Review	\$1,492
Planning Commission Review	\$1,492

FEE SCHEDULE FOR SITE CONDOMINIUM/PLATS/SUBDIVISIONS

Site Condominium Review	\$1,754
Revised (Developer Initiated)	\$734

Plats/Subdivision

Preliminary	\$1,976
Final	\$1,755
Revised	\$734

If you have any questions, please call 228-0425 or e-mail alanders@mqctcy.org. Please refer to www.mqctcy.org to find the following information:

Planning Commission page for filing deadline and meeting schedule
 Excerpts from the City Zoning Ordinance

- [Section 80.60 Administrative Standards](#)
- [Section 80.62 Site Plans](#) (this is attached to the application)

If you are applying for a Site Condominium/Plat/Subdivision please review Chapter 85, the Marquette City Subdivision Ordinance

Will you be managing stormwater and applying for a stormwater utility fee reduction? ___ Yes ___ No

If yes, please refer to the Stormwater Utility Fee Reduction Application on the City website at www.mqctcy.org under the Engineering applications.

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a Site Plan Review. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

APPLICANT CONTACT INFORMATION

PROPERTY OWNER

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email: _____

APPLICANT/OWNERS REPRESENTATIVE

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email: _____

ARCHITECT

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email: _____

ENGINEER

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email: _____

PROPERTY INFORMATION

Location (Street Address): _____ Property Identification Number: _____

Size of property (frontage / depth / sq. ft. or acres): _____

Zoning District: _____
Surrounding Zoning Districts:
North _____
East _____
South _____
West _____

Current Land Use: _____
Surrounding Land Uses:
North _____
East _____
South _____
West _____

Project Name: _____ File #: _____

Parcel #: _____

PLEASE VERIFY THAT YOU HAVE ADDRESSED ALL THE ITEMS ON THIS LIST IN YOUR SITE PLAN. IF THERE IS NOTHING SHOWN ON THE SITE PLAN PLEASE INCLUDE A STATEMENT AS TO WHY IT HAS NOT BEEN SHOWN, OR MARK IT "NOT APPLICABLE". FAILURE TO ADDRESS THESE ITEMS WILL DELAY APPROVAL. SITE PLAN REVIEW WILL NOT BE SCHEDULED UNTIL COMPLETE PLANS ARE SUBMITTED.

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
ZONING				
1	Name of Applicant			
2	Name of Developer			
3	Name of Preparer & Professional Seal (architect, engineer, or surveyor)			
4	Date of Preparation/Revisions			
5	North arrow and scale			
6	Complete and current legal description and size of property in acres			
7	Property lines and dimensions			
8	Zoning and current land use of applicant's and surrounding property, including property across any public or private street abutting the site			
9	Lot lines and structures on the property and within 100 feet of the site's property lines			
10	Locations of all significant natural features (waterway, bluff, forest, etc.)			
11	Location of access points on both sides of the street within 100 feet of the site; where access is proposed for the site			
12	Existing and proposed topography @ 2 foot contour intervals			
13	Building footprint(s) (proposed and existing)			
14	Building setbacks			
15	Building elevations and heights			
16	Existing and proposed signage (dimensions, area, heights, clearances and locations)			
17	Illumination and construction details			
18	Floor areas and ground coverages for residential			
19	Indication of street right-of-way			
20	Document access easements or agreements existing and proposed			
21	Landscape preservation and planting details, common name, number and size at installation			
22	Location and dimensions of parking spaces and proposed access drives - distances from adjacent driveways			
23	Number of parking spaces required vs. number shown			

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
PLANNING				
24	Name of existing & proposed streets; ROW & pavement widths and type			
25	Identification of existing and proposed pedestrian or non-motorized paths			
26	Character of development as related to the surrounding property and future development of the surrounding area			
27	Traffic access management (features, traffic calming, etc.)			
28	Identify phases of development; provide starting & completion dates			
29	ADA compliance/issues			
30	Location of waste storage/screening & outdoor storage areas			
31	Location of loading/unloading areas and method of screening			
32	Effect of project on public street connectivity			
33	Effect on public trail system connectivity			
34	Location width and materials of proposed path			
35	Connectivity of proposed non-motorized and vehicular circulation to current network			
36	Buffering of adjacent to residential areas (fencing , landscaping)			
37	Street horizontal and vertical dimensions, including curve radii			
38	Details of exterior lighting (night sky friendly), location, height and shielding of existing and proposed fixtures			

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
ENGINEERING				
Please refer to the Engineering Department General Guidelines and Standards for Street and Utility Design: http://www.mqtcty.org/Departments/Engineering/Standards/engineering_design_and_construction_standards_manual.pdf				
Will you be managing stormwater and applying for a stormwater utility fee reduction? ___ Yes ___ No				
If yes, please refer to the Stormwater Utility Fee Reduction Application: http://www.mqtcty.org/Forms/eng/stormwater_%20utility_maintenance_agreement.pdf				
39	Include under general statements: "All utility construction work to be accepted by the City of Marquette into their utility system and all work done in public rights-of-way or easement must be done in accordance with Michigan Department of Transportation and City of Marquette standards and specifications"			

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
ENGINEERING CONT.				
40	Curb cut, water, sanitary sewer, storm sewer permits, etc. required? (obtain prior to construction activities)			
41	Vehicle maneuvering lane size			
42	Pavement width/type			
43	Vegetated buffer or curbing between street and sidewalk and between sidewalk parking areas			
44	Storm sewer in right-of-way shall be reinforced concrete			
45	Sumps in catch basins?			
46	Plans to be stamped, dated and signed by a professional engineer			
47	Is the downstream storm sewer capacity adequate?			
48	Verify that storm water runoff volume or velocity is not increased onto adjacent properties			
49	Does any earthwork disturb adjacent properties?			
50	Wetland concerns/proper permits obtained?			
51	Traffic impact minimal to existing conditions (stacking, etc.)?			
52	Vehicular and non-motorized circulation			
53	Sanitary sewer inlet to outlet angles greater than or equal to 90 degrees?			
54	Is there a hydrant at the end of any proposed dead end water main?			
55	Size and material type of proposed and existing utilities shown?			
56	Street horizontal and vertical dimensions, radii			
57	Width and materials for non-motorized paths			
58	Dimension of access points including distance from adjacent driveways or intersecting streets			
59	Profiles will be shown for all utilities to be accepted by the City of Marquette into their utility system. All grades, pipe sizes, pipe materials, inverts and rim elevations will be shown on the profiles (water mains must have a minimum of 6 feet of cover, sanitary sewer mains must be installed under water mains with 1.5 feet of clearance			

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
PUBLIC WORKS				
60	Delineate & dimension all public or private easements			
61	Show public utility main locations & sizes within 100 feet of property boundary			
62	Extension or re-routing of public utility systems required			
63	Capacity and condition concerns of existing utility lines to serve the project			
64	Abandonment of existing utility lines associated with the project			
65	Location of existing and proposed utility services (with sizes), including storm water to be shown			
66	Utility metering requirements of the project			
67	Backflow and cross connection requirements applicable to the project including any proposed irrigation systems			
68	Sanitary waste pretreatment requirements			
69	Adequate snow storage provided on the property, without clear vision or utility obstructions			
70	Provisions to collect drainage from snow storage areas collected on property			
71	Access to public property (permits required for any work on ROW) (Drive, sidewalk, and trail connections)			
72	Additions or changes to public signing or traffic control required or recommended			
73	Additions to existing public sidewalks, or plowed routes, required or recommended			
74	Impact of project on public snow removal/storage			
75	Effect on plowing or ice control priorities			
76	New signing, overhangs, access ramps, grade changes, retaining walls, fences, etc. to be constructed in City ROW or easements			
77	Adequate, proper, and accessible on-site waste storage			
78	Adequate clearances and clear vision maintained for maintenance and sanitation equipment			
79	Removal, trimming, or planting of public trees required			
80	Maintenance-friendly design for any portions of the project to become public property			
81	Storage of hazardous materials associated with the project near public utilities			
82	Blasting near public utilities associated with the project			

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
FIRE DEPARTMENT				
83	Buildings meet NFPA standards/NFPA Life Safety Code 101/ BOCA National Property Maintenance Code			
84	Proper water supply for fire suppression including fire hydrants and water mains			
85	Safe outlets for flushing fire hydrants			
86	Easements to test hydrants			
87	Water supply meets NFPA standards			
88	Fire Apparatus Access			
89	Surface Construction			
90	Ability to support fire trucks			
91	Fire truck angle of approach			
92	Outside turning radius			
93	Grade of drive or road ok			
94	Overhead clearance adequate			
95	Driveways and access roads meet NFPA standards			

POLICE DEPARTMENT				
96	Cross reference with accident data at nearest intersection(s)			

97	Any additional info necessary to establish compliance with City Ordinances, State, or Federal Laws			
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EXCERPT FROM CITY ZONING ORDINANCE
SECTION 80.62 – SITE PLANS

80.62 Site Plans.

1. Intent: It is the intent of this section to establish procedures and standards for the review and approval of site plan applications and to ensure proper relationships between the development features as they relate to the standards outlined in this section. This section is further intended to ensure that developments are compatible with adjacent uses of land and promote the use of land in a desirable manner that does not impair the surrounding uses by the erection of structures, additions, alterations, or site improvements that may negatively impact surrounding development, while providing for the orderly development of the City of Marquette.
2. Uses subject to site plan review:
 - A. Conditional Uses;
 - B. Planned Unit Developments;
 - C. Any earthwork greater than 20,000 square feet in size;
 - D. New construction, additions, alterations, or site improvements of any nonresidential building or buildings, including nonresidential accessory buildings or structures;
 - E. Conversion of an existing building or part thereof from a residential use to a non-residential use, including site improvements that result from a change in the use of the building or part thereof from residential use to nonresidential use;
 - F. New construction, additions, alterations, or site improvements for multifamily residential units that contain or will contain three (3) or more unit dwellings;
 - G. Any expansion or change in an existing land use if more parking in addition to that already provided is required;
 - H. Site improvements that include landscaping, lighting, parking, and site access.
3. Uses exempt from site plan review: The following uses shall be exempt from site plan review:
 - A. Single family dwellings and their accessory facilities on individual parcels;
 - B. Two family dwellings and their accessory facilities on individual parcels;
 - C. Interior remodeling or interior construction;
 - D. Landscaping that is less than 25 percent of the parcel size or 5,000 square feet, whichever is less.
4. Site plan review procedures:
 - A. No zoning compliance or conditional use permit shall be issued for any uses subject to site plan review except in accordance with a site plan approved by the Planning Commission or Zoning Administrator, except as herein provided.
 - B. Preliminary sketches of proposed site plans may be submitted for review to the Planning Commission prior to submission for final approval. Submission of preliminary sketch plans shall be made no later than six (6) days prior to the meeting at which the review is to take place. The Planning Commission shall advise the applicant as to the general acceptability of the proposed plan, but shall not be bound by any statements or indications of acceptance to the plan. The Zoning Administrator shall determine the number of plans to be submitted. Sketch plans should include at a minimum:
 - (1) Identification of project;
 - a. The applicant's name;
 - b. Name of the development;
 - c. Date of preparation and any revisions;
 - d. North arrow;
 - e. Small scale location sketch of sufficient size and scale.
 - (2) Existing features

- a. Property lines and dimensions drawn to scale;
 - b. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site;
 - c. Location of significant natural features;
 - d. Location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed.
- (3) Proposed construction
- a. Building footprints, and setbacks, for all proposed structures;
 - b. Location of parking spaces;
 - c. General landscape concept;
 - d. Exterior lighting locations;
 - e. General site circulation and access including:
 - i. indication of street right of way, and pavement widths;
 - ii. access points;
 - iii. location of pedestrian paths.
- C. Applications for final site plan approval shall be submitted to the Zoning Administrator at least twenty (20) business days prior to the meeting at which the review is to take place.
- D. The site plan review application materials shall include all the following information, unless the Zoning Administrator determines that some of the required information is not reasonably necessary for consideration of the plan.
- (1) Current proof of ownership or evidence of a contractual ability to acquire such land, such as an option or purchase agreement or a written statement from the property owner indicating permission for the filing of the application.
- (2) Twelve copies of plan sheet(s) providing the information listed below. Sheet size of submitted drawings shall be at least 24-inches by 36-inches, with graphics at an engineers scale of one (1) inch equals twenty (20) feet for sites of 20 acres or less; and one (1) inch equals fifty (50) feet for sites over 20 acres. The surrounding area drawing may be in a scale of one (1) inch equals one-hundred (100). Individual site plan requirements may be waived if deemed unnecessary by the Zoning Administrator.
- a. Identification of the project
 - i. The applicant's name;
 - ii. Name of the development;
 - iii. The preparer's name and professional seal of architect, engineer, surveyor or landscape architect indicating license in the State of Michigan;
 - iv. Date of preparation and any revisions;
 - v. North arrow;
 - vi. Complete and current legal description and size of property in acres.
 - b. Existing features
 - i. Property lines and dimensions;
 - ii. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site;
 - iii. Lot lines and all structures on the property and within one-hundred (100) feet if the site's property lines
 - iv. Locations of all significant natural features;
 - v. Location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed;

- vi. Existing topography at a minimum of two (2) foot contour intervals.
- c. Proposed construction
 - i. Building footprints, setbacks, and elevations showing height for all proposed structures with the acreage allotted to each use. Floor area and ground coverage ratios shall be provided for residential structures;
 - ii. Proposed locations of utility services (with sizes), including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements;
 - iii. Proposed topography with a site grading plan with topography at a maximum of two (2) foot contour intervals;
 - iv. Location and method of screening for all waste dumpsters;
 - v. Location and dimensions of parking spaces;
 - vi. A landscaping plan indicating proposed plant locations with common plant name, number, and size at installation. Berms, retaining walls or fences shall be shown with elevations from the surrounding average grade;
 - vii. Details of exterior lighting including locations, height, and method of shielding;
 - viii. The location of all permanent or temporary signs, existing or proposed, including their area, size, height, illumination, and the type of construction;
 - ix. Details of site circulation and access design, including:
 - (a) Indication of street right-of-way and pavement widths and pavement type;
 - (b) Street horizontal and vertical dimensions, including curve radii;
 - (c) Dimensions of access points including distance from adjacent driveways or intersecting streets, including those across a street;
 - (d) Identification of width and material to be used for pedestrian paths;
 - (e) Name and location of abutting public streets, proposed access driveways and parking areas, and existing and proposed pedestrian/bicycle paths;
 - (f) (f) Written verification of access easements or agreements, if applicable.
 - x. If the application is related to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase;
 - xi. Any other information necessary to establish compliance with this and other ordinances;
 - xii. A completed application form, supplied by the Zoning Administrator, and an application fee.
- E. The Planning Commission or the Zoning Administrator, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s), to assist in determining the appropriateness of the site plan. Such material may include, but is not limited to, photographs, estimated impact on public schools and utilities, and traffic impacts.
- F. The Zoning Administrator, engineering department, fire department, and planning staff will review application materials to determine if they are in proper form, all of the required information is present, and the site plan is in compliance with applicable city ordinances and each will submit a report to the Zoning Administrator.

- G. If the site plan is determined to not be in compliance with the ordinances the Zoning Administrator shall deny approval of the site plan.
 - H. The Zoning Administrator may approve or conditionally approve minor site plans which include additions, alterations, and renovations that are less than 20% of the size of the original building footprint or less than 2000 square feet, site improvements that are less than 20% of the site area or less than 2000 square feet (which ever is less), and all buildings less than 2000 square feet. All other site plans must be reviewed by the Planning Commission.
 - I. Except as noted above, the Planning Commission shall approve, approve with conditions, or deny the site plan based on the compliance of the plan with city ordinances and the review standards of this ordinance. If conditional approval is granted, the conditions shall be stated specifically so that the Zoning Administrator or other reviewing departments can determine compliance with the conditions and grant approval following submission of revised plans; said review not to exceed ten (10) days.
 - J. The Planning Commission Chair and the applicant shall sign two (2) copies of the approved site plan, one of which is kept by the Zoning Administrator, the other by the applicant.
 - K. Zoning Compliance shall not be issued until the Planning Commission or the Zoning Administrator has approved the plan.
5. Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of such property.
- A. Review Standards
 - (1) Each site plan shall be designed to ensure that:
 - a. The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and ordinary development or improvement of surrounding property for uses permitted in this ordinance.
 - b. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.
 - c. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned street and pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping centers, and other uses which generate a considerable amount of pedestrian traffic.
 - d. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.
 - e. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water on all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.

- f. All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access as required by the Fire Department and Police Department.
 - g. All outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent residentially zoned properties. All loading and unloading areas shall be reasonably screened for residentially zoned properties.
 - h. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and bodies of water so that it does not impede the vision of traffic along adjacent streets or impair navigation on the waterway. Flashing or intermittent lights shall not be permitted.
 - i. For consistency in areas where adjoining properties face the street, the Planning Commission may require that primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
 - j. No noise, vibration, dust, fumes, or other nuisance shall leave the property in a manner that affects the surrounding area.
6. Amendments
- A. No changes, erasures, modifications, or revisions shall be allowed for any approved site plan without prior approval by the Zoning Administrator, or the Planning Commission.
 - B. The ability to approve any changes shall remain consistent with the ability to approve or deny an original site plan.
7. Validity of Approved Site Plans
- A. Site plan approval shall expire one (1) year from the date of approval except for phased projects that are required to follow a project timeline.
 - B. When work on a project is halted for a minimum of two months, except during winter conditions, the Zoning Administrator or designee shall inform the Planning Commission which may revoke the approval if the conditions warrant.
 - C. The Planning Commission may grant a one time extension to the expiration deadline not to exceed one (1) year provided:
 - (1) The request is submitted at least 45 days prior to the expiration of the site plan approval.
 - a. The approved plan conforms to zoning at the time the extension is granted
 - b. Any and all Federal and State approvals and permits are current.
 - D. Site plans whose approval has expired shall require resubmission as an initial application.
8. Compliance Guarantees:
- A. Prior to construction, the Zoning Administrator shall require that the property boundaries be staked by a licensed surveyor. At any time during construction, the Zoning Administrator may inspect the site to determine compliance with the approved site plan. If the Zoning Administrator determines that the construction is not in accordance with the approved site plan, the Zoning Administrator shall issue a stop work order and take action to ensure compliance with the approved site plan.
9. Appeals of Site Plans
- A. Any person aggrieved by the decision of the Planning Commission or Zoning Administrator with respect to an approval or denial of a site plan shall have the right of an appeal to the Board of Zoning Appeals. The appeal shall be filed in writing within thirty (30) business days of the decision.
 - B. The filing of such an appeal shall act to stay the issuance of any permit.
 - C. No new evidence may be submitted to the Board of Zoning Appeals.