



## City of Wyoming – Site Plan Requirements and Procedures

### Statement of Purpose

Site plan review is required to provide City staff and the Planning Commission with the opportunity to review the proposed use of a site in relation to surrounding uses, planned future development, accessibility, pedestrian and vehicular circulation, roadway traffic, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics and other site elements which may affect the public health, safety, and general welfare, and its relationship and harmony with City ordinances and plans.

Further, it is the intent of the City to require the eventual upgrade of redevelopment sites that do not conform with current standards of the Zoning Code and ensure that the arrangement, location, design and materials within a site are consistent with the character of the City and the goals and design guidelines in the City of Wyoming Land Use Plan.

### Uses Requiring Site Plan / Sketch Plan Review

There shall be two levels of site plan review:

- a. Sketch Plan. A sketch plan level review is required for certain activities of a less intensive nature. Small-scale expansions of structures and change of uses may be eligible for sketch plan review.
- b. Full Site Plan Review. A full site plan level review is required for all new non-residential uses and multiple-family residential uses.
- c. Full site plan and sketch plan reviews and approvals shall be required for the activities or uses listed in the attached table - Plan Review Requirements.
- d. Specific site plan detail requirements, and review processes, for particular land uses identified within the Zoning Ordinance (i.e. wind energy turbines, communication towers, auto plant development, etc...), shall have precedent over the more general regulations.

Approvals are obtained from the Planning Commission (PC), City Council (CC), City Planner (CP), or Chief Building Official (CBO) depending upon the nature of the proposal. Site plan reviews by the City Planner or Chief Building Official shall be administrative.

Questions regarding the site plan review process and submittal requirements may be referred to the City Planner, at 616-530-7259 or at [plan\\_info@wyomingmi.gov](mailto:plan_info@wyomingmi.gov).

Applicants are encouraged to obtain a pre-application conference with the City Planner for the purpose of determining the approval type and process that shall be followed to obtain project approval. Refer to Zoning Code Article XXX for the detailed development review requirements and procedures.

| CITY OF WYOMING - USES REQUIRING SITE PLAN/SKETCH PLAN REVIEW  |                |             |
|--|----------------|-------------|
| Activity/Use   | Full Site Plan | Sketch Plan |
| Construction of an initial building or structure on properties of two acres or more  | PC             |             |
| Construction of an initial building or structure on properties less than two acres with no special use approval  | CP             |             |
| Multiple-family developments   | PC             |             |
| Construction of a new special use approval (see Zoning Code Section 90-761)  | PC             |             |
| Change in use to a special use approval with no new building construction (see Zoning Code Section 90-761)   |                | PC          |
| Expansion of 50% or more from the square footage of a building or structure on properties of two acres or more with no special use approval  | PC             |             |
| Expansion of between 10% and less than 50% from the square footage of a building or structure with no special use approval   | CP             |             |
| Expansion of less than 10% from the square footage of a building or structure with no special use approval   |                | CP          |
| Planned Unit Development   | PC             |             |
| Condominium or Site Condominium Projects (see Zoning Code Section 90-63)   | PC             |             |
| Auto plant development (see Zoning Code Section 90-509)  | PC/CC          |             |
| Subdivisions (see Code of Ordinances Chapter 74)   | PC/CC          |             |
| Wind energy turbines (see Section 90-990)  | PC/CP          |             |
| Non-residential accessory structures   |                | CP          |
| Residential accessory structures   |                | CBO         |
| Accessory industrial outdoor storage   |                | CBO         |
| New parking lot/loading area   | CP             |             |
| Construction, relocation or erection of signs, retaining walls, fences, walls, waste receptacle, sidewalks, antennas, lights, poles, cooling/heating or other mechanical equipment |                | CBO         |
| Modifications to comply with accessibility requirements  |                | CBO         |

### Submittal Requirements

The data listed in Zoning Code Table 90-1003, Site Plan Submittal Requirements, shall be included with and as part of the site plan(s) or sketch plan(s) submitted for review unless waived in writing by the City Planner or Chief Building Official.

**Items Not Provided.** If any of the items are missing and have not been waived by the City Planner or Chief Building Official, the site plan shall list each missing item and the reason(s) why each listed item is not considered applicable. The City Planner or Chief Building Official shall determine if the missing item(s) must be included before allowing the application to move forward. An application shall not be considered complete and shall not move forward unless all items have been submitted and any waivers have been approved by the City Planner or Chief Building Official.

**Additional Requirements.** The City Planner or the Planning Commission may require additional data to be included with the site plan(s) or sketch plan(s) where determined necessary by the nature of the proposed use or site conditions.

| <b>CITY OF WYOMING - SITE PLAN SUBMITTAL REQUIREMENTS</b>   |                      |                    |
|---|----------------------|--------------------|
| <b>Site Plan Data</b>   | <b>Required for:</b> |                    |
|   | <b>Site Plan</b>     | <b>Sketch Plan</b> |
| <b>(a) Application Form:</b> The application form provided by the Planning Department shall be completed in full with the following information:  |                      |                    |
| Name, address and phone number of the applicant and property owner  | X                    | X                  |
| Address and property identification number of all properties  | X                    | X                  |
| Name, address and phone number of firm or individual who prepared the site plan   | X                    | X                  |
| Description of proposed project or use, type of building or structures, and name of proposed development, if applicable   | X                    | X                  |
| Date of application   | X                    | X                  |
| <b>(b) Site Plan Descriptive and Identification Data:</b>   |                      |                    |
| 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.  | X                    | X                  |
| Sheet size shall be a maximum of 24 x 36 inches and collated according to sheet number. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included                | X                    | X                  |
| Title block with sheet number/title; name, professional seal, 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) | X                    | X                  |
| Scale and north-point   | X                    | X                  |
| Location map drawn to a separate scale with north-point, showing surrounding land, and streets, within a quarter mile   | X                    |                    |
| Dimensions of land and total acreage, with boundary survey and improvements   | X                    |                    |
| Zoning classification of petitioner's parcel and all abutting parcels   | X                    |                    |
| Proximity to section corner and Major Thoroughfare  | X                    |                    |
| Net acreage (minus rights-of-way) and total acreage   | X                    |                    |
| Proposed number of employees, if applicable   | X                    |                    |
| <b>(c) Site Data:</b>   |                      |                    |
| Existing lot lines, building lines, structures, parking areas and other improvements on the site  | X                    | X                  |
| Building footprints   | X                    | X                  |
| Finished floor elevation of all proposed buildings  | X                    | X                  |
| On parcels of more than one (1) acre, topography on the site and within 100 feet of the site at two-foot contour intervals  | X                    |                    |
| Proposed lot lines, lot dimensions, property lines, required and proposed setback dimensions, structures, and other improvements on the site  | X                    |                    |
| Location of existing drainage courses, floodplains, lakes and streams, wetlands with elevations, and woodlands  | X                    | X                  |
| All existing and proposed easements   | X                    | X                  |
| Location of waste receptacle(s), transformer pad(s), ground mounted mechanical equipment, and method of screening   | X                    |                    |
| Dimensions and area of any outdoor sales display or storage area  | X                    | X                  |
| <b>(d) Access and Circulation:</b>  |                      |                    |
| Existing and planned right-of-way for all streets   | X                    | X                  |
| Dimensions, curve radii and centerlines of existing and proposed access points, road rights-of-way, private roads or access easements   | X                    |                    |
| Opposing driveways and intersections within 100 feet of site  | X                    |                    |

| <b>CITY OF WYOMING - SITE PLAN SUBMITTAL REQUIREMENTS</b>   |                      |                    |
|---|----------------------|--------------------|
| <b>Site Plan Data</b>   | <b>Required for:</b> |                    |
|   | <b>Site Plan</b>     | <b>Sketch Plan</b> |
| Dimensions and location of existing and proposed driveways, parking lots, sidewalks and non-motorized paths   | X                    | X                  |
| Dimensions of acceleration, deceleration, and passing lanes   | X                    |                    |
| Dimensions of parking spaces including barrier free, islands, circulation aisles and loading zones (including loading dock/door orientation and screening)  | X                    | X                  |
| Dimension and location of all clear vision areas  | X                    |                    |
| Calculations for required number of parking and loading spaces  | X                    | X                  |
| Access easements, if shared access is proposed  | X                    | X                  |
| Designation of fire lanes   | X                    | X                  |
| Truck circulation plan showing turning templates for delivery trucks and emergency vehicles   | X                    | X                  |
| Traffic impact analysis meeting the requirements of Section 90-1003 (3), if applicable  | X                    |                    |
| <b>(e) Landscape Plans:</b>   |                      |                    |
| General location of existing plant materials, with an identification of materials to be removed and materials to be preserved   | X                    |                    |
| Calculations of all landscape requirements, as set forth in Section 90-64   | X                    |                    |
| Landscape plan, including location and type of all existing and proposed shrubs, trees, and other live plant material   | X                    |                    |
| Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required  | X                    |                    |
| Planting list for proposed landscape materials with container size, caliper size or height of material, botanical and common names, and quantity  | X                    |                    |
| <b>(f) Building and Structure Details:</b>  |                      |                    |
| Building elevations for all facades. Elevation drawings shall indicate the height of building, materials, and architectural quality, and shall detail any rooftop or building mounted screening.                            | X                    |                    |
| Location, height, and outside dimensions of all proposed buildings or structures  | X                    | X                  |
| Building floor plans for multiple-family buildings and gross floor area   | X                    |                    |
| Details on accessory structures and any screening   | X                    | X                  |
| <b>(g) Information Concerning Existing and Proposed Utilities, Drainage and Related Issues:</b>   |                      |                    |
| Location of existing and proposed sanitary sewers, water mains, fire hydrants, storm sewers and other utilities that are proposed to serve the project  | X                    | X                  |
| Location of existing above and below ground gas, electric and telephone lines   | X                    | X                  |
| Storm water retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls with calculations (for details refer to Wyoming's storm water ordinance Sec.86-351 through 436) | X                    |                    |
| Indication of site grading, drainage patterns and other storm water management  | X                    | X                  |
| <b>(h) Additional information required for Residential Development</b>  |                      |                    |
| The number and location of each type of residential unit  | X                    | X                  |
| Density calculations by type of residential unit (dwelling units per acre)  | X                    | X                  |
| Garage or carport locations and details, if proposed  | X                    | X                  |
| Location and design of mailbox clusters, if applicable  | X                    |                    |
| Location, dimensions, and elevations of common building(s), if applicable   | X                    | X                  |
| Location, size and facilities within, of recreation and open space areas, if applicable   | X                    |                    |
| <b>(i) Other Requirements</b>   |                      |                    |
| Applicable fees, as set by the City Council   | X                    | X                  |

## City of Wyoming – Plan Submittals for Review

### A. Planning Commission Review:

Under the “Rules of Procedure for the Wyoming Planning Commission”, developments requiring Planning Commission approval must be submitted to the Planning Department at least 30 days prior to allow sufficient review time. The project submittal filing dates and Planning Commission meetings for the year 2014 are:

| <u>Project Submittal (By 5 pm)</u> | <u>Planning Commission Meeting (7 pm)</u> |
|------------------------------------|---|
| December 19, 2013                  | January 21, 2014                          |
| January 16, 2014                   | February 18, 2014                         |
| February 13, 2014                  | March 18, 2014                            |
| March 13, 2014                     | April 15, 2014                            |
| April 17, 2014                     | May 20, 2014                              |
| May 15, 2014                       | June 17, 2014                             |
| June 12, 2014                      | July 15, 2014                             |
| July 17, 2014                      | August 19, 2014                           |
| August 14, 2014                    | September 16, 2014                        |
| September 18, 2014                 | October 21, 2014                          |
| October 16, 2014                   | November 18, 2014                         |
| November 13, 2014                  | December 16, 2014                         |

Eighteen (18) sets of full size plans (24” x 36” maximum) shall be provided to the Planning Department for projects requiring Planning Commission approval.

One (1) 11” x 17” reduction of the plan set is required for the presentation before the Planning Commission. Where practical, colored renderings of the reduced plans are preferred for the camera presentations.

### B. City Planner Review:

Nine (9) sets of full size plans (24” x 36” maximum) shall be provided to the Planning Department for projects requiring City Planner approval. The review process typically involves several City Departments and may require up to two weeks to complete.

### C. Chief Building Official Review:

Two (2) sets of full size plans (24” x 36” maximum) shall be provided to the Building Inspections Department for projects requiring Chief Building Official approval. Most plan reviews do not require additional City Department reviews and can be accomplished within a week.

## City of Wyoming – Development Review Fees

### Rezoning Petition

|                  |            |
|------------------|------------|
| Under one acre   | \$ 600.00  |
| One acre or over | \$1,000.00 |

### Site Plan Review

|  |            |
|--|------------|
| Apartments, townhouses, condominiums, or<br>other types of multiple family | \$ 600.00  |
| . . . plus, \$4.00 per unit up to:   | \$1,800.00 |
| Commercial, industrial, others   |            |
| Site sizes under one acre  | \$ 400.00  |
| Site sizes one acre or over  | \$ 600.00  |
| Additions:   |            |
| Site sizes under one acre  | \$ 200.00  |
| Site sizes one acre or over  | \$ 300.00  |
| . . . except, building additions under 700 square ft.                      | \$ 100.00  |

### Subdivision or Plat Approval

|   |           |
|---|-----------|
| Preliminary plat-tentative approval (One-time fee also<br>covers preliminary plat-final approval and final plat approval) | \$ 600.00 |
| . . . plus, per lot   | \$ 6.00   |

### Right-of-Way Vacations

|                 |           |
|-----------------|-----------|
| Residential     | \$ 75.00  |
| Non-residential | \$ 200.00 |

### Special Planning Commission Meetings

|                           |           |
|---------------------------|-----------|
| (Requested by petitioner) | \$ 500.00 |
|---------------------------|-----------|

|                              |           |
|------------------------------|-----------|
| <b>Special Use Approvals</b> | \$ 500.00 |
|------------------------------|-----------|

### PUD Overall Development Plan

|  |            |
|--|------------|
| Under 41 acres                                       | \$ 700.00  |
| 41 acres or over                                     | \$1,200.00 |
| Major Revisions (as determined by Planning Director) | \$ 250.00  |



Planning & Development Department  
 Telephone (616) 530-7258  
 1155 - 28th Street, S.W., Box 905 Wyoming, Michigan 49509-0905  
 Web: www.wyomingmi.gov



## City of Wyoming - Application for Development Plan Review

### Development Review (Check all That Apply)

Site Plan \_\_\_\_\_ Special Use Approval \_\_\_\_\_ Rezoning \_\_\_\_\_ Other \_\_\_\_\_

PUD Overall Development Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Condominium \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Project Description** \_\_\_\_\_

### Property Location

Address(es) \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

### Applicant and Property Owner

Applicant \_\_\_\_\_ Property Owner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

### Preparer of Development Plan

Name \_\_\_\_\_ Firm \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Development Review Fee** \_\_\_\_\_ **Number of Plan Sets Submitted** \_\_\_\_\_

**Traffic Impact Analysis (If Applicable)** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

**Completed Application Accepted By** \_\_\_\_\_ **Date** \_\_\_\_\_

Incomplete applications will not be accepted and proceed for review until all required information (including any approved information waivers), plan sets and fees are provided. Contact the City Planner at 616-530-7259, or [plan\\_info@wyomingmi.gov](mailto:plan_info@wyomingmi.gov), if you have any questions. Applicants are encouraged to obtain a pre-application conference with the City Planner to determine the approval type and process that shall be followed to obtain project approval.