

**CHARTER TOWNSHIP OF ALPENA PLANNING COMMISSION**

SITE PLAN CONTENTS CHECK LIST

Applicant: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant telephone: \_\_\_\_\_

Applicant is (check where appropriate):

Property owner \_\_\_\_\_

Authorized agent \_\_\_\_\_

Property address/location: \_\_\_\_\_

THE FOLLOWING INFORMATION SHALL BE INCLUDED ON ALL SITE PLANS  
(Use check mark or N/A where appropriate)

	<u>Applicant Use</u>	<u>Office Use</u>
Date, north arrow, scale indicated	_____	_____
Appropriate scale: Less than 3 acres: 1" = 50' (minimum) 3 acres or more: 1" = 100' (minimum)	_____	_____
Name of person preparing site plan	_____	_____
Boundaries, dimensions and legal description of property	_____	_____
Name and address of property owner	_____	_____
Existing and proposed structures	_____	_____
Proposed driveways and parking	_____	_____
Proposed walkways	_____	_____
Proposed signs and exterior lighting	_____	_____
Proposed loading and unloading areas	_____	_____
Proposed common use and recreational areas	_____	_____
Location and width of abutting right-of-ways	_____	_____

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	<u>Applicant Use</u>	<u>Office Use</u>
Existing environmental features (streams, wetlands, vegetation)	_____	_____
Existing structures within 200' radius	_____	_____
Existing and proposed zoning of site	_____	_____
Existing zoning of adjacent parcels	_____	_____
Existing and proposed landscaping	_____	_____
Existing and proposed fences/walls	_____	_____
Locational sketch of proposed structure and/or use	_____	_____
Existing and proposed utilities	_____	_____
Location of subsurface drainage facilities	_____	_____

INFORMATION OF PROPOSED STRUCTURES:

Number of units (by type)	_____	_____
Floor plan(s) for unit(s)	_____	_____
Floor space in square feet	_____	_____
Elevations, front and rear	_____	_____
Existing and proposed topographic contours or spot elevations	_____	_____

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_