

## **CITY OF AUBURN**

### **SITE PLAN REVIEW**

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Welcome to the City of Auburn on behalf of the City Commission and the Planning Commission. If you are already a property or business owner in the community, we would like to congratulate you on your renovation plans. We are providing the following information to assist you in understanding the City's involvement in your development project. We realize that you may have many questions regarding local costs and regulations. Hopefully, this information will answer the majority of your concerns. Please contact City Hall if there is any further information that we can provide for you.

Whenever possible, we like to set up a meeting with you and our staff to discuss your proposal in the conceptual stages to eliminate potential problems, minimize costs and discuss any questions you may have. If you would like to pursue this option, please contact City Hall at (989) 662-6761 so that we can set up a time for all of us to meet.

After this meeting, you will need to submit ten (10) full size copies and one reduced copy of your site plan for review. The site plan review application includes a list of the items that must be shown on the plans. The completed application, ten site plans and review fee must be received at least thirty days (30) in advance of the Planning Commission meeting that you wish to attend. If you are requesting special use permit approval, all of the necessary material must be submitted forty five (45) days in advance. You will then be sent an agenda prior to the hearing.

We look forward to working with you on your project. The City of Auburn is anxious to include you as a member of our local community.

### **DEVELOPMENT COSTS FACT SHEET**

#### **CITY OF AUBURN**

The following list consists of costs normally associated with a commercial, industrial or high density residential development project within the City of Auburn. This list is being made available as a service to any potential developer to aid with the prediction of project costs. By no means is it intended to be all inclusive. There may very well be other expenses pertaining to a project that are peculiar to a particular site or development that are not listed herein. Furthermore, these costs may be increased without notice.

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**Fees**

<b>Site Plan Review</b> .....	\$100.00
<b>Site Plan Review</b> (for previously approved plan) .....	\$100.00
<b>Special Use Permit Request</b> .....	\$150.00
<b>Rezoning or Text Change Request</b> .....	\$200.00
<b>Zoning Board of Appeals - Variance Request</b> .....	\$200.00

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**Water and Sanitary Sewer Service Fees**

<b>Residential</b> .....	\$450.00	\$450.00
<b>Additional Units</b> .....	\$100.00	\$100.00
<b>Commercial</b> .....	\$700.00	\$700.00
<b>Additional Units</b> .....	\$100.00	\$100.00

**Water Meter Fees**

<b>3/4" Single</b> .....	\$125.00
<b>1"</b> .....	\$225.00
<b>1 1/2"</b> .....	\$470.00
<b>2"</b> .....	\$1,520.00
<b>3"</b> .....	\$1,900.00

Meters larger than 3" will be charged at current material and labor costs.

**Permits**

<b>Building Permit</b> .....	Varies according to cost of building
<b>Mechanical, Electrical &amp; Plumbing Permits..</b>	Varies with type of work
<b>Sign Permit</b> .....	\$15.00
<b>Fence Permit</b> .....	\$15.00

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**Assessment, Taxes and Delinquent Bills**

Special assessments have been levied upon a number of parcels throughout the City for a variety of physical improvements to the property. You should check with the City Clerk to determine what amounts, if any, are due on your parcel. Delinquent property taxes can be determined by the County Treasurer's Office, while current taxes are kept by the City Treasurer's Office. Delinquent water and sewer bills can be determined by the Water/Sewer billing department.

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## DIRECTIONS TO APPLICANTS

### **How to submit a *site plan* for review by the Planning Commission**

Site plans for uses permitted in a specific district are eligible for review by the Planning Commission, provided they are complete and prepared according to the City's regulations. If the use desired is not permitted in the location chosen, please refer to the directions for requesting a rezoning.

### **Materials to submit**

1. The City will supply you with a site plan review form. Following is a list of items each site plan must include - if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
2. All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
3. Ten (10) copies of each plan must be submitted, including (10) copies of elevation perspectives of any buildings to be constructed.

### **Time line for review**

1. ***All plans must be delivered to City Hall by 4:30 pm, thirty days prior to the date of the Planning Commission meeting, Planning Commission meetings are held on the third Tuesday of each month at 7:00 pm.***
2. The City's planning consultant will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by 4:30 pm two (2) weeks prior to the meeting. Plans that require a longer time to revise will be considered at the next month's meeting.
3. Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the City's ordinances and rules.

### **Fees**

1. The City charges a fee of \$100 for each site plan reviewed. This fee pays for the cost of professional review of your plan.
2. If a drainage review is necessary, please contact the Bay County Drain Commissioner at (989)895-4290.
3. If other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

### **How the process works**

1. The Planning Commission will receive a copy of your site plan prior to the Planning Commission meeting.
2. At the meeting you or your representative will be given an opportunity to present your plan, including any recommendations or conditions for approval.
3. The Planning Commission will discuss the plan and vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
4. If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning Commission for incomplete information. A new site plan and fee may be submitted at any time after that.

**CITY OF AUBURN  
SITE PLAN REVIEW CHECKLIST**

A detailed site plan must be prepared according to the guidelines in the City of Auburn Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the City to schedule a meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. **Completed site plans must be submitted by 4:30 pm thirty days prior to the next scheduled Planning Commission meeting.**

**General Information**

1. \_\_\_\_\_ Name and Address of the owner and project, printed on the plan
2. \_\_\_\_\_ Date (Revision dates)
3. \_\_\_\_\_ North Arrow
4. \_\_\_\_\_ Location map, (show at least 600' around perimeter of site)
5. \_\_\_\_\_ Scale (1" = 50' Sites of 3 acres or less, 1" = 200' for larger sites)
6. \_\_\_\_\_ Zoning (Subject parcel and adjoining parcels)
7. \_\_\_\_\_ Lot dimensions
8. \_\_\_\_\_ Building dimensions
9. \_\_\_\_\_ Square footage of buildings
10. \_\_\_\_\_ Building Uses - Indicate layout if there is more than one building
11. \_\_\_\_\_ Building elevation drawings including all four sides of buildings

**Transportation**

12. \_\_\_\_\_ Public roadways - include curb, lanes, shoulder, width, through lanes, etc.
13. \_\_\_\_\_ Access Drives (width, traffic directions, curb, signs, etc.)
14. \_\_\_\_\_ Barrier free parking (size and number of spaces)
15. \_\_\_\_\_ Loading Docks
16. \_\_\_\_\_ Road right-of-way (existing and proposed)
17. \_\_\_\_\_ Curbing
18. \_\_\_\_\_ Curb cut dimensions
19. \_\_\_\_\_ Return radii of driveways
20. \_\_\_\_\_ Adjacent and across the street curb cuts (Location and size)
21. \_\_\_\_\_ Provisions for joint access and parking

## **Surrounding Land Use**

22. \_\_\_\_\_ Phases of development and phase boundaries
23. \_\_\_\_\_ Neighboring structures on all adjacent lots and distance from adjoining property lines
24. \_\_\_\_\_ Neighboring land uses/proposed uses
25. \_\_\_\_\_ Wetlands (Calculations of all areas proposed and existing)
26. \_\_\_\_\_ Floodplains
27. \_\_\_\_\_ Utility, drains, water bodies or public easement of any kind
28. \_\_\_\_\_ Setback dimensions of front, side and rear yards for all buildings
29. \_\_\_\_\_ Parking Lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)
30. \_\_\_\_\_ Number of parking spaces with calculation of required spaces on plan.
31. \_\_\_\_\_ Parking space dimensions
32. \_\_\_\_\_ Circulation drive dimensions
33. \_\_\_\_\_ Sign locations
34. \_\_\_\_\_ Bufferyards - type and proposed detail of landscaping
35. \_\_\_\_\_ Fences (Size, type location)
36. \_\_\_\_\_ Accessory structures
37. \_\_\_\_\_ Dumpster location and screening
38. \_\_\_\_\_ Bumper blocks or other vehicular restrictions
39. \_\_\_\_\_ Sidewalks (Size, type location)
40. \_\_\_\_\_ Existing trees (Type and size)
41. \_\_\_\_\_ Proposed water mains
42. \_\_\_\_\_ Proposed sanitary sewer
43. \_\_\_\_\_ Fire hydrants (Existing and proposed)
44. \_\_\_\_\_ Topography at 5 ft. intervals

## **Additional information for a *Final Site Plan***

45. \_\_\_\_\_ Landscaping
46. \_\_\_\_\_ Ground elevations, first floor finished elevations
47. \_\_\_\_\_ Easements
48. \_\_\_\_\_ Copy of Survey to verify property lines and existing structures
49. \_\_\_\_\_ Drainage ditches
50. \_\_\_\_\_ Storm sewers
51. \_\_\_\_\_ Drainage
52. \_\_\_\_\_ Lot split/Combination from register of deeds

## **Additional requirements for condominium projects**

53. \_\_\_\_\_ Limited/General Commons, etc.
54. \_\_\_\_\_ Density per Acre
55. \_\_\_\_\_ Units (Size and location)

56. \_\_\_\_\_ Master Deed

Signature of Applicant

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Conditions of Approval

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

### **How to submit a *Special Use Permit* request to the Planning Commission:**

A Special Use Permit is required for all uses listed as allowed by Special Use Permit in each zoning district. A permit may only be applied for to establish a use that is allowed by special use permit in a specified district. A Special Use permit is discretionary in nature. A Special Use must first meet the guidelines established for that use in the Zoning Ordinance, Section 8. Additional requirements may be imposed by the Planning Commission during the review of the permit, depending on the specific circumstances surrounding the proposal. A special use permit requires a public hearing.

### **Material to submit**

- The City will supply you with a special use permit and site plan review form.
- Please fill each form out completely.
- The following is a list of items each site plan must include - if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
- All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
- Ten (10) copies of each plan must be submitted, including (10) ten copies of elevation perspectives of any buildings to be constructed.

### **Time line for review**

- A special use permit requires a public hearing. The notification for this hearing must be printed in the paper and sent to all property owners within 300' of the subject property. By law, this process cannot be completed in less than 30 days, and generally takes about 45 days. **Application for a special use permit must be submitted at least twenty (20) days prior to the Planning Commission meeting. Planning Commission meetings are held on the third Tuesday of each month at 7:00 pm.**
- **All site plans must be delivered to the City office by 4:30 pm, 20 days prior to the date of the Planning Commission meeting.** The City's planning consultant will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by 4:30 pm two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the City's ordinances and rules.

## **Fees**

- The City charges a fee of \$150 for each special use permit. This includes the plan review fee, but no other professional fees for reviews requested by the City or required by law. This fee pays for the cost of publishing the notice of public hearing and the professional review of your plan.
- If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

## **How the process works**

- The Planning commission will receive a copy of your special use permit and site plan prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. The Planning Consultant will comment on the plan, including any recommendations or conditions for approval.
- The Planning Commission will discuss the special use permit first to determine if the use is appropriate in the district. If the use is appropriate, the site plan will be considered. Approval of the special use permit is contingent upon approval of the site plan. The Planning Commission will then vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning commission for incomplete information. A new special use permit application, site plan and fee may be submitted at any time after that.

## **How to submit a *rezoning request* to the Planning Commission**

This is the process to request that the zoning classification for a parcel of property is changed or that the text of the zoning ordinance is changed. Only the property owner, the Planning Commission or the City Commission may initiate a change to the zoning classification of a parcel. Only the City Commission may approve a request to rezone property. A rezoning request requires a public hearing and notification of all property owners within 300' of the parcel.

### **Materials to submit**

- The City will supply you with an Application for Rezoning. Please fill the form out entirely.
- If you are requesting that the zoning classification be changed, a map of the location of the parcel with a legal description is required.

### **Time line for review**

- A rezoning request requires a public hearing. The hearing must be advertised at least three weeks in advance of the hearing date. Following the Planning Commission action, the City Commission will make the final decision regarding the rezoning. A rezoning typically takes three (3) months to complete.
- ***All applications and maps must be delivered to City Hall by 4:30 pm, five (5) weeks prior to the date of the Planning Commission meeting.*** Planning Commission meetings are held on the third Tuesday of each month at 7:00pm.
- The City's planning consultant will contact you to discuss your request prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans for parcels or text must be submitted by 4:30pm two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete text change requests or parcel information will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your request. This can only be done if the information is complete and prepared according to the City's ordinances and rules.

### **Fees**

- The City charges a fee of \$200 for each rezoning request. This fee pays for the cost of professional review of your request and notification of a public hearing.

### **How the process works**

- The Planning Commission will receive a copy of your request prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. Planning Consultant will comment on the request, including any recommendations or conditions for approval.
- The Planning Commission will discuss the request and vote to recommended to the City Commission to approve, approve with conditions, deny or set aside the plan to a specified date, which is generally the next meeting.
- If your request is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at another Planning Commission meeting. After one (1) month, your request will be removed from the active business of the Planning Commission for incomplete information.

## **How to submit a *Zoning Board of Appeals* application**

This is the process to request a Variance Request, Ordinance or Map Interpretation of an Appeal from Administrative Decisions. The Zoning Board of Appeals Application must be filled out completely. All mailings will be sent to the applicant.

### **Materials to submit**

- The City will supply you with an Application for Zoning Board of Appeals. Please fill the form out completely.

### **Time line for review**

- Zoning Board of Appeals requires notification of all property owners within 300' of the property.
- Applicant will be notified as to when the Appeals meeting is scheduled.

### **Fees**

- The City charges a fee of \$200.00 for each Zoning Board of Appeals application. This fee pays for the cost of professional review of your request and notification to property owners.