



This document is designed to assist individuals applying for the Administrative Site Plan Review Process. The following steps outline the Administrative Site Plan Review process.

## WHAT IS SITE PLAN REVIEW?

Site plan review is a detailed and technical review of the proposed set of plans by different city departments (*Planning and Zoning, Building Services, Sanitation, Water/Backflow, Engineering, and Fire Marshall*) to verify compliance with all applicable codes.

### When is site plan review required?

The development of any new use, the construction of any new structures, any change of an existing use of land or structure that impacts Zoning Ordinance compliance requires site plan review.

### Administrative site plan review is required for any development except:

- a. Construction, moving, relocating or structurally altering a single- or two-family home, including any customarily incidental accessory structures.
- b. Excavating, filling, or otherwise removing soil, provided that such activity is normally and customarily incidental to single family uses described in this Section for which site plan approval is not required. (Grading permit may be required).
- c. A change in the ownership of land or a structure.
- d. A change in the use of a structure to a similar use allowed by right in the zoning district in which it is located, provided that no modification to the site is proposed or required by the standards of the regulations and that the site maintains full and continuing compliance with these regulations.

## PRE-APPLICATION CHECKLIST

Before submitting an administrative site plan review :

Check the zoning district of the property by looking at [Dearborn's Zoning Map](#).

Check the uses that are permitted in the zoning district where the project is located by reviewing [Dearborn's Zoning Ordinance](#).

- *If a use is listed as a Special Land Use, that means it will require a special approval by the Planning Commission to determine if the proposed use is a good fit for that area.*

Check to see if the proposed use has specific site development standards in [Section 7.02](#).

Consult with a licensed design professional (architect or engineer) about your proposed project. Their role is not only to work with you to bring your vision to life, but ensure it is designed to meet all local and safety requirements.

If you would like, please schedule a complimentary pre-application meeting with Planning & Zoning staff by emailing [cityplanning@dearborn.gov](mailto:cityplanning@dearborn.gov).

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## SUBMIT APPLICATION TO THE PLANNING & ZONING DIVISION

The required documents include:

- \$500 site plan review fee
- Detailed Project Narrative: a description of the nature of the proposed use(s) including: the products or services to be provided, the activities to be conducted inside and outside the building, types of equipment to be used, other required state or local permits or approvals, hours of operation, number of employees, expected levels and types of vehicular traffic coming to and from the site, any joint use agreements, scope of construction, schedule for completing the project, and other relevant information.
- Required Plans: refer to pages 2-6 of this guide for an overview of the specific types of drawings that may be required as part of this process.
- Request & Affidavit form signed by the property owner/applicant.

*Please allow 2-3 business days for staff to review the application, staff will contact you if they require additional information.*

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## SITE PLAN REVIEW STARTS

- After a complete application is submitted, the plans will be routed to all the relevant city departments, such as Planning & Zoning, Building, Fire, & Engineering to review.
  - *Each review takes ~20 business days for all divisions and departments to make their comments.*

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## CITY'S RESPONSE

- Once all the comments are received, staff will prepare a consolidated written review from all the City disciplines.
- There are two possible outcomes from the review process:
  - a. The project is released from the Site Plan Review process: may proceed to the next step.
    - Staff will inform you of the next step, this may include permitting or any Special Approvals, such as the Planning Commission, or Zoning Board of Appeals.
  - b. Revise & resubmit for another round of Site Plan Review:
    - *This may include required or recommended edits to ensure the project complies with all code requirements and site plan review standards.*
    - The applicant must submit a written response detailing how they addressed each comment.

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## SPECIAL APPROVALS

Additional approvals may be required for certain projects which will be identified by staff during the site plan review process. This may include the Planning Commission, Zoning Board of Appeals, or City Council.

*Please note that these processes have separate applications and fees.*

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## PERMITTING AND INSPECTION PROCESS

A more detailed set of construction plans must be submitted to permitting for final review and sign off by all disciplines. Please note that this process is managed by the Building Services Division.



## REQUIRED DRAWINGS:

### **SURVEY OF THE PROPERTY OR PROPERTIES INVOLVED IN THE PROJECT (MUST BE SEALED BY A LICENSED SURVEYOR PER STATE LAW)**

- Legal and common description of property(s), including parcel identification number(s)
- Location, description, and County Registrar of Deeds filing identification of all easements (public right-of-way, utilities, access, shared access, drainage,..etc)
- Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth 1/10 acre
- The lot lines dimensions. If the site is a part of a larger parcel, the plan should indicate that parcel's boundaries
- All existing site features (on the site and within one hundred (100) feet of the site), including but not limited to
  - Buildings location, height, setbacks, and outside dimensions, and all other structures (including fences, gates & trash receptacle location/screening, Transformer pad, lighting poles...etc)
  - Pavement (roads, walks, parking layout, loading area, driveways, curb cuts, etc.)
  - Landscape/Open spaces areas (Including any existing trees)
  - Easements and connections for water, sanitary, storm, drainage, gas, electric, etc.
  - All fire hydrants, and fire lanes
  - Acceleration, deceleration, and passing lanes
  - Location of sidewalks within the site and within the right-of-way
  - Dimensions and centerline of existing and proposed roads and road rights-of-way
  - Topography on the site and within one hundred (100) feet of the site at two (2) foot contour intervals, referenced to a lake survey datum benchmark

## SITE PLAN

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow
- Title blocks indicating the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification and seal of an architect, engineer, land surveyor or landscape architect who prepared the plan
- Property lines/boundaries
- Location and names of roads and internal drives showing how the proposed circulation system will connect with the existing adjacent roads. The plan must indicate whether proposed roads are intended to be private or dedicated to the public.
- Proposed site plan features, including existing features to be retained or be relocated:
  - Buildings location, height, setbacks, and outside dimensions, and all other structures (including fences, gates & trash receptacle location/screening, Transformer pad, lighting poles...etc)
  - Pavement (roads, walks, parking layout, loading area, driveways, curb cuts, etc.)
  - Landscape/Open spaces areas
  - Easements and connections for water, sanitary, storm, drainage, gas, electric, etc.
  - All fire hydrants, fire lanes
  - Acceleration, deceleration, and passing lanes
  - Location of sidewalks within the site and within the right-of-way
  - Dimensions and centerline of existing and proposed roads and road rights-of-way
- Site Data to include:
  - Information needed to calculate required parking in accordance with Zoning Ordinance standards, as outlined in (Section 4.00)
  - Lot coverage (%) calculations (all structures)
  - Indication of the number of commercial tenant units contained in the building
  - Density calculations by type of residential unit (dwelling units per acre)

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## DEMOLITION PLAN

When a partial demolition of an existing building is proposed on the site plan, a demolition plan is required to be submitted.

## CIVIL / ENGINEERING PLAN

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow
- Title blocks including the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification and seal of an engineer or land surveyor who prepared the plan
- Schematic utilities/engineering plan (existing/proposed easements and connections for water, sanitary, storm, drainage, gas, electric, etc.)
- Site grading, drainage patterns, and proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots
- Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons
- Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas
- Location of underground storage tanks
- Delineation of areas on the site that are known or suspected to be contaminated

## BUILDING FLOOR PLAN (S)

- Drawings to scale
- Title blocks indicating the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification and seal of the architect who prepared plan
- Number and floor areas of commercial tenant units contained in the building
- Number, size, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)
- Furnishings Plan
- Applicable code: Michigan Building Code (MBC) or Michigan Rehabilitation Code (MRCEB) for Existing Buildings
  - Use and Occupancy Classification: [MBC Chapter 3](#)
  - General Building Heights & Areas [MBC Chapter 5](#)
    - [Section 504](#) Building Heights and Number of Stories
    - [Section 506](#) Building Area
    - [Section 508](#) Mixed Use and Occupancy (Table 508.4 Separated Occupancies)
  - Types of Construction: [MBC Chapter 6](#)
    - Rated floor/ceiling/wall assemblies (required/proposed), Exterior Walls: (Table 601 & 602)
  - Means of Egress: [MBC Chapter 10](#)
    - [Section 1004](#) Occupant Load
    - [Section 1006](#) Number of Existing and Exist Access Doorways
    - [Section 1017](#) Exist Access Travel Distance

## BUILDING ELEVATIONS

- Architectural elevations of building facades/ exterior walls, drawn to a scale of one-quarter (1/4) inch equals one (1) foot, or another scale approved by the city planner and adequate to determine compliance with the requirements of these regulations.
- Elevations of proposed buildings shall indicate type of building materials, roof design, dimensions of projections and architectural features, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers and related screening. The City Planner may permit photographs in lieu of elevations for existing buildings where minor or no change to the facade is being proposed.



## LANDSCAPE PLAN

Refer to the Zoning Ordinance, [Section 5.00 Landscape Requirements](#)

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres)
- Title blocks indicating the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification of the architect, engineer, land surveyor, or landscape architect who prepared plan
- Location of lawns and landscaped areas, including required landscaped greenbelts. The percentage of the site used for open space.
- Planting plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
- Cross-section of proposed berms
- Location of any outdoor storage of materials and the manner by which it will be screened.
- Proposed fences and walls, including typical cross-section and height above the ground on both sides
- Indication of type of any recreation facilities proposed for open space areas

## PHOTOMETRIC PLAN

Refer to the Zoning Ordinance, [Section 2.12 Lighting Requirements](#)

*Please note that a photometric may not be required if you are not proposing any modifications to the lighting on the site. If this is the case, please make a note on the site plan indicating this.*

- Lighting fixtures types (Manufacture sheet and specifications including methods of shielding)
- Exterior lighting locations
- Lighting intensity throughout site and at parcel lines
- Existing/proposed lighting poles heights

## FIRE PROTECTION SYSTEM (FPS) PLAN

Any questions please email [firemars@dearborn.gov](mailto:firemars@dearborn.gov), or call FM Michael Kleitch at 313-943-2839

### Site Plan

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow
- All existing and proposed site features listed below (on the site & within 60 feet)
- Property lines/boundaries
- Buildings and all other structures, parking layout (including trash receptacles & method of screening)
- Fences, gates, access plan for gates
- Pavement (roads, walks, parking, loading, driveways, curb cuts, etc.)
- Location of Hydrants in area, FDC, Knox Box, and Fire Lanes
- Schematic landscape plan

### Floor Plan

- Occupancy Classification: (MBC Ch.3)
- Construction Type: (MBC Ch. 6)
- Riser Room, Fire Pump location
- Fire Alarm Panel, Remote Announcer Panel locations
- Fire Command Center
- EPO switches

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## FREQUENTLY ASKED QUESTIONS

### I am still not sure if my proposal requires the Site Plan Review process?

- Please refer to page 1 of this guide for information on when this review process is necessary. If you still have any questions, please contact Planning & Zoning Staff at [CityPlanning@Dearborn.gov](mailto:CityPlanning@Dearborn.gov)

### I understand that my project requires the Site Plan Review process, but I am unsure if all the necessary drawings apply to my project.

- You may submit all the documents that you have and staff will review the application and inform you if any additional documents are required.
- Alternatively, you may contact Planning & Zoning Staff at [CityPlanning@Dearborn.gov](mailto:CityPlanning@Dearborn.gov)

### How can I request a Pre-Application Meeting?

- Please email staff directly at [CityPlanning@Dearborn.gov](mailto:CityPlanning@Dearborn.gov). Please include a conceptual/preliminary site plan or floor plan and a detailed project narrative for staff to review before the meeting.

### I submitted all the documentation and paid the fee. What happens next?

- You will receive an email from City of Dearborn - Community Development, regarding the status of your application. If your application is approved, you will proceed to the next step as outlined on page 2 of this guide.
- Please note that Staff may reach out to you if any documents or drawings are missing. In this case, your application status will remain pending and will not proceed to the next step until all documents are provided.

### How long does the site plan review process take, and how many reviews does my project require?

- The Site Plan Review (SPR) process typically takes 20 business days. The number of reviews required will depend on the design professionals, such as a licensed architect or engineer, involved in the process. The more comments that are addressed in the revised drawings will result in fewer revisions to be necessary. This may allow your project to move to the next steps quicker.

### I have received the comments and I have a question about them. Who should I contact?

- If you have any questions or need to discuss the comments, please email Massara Zwayen at [mzwayen@dearborn.gov](mailto:mzwayen@dearborn.gov). Massara will coordinate with the reviewers and respond to your inquiries. If a meeting is required, she will organize it and invite the relevant departments based on the nature of your project.