

**CITY OF WAYLAND**  
**103 S. Main St., Wayland, MI 49348**  
**PHONE: 269-792-2265    FAX: 269-792-0387**

**APPLICATION FOR SITE PLAN REVIEW**

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**For Official Use Only**

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Received \$300 Fee:** \_\_\_\_\_

**Received 13 Site Plans:** \_\_\_\_\_

**1. Name of Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:**                      **Office:** \_\_\_\_\_                      **Home:** \_\_\_\_\_  
   **E-mail:** \_\_\_\_\_                      **Fax:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**2. Property Owner or authorized agent (if other than the applicant):** \_\_\_\_\_  
**Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

*NOTES: a) The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Wayland. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.*

*b) A required minimum fee of \$300.00 for site plan review must be paid when this completed and signed application form is submitted. The actual costs for review of the site plan, including engineering, stormwater management, planning, utility access, traffic issues, etc. shall be charged against the minimum fee. Any costs in excess of the minimum fee shall be billed to the applicant. Any approved site plan shall not become effective until all costs are paid in full by the applicant.*

**3. Street address (approximate if an official address has not been assigned) of property:** \_\_\_\_\_

**4. Permanent parcel numbers(s) (This twelve digit number is on the property tax bill or may be obtained from the Assessor):** \_\_\_\_\_

**5. Current Zoning of the property:** \_\_\_\_\_

**6. Describe the proposed use and its associated activities:** \_\_\_\_\_

\_\_\_\_\_

**7. Legal description (Attach a separate page, if necessary):** \_\_\_\_\_

\_\_\_\_\_

**8. Attach a site plan (scaled drawing or drawings, see next page (Ref. Sec. 20-119):** *Unless specifically exempted by the Zoning administrator, the application will not be accepted unless the site plan contains all information referenced in the attached list.*

**City of Wayland**  
**Site Plan Content Checklist**  
(Ref. Sec. 20-119)

**Required for Submittal to Planning Commission:**

- 11 copies – 11” x 17” of fully dimensioned site plans and building elevation plans
- 3 copies – 24” x 36” fully dimensioned site plans
- 1 digital file in Adobe Acrobat PDF file format

The following information must be attached to or incorporated on all plans submitted for review:

- A legal description of the property under consideration
- A map indicating the gross land area of the development
- The present zoning classification
- The zoning classification and land use of the surrounding properties
- The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the site plan
- Elevations of proposed buildings, drawings or exterior sketches

**Information to be on Site Plan:**

The following information must be included on the site plan:

- A scale of not less than 1” = 40’, if the property is less than three (3) acres, 1” = 100’, if it is three (3) acres or more
- Date, north point and scale
- The dimensions of all lot and property lines
- Existing structures and driveway openings on properties within 100 feet (including opposing drives)
- The location of each proposed structure
- Proposed building height and the number of stories
- Building areas and square footage
- Setback distances between structures and lot lines
- Location and dimensions of vehicular entrances and loading points
- Existing and proposed drives and parking areas, the number of parking and loading spaces
- All pedestrian walks, mall and open areas
- Location and height of all walls, fences
- Landscape plan
- The location and right-of-way widths of all abutting streets
- Types of surfacing, such as paving, turf or gravel
- A grading plan with existing and proposed topographic elevations of the area
- A storm drainage plan
- Size and location of proposed sewer and water lines and connections
- The number of proposed units (or multiple-family developments)
- Wetlands, shorelines, streams, wood lots, existing trees and vegetation
- Site lighting including the location, height and orientation of light fixtures