



COMMUNITY DEVELOPMENT DEPARTMENT
200 N. Lake Street
(231)775-0181
twaldo@cadillac-mi.net

SITE PLAN REVIEW CHECKLIST*
CITY OF CADILLAC

#	✓	Item
1		Complete and signed application.
2		Legal description of the site. The legal description may be placed on the plan or attached separately. An electric WORD version of the description must be provided.
3		Plan date.
4		North arrow.
5		Plan scale. The scale and dimensions must be such that all information is fully legible.
6		Site location map (insert map).
7		Name, address, and telephone number of the property owner and applicant (if not the property owner).
8		Name, address, email address and telephone number of the person or firm responsible for plan preparation.
9		Site plan elements – site features detailing location and dimensions: a) Site area in square feet and acres j) Drives b) Open space in square feet k) Sidewalks/paths c) Lot lines l) Adjacent street right-of-way d) Buildings and building setbacks – existing and proposed m) Housing Units by size and type e) Spacing between structures n) Utilities – location, type and size f) Parking areas, parking lot setbacks, and surface composition o) Dumpsters/trash disposal – location and shielding g) Number of parking spaces p) Natural features – wetlands, floodplains, etc. h) Typical parking space size q) Zone classifications of property i) Curb cuts openings – size and curb radii r) Other site Elements
10		Landscape plan depicting the type, location, and size of existing and proposed landscape and irrigation.
11		Building elevations with dimensions.
12		Fences or screening, if applicable. Indicate the type, location, and size.
13		Surface (storm) water management facilities.
14		Signs – location, type, and size.
15		Project phases and timing.

***Notes:**

- Depending on the scope of a project, certain requirements may be waived by the Zoning Administrator.
- Additional project information may be required if needed to determine compliance with the standards of the ordinance. Examples include, but are not limited to, site topography, traffic impact assessments, utility assessments, and market information.
- Required Coordinate System: As required by the City, deliverables shall be in AutoCAD compatible format referenced to Michigan State Plane Central coordinates (NAD83) with International feet as the units, rectified at the base elevation of 1300 feet. Vertical datum: City of Cadillac datum (NAVD 1927 datum).