



Checklist of Required Information for Site Plans

City of Ann Arbor Planning Services

Phone: 734.794.6265

Email: planning@a2gov.org

Use this checklist when preparing a site plan, including a site plan for City Council approval, a site plan for Planning Commission approval, a PUD site plan, or site plan for administrative approval. (Exceptions may be allowed when the site plan is associated with a special exception use.

Consult with planning staff to determine if it would be acceptable to omit some of the required site plan information.)

This checklist is based on the requirements of Section 5.29.6.F in the [Unified Development Code](#). When in doubt, please refer to the UDC directly for required information.

To use the checklist, check the box if all required information for that sheet is provided. Schedule a pre-submittal meeting by calling planning staff at (734) 794-6265 about a week before the meeting is desired. The pre-submittal meeting should be held with enough time before the [filing deadline](#) so that changes can be made if needed.

Bring a completed checklist and at least one copy of the proposed site plan to your pre-submittal meeting.

Petition Name: _____

**Pre-submittal
Meeting**

Petitioner: _____ **Date:** _____

Site Plan Type (check one):

- ☐ Site Plan for City Council Approval
- ☐ Site Plan for Planning Commission Approval
- ☐ PUD Site Plan
- ☐ Site Plan for Administrative Approval

Site Plan Modifiers (check all that apply):

- ☐ Planned Project Modifications
- ☐ Landscape Modifications
- ☐ Special Exception Use Petition

Special Characteristics (check all that apply):

- ☐ Natural Features Open Space disturbance proposed
- ☐ Wetland Use Permit included
- ☐ Site in floodplain or floodway
- ☐ Proposed use requires Special Exception Use approval
- ☐ Will be requesting brownfield funding
- ☐ Site in historic district? ☐ and requires approval by the Historic District Commission
- ☐ Proposed plan has received a Certificate of Appropriateness from HDC, date: _____
- ☐ Layout requires a variance to be granted by the Zoning Board of Appeals
- ☐ Site has a variance, granted on: _____

Application Submittal Requirements




The following list summarizes the application submittal requirements. All applicable materials must be provided at the time of submittal to form a complete petition application. If you are not sure what materials are applicable to your application, consult with planning staff at your pre-submittal meeting. Check the petition review calendar for submittal deadlines.





Required	Materials Always Required	Provided
✓	Petition Application Form	
✓	4 copies of plans	
✓	Coordinate Transformation Worksheet	
✓	Fee Payment	
Required	Materials Sometimes Required	Provided
	Letter of Authorization from Property Owner	
	Type 1 Citizen Participation Report	
	Traffic Impact Study	
	Receipt from Washtenaw County Water Resources Commissioner's Office	
	Area Plan Waiver Request Letter*	
	Annexation Petition	
	Zoning Petition	
	Planned Unit Development Petition (<i>must include separate attachments as specified in the petition</i>)	
	Special Exception Use Petition	
	Planned Project Modification Petition	
	Landscape Modification Petition	
	Land Division or Land Transfer Request Letter*	
	Housing Information Worksheet	

*Request letters should be addressed to the Planning and Development Services Manager.

Area plan waiver request letters should describe the existing conditions and explain why an area plan will not be necessary. Land division and transfer letters should describe the proposed changes and be signed by all land owners and parties involved.

CITIZEN PARTICIPATION REQUIREMENTS	Required
Type 1 – Meeting with residents before application is submitted (Section 5.28.4.B)	
Invitations mailed at least 2 weeks prior to meeting, meeting held at least 2 weeks prior to application deadline. All residents within 1000 feet of site invited. Report of meeting included with application materials.	
Type 2 – Mailed notice to residents after application is submitted (Section 5.28.4.C)	
Notifications mailed within 1 week of application acceptance. All residents within 500 feet of site informed.	

REQUIRED SITE PLAN INFORMATION	Provided
Cover Sheet (Section 5.29.6.F.1)	
General Information	
Required Statements – associated applications, development program, community analysis, traffic statement, public sidewalk maintenance statement	
Comparison Chart	
Existing Conditions Plan (Section 5.29.6.F.2)	
ALTA Land Survey 	
Existing and proposed contours	
Referenced to Ann Arbor Geodetic Reference System (AAGRS)	
Dimensional Layout Plan (Section 5.29.6.F.3)	
Lot lines, setback lines, yards, building footprints – existing and proposed	
Driveways, curb cuts, vehicle parking spaces, aisles, vehicular use area, bicycle parking spaces – existing and proposed including radii and dimensions	
Open space, active open space, natural features buffer, conflicting land use buffer – existing and proposed	
Perspective sketch showing streetwall height and offset	
Natural Features Plan (Section 5.29.6.F.4) 	
Location and description of all natural features	
Woodland boundaries and basal area, location and species of all trees >6" DBH	
Natural features buffer boundary, impacts identified	
Written justification for activity within natural feature buffer (see 5.29.4.G)	
Protection measures for any natural feature to remain undisturbed	
Alternatives analysis for any natural feature to be impacted	
Proposed mitigation for any natural feature to be impacted	
Natural Features Overlay Plan (Section 5.29.6.F.5)	
Overlay of dimensional layout plan and natural features plan	
Landscape Plan (Section 5.29.6.F.6) 	
Existing trees and vegetation, natural features	
Light poles, solid waste enclosures, mechanical equipment, hydrants	
Vehicular use area	
Required landscaping, screening and buffers, street trees and plantings	
Table of areas and plantings – existing, required and proposed	

Landscape Plan (Section 5.29.6.F.6) (continued)	
Plant list	
Notations, details, specifications, irrigation system, maintenance program	
Snow storage area	
Berms, retaining walls, screen walls, fences, tree wells, culverts	
Utility Plan (Section 5.29.6.F.7) 	
Public water, sanitary sewer, storm sewer main and leads – existing and proposed, including invert elevations	
Fire hydrants, hose lay radius, fire department connections, knox box location – existing and proposed; firewalls	
Existing public utility easements, including liber and page number; proposed public easements	
Sanitary sewer flow mitigation calculations 	
Grading and Soil Erosion Control and Storm Water Management Plan (Section 5.29.6.F.8) 	
Soil investigation report	
Topography at 2' intervals – existing and proposed	
Existing structures and natural features, proposed structures	
Plans, section and details of all SESC measures	
Estimated costs, estimated excavation and fill quantities, existing and proposed impervious areas	
Storm water management computations and design	
Construction sequence, continuous maintenance plans 	
Massing and Architectural Plans (Section 5.29.6.F.9)	
Dimensioned floor plans identifying areas excluded from floor area and FAR calcs	
Vertical sections of existing, proposed elevations	
Dimensioned architectural design and labeled material details	
Perspective renderings	
Photometric Plan (Section 5.29.6.F.10)	
Lighting fixture location, type, details	
Photometric diagram of lighting levels	
Transportation Impact Analysis (Section 5.29.6.F.11)	
Traffic volumes, turning movements, peak hours, generation rates, capacity analyses of impacted intersections, LOS impact statement, pedestrian circulation plan, gap study, recommendations	