



TOWNSHIP

SITE PLAN REVIEW APPLICATION

Applicant: _____ Telephone No: _____

Contact Name: _____ Email: _____

Mailing Address: _____

Property Owner: _____ Telephone No: _____
(If different than applicant)

Mailing Address: _____

Permanent Parcel No.(s) of subject property: _____ Zoning District: _____

41 ___ - ___ - ___ - ___ , 41 ___ - ___ - ___ - ___
41 ___ - ___ - ___ - ___ , 41 ___ - ___ - ___ - ___

Address of subject property: _____

Name of Project: _____

Type of Project:

- PVM District Development Plan
- Retail, Office, Industrial or other Non-Residential Development
- Open Space Preservation Development, Preliminary Plan
- Parking Area, 10 or fewer spaces (*Administrative/Staff review)
- Accessory Building in Front Yard
- Site Condominium (fee \$25 per unit +site plan fee)
- Open Space Preservation Devel. Final Plan
- Parking area, 11 or more spaces (*Planning Commission Review)
- Other

Summary project description: _____

This application must be accompanied by the following:
(1) All items called for by Article XXII of the Zoning Regulations or, for PVM District plan, all items required by Article XX-A.

The undersigned hereby grants permission to Ada Township and its officials and staff to enter upon the subject property for purposes of review and evaluation of this request.

Signature of Applicant: _____ Date: _____

Signature of Owner, if different than applicant: _____ Date: _____
or attach letter of consent, signed by owner.

*APPLICATION FEE: Planning Commission Review \$500.00 - Administrative/Staff Review \$250.00

Note: Electronic file/pdf is required on all applications (submit via email).

TO BE COMPLETED BY ADA TOWNSHIP PLANNING DEPARTMENT

Application received: _____ by: _____
mm/dd/yy

*Application fee of \$ _____ received _____ by _____ Check # _____ Receipt # _____
mm/dd/yy

Escrow deposit of \$ _____ received _____ by _____ Check # _____ Receipt # _____
mm/dd/yy

ADA TOWNSHIP REQUIRED SITE PLAN CONTENTS FOR VARIOUS PLAN SUBMITTAL TYPES

Required Site Plan Contents	Type of Plan				
	Non-Residential and Multiple-Family Residential Development	Land Division, creating 2 or fewer lots	Land Division, creating 3 or more lots	Site Condominium	Open Space Preservation Development
Legal description of the subject site	X	X	X	X	X
Legal description of proposed lots		X	X		
A vicinity map, of sufficient size, scale and detail to locate the site in relation to the surrounding area.	X		X	X	X
Title block with project name, north arrow, scale indicator, date of initial preparation and subsequent revisions, and name and address of preparer.	X		X	X	X
Gross acreage of the subject property and net acreage, net of existing rights-of-way.	X	X	X	X	X
Minimum sheet size of 24" by 36", at the following scale, based on site acreage: 160 acres or more: 1" = 200' 5 acres to 159.9 acres: 1" = 100' 2 acres to 4.99 acres: 1" = 50' 1 acre to 1.99 acres: 1" = 30' less than 1 acre: 1" = 20'	X	X	X	X	X
Existing property boundaries and dimensions, including right-of-way width	X	X	X	X	X
Existing and proposed access and utility easements	X	X	X	X	X
Existing site improvements, including building footprints, driveways, parking areas, walks and other paved areas, above and below ground utilities.	X	X	X		X
Existing topographic contours, at a maximum contour interval as indicated in this table.	2 feet	10 feet	2 feet	2 feet	2 feet
Proposed topographic contours, at no greater than two-foot contour intervals.	X		X	X	X (Final Plan only)
Existing water features of the subject property, including river and stream banks, pond edges, and edges of other submerged lands.	X	X	X	X	X
Boundaries of any areas of the site within the 100-year floodplain or a regulatory floodway.	X	X	X	X	X
Wetland areas, including limits of state-regulated wetlands, limits of non-regulated wetlands, and areas of hydric soil types, based on the Kent County Soil Survey	X	X	X	X	X

Required Site Plan Contents	Type of Plan				
	Non-Residential and Multiple-Family Residential Development	Land Division, creating 2 or fewer lots	Land Division, creating 3 or more lots	Site Condominium	Open Space Preservation Development
Existing vegetation on the site, including edge of woodland tree canopy, and individual deciduous trees of 6" caliper or larger and individual evergreen trees of 8' height or larger, when not included within an area of solid woodland cover.	X		X	X	X
Identification of the limits of any required "natural vegetation zone" and/or "transition zone" adjacent to a riparian feature, as established by the riparian area protection standards contained in Sec. 78-25, and as required by Secs. 78-544 and 545.	X	X	X	X	X
Native vegetation planting plan, if required by Secs. 78-544 or 545.	X	X	X	X	X
Proposed buildings, including building footprints, demnsions and setbacks.	X				
Floor plans of proposed buildings	X				
Elevation drawings of proposed buildings, drawn to an architectural scale, illustrating the proposed shape, materials, height and appearance of the proposed buildings, from all sides visible from a street or from a residential district.	X				
Calculations of area and percentage of the site area covered by building footprint and paved areas.	X				
Proposed lot layout, including lot dimensions, identification of minimum building setback lines or proposed building envelopes; for site condominiums, identify the boundaries, dimensions, area and intended use of general common elements.		X	X	X	X
Area and percentage of site proposed to be designated open space.					X
The total number of proposed lots, area of each lot, dimensioned width of each lot, minimum lot area and average lot area.		X	X	X	X
Legal description of all proposed lots.		X	X		
For multiple-family development, a breakdown of number of units by type, size and number of bedrooms.	X				
If multi-phased development is proposed, identification of the land area and site improvements included in each phase.	X			X	X
For non-residential uses, the total proposed floor area, and breakdown of floor area by type of use.	X				

Required Site Plan Contents	Type of Plan				
	Non-Residential and Multiple-Family Residential Development	Land Division, creating 2 or fewer lots	Land Division, creating 3 or more lots	Site Condominium	Open Space Preservation Development
Layout and dimensions of proposed public and private streets, including rights-of-way, pavement edges, grades, lane configuration, access/decell tapers, bypass lanes; extent and type of curbing; typical cross-section showing surface and subbase materials and dimensions.	X		X	X	X
Location, width, surfacing and typical cross-section of sidewalks or other proposed non-motorized facilities.	X			X	X (Final Plan only)
Existing and proposed public water, sewer and storm drainage facilities, including pipe routing, manholes, catch basins, valves, fire hydrants; existing and proposed service lines and laterals; existing and proposed utility easements; storm water retention/detention areas.	X		X	X	X (Final Plan only)
Storm water management facilities, designed in accordance with standards contained in the "Model Storm Water Ordinance" prepared by the Kent County Drain Commissioner's Storm Water Management Task Force.	X		X	X	X (Final Plan only)
Landscape plan, in conformance with Article XXV of this Chapter.	X			X	X (Final Plan only)
Parking area layout, including location and width of driveway accesses, dimensions of a typical parking space; dimensions of driving aisles, delineation of barrier-free spaces, and identification of total spaces provided compared to calculations showing ordinance requirements.	X				
Exterior lighting details, including location of all building mounted or pole-mounted light fixtures, mounting height, type of lamp, wattage of lamp, and manufacturer's fixture specification.	X			X	X (Final Plan only)
Location, height, size and method of illumination of proposed signage.	X			X	X (Final Plan only)