

## ***Planning Commission – Site Plan Review Checklist***

Petitioners may file an application for site plan review by the Royal Oak Planning Commission either in person or by mail using this form. Petitioners may also file an application using the city's BS&A on-line portal at the following link:

[https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD\\_PzeProcessApplication%2fApplyForPzeProcess&uid=1652](https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD_PzeProcessApplication%2fApplyForPzeProcess&uid=1652)

Petitioners must submit complete sets of plans and drawings including a professionally prepared site plan to be considered for placement on a planning commission agenda. **Complete sets of plans and drawings must include the following:**

- ☐ Plans and drawings **signed and sealed** by a registered architect or engineer.
- ☐ Site plans and landscaping plans drawn to an engineer's scale. Floor plans and façade elevations drawn to an architect's scale.
- ☐ Name, street address, telephone number, and e-mail address of all individuals who prepared the plans and drawings.
- ☐ Property addresses, legal descriptions, and parcel identification numbers.
- ☐ Dates of preparation or revision, scales, and north arrows.
- ☐ Dimensions of all parcel boundaries showing the relationship of the subject site to abutting properties.
- ☐ Location and dimensions of all adjacent public rights-of-way, curb cuts, driveways, and sidewalks (public and private).
- ☐ Utilities, easements, and right-of-way improvements including street lights, street trees, fire hydrants, public signage, and other streetscape improvements.
- ☐ Location and dimensions of all existing and proposed structures and additions, landscaped areas, screening walls, exterior lighting, refuse enclosures, outdoor storage or display and sales areas, driveways, parking spaces and maneuvering aisles, drive-through lanes and stacking spaces, loading and unloading spaces, and all other relevant site features.
- ☐ Floor plans identifying the use of **all** floor space.
- ☐ Façade elevations illustrating the building design including material types, colors, etc.
- ☐ Summary table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet or acres, building dimensions and setbacks, open space percentage, and lot coverage percentage, all according to the [Royal Oak Zoning Ordinance](#).
- ☐ Landscape plans indicating the location, type, and size of plants and vegetation and the means of irrigation.
- ☐ Master signage plans indicating the number, size, and location of all existing and proposed signs.
- ☐ Written description of the project and a business plan describing the use of the property and **all** activities to be undertaken on the premises.

Petitioners must submit a completed application form and all required fees along with **one (1) electronic copy of all plans and drawings (pdf, jpg, or tif format)** in advance of the established application deadline or "cut-off" date for a planning commission meeting. Printed plan sheets are not required.

The plans and drawings will be reviewed by staff for compliance with the [Royal Oak Zoning Ordinance](#) and all other [codes and ordinances](#). Following this review, the petitioner will be notified of any necessary revisions or additions that need to be made to the plans and drawings. Once the initial review and any required revisions or additions to the plans and drawings are completed, the petitioner must submit **one (1) electronic copy of all revised plans and drawings (pdf, jpg, or tif format)**. Printed copies are not required.

Once plans and drawings are approved by the planning commission they must be submitted and approved by the building and engineering divisions prior to issuance of any building or right-of-way permits. All plans and drawings submitted for permits must first be approved by the planning division to verify compliance with the [Royal Oak Zoning Ordinance](#) and the approved site plan.

Copies of all city codes and ordinances, such as the [zoning ordinance](#), [sign ordinance](#), and [stormwater detention ordinance](#), may be found at this link:

<https://ecode360.com/RO2029>

Copies of the [Royal Oak Zoning Map](#) may be found at this link:

<https://www.romi.gov/303/Zoning-District-Maps>

Please note:

**APPLICATIONS WITHOUT ELECTRONIC COPIES OF PLANS AND DRAWINGS WILL NOT BE ACCEPTED.  
SUBMISSION BY THE APPLICATION DEADLINE DOES NOT GUARANTEE PLACEMENT ON AN AGENDA.**