

## Village of New Haven SITE PLAN CHECKLIST

SITE PLAN: \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_ APPLICANT: \_\_\_\_\_

LOCATION: \_\_\_\_\_ PLAN PREPARER: \_\_\_\_\_

A copy of this checklist shall accompany all site plans submitted to the Village for review. If not provided, the Application will be rejected.

ITEM	YES	NO	N/A	COMMENTS
PROOF OF OWNERSHIP (current title search - not older than 3 months, including copies of all Libers & Pages denoted in title search. Also, provide land contract or option to purchase, if applicable.)				
NAME, ADDRESS, PHONE OF PROPRIETOR/ DEVELOPER				
15 COPIES OF SITE PLAN, ARCHITECTURAL PLANS, AND APPLICATION				
SEAL OF ARCHITECT, SURVEYOR, LAND, ARCH, PROF. ENG.				
PLAN DATE				
NORTH ARROW				
SCALE: no less than 1" = 50' or 1"=100' (for large scale projects only with 1"=50' details)				
LOCATION MAP: 4" = 1 mile				
DISTRICT REQUIREMENTS				
EXISTING ZONING (SITE)				
(ADJACENT)				
LEGAL DESCRIPTION				
PROPERTY DIMENSIONS				
SITE AREA IN ACRES: GROSS:				
NET:				
TOPOGRAPHY: (EXISTING)				
(PROPOSED)				
BENCHMARKS				
2000 (or more recent) AERIAL OF SITE AND AREA WITHIN 200' (available from Macomb County Planning)				
WETLANDS /FLOODPLAINS				
WOODLANDS				
EASEMENTS				
DRAINS (natural and man-made)				
STRUCTURES & IMPROVEMENTS (Note those to be removed):				
(EXISTING)				
(PROPOSED)				
BUILDING SURFACES				
BUILDING ELEVATIONS: (EXISTING)				
(PROPOSED)				
BUILDING SIZE: EXISTING Sq. f t.				
PROPOSED Sq. f t.				
TOTAL Sq. f t.				
LOT SIZE(S)				
LOT WIDTH(S)				
DISTANCE BETWEEN BUILDINGS				
HEIGHT OF BUILDING/ EXTERIOR EQUIPMENT				
MAX. LOT COVERAGE				
DENSITY: GROSS =				
NET =				
FLOOR PLAN				
GROSS FLOOR AREA				
# OF DWELLING UNITS BY TYPE (1 bedroom, 2 bedroom etc.)				

SITE PLAN CHECKLIST (CONT.)

ITEM	YES	NO	N / A	COMMENTS
EXISTING IMPROVEMENTS WITHIN 100'				
YARDS WITH DIMENSIONS: FRONT:				
REAR:				
SIDES:				
RIGHT-OF-WAY (EXISTING)				
(PROPOSED)				
SIDEWALKS / BIKEPATHS: WITHIN ROW				
INTERNAL				
PARKING SPACES REQ'D =				
PROVIDED =				
HDCP REQ'D =				
PROVIDED =				
PARKING LAYOUT				
PARKING SPACE DIMENSIONS				
HARDSURFACE TYPE OF PARKING AREA (concrete or asphalt)				
PARKING LOT LIGHTING (provide detail):				
SIZE				
TYPE				
LOCATION				
INTENSITY				
SHIELDING				
HDCP SIGNAGE				
HDCP PARKING LOT RAMPS				
DRIVE WIDTH(S) AND APPROACHES				
DECELERATION LANE (built to Macomb Cty Road Comm Stds)				
BYPASS LANE (built to Macomb County Road Commission standards)				
OFF-STREET LOADING ZONE(S)				
CURBCUT/ DRIVE LOCATION & DESIGN				
TRAFFIC PATTERN				
EXISTING DRIVES/STREETS WITHIN 200' OF PROPERTY				
FIRE LANES				
UTILITY LOCATIONS / SIZE /TYPE:				
WATER/ WELL				
SEWER / SEPTIC				
STORM WATER DRAINAGE				
HYDRANTS				
SIGNS: SIZES, DETAILS, LOCATIONS				
RIGHT-OF-WAY GREENBELT				
AREA				
TREES				
SHRUBS				
CURBING				
GROUND COVER				
BERMS				
INTERIOR LANDSCAPING				
AREA				
TREES				
SHRUBS				
CURBING				
GROUND COVER				

SITE PLAN CHECKLIST (CONT.)

ITEM	YES	NO	N/A	COMMENTS
PARKING INTERIOR LANDSCAPING				
AREA:				
TREES				
SHRUBS				
CURBING				
GROUNDCOVER				
DUMPSTER SCREENING				
SCREENING FENCES/ WALLS				
MATERIALS				
HEIGHT				
ABOVE /UNDERGROUND STORAGE TANKS?				
COMMUNITY IMPACT STATEMENT				

SEE ZONING ORDINANCE 260, SECTION 1825

SIGNATURE OF APPLICANT or AUTHORIZED REPRESENTATIVE \_\_\_\_\_

APPLICANT'S ADDITIONAL COMMENTS:

## ENVIRONMENTAL PERMITS CHECKLIST FOR VILLAGE OF NEW HAVEN

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it with the site plan application.

This checklist is not a permit application form. Businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the Village or other government agencies. Compliance with applicable county and state requirements is a prerequisite for site plan approval in the Village of New Haven. The Village will forward this form to the Michigan Department of Environmental Quality Permits Coordinator.

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1. **Y N** Will the project involve the discharge of any type of wastewater or surface water runoff to a storm sewer, drain, lake, stream or other body of water? **Section 12 of Part 31 NREPA Contact:** Michigan Department Environmental Quality, Surface Water Division.
  
2. **Y N** Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground? **Section 7(1) and 12 of Part 31 NREPA Contact:** Michigan Department Environmental Quality, Waste Management Division.
  
3. **Y N** Will the project or facility store or use hazardous substances, chemicals, petroleum products, and/or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required. **Part 5 Rules of Part 31 NREPA Contact:** Michigan Department Environmental Quality, Waste Management Division.
  
4. **Y N** Will the facility use underground storage tanks? Existing tanks must be registered with the MDEQ. Tanks must be installed and operated in accordance with state regulations. **Section 2 of Part 211 NREPA**  
  
A 30-day notice is required before beginning either permanent closure or a change-in-service. Upon permanent closure or change-in-service, a site assessment must be performed in accordance with state regulations. **Sections 2 and 3 of Part 211 NREPA Contact:** Michigan Department of Environmental Quality, Underground Storage Tank Division.
  
5. **Y N** Will the facility generate, or involve the transport, on-site treatment, storage or disposal of hazardous waste? If yes, permits may be required. **Part 111 NREPA Contact:** Michigan Department of Environmental Quality, Waste management Division.
  
6. **Y N** Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site? **Part 115 NREPA Contact:** Michigan Department of Environmental Quality, Waste Management Division.
  
7. **Y N** Will the project involve the installation, construction, reconstruction, relocation or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Section 5 of Part 55 NREPA Contact:** Michigan Department of Environmental Quality, Air Division, Permits Section.

8. **Y N** Will the project involve any man-made change in the natural cover or topography of land including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation permit is required.

**Part 91 of NREPA**

**Contact:** County Drain Commission

9. **Y N** Will the project involve any work (dredging, filling, construction, placement of structure) in a river, stream, creek, ditch, wetland, floodplain, land/water interface or within 500 feet of an inland lake, river, stream, creek or ditch? **Section 8 of Part 31**

**Contact:** Michigan Department of Environmental Quality, Land and Water Management Division.

10. **Y N** Will an on-site wastewater treatment or septic system be installed? Will septage be stored on-site prior to off-site disposal? **Part 31 NREPA**

**Contact:** County Environmental Health Office.

For industrial / commercial wastewater in any quantity or more than 10,000 gallons/day of sanitary sewage. **Part 31 NREPA, standards are found in 22 Rules of Part 31 NREPA.**

**Contact:** Michigan Department of Environmental Quality, Waste Management Division.

11. **Y N** Is this facility (or any facility under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General's Office?

**Contact:** Michigan Department of Natural Resources, Office of Litigation and Program Services.

12. **Y N** Is this facility / property (or any facility / property under your ownership) included on the list of "Michigan Sites of Environmental Contamination," including sites where leaking underground storage tanks have been found?

**Contact:** Michigan Department of Environmental Quality, Environmental Response Division.

**HAZARDOUS SUBSTANCES REPORTING FORM  
FOR SITE PLAN REVIEW  
Village of New Haven**

**Note:** This form must be completed and submitted as part of the application for site plan review.

Name of business: \_\_\_\_\_

Name of business owner(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Street and Mailing address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

I affirm that the information submitted is accurate.

Owner(s) signature and date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Information compiled by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**Part 1: Management of Hazardous Substances and Polluting Materials**

1. **Y N** Will the proposed facility store, use or generate hazardous substances or polluting materials (Including petroleum-based products) now or in the future? If yes, please complete this form and submit your site plan.
  
2. **Y N** Will the hazardous substances or polluting materials be reused or recycled on site?

**Part II: Types and Quantities of Hazardous Substances or Polluting Materials Which Will Be Used, Stored, or Generated On-site**

Please list the hazardous substances and polluting materials (including chemical, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages if necessary to list all hazardous substances and polluting materials.

COMMON NAME	CHEMICAL NAME (components)	FORM	MAX. QUANTITY ON HAND AT ONE TIME	TYPE OF STORAGE
	KEY: lig. = liquid P.Lig = pressurized liquid S = solids G = Gas P.G. = Pressurized gas			KEY: AGT = aboveground tank DM = drums UGT = underground tanks CY = cylinders - CM = metal cylinders CW = wooden or composition container TP = portable tank