

**CITY OF TRENTON
ENGINEERING/BUILDING DEPARTMENT**

The City of Trenton, for the convenience of applicants, provides the following:

- Requirements for Residential Building Permits.
- Requirements for Non-Residential Building Permits.
- Site Plan Application.
- Site Plan Checklist.
- Engineering Design Standards.
- Fire Suppression GuideLines.
- Guide Lines for Preliminary Site Plan Submission.

In those instances where the scope of the project requires Engineering Plans, the applicant shall:

- Become familiar with the City of Trenton Engineering Design Standards.

A letter of transmittal shall accompany all submittals.

The letter of transmittal should delineate the purpose or the intent of the submittal.

(Ord. No. 726, § 1, 4-12-2010)

Sec. A-72. - Site plan review fees.

The following fees shall be charged for the purpose of reviewing site plans in accordance with the requirements of chapter 110 of the Code of Ordinances, pertaining to zoning:

- (1) Sites 0—20 acres \$1,000.00
- (2) Each additional or portion thereof 100.00
- (3) Sites 20 acres or more 300.00
- (4) Major redesign of plan under subsection (1), (2), or (3) above: Same as above.
- (5) Each additional review of site: One-half of original fee.
- (6) Soil erosion and sedimentation fees: See section A-74.
- (7) Those site plans not requiring review by the planning commission or the city planning consultant will require a base review fee of \$200.00.

(Ord. No. 726, § 1, 4-12-2010)

Sec. A-73. - Subdivision plan review fees.

The following fees shall be charged for the purposes of reviewing subdivision plans by the city (including public hearing):

- (1) Subdivision/condominium plat, plus \$50.00/lot \$ 600.00

Examples:

Single parcel platted into 100 lots 5,650.00

Two parcels platted into 100 lots 5,700.00

Parcel split into three and one of the parcels platted into 100 lots 5,750.00

Parcel platted into 50 lots and amended/replatted into an existing 100 lot condominium plat 3,150.00

- (2) Existing plat reconfigured into additional or lessor lots, plus \$50.00/lot 600.00

Examples:

Existing 100 lot condo reconfigured to 110 lots 6,100.00

**Requirements for
Non-Residential Building Permits**

Form #2

All submittals shall be directed to the City of Trenton, Building Department, 2800 Third Street, Trenton, MI 48183-2992.

Applicants for Building Permits are obliged to become familiar with the pertinent sections of the current City of Trenton Zoning Ordinance and the current editions of the Michigan Building, Plumbing, and Mechanical Codes and the National Electrical Code with Michigan Amendments.

Applicants shall make necessary submittals to the Planning Commission as may be required under the provisions of the Zoning Ordinance.

Applicants shall become familiar with the City of Trenton Engineering Design Standards (Site Plan Review Checklist).

SUBMITTALS

One Building Permit Application, properly completed and signed on the back.

5 Site Engineering Drawings, prepared in accordance with the City of Trenton Engineering Standards as noted in the Site Plan Review Checklist. Submittal shall include Soil Erosion Plans.

4 Building Plans, including electrical, plumbing and mechanical systems. Plans shall contain elevations, sections, structural layout, details and schedules.

2 Specifications

Plans shall be to a suitable scale, properly dimensioned and shall indicate specific use of all rooms and areas as well as define all construction materials.

Indicate Use Group and Type of Construction under which the building has been designed. Show design numbers relating to tested materials, which are applicable. Indicate Occupancy Loads for which the building has been designed.

Compliance with the Michigan Barrier Free Design Rules for parking, access to, into and throughout the building is required.

Plans and specifications shall be prepared by, or under the direct supervision of, an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

Engineering drawings shall be prepared by professional engineer or professional land surveyor and shall bear that engineer's or surveyor's signature and seal. The drawings shall be referenced to Wayne County datum or City of Trenton datum.

Work in the County right-of-way or State right-of-way require permits from those departments. Copies of those permits shall be submitted to the Engineering Department.

Calculations shall be submitted for each building and the building shall be designed to comply with the current edition of International Energy Conservation Code.

Separate applications and permits are required for signs.

A cost estimate of the infrastructure improvements (storm drains/catch basins, sanitary sewers, water lines, and pavement) shall be submitted on developer's letterhead to calculate the 7% Engineer's Development and Inspection Fees.

The Building Permit will not be issued until the Engineer's Development and Inspection Fees have been paid and Soil Erosion Permit has been issued.

Note: A final grade certificate, prepared by a professional engineer or professional land surveyor, shall be submitted and approved prior to a certificate of occupancy being issued.

CITY OF TRENTON

Form #3

SITE PLAN REVIEW APPLICATION FORM

SITE PLAN APPLICATION NUMBER SP- _____

_____ Residential Site Plan

_____ Non-Residential

**THE FOLLOWING TO BE COMPLETED BY APPLICANT PRIOR TO
SUBMITTAL OF SITE PLAN.**

1. Developers Name _____
Address _____
Phone _____

2. Legal Property Owner _____
Address _____
Phone _____

3. Site Plan Designers _____
Name _____
Firm Name _____
Address _____
Phone _____
Architect or Engineer _____
Registration Number _____

4. Description of Proposed Development New Addition

5. If an appeal of the strict application of the standards of the Zoning Ordinance is to be taken, please so indicate below.
Appeal Requested _____

For City Use Only

Initial site plan review fee paid (date) _____
Revised site plan review fee Paid (date) _____

CITY OF TRENTON
SITE PLAN REVIEW CHECK LIST

Prior to submittal of a site plan, the applicant shall review the following elements for inclusion, where applicable, on the site plan. All such required information shall be clearly noted on the site plan, and not on any attachment on the site plan, and shall be in sufficient detail to meet the intent and purpose of the review process. The applicant shall check the box in the left hand column marking "Applicant" only and shall mark all applicable elements. A check mark by the applicant for each element involved shall indicate that the applicant has checked that element against the site plan and that the information called for in that particular element is properly noted on the site plan. If the applicant is satisfied that all such information required herein is properly noted on the site plan, the applicant shall sign and date the checklist in the place provided and submit the signed Plan Review Application Form with the site plan to the Engineering and Building Department office. The applicant shall check only the column marked "Applicant".

	Checked by Applicant	Checked by Review Agency
1. Name of Development	_____	_____
2. Name, address and phone number of a. Developer b. Designer/firm c. Designer registration number and seal	_____ _____ _____	_____ _____ _____
3. Scale of Drawing a. If less than 3 acres-1"=50' b. If more than 3 acres-1"=100' c. Sheet size shall not exceed 24" X 36" d. Legend	_____ _____ _____ _____	_____ _____ _____ _____
4. Date	_____	_____
5. North Point	_____	_____
6. Complete legal description of entire site i.e., Metes & Bounds description if acreage parcel, lot #(s) and subdivision name. All legal descriptions shall include: a. Gross # of acres c. Section Number	_____ _____	_____ _____
7. Vicinity Sketch or Site Location Map which does not have to be drawn to scale	_____	_____

8. Topographic survey of the site, and adjacent properties, in sufficient detail to accurately indicate the existing contour, drainage pattern of the site and immediate vicinity. The survey shall be referenced to Wayne County datum or the City of Trenton datum and to include:

a. Reference and site benchmark

b. Location of all existing sanitary sewers, storm sewers, watermains, ditches/swales, gas mains, power/telephone poles and wires, trees, and sidewalks. Indicate all pipe and tree sizes.

c. Rim and invert elevations of the existing upstream and downstream sanitary and storm manholes with the lineal footage between manholes, including the proposed tap invert elevation and the percent of fall, on both the sanitary and storm leads, minimum of 1% required. On all proposed sanitary and storm sewer work that is more than a 6" lead installation, include all proposed rim and invert elevations on all manholes, catch basins and inlets, with the proposed pipe sizes, type of pipe, lineal footage between the proposed structures, and the percent of fall.

d. Rim and invert elevations, with pipe sizes, of all existing catch basins and inlets.

e. Rim and top of pipe elevations of all existing gate wells. On all proposed watermain installation indicate all proposed gate well rim elevations, lineal footage between gate wells, and fire hydrant locations. All proposed watermain shall have a minimum of 6' of cover. Should the City of Trenton Fire Department request that a fire suppression line be installed, "hydraulic calculations" must be submitted for review with the Site Plan.

f. Location of all adjacent buildings which are closest to the parcel/lot being developed.

Checked by
Applicant

Checked by
Review Agency

	Checked By Applicant	Checked By Review Agency
<p>g. Elevations of the existing top of curb, gutter, and the road centerline on the lot. Where any road or service drives are to be installed, indicate the proposed top of curb grades, the road width, the right-of-way width, and the percent of fall on the curb.</p> <p>h. Dimension all existing and proposed underground utilities off of the property lines.</p> <p>i. Electric Supply (above/below ground)</p> <p>j. Telephone (above/below ground)</p> <p>k. Gas Supply</p> <p>l. Cable T.V.</p> <p>m. Other</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
9. Existing Zoning Classification of the parcel	_____	_____
10. Existing Zoning Classification of adjacent parcels	_____	_____
11. Existing Land use on Adjacent parcels	_____	_____
12. The location of all existing buildings and structures within 100' of parcel	_____	_____
13. The location of all buildings and structures on site	_____	_____
14. All building/structure heights	_____	_____
15. Location of all off-street parking spaces, including required handicapped spaces, vehicle maneuvering lanes, and service drives.	_____	_____
16. Location of all loading/unloading facilities.	_____	_____
17. Location of all driveways, drives, and turning lanes.	_____	_____
18. Location of all drives, driveways and intersections across abutting streets from parcel.	_____	_____

19. Names, locations, right-of-way widths, centerlines, and pavement widths of all bordering roads, streets, and easements.	Checked by Applicant	Checked by Review Agency
	_____	_____
20. Location of all sidewalks.	_____	_____
21. Critical site dimensions. <ul style="list-style-type: none"> a. Along property lines b. Between buildings c. Between parking and buildings d. Between parking and parcel lines e. Between Principal and Accessory buildings f. Parking space width/length (typical) g. Vehicle maneuvering lane/service drive widths h. Curb radius (entrances) i. Between buildings and parcel lines j. Between buildings and retention/detention ponds 	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
22. Building Layouts (Typical floor plan) including: <ul style="list-style-type: none"> a. Principal entrances and service entrances b. The relationship between units within a building c. Exterior building wall façade drawings of all exposed walls. 	_____ _____ _____	_____ _____ _____
23. Building elevation drawings showing the type and color of exterior building wall façade materials to be used and locations and area to be covered by signs to be attached to the building.	_____	_____
24. Location, size and types of signs to be utilized shall be provided for the site and buildings on the site. In these instances where signs are not determined due to unknown occupants at the time of site plan review it shall be required that all signs receive the review and approval of the Planning Commission prior to occupancy of a structure.	_____	_____
25. The location and extent of any outdoor storage areas	_____	_____

	Checked by Applicant	Checked by Review Agency
26. The type, height and extent of screening for outdoor storage areas.	_____	_____
27. The type and height of screening for trash receptacles.	_____	_____
28. The location type and extent of any required screening devices.	_____	_____
29. A complete landscape planting plan identifying all landscape plantings by location, type and height. Where earth berms are used, their height and width shall be noted and a cross section of the berm included.	_____	_____
30. The location and type of all outdoor lighting.	_____	_____
31. FOR MULTIPLE DWELLING DEVELOPMENTS: <ul style="list-style-type: none"> a. The maximum lot coverage of all buildings shown. b. Site density computations including total number of dwelling units and number of bedrooms per unit. When development is in phases, the requirements shall be shown for each phase. 	_____	_____
32. FOR NON-RESIDENTIAL USES: <ul style="list-style-type: none"> a. Proposed use b. Gross and net usable sq. ft. of floor area. c. Seating capacity or maximum occupancy permitted. d. Number of medical examining rooms, dental chairs, and square footage waiting rooms or beds. e. Number of employees in largest working shift. 	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
33. THE SHEDDING OF RUN-OFF WATER ONTO ADJACENT PROPERTIES IS <u>STRICTLY FORBIDDEN</u> :		

	Checked by Applicant	Checked by Review Agency
34. A Soil Erosion and Sedimentation Control plan, where applicable. If the lot/parcel is one (1) acres in size, or larger; or if the lot/parcel, no size requirements, is within 500' of a stream or waterway a Soil Erosion and Sedimentation Control plan is required.	_____	_____
35. Prior to issuance of the Certificate of Occupancy, a signed and sealed As-Built Site Plan shall be submitted for review and approval. This Site Plan shall be prepared by a professional land surveyor or a professional engineer and shall include the new dwelling and all adjoining structures with finished floor or brick ledge elevations, elevations in sufficient detail to indicate the drainage pattern including any swales and drainage structures; and all other improvements to the site, including but not limited to new concrete.	_____	_____
36. All changes to the Site Plan shall be done by the preparer, the professional engineer or professional land surveyor.	_____	_____

Information Items:

- All trenches under, or within 3' of, existing or proposed concrete or asphalt, shall have full depth 21-A limestone, or 3/8" down limestone, backfill, compacted in place to 95% unit weight, using modified proctor.
- The City of Trenton is not responsible for costs incurred for the testing of construction materials.
- All damaged City walk, damaged as a result of construction activity, will be removed and replace, in kind, at no cost to the City of Trenton.
- Service walks, between the street back of curb and the City walk, are not permitted.
- A \$1,000.00 cash refundable bond and a saw cut permit are required to saw cut any City of Trenton street or alley. This also applies to the digging in any City of Trenton alley.

I hereby certify that I have read and understand the above check list items and that those items that apply to my site plan, are included on the site plan.

Signature of Applicant

Date Received _____ Initials of accepting staff _____

SITE PLAN REVIEW PROCESS

Form #4

FOR

CITY OF TRENTON

The following material has been assembled in an attempt to facilitate the processing of site plans.

Name of Applicant	Address	Date
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Location of site (address)	Between (indicate cross streets)
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Review fee paid	Receipt Number	Date paid
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Type of Development: Residential: _____
Non-Residential: _____
Other: _____

P.D. Planned Development projects will follow procedure as set forth in Article XIX of the Trenton City Code.

To all persons seeking site plan approval before the Trenton Planning Commission, the following shall apply.

All submissions to the Engineering and Building Department office shall be accompanied by a letter of transmittal. The letter of transmittal should be specific in delineating the purpose of the submission. Submissions without a letter of transmittal will be returned.

An applicant seeking site plan approval shall first obtain a copy of the Trenton Zoning Ordinance, Zoning Map and copy of this document which are available in the Engineering and Building Department office. There is a \$10.00 fee for the Zoning Ordinance and a \$4.00 fee for the Zoning Map.

Once an applicant is certain that the site is properly zoned and that the site plan is properly prepared, the applicant shall sign the checklist contained herein, detach it from this document and submit it, along with seven (7) copies of the site plan to the Engineering and Building Department office for processing.

The Engineering and Building Department office shall collect the application fee as established by City Council before processing any site plan. Subsequent fees for the processing of revised site plans shall also be collected before processing. Upon collection of applicable fees, a site plan number, i.e.: SP _____ shall be assigned (subsequent revised site plans will be assigned a letter following the site plan number, i.e.: SP _____ a., etc.).

The site plan shall be forwarded with a letter of transmittal to all assigned City Departments set forth below.

Building Dept.	1 Copy
D.P.S. Dept.	1 Copy
Police Dept.	1 Copy
Fire Dept.	1 Copy
Engineering Dept.	1 Copy

The above review agencies, upon receipt of site plans from the City, shall review the site plan and forward their review comments in writing to the Engineering and Building Department office within seven (7) calendar days from receipt of the site plan.

If all Departmental comments are positive and no concerns are expressed relative to the site plan by the review agencies or the City Administration, the Engineering and Building Department office shall notify the applicant that the site plan is in order. If Departmental concerns are expressed relative to the site plan, copies of the Departmental comments shall be forwarded to the applicant for correction, compliance or preparation for appeal.

Revised site plans shall be submitted to the Engineering and Building Department office for referral to the City Departments in the same manner as followed for initial site plan review. The designated Departments shall review the revised site plans and forward their comments to City with seven (7) calendar days from receipt of revised site plans from the City.

Upon receipt of fourteen (14) additional copies of the site plan from the applicant, the Engineering and Building Department office shall forward eleven (11) copies to the Commissions Clerk: One (1) copy for each Planning Commission member, one (1) for the Planning Consultant and two (2) official file copies. The site plan shall be delivered to the Planning Commission at one (1) meeting and will be reviewed at the next meeting.

The Planning Commission shall review the site plan and shall act on the plan in accordance with the guidelines set forth in the zoning code and this document.

The Planning Commission at the scheduled meeting shall review the site plan and shall take one of the following courses of action.

1. Approve the site plan.
2. Table approval of the site plan.
3. Disapprove the site plan.

Approval of a site plan may be granted by a simple majority of lawful quorum of the Planning Commission members in attendance.

If a site plan is tabled for further review, the Planning Commission shall note its reason(s) for such action. Absence of the applicant or any representative in place of the applicant, at a scheduled review of the site plan by the Planning Commission, may be grounds for tabling the site plan. If a site plan is disapproved, the Planning Commission shall note the reason(s) for disapproval and shall return the site plans to the Engineering and Building Department office. A site plan disapproved by the Planning Commission shall be:

1. Revised and resubmitted for further review or,
2. Scheduled for action by the Zoning Board of Appeals or,
3. Removed by the applicant from further consideration.

A site plan disapproved by the Planning Commission shall not be rescheduled for review by the Planning Commission until the area(s) of concern noted in its disapproval have been satisfactorily resolved either by:

1. Submittal of a revised site plan.
2. A favorable resolution of the problems by the Zoning Board of Appeals.

Approval of a site plan by the Planning Commission shall be in effect for a period of one (1) year from date of approval of the site plan. One (1) year site plan approval extensions may be subsequently granted by the Planning Commission upon review of a written request by the applicant documenting the reasons for an extension.

Revisions to an approved site plan, requested by an applicant, shall be processed in the same manner as set forth herein for an initial site plan review.

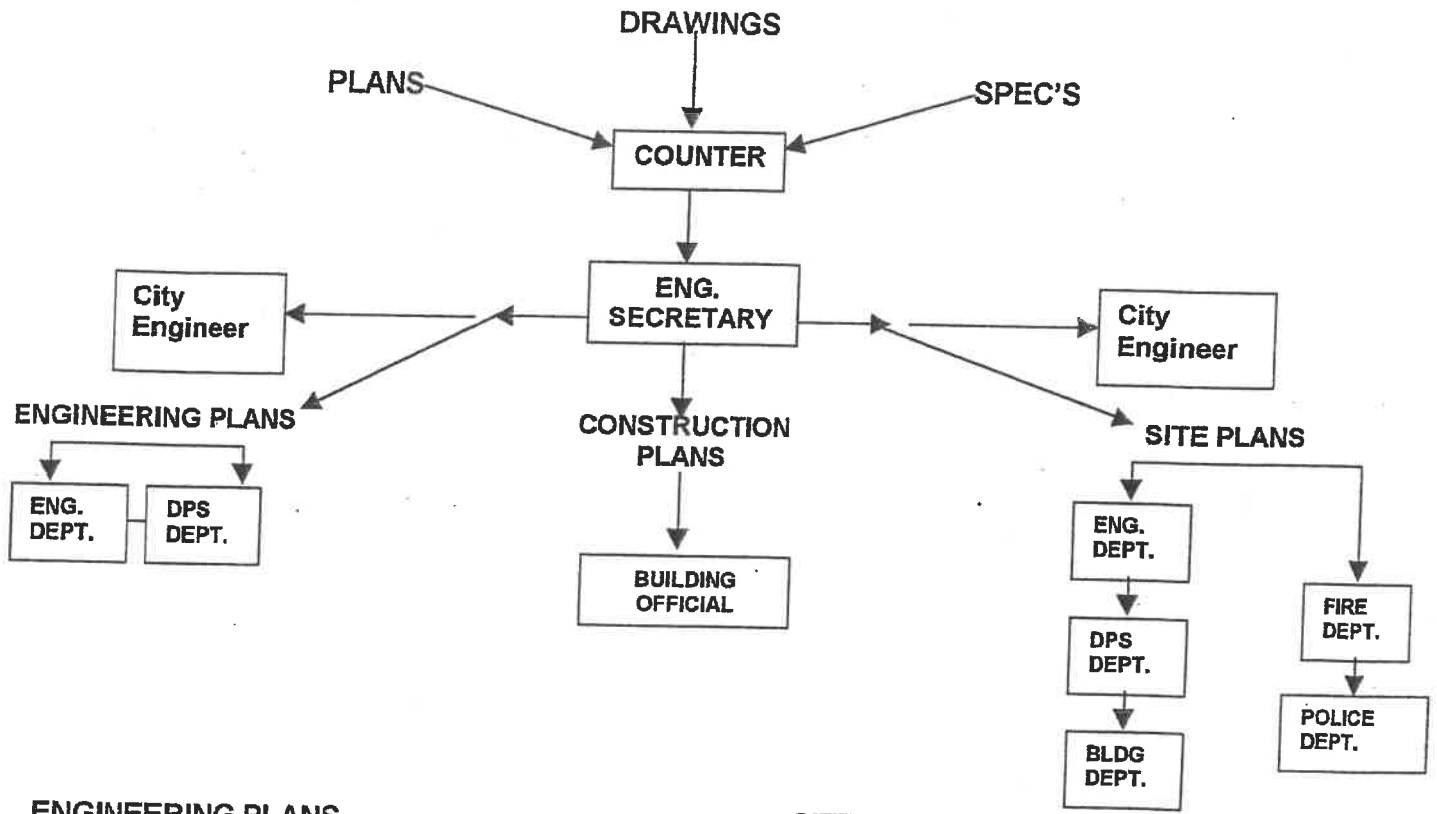
The following site plan review checklists are provided for use by the applicant in preparing a site plan for submittal and by the designated review agencies in making their review.

A site plan submitted for review and approval by the Planning Commission shall not be accepted unless the appropriate checklist has been reviewed by the applicant, the applicants signature has been affixed to the checklist in the place provided for it and the review fee paid.

During the course of preparing a site plan, the applicant may call the following designated review agencies for assistance in interpreting the applicable standards of the Zoning Ordinance and the requirements of this document.

Building Department	(734) 675-8251
Police Department	(734) 676-3737
Fire Department	(734) 676-1314
Engineering Department	(734) 675-8251
Public Works Department	(734) 675-8470

FLOW CHART



ENGINEERING PLANS

- DEPARTMENTAL REVIEWS RETURNED TO ENG. SECRETARY
- ENG. SECRETARY FORWARDS REVIEWS TO CITY ENGINEER
- CITY ENGINEER CONSOLIDATES THE REVIEWS AND IF APPROVED NOTIFIES THE BUILDING OFFICIAL. IF NOT APPROVED NOTIFIES THE APPLICANT

SITE PLANS

- ◆ DEPARTMENTAL REVIEWS RETURNED TO ENG. SECRETARY
- ◆ ENG. SECRETARY FORWARDS REVIEWS TO CITY ENGINEER
- ◆ CITY ENGINEER CONSOLIDATES THE REVIEWS AND IF APPROVED SENDS TO THE PLANNING COMMISSION. IF NOT APPROVED NOTIFIES APPLICANT

GUIDELINES

ENG. SECRETARY IS RESPONSIBLE FOR ALL INTERNAL COORDINATION

BUILDING OFFICIAL IS RESPONSIBLE FOR BUILDING PLANS AND ISSUANCE OF PERMITS



FIRE DEPARTMENT

FIRE SPRINKLER INSTALLATION PROCEDURES

Step by step procedure for submittal, approval, and installation of sprinkler systems and piping.

1. Sprinkler (hydraulic) calculations submitted to the Trenton Fire Department/Fire Prevention Bureau.
2. Plans for Installation shall be submitted to the Fire Department, Water Department, Engineering Department and Wayne County Department of Health.
3. Once plans are approved, permits may be issued and installation can begin.
4. Final acceptance will be approved by the Fire Prevention Bureau, Water Department and Building Department.
 - A. Inspection and tests of tap, gate and pipe, including hydrostatic test, on outside of structure will be done by Water and Engineering Departments. Fire Prevention will be notified to witness flush tests and hydrostatic tests, as required by NFPA 13. Test documents shall be provided by the company.
 - B. Inspection of interior installation will be done by the Fire Department and Mechanical and Plumbing inspector.
5. If any step of this procedure is by-passed, proof of compliance to that step will be required.

Guide Lines for Pre-Preliminary or Concept Site Plan Submission:

The Pre-preliminary or Concept Site Plan will provide an opportunity for an owner/developer to present in "Concept" format their plans for a particular piece of property.

The Pre-preliminary or Concept Site Plan will provide a more receptive opportunity for the Planning Commission to present their thoughts and/or concerns to the owner/developer.

The Pre-preliminary or Concept Site Plan should contain at a minimum:

- A. Title block with name, address and phone number of the developer, owner and designer.
- B. Vicinity map, and property legal description.
- C. Current zoning of the property and zoning of adjacent properties.
- D. A statement that intended usage is compliant with existing zoning.
- E. Declaration of intent for the property.
- F. General location of improvements on the property.
- G. Required off-street parking and proposed provided parking.
- H. Recognition of any special concerns related to the property, such as:
 - a. Ingress - Egress
 - b. Flood Plains
 - c. Wet Lands
 - d. Soil Erosion
- I. Size and location of all existing utilities that would be servicing the site and the proposed connection points.

Seven (7) copies of the Pre-preliminary or Concept Site Plan should be submitted along with a letter of transmittal.

Prepared by the Engineering Department
April, 2001

Revised February, 2012