

**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 Residential Building Permits

Form #1

All submittals shall be directed to the City of Trenton, Building Department, 2800 Third Street, Trenton, MI 48183-2992. Telephone (734) 675-8251 Fax (734) 675-8504.

Applicants for Building Permits are obliged to become familiar with the pertinent sections of the current City of Trenton Zoning Ordinance and the current edition of the Michigan Residential Code.

SUBMITTALS

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

3 Site Plans – drawn to scale, showing the size and location of all new construction and existing structures on site, distance from lot lines and the established street grades; it shall be drawn in accordance with an accurate boundary line survey. In addition, for all uses as well as whenever required by the Soil Erosion/Sedimentation Ordinance, there shall be filed a drainage plan prepared by a registered civil engineer using U.S.G.A. datum showing existing grades or drives, houses or other structures and land to a minimum of 50 feet beyond site property lines.

3 Sets of Plans (residences exceeding 3,500 square feet must have plans and specifications 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) – consisting of the following:

Foundation

Floor plans

Elevations

Cross section

*Systems plans (electrical, plumbing, mechanical) – when plans and specifications are required they 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.

*Electrical: Plans and specifications must be submitted when the wiring or alteration to an electrical system is over 400 amps and is in excess of 3,500 square feet in all buildings.

*Plumbing: Plans are not required for one- and two-family dwellings containing not more than 3,500 square feet of building area.

*Mechanical: Plans are not required for one- and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.

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

APPLICATIONS FOR SOIL EROSION SHALL BE MADE AT THE SAME TIME.

Note: A final grade certificate, prepared by a registered civil engineer, shall be submitted and approved prior to a certificate of occupancy being issued.

Note: More detailed site plan information can be found on the Site Plan Review Checklist.

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

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: 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: 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 _____