



# Checklist of Required Information for Site Plans

## City of Ann Arbor Planning Services

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After an initial concept meeting with staff, a site plan must be prepared, and a pre-submission meeting should be scheduled. Use this checklist when preparing a site plan, including a site plan for City Council approval, a site plan for Planning Commission approval, a PUD site plan, or site plan for administrative approval. To determine what kind of approval is required, please refer to Table 5.29-1 in the Unified Development Code.

Exceptions may be allowed when the site plan is associated with a special exception use. Consult with planning staff to determine if it would be acceptable to omit some of the required site plan information.

This checklist is based primarily on the requirements of Section 5.29.8 in the [Unified Development Code \(UDC\)](#), as well as the [2024 Ann Arbor Standard Specifications Manual](#), the [Ann Arbor Moving Together Towards Vision Zero Comprehensive Plan](#), [A<sup>2</sup> Zero Sustainability Guidelines](#), the Downtown Development Authority (DDA) [Street Design Manual](#), and the 2023 Institute of Transportation Engineers' Multimodal Transportation Impact Analyses for Site Development (ITE). When in doubt, please refer to the UDC directly for required information.

Get early feedback and familiarize staff with your project by filling out our Concept Meeting Request Form at [www.a2gov.org/planconcept](http://www.a2gov.org/planconcept). Once you have an assigned planner and initial feedback, submit an application for "Pre-Submission Meeting - Planning Department" in [STREAM](#) about two weeks before the meeting is desired. This gives us time to align calendars. The pre-submittal meeting should be held with enough time before the filing deadline so that changes can be made if needed. At least one week before the deadline is strongly recommended. **Include a completed version of this checklist and at least one copy of the proposed site plan in your PRESUB application in STREAM prior to your meeting.**

**Petition Name:** \_\_\_\_\_

**Pre-submission Meeting Date:** \_\_\_\_\_

### Site Plan Type (check one):

- Site Plan for City Council Approval
- Site Plan for Planning Commission Approval
- Site Plan for Planning Manager Approval
- PUD Site Plan

### Site Plan Modifiers (check all that apply):

- Landscape Modifications
- Special Exception Use Petition
- Annexation Petition
- Rezoning Petition

### Special Characteristics (check all that apply):

- Natural Features Buffer disturbance proposed
- Wetland Use Permit included
- Site in Floodplain Management Overlay District
- Brownfield Application submitted
- Is the site in a Historic District?
  - Certificate of Appropriateness from the Historic District Commission (HDC) has **not** yet been received
  - Certificate of Appropriateness from HDC was received on: \_\_\_\_\_
- Layout requires a variance to be granted by the Zoning Board of Appeals (ZBA)
  - A ZBA variance was granted for the site on: \_\_\_\_\_

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
<b>General Requirements for Submittals</b>		
Horizontal reference to State Plane Coordinate System for all plans	UDC 5.29.8.B.2 & Engineering procedure	
Vertical reference to NAVD 88 datum for all plans	Standard Specs, Article 1 Section XIII.A.4.d	
Callouts are not used anywhere in the plans, labels and descriptions should point directly to the items they describe	Engineering procedure	
All existing features shown in a lighter line weight than proposed features	Engineering procedure	
A legend is provided on each applicable plan sheet showing only the symbols that appear in the plan set	Engineering procedure	
List all on-site trees in an excel document and upload to STREAM; see Tree Inventory Template on the <a href="#">Ann Arbor Development Review website</a> for required information	Urban Forestry procedure	
Right-of-way lines are labeled and shown on both sides of the street beyond the subject parcel, and street names and right-of-way width are labeled on all plan sheets	Engineering procedure	
All viewports have been deleted from the CAD drawings before they are saved as PDF's and submitted for review in STREAM	Engineering procedure	
Parcel lines, address, and parcel numbers are shown and labeled on all parcels shown on plan sheets	Engineering procedure	
Right-of-way lines are labeled and shown on both sides of the street beyond the subject parcel, and street names and right-of-way width are labeled on all plan sheets	Engineering procedure	
All existing and proposed easements are shown, dimensioned, and labeled with their liber, page, and purpose	Engineering procedure	
Calculated and paid canopy loss fee for any proposed tree removals; see the City of Ann Arbor <a href="#">Forestry website</a> for latest Canopy Loss Fee Rate	City Council - Public Service Fee	
<b>Cover Sheet</b>		
Project name, address, and location	UDC 5.29.8.A.1	
Applicant and agent information, including name, address, and contact information. If applicant is not landowner, also provide an owner letter of authorization	UDC 5.29.8.A.2	
Statement of interest in the land	UDC 5.29.8.A.3	
Vicinity map identifying location of the site within the city	UDC 5.29.8.A.4	
North indicator (pointing up or to the left) and a drawing scale in bar graph form	UDC 5.29.8.A.5	
Legal description of the site	UDC 5.29.8.A.6	
Sheet index and date of plan set	UDC 5.29.8.A.7	
Identification of associated applications or special circumstances associated with the application that require additional procedures or specific approvals	UDC 5.29.8.A.8.a	
Proposed development program	UDC 5.29.8.A.8.b	

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Community analysis	UDC 5.29.8.A.8.c	
Comparison chart of requirements between existing and proposed conditions	UDC 5.29.8.A.8.d	
<b>Existing Conditions Plan</b>	<b>UDC 5.29.8.B</b>	
Existing and proposed contours	UDC 5.29.8.B.2	
<b>ALTA Land Survey</b>	<b>UDC 5.29.8.B.1</b>	
<b>Dimensional Layout Plan</b>	<b>UDC 5.29.8.D</b>	
Existing and proposed lot lines, yards, and building footprints	UDC 5.29.8.D.1 through 5.29.8.D.3	
Minimum and maximum required setback lines	UDC 5.29.8.D.2	
Identify vehicle parking spaces, aisles, driveways, any “no parking areas” or fire lanes, bicycle parking, as well as existing and proposed curb cuts	UDC 5.29.8.D.4 through 5.29.8.D.6	
Proposed open space, active open space, natural features buffer, and conflicting land use buffer	UDC 5.29.8.D.8 through 5.29.8.D.10	
Perspective sketch of building showing street wall height and offset, if applicable	UDC 5.29.8.D.11	
<b>Natural Features Plan</b>	<b>UDC 5.29.8.F</b>	
Location and description of all natural features	UDC 5.29.8.F.1	
Natural features buffer boundary with impacts identified	UDC 5.29.8.F.2	
Justification for any activity within the natural features buffer	UDC 5.29.8.F.3	
Protection measures for any natural feature that will remain undisturbed	UDC 5.29.8.F.4	
Identification of all natural features to be impacted or removed	UDC 5.29.8.F.5	
Alternatives analysis for any natural feature to be impacted	UDC 5.29.8.F.6	
Proposed mitigation measures for any natural feature to be impacted	UDC 5.29.8.F.7	
If floodplain is proposed for disturbance, provide information required by UDC 5.29.1.D	UDC 5.14.2.G.2	
If wetland is proposed for disturbance, provide information required by UDC 5.29.4	UDC 5.23.9	
<b>Overlay of Dimensional Layout Plan &amp; Natural Features Plan</b>	<b>UDC 5.29.8.G</b>	
<b>Landscape Plan</b>	<b>UDC 5.29.8.H</b>	
List location, size and species of existing trees, vegetation, and natural features, including a list of Landmark Trees as defined by UDC Section 5.23.6	UDC 5.29.8.H.1	
Location of light poles, solid waste enclosures, mechanical equipment and hydrants	UDC 5.29.8.H.2	
Limits and size of vehicular use area	UDC 5.29.8.H.3	
Proposed location of required landscaping, screening and buffers, street trees and plantings	UDC 5.29.8.H.4	
Table of existing, required, and proposed vehicular use areas, interior landscape islands, right-of-way screenings, conflicting land use buffers, and street tree plantings	UDC 5.29.8.H.5	
Sight triangles are shown	Standard Specs, Article 5 Section I.B.8.a	
List of proposed plants	UDC 5.29.8.H.6	

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Notation of requested modifications, if any	UDC 5.29.8.H.7	
Planting and staking details	UDC 5.29.8.H.8	
Specification for treatment of compacted soil on the entire site	UDC 5.29.8.H.9	
Specification for planting media in landscape area	UDC 5.29.8.H.10	
Irrigation plan or water outlets	UDC 5.29.8.H.11	
Landscape maintenance program	UDC 5.29.8.H.12	
Identify snow storage area	UDC 5.29.8.H.13	
Show berms, retaining walls, screen walls, fences, tree wells, culverts, and any other construction detail necessary to resolve specific site conditions	UDC 5.29.8.H.14	
A six-foot high opaque wall or fence surrounding the outside storage area of the containers, carts, and dumpsters (not required for single-family or two-family dwellings)	UDC 5.20.6.A	
Buffering required for outside storage areas visible from a public right-of way (excluding an Alley, adjacent to a public park, or adjacent to Residential Zoning District; not required for single-family or two-family dwellings); buffering must meet following requirements:	UDC 5.20.6.B	
<i>Buffer strip at least 15 feet in width</i>		
<i>One tree for each 15 feet, spaced between 15 feet and 30 feet apart, where at least 50% of the trees are evergreen</i>		
<b>Utility Plan</b>	<b>UDC 5.29.8.I</b>	
Public water, sanitary sewer, storm sewer main and leads – existing and proposed, including invert elevations	UDC 5.29.8.I.1	
Location of existing and proposed fire hydrants (including hose lay radius and finished grade-ring elevations), fire department connections (FDC) to buildings, firewalls, and Knox box, if applicable. Include top-of-casting elevations.	UDC 5.29.8.I.2	
All fire hydrants located at least 15 feet away from all structures	Standard Specs, Article 3 Section I.B.11.d	
If no firewalls, provide notation that none are existing or proposed	UDC 5.29.8.I.6	
Location and dimension of existing and proposed public utility easements labeled with liber, page number, and a statement of purpose	UDC 5.29.8.I.3 through 5.29.8.I.4	
Ensure all public utility easements are free of any existing or proposed structures	Standard Specs, Article 1 Section VI.B	
Sanitary sewer flow mitigation calculations ( <a href="#">Sample Calculations provided by Department of Engineering</a> )	UDC 5.29.8.I.5	
Only final grade contour lines and final spot elevations are shown	Engineering procedure	
Does a single utility require two or more utility plan sheets? If yes, provide an overall utility plan with 1" = 100' or other approved scale	Standard Specs, Article 1 Section III.B.1.a	
<b>Grading and Soil Erosion Control and Storm Water Management Plan</b>	<b>UDC 5.29.8.J</b>	
Soil investigation report	UDC 5.29.8.J.2	
Topography at 2-foot intervals – existing and proposed	UDC 5.29.8.J.3	

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Existing and proposed structures and natural features	UDC 5.29.8.J.4	
Proposed temporary and permanent Soil Erosion and Sedimentation Control (SESC) measures	UDC 5.29.8.J.5	
Plans, section and construction quality details of all SESC measures	UDC 5.29.8.J.6	
Estimated total cost of required controls during construction	UDC 5.29.8.J.7	
Estimated total cost of protecting exposed soil surfaces from erosion should construction discontinue	UDC 5.29.8.J.8	
Estimated quantity of excavation and fill	UDC 5.29.8.J.9	
Amount of existing and proposed impervious area	UDC 5.29.8.J.10	
Is a Stormwater Management System required? Reference UDC Section 5.22.2 for more details. If yes, provide computations and design of the Stormwater Management System	UDC 5.29.8.J.11	
Construction sequence, including schedule of SESC measures	UDC 5.29.8.J.12 & Standard Specs Soil Erosion Details (Article 12, SD-SESC-7)	
Continuous maintenance plans for all permanent SESC measures	UDC 5.29.8.J.13	
<b>Massing and Architectural Plans</b>	<b>UDC 5.29.8.K</b>	
Dimensioned floor plans identifying areas excluded from floor area and FAR calculations	UDC 5.29.8.K.1	
Vertical sections of existing and proposed elevations	UDC 5.29.8.K.2	
Dimensioned architectural design and labeled material details	UDC 5.29.8.K.3	
Perspective renderings	UDC 5.29.8.K.4	
<b>Photometric Plan</b>	<b>UDC 5.29.8.L</b>	
Location, type, and details of proposed lighting fixtures, ensuring all fixtures conform to UDC 5.25 standards	UDC 5.29.8.L.1	
Photometric diagram of lighting levels	UDC 5.29.8.L.2	

**ADDITIONAL REQUIREMENTS**

**Citizen Participation – Check whether Type 1 or Type 2 is required per UDC Section 5.28.4**

Type 1		Type 2	
Preliminary meeting with the Planning Manager		Mailed notice announcing site plan application submission, sent within one week after application acceptance (UDC 5.28.4.C.1)	
Citizen Participation meeting held at least two weeks before the established application deadline		<i>All residents within 500 feet of the proposed project site must be informed</i>	
Mailed invitations for citizen participation meeting, sent at least two weeks before the meeting (UDC 5.28.4.B.2.b)		Citizen Participation Report submitted at least two weeks prior to the Planning Commission public hearing on the application	
<i>All residents within 1000 feet of the site must be invited; addresses will be provided by the Planning Manager</i>		<i>Written documentation of any meetings or discussions held with citizens</i>	
Final Citizen Participation Report included with site plan pre-submission documents (UDC 5.28.4.B.2.d)			
<i>Description of efforts to involve citizens, including date and locations of all meetings and copies of all written materials prepared and provided to the public</i>			
<i>Written statement of the number of citizens who sent notices by mail and attended meeting(s)</i>			
<i>Copies of attendance or sign-in sheets of meetings</i>			
<i>Written summary of citizen comments and concerns</i>			
<i>Statement of how applicant plans to address citizen concerns, or explanation as to why concern cannot be addressed</i>			

ADDITIONAL REQUIREMENTS - Multimodal Transportation Impact Analysis (MTIA)	Complete
The UDC (Section 5.29.8.E) requires all site plans that propose to generate more than 50 trips per peak hour to produce a Transportation Impact Analysis per the 2023 Institute of Transportation Engineers' (ITE) Multimodal Transportation Impact Analyses Guide for Site Development; please refer to the ITE document for more details about MTIA requirements. Determine scope of study necessary for your project during the initial concept meeting with Planning & Transportation staff.	
Introduction & Summary	
<i>Purpose of Report and Study Objectives</i>	
<i>Executive Summary</i>	
Proposed Development (Both Site and Nearby Developments)	
<i>Description of both On-Site and Off-Site Development (ITE Section 3.4.1)</i>	
Existing Area Conditions (ITE Section 3.4, ITE Table 5)	
<i>Describe study area &amp; land use</i>	
<i>Describe existing and planned future site accessibility</i>	
Projected Overall Site Traffic of All Modes	
<i>Background traffic for each horizon year (ITE Section 4)</i>	
Provide method of projection, non-site traffic for anticipated development in study area, through traffic, and estimated volumes	
<i>Site traffic for each horizon year (ITE Section 5)</i>	
Include trip generation, trip distribution, modal split, determination of Q/LOS analysis needs, and trip assignment for applicable modes	
<i>Total Traffic for each horizon year, including applicable mode</i>	
Transportation Analysis (ITE Section 7)	
<i>Site Access</i>	
<i>Capacity and Quality/Level of Service</i>	
<i>Safety</i>	
<i>Site Circulation</i>	
<i>Parking</i>	
<i>Goods Movement Delivery</i>	
<i>Access Management</i>	
Improvement Analysis (ITE Section 8)	
<i>Improvements to accommodate both existing and background demand</i>	
<i>Additional improvements to accommodate site demand</i>	
Findings	
<i>Site Accessibility</i>	
<i>Transportation Impacts</i>	
<i>Need for improvements</i>	
<i>Compliance with applicable local codes</i>	
Recommendations and Conclusions (ITE Section 9)	
<i>Site Access/Circulation Plan</i>	
<i>Capital and operating improvements for all modes</i>	
<i>Transportation system management/transportation demand management actions</i>	
If MTIA is not required, include trip generation on cover sheet of plan set	

# Additional Review Items

Provided are the checklists used by Engineering and Solid Waste Management teams when reviewing site plan submissions. Applications that address these requirements early tend to be more successful and have a smoother review process.

SOLID WASTE REQUIREMENTS	REQUIRED BY	COMPLETE
A minimum vertical clearance of 25 feet above the solid waste enclosure or wherever a dumpster is serviced	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
At least 10 feet of horizontal clearance from solid waste enclosure to major electrical equipment, above ground utility services, and edge of overhead obstructions	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
Maintain a clear space directly in front of the solid waste enclosure that is a minimum of 50 feet long by the width of the inside dimension (I.D.) of the enclosure walls plus 4 feet on each side	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
A minimum of 15 feet of vertical clearance along the entire solid waste collection route	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
A minimum of 4 feet of horizontal clearance from the edge of the swept path	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
Installation and maintenance of no parking signs along the solid waste ingress/egress route is required to ensure the solid waste collection route remains free of vehicles	Standard Specs Solid Waste Details (Article 12, SD-SW-6B)	
Access roads and service area surfaces shall be designed and maintained to support the imposed loads of collection vehicles weighing up to <b>79,500 lbs*</b> gross vehicle weight (GVW) and shall be provided with an approved surface to provide all weather driving capabilities. <b>*66,000 lbs GVW for projects approved prior to January 2025</b>	Standard Specs Solid Waste Details (Article 12, SD-SW-6B)	
Snow and ice removal plan for access roads and service areas for safe solid waste collection vehicle access	Standard Specs Solid Waste Details (Article 12, SD-SW-6B)	
Ensure forward access to a public street is available	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
<i>If forward access not available, ensure a turn-around location is provided</i>		
<i>If site can't accommodate a turn-around location, the following additional requirements must be met:</i>		
<i>Solid waste vehicles must be able to service dumpsters without impeding the public street or sidewalk</i>		
<i>Collection location shall be clearly delineated and doesn't have a slope greater than 2% in any direction</i>		
<i>Bollards or adequate clear space must be provided behind the lift point so that dumpsters are not pushed into any building or access route</i>		
<i>Solid waste vehicle back-up distances must be less than 30 feet along servicing route</i>		
Gates on solid waste bin enclosures shall open a minimum of 120 degrees from the closed position	Standard Specs Solid Waste Details (SD-SW-6A)	
Gates shall not impede on the required bin enclosure opening width and shall not block adjacent parking spots	Standard Specs Solid Waste Details (SD-SW-6A)	
Gates shall not impede adjacent curbs or landscaping	Standard Specs Solid Waste Details (SD-SW-6A)	



SOLID WASTE REQUIREMENTS	REQUIRED BY	COMPLETE
Gate design shall include a reliable means to secure the door in both the open and closed positions	Standard Specs Solid Waste Details (SD-SW-6A)	
Gate shall be designed to be free standing without center pole design	Standard Specs Solid Waste Details (SD-SW-6A)	
<i>If center pole design is necessary, 12 inches shall be added to the minimum interior width of the enclosure</i>		
If site cannot accommodate a standard solid waste enclosure, dumpsters may be rolled out of a building or alternate enclosure to an approved collection location	Standard Specs Solid Waste Details (SD-SW-6B)	
Provide the amount of refuse containers to be used, ensuring they are sufficient for the solid waste generation expected each week	Department of Trash, Recycling, and Compost procedure	
Solid Waste Narrative stating necessary solid waste information that cannot be shown on the site plan, including but not limited to:	Department of Trash, Recycling, and Compost procedure	
<i>Where dumpsters shall be stored</i>		
<i>If, where, and who shall stage dumpster(s)</i>		
<i>Anticipated servicing per week</i>		
<i>Description of how solid waste vehicles shall access site</i>		

ENGINEERING REQUIREMENTS	REQUIRED BY	COMPLETE
<b>Dimensional Layout Plan</b>		
Sidewalk, lawn extension, and amenity zone widths are in compliance with the DDA Design Manual, Article 12 Driveway and Sidewalk Details (SD-DS-5), and Article 12 DDA Details (SD-DDA-1 through SD-DDA-18)	Standard Specs, Article 6 Section II and Section IV	
Drive approaches are dimensioned with the width of the opening as measured at the right-of-way line, width of the curb cut, and radii of the curb returns.	Standard Specs, Article 6 Section I	
<b>Utility Plan</b>		
Separate sanitary leads are shown for each area of a building separated by firewalls	Code of Ordinances Chapter 28 Section 2:42.3	
Manholes located outside of a road are a maximum 10 feet away from the edge of the pavement/face of curb	Standard Specs, Article 2 Section I.I.5	
Public stormwater collection systems comply with Standard Specs, Article 4 Section I	Standard Specs, Article 4 Section I	
Proposed connection to the City's water system complies with size and length requirements by zoning classification, specified in Standard Specs Article 3 Section I.B	Standard Specs, Article 3 Section I.B.4	
Water mains are a minimum 10 feet horizontally from sewers and 5 feet from all other utilities	Standard Specs, Article 3 Section I.B.6	
Sewers are far enough from all other utilities to allow for a 1:1 trench to be dug without undermining the neighboring utility	Standard Specs, Article 2 Section I.H.2	
All water main easements at least 40 feet in width, with the water main centered in the easement	Standard Specs, Article 3 Section I.A.2	
<i>If this cannot be provided, the water main shall be installed in a casing pipe and be centered in a minimum 20-foot-wide easement</i>		
Sewers proposed outside of the right-of-way are located within an easement with a width of 2*(maximum depth)+10', with the sewer offset 5 feet from the easement centerline; easement must be at least 30 feet wide	Standard Specs, Article 2 Section I.A.2	
<b>Grading Plan</b>		
All sidewalks within the public right-of-way or public access easements are compliant with ADA requirements	Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way; Federal Register, Volume 88, No. 151, Pages 53604-53662	
Provisions are made to ensure that the excessive quantities of storm water drainage do not drain across the drive approach from the site into the public right-of-way	Standard Specs, Article 6 Section I.A.7	
<b>Landscape Plan</b>		
Stopping sight distance and intersection sight distance are in compliance with Standard Specs, Article 5 Section I.B.7 through Section I.B.8	Standard Specs, Article 5 Section I.B	
Maintain a five-foot space clear of vegetation greater than six inches tall around the circumference of fire hydrants and any access point to a public utility system	UDC 5.20.7.R	
<b>Fire Coverage</b>		
All structures in 1- and 2- family zones are within a 350-foot radius from a fire hydrant; All structures in other zones are within a 250-foot radius from a fire hydrant	Standard Specs, Article 3 Section I.B.11.b	
Hose lay length from a fire hydrant to the exterior of all structures is less than 400 feet (waived for 1- and 2- family low density zones)	Standard Specs, Article 3 Section I.B.11.b	
Fire hydrants are within 100 feet of a Fire Department Connection via an approved fire route; for residential buildings three stories or less in height, increase the maximum separation distance to 150 feet	Standard Specs, Article 3 Section I.B.11.c	