



City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — PLANNING DIVISION

301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
p. 734.794.6265 | f. 734.994.8312 | planning@a2gov.org

Checklist of Required Information for Special Exception Uses (No new development proposed)

Complete this checklist for special exception use petitions where no new development is proposed. This checklist is based on the requirements established in the Unified Development Code, Chapter 55. References are provided whenever possible for the section of code that deals with a particular item. When in doubt, please refer to the Unified Development Code directly for required information, or the section of code for standards and regulations. Links are provided at www.a2gov.org/development.

To use the checklist, write "YES" for provided information, or "NA" if you feel that the required information is not applicable to the proposed project, which will be confirmed by planning staff during the pre-submittal meeting.

Schedule a pre-submittal meeting by calling planning staff at (734) 794-6265 at least two weeks prior to the submittal deadline. The pre-submittal meeting should be held no later than the Tuesday before a submittal deadline. **Bring a completed checklist and a copy of the proposed site plan to your pre-submittal meeting.**

Petition Name: _____

Pre-submittal Meeting

Petitioner: _____ **Date:** _____

Special Characteristics (check all that apply):

- ___ Site in floodplain or floodway
- ___ Site in historic district? ___ Requires approval by the Historic District Commission?
- ___ Proposed plan has received a Certificate of Appropriateness from HDC, date: _____
- ___ Site has a variance, granted on: _____
- ___ Previous site plan, approval date: _____
- ___ Other (annexation petition, rezoning petition, PUD existing or petition, etc.) Describe:

COVER SHEET	Sheet No.
General Project Information – 5.29.6.F Required Site Plan Information	
Name, location and type of project – <i>type is usually SEU for City Planning Commission</i>	
Petitioner and agent information (name, address, phone, email)	
Statement of interest in land	
Vicinity map, north arrow, scale	
Legal description of site	
Sealed survey of site by registered professional	
Sheet index (on cover sheet)	
Date of plan set – <i>all plan set sheets need the same date</i>	
Required Statements – 5.29.6.F.h.	
Associated applications and approvals	
Development Program – <i>proposed land use, preliminary phasing and cost</i>	
Community Analysis – <i>impact on public schools; impact on surrounding development; impact on air and water quality, and natural features; impact on historic sites or structures</i>	
General Description of Natural Features – <i>woodlands, wetlands, landmark trees, watercourses, steep slopes, floodplains, and/or endangered species habitat</i>	
Traffic Statement - <i>number of peak hour trips per Trip Generation Manual, 10th Edition, based on the proposed land use</i>	
Public Sidewalk Maintenance Statement	
Comparison Chart of Existing, Proposed and Required Conditions – 5.29.6.F.1.i	
Zoning classification(s)	
Lot area	
Floor area (FAR) and/or density	
Open space	
Setbacks – front, side and rear	
Height	
Off-street vehicle parking, including accessible and barrier free [see Ch. 59 Off-Street Parking]	
Bicycle parking, including class [see Chapter 59 Off-Street Parking]	
Notation of planned project modification requests, variances granted or proposed	
EXISTING CONDITIONS PLAN – 5.29.6.F.2	
ALTA Land Survey	
Buildings and other site improvements	
Accurate location and description of all natural features	
Easements	
Two foot (minimum) contours extending 50 feet beyond the Site	

SITE PLAN	
Dimensional Layout Plan – 5.29.6.F.3	
Existing and proposed lot lines	
Minimum and maximum Required Setback Lines	
Existing and proposed Buildings	
Parking spaces, aisles and Driveways, with dimensions	
Bicycle parking, including detail of facilities	
Curb Cuts, drive Approaches and curb radii dimensions	
Open Space and Active Open Space	
Natural features open space buffer and/or conflicting land use buffer	
Solid waste enclosure, including dimensioned detail	

CITIZEN PARTICIPATION REQUIREMENTS	Provided
<p>All special exception use petitions are required to involve citizen participation in some manner – Some site plan petitions must involve citizens before the petition is submitted, while other site plan petitions must involve citizens right after the petition is submitted. Make sure to read and understand the Citizen Participation Ordinance Guides, available at www.a2gov.org/development.</p> <p>If you are unsure of which requirements are applicable, please call a planner well in advance of your anticipated submittal or ask at your pre-submittal meeting. [see Ch 57 Subdivision and Land Use 5:122(2) and 5:135]</p>	

Standard sidewalk repair and maintenance note per Chapter 47, Section 4:58 of City Code: *All sidewalks are to be kept and maintained in good repair by the owner of the land adjacent to and abutting the same. Prior to the issuance of the final Certificate of Occupancy for this site, all existing sidewalks in need of repair must be repaired in accordance with city standards.*



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Petition Submittal Materials

The following list summarizes the submittal materials for new petitions. All applicable materials must be provided at the time of submittal to form a complete petition application. If you are not sure what materials are applicable to your petition, consult with planning staff at your pre-submittal meeting. Check the petition review calendar at www.a2gov.org/development for submittal deadlines.

Provided?	SEU Petition Materials
	Petition Application Form
	Special Exception Use Petition (<i>must be notarized</i>)
	Two complete sets of plan drawings
	Completed <i>Checklist of Required Information for Special Exception Uses</i>
	Signed authorization letter from property owner, if different than petitioner
	PDF copy of ALL materials listed above on a jump drive or disc
	Fees (Check to <i>City of Ann Arbor</i> or Credit Card Authorization)

Provided?	To be submitted at least 7 days before CPC meeting
	Citizen Participation Report (refer to CPO Guide for requirements)

SEU Fees Due With Petition: \$3,800