

**CITY OF EAST LANSING  
LAND USE DEVELOPMENT APPLICATION**

**PROPERTY ADDRESS:** \_\_\_\_\_ **PARCEL ID(S):** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_  
(Or legal representative)

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Office/Cell/Fax:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_  
(If not property owner)

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Office/Cell/Fax:** \_\_\_\_\_

**LEGAL STANDING:** \_\_\_\_\_  
(If non-owner applicant)

**DESIGN CONSULTANT:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Office/Cell/Fax:** \_\_\_\_\_

**Note:** The property owner, applicant and design consultant; as identified above will be mailed copies of meeting agendas, staff reports and other official communications related to this application. If co-applicants or additional consultants are involved and should also receive these materials, please list their name and mailing address on the back of this form.

**PROPOSED ACTION(S):** \_\_\_\_\_  
(Describe proposed development)

I (we) hereby grant permission for members of the East Lansing City Council, its Planning Commission, its staff and its consultants the right to enter onto the property described in this application in my (our) absence for the purpose of gathering information, including but not limited to the taking and use of photographs.

**Please check one:**       **Yes**                       **No**

By the signature(s) below, I (we) certify that the information provided in this application, including the accompanying plans and other documentation is, to the best of my (our) knowledge, true and accurate.

\_\_\_\_\_  
**Owner (mandatory)**                      **Date**                      **Applicant**                      **Date**

**SUBMIT TO:**  
Department of Planning, Building & Development  
City of East Lansing, Room 217, 410 Abbot Road, East Lansing, MI 48823  
Phone: (517) 319-6930 Fax: (517) 337-1607 E-mail: [coelplanningcommission@cityofeastlansing.com](mailto:coelplanningcommission@cityofeastlansing.com)

**CO-APPLICANTS OR ADDITIONAL CONSULTANTS:**

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Office/Cell/Fax: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Office/Cell/Fax: \_\_\_\_\_

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For Office Use:

APPROVAL NEEDED:  Site Plan  Special Use Permit  Other: \_\_\_\_\_

Wetlands\*: Y N Flood Plain: Y N Historic District: Y N DDA: Y N

Note: If the application involves property which falls within any of the above designated special areas, review by one or more other City boards or commissions will likely be required and may affect the overall review schedule.

**MATERIALS SUBMITTED:**

_____ 5 Full-Sized Sets Drawings (24" x 36")	_____ 1 Reduced Set Drawings (11" x 17" or smaller)	_____ Descriptive Text (8 1/2" x 14" or smaller)
_____ Topographic Survey	_____ Parking Plan	_____ Wetland Verification*
_____ Proposed Site Plan	_____ Building Floor Plan(s)	_____ Draft Mitigation Plan
_____ Landscape Plan	_____ Building Elevations	_____ Environmental Checklist
_____ Preliminary Utility Plan	_____ Land Use Summary	
_____ Public Art Req. Supplement		

Other: \_\_\_\_\_

\*Wetland Assessments and Boundaries must be verified by the City Engineer

Fee Total: \$ \_\_\_\_\_ Check No: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

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**PRELIMINARY REVIEW SCHEDULE**

The schedule below reflects the standard review process outlined in the Zoning Code and in the Planning Commission's By-laws. It may be necessary for the Planning Commission and/or the City Council to defer action on the application to one or more subsequent meetings to gather further information or to accommodate additional review and debate. Where wetlands are present, the Planning Commission cannot take final action until the Commission on the Environment has first reviewed it. The owner, applicant and their design assistants will be advised in advance of any change(s) in the meeting schedule on the application.

**Wednesday:**

**Tuesday:**

Planning Commission Hearing: \_\_\_\_\_ City Council Receipt: \_\_\_\_\_

Planning Commission Action: \_\_\_\_\_ City Council Action: \_\_\_\_\_

**Land Use Summary Information**  
(Required to be submitted as part of application)

**Application:** \_\_\_\_\_

<b>Existing Site Conditions</b>	<b>Acreage</b>	<b>Square Footage</b>
Total Site Area	_____	_____
Net Site Area	_____	_____
Wetland Area	_____	_____

<b>Proposed Site Conditions</b>	<b>Square Footage</b>	<b>Percent of Site</b>
Building Coverage (all structures)	_____	_____
Roads, driveways and parking spaces	_____	_____
Sidewalks, patios, other impervious surfaces	_____	_____
Total Ground Coverage	_____	_____
Wetland area to be preserved	_____	_____
Wetland area to be filled or drained	_____	_____
Proposed wetland mitigation area	_____	_____

**Proposed Development Parameters**

<b>Nonresidential Uses</b>	<b>Gross Floor Area</b>	<b>Net Floor Area</b>
Total Floor Area	_____	_____
Basement	_____	_____
First Floor	_____	_____
Second Floor	_____	_____
Other Floors	_____	_____
Other Elements	_____	_____

<b>Residential Uses</b>	<b>Total Number</b>	<b>Average Floor Area</b>
Efficiency Units	_____	_____
One-Bedroom Units	_____	_____
Two-Bedroom Units	_____	_____
Three-Bedroom Units	_____	_____
Other Units	_____	_____

**Total Number Parking Spaces Provided**

Total Spaces \_\_\_\_\_ Small Car Spaces \_\_\_\_\_ Barrier-Free Spaces \_\_\_\_\_

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF EAST LANSING**  
**ENVIRONMENTAL PERMITS CHECKLIST**  
(To be submitted as part of application as applicable)

**PROPERTY ADDRESS:** \_\_\_\_\_ **PARCEL ID(S):** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_  
(Or its legal representative)

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Office/Cell/Fax Nos.:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_  
(If not property owner)

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Office/Cell/Fax Nos.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*Instructions: Circle (Y/N) the items that may pertain to your project or facility; then contact the office(s) listed to determine specific requirements. Return a copy of this checklist to the Department of Planning & Community Development as part of your project or development submittal – even if the approvals have not yet been obtained. This list includes the most common permits and approvals related to waster, water quality, and air quality. Other permits and approvals, including City approvals may also be necessary.*  
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1. **Y N** Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, wetland, or other surface water? **Contact:** MDEQ/Water Bureau @ (517) 335-4176.
2. **Y N** Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or on the ground? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
3. **Y N** Will the project involve construction or alteration of any sewage collection or treatment facility? **Contact:** MDEQ/Water Bureau @ (517) 335-4176. For *facilities discharging to surface waters*, **Contact:** MDEQ/Water Division @ (517) 335-4176. For *facilities discharging to groundwater*, **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
4. **Y N** Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP) may be required. **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690 and Ingham County Health Department/ Environmental Health Division @ (517) 887-4312.
5. **Y N** Will the project involve the installation, operation, or removal of an underground or above ground storage tank containing a petroleum product or hazardous substance? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
6. **Y N** Will the project involve liquefied petroleum gas storage tanks or container filling stations? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
7. **Y N** Does the project involve the installation of a compressed natural gas dispensing station with storage? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
8. **Y N** Will the project involve the generation of hazardous waste? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
9. **Y N** Will the project involve the on-site treatment, storage, or disposal of hazardous waste? **Contact:** MDEQ/Waster & Hazardous Materials Division @ (517) 335-2690.

10. **Y N** Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
11. **Y N** Will the project involve landfilling, transferring or processing solid non-hazardous wastes on site? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
12. **Y N** Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Contact:** MDEQ/Air Quality Division @ (517) 373-7023.
13. **Y N** Will the project or facility involve the storage, mixing, or distribution of pesticides or fertilizers in bulk quantities? **Contact:** Michigan Department of Agriculture/Region 6 Pesticide & Plant Pest Management Division @ (517) 335-1830.
14. **Y N** Will the project involve a manmade change in the natural cover (land clearing) and/or topography of land, such as cut/fill activities that may contribute to soil erosion/sedimentation? **Contact:** Ingham County Drain Commissioner @ (517) 676-8395; City of East Lansing Engineering Department @ (517) 337-9459; and MDEQ/Land & Water Management Division @ (517) 373-1170.
15. **Y N** Will the project involve dredging, filling, or construction in, across, or under a river, stream, creek, ditch, drain, lake, pond, swamp, wetland(s), or floodplain? **Contact:** MDEQ/Land & Water Management Division @ (517) 373-1170; City of East Lansing Engineering Department @ (517) 337-9459; and Federal Emergency Management Agency @ (800) FEMA-MAP.
16. **Y N** Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek, or ditch? **Contact:** MDEQ/Land & Water Management Division @ (517) 373-1170.
17. **Y N** Will an on-site wastewater treatment system or septic system be installed?  
 For *subsurface sanitary sewage disposal in quantities equal to or greater than 10,000 gallons per day.* **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.  
 For *subsurface disposal of sanitary sewage in quantities of 6,000 to 10,000 gallons per day:* In addition to obtaining a construction permit from the Ingham County Health Department, submit a state wastewater discharge notification form. Flow monitoring and reporting are required. **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.  
 For *industrial or commercial wastewater (other than sanitary sewage) in any quantity.* **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
18. **Y N** Will the project involve construction of a water supply well or extension of a water supply service from an existing water system? **Contact:** MDEQ/Water Bureau @ (517) 335-4176.
19. **Y N** Are there out-of-service wells, abandoned wells, or cisterns on the site? (drinking water, irrigation & monitoring wells). **Contact:** MDEQ/Water Bureau @ (517) 335-4176; Ingham County Health Department/Environmental Health Division @ (517) 887-4312; and City of East Lansing Engineering Department @ (517) 337-9459.
20. **Y N** Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? **Contact:** Ingham County Health Department/Environmental Health Division @ (517) 887-4312.
21. **Y N** Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? **Contact:** MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
22. **Y N** Has the site/facility ever been subject to a remedial action, limited closure, or other environmental cleanup response under Part 201, Natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? **Contact:** MDEQ/Remediation & Redevelopment Division @ (517) 373-9837 and/or MDEQ/Waste & Hazardous Materials Division @ (517) 335-2690.
23. **Y N** Will the project involve the installation of a seawall or bulkhead? **Contact:** MDEQ/Land & Water Management Division @ (517) 373-1170 and City of East Lansing Engineering Department @ (517) 337-9459.

**Notes:**

- a. For assistance with permits and approvals from the Michigan Department of Environmental Quality (MDEQ), including coordination among MDEQ divisions, contact the Permit Coordination Unit at (517) 373-1323.
- b. For assistance on environmental issues at the MDEQ, contact the Environmental Assistance Center at (800) 662-9278
- c. For Spill/Release Reporting to the MDEQ, call (517) 373-8481.
- d. For pollution emergencies, call the MDEQ at (800) 292-4706 in Michigan and (517) 373-7660 outside of Michigan.

# East Lansing Zoning Code, Section 50-37

## Application Materials for Site Plan Approval

(To be submitted as part of application as applicable)

Each application shall include sufficient information and detail to determine if the proposed development meets applicable standards of review under the Zoning Code and other applicable standards. The information shall be prepared by persons with applicable competencies so that the city may rely on its accuracy and feasibility. Applications shall be submitted to the Department of Planning and Community Development.

Plan submission requires **five (5) full sets** of plans, no larger than 24" x 36" in size, and **one (1) full set** of plans reduced to 11" x 17" or smaller. Plan documents must be accurate and legible, drawn to a designated scale and dimensioned as appropriate to enable staff to determine compliance with relevant Code standards. Plans depicting the overall site should be prepared at the largest scale possible, a scale of one inch equal to no more than 100 feet. Floor plans and building elevations shall be drawn at no less than one-eighth inch equal to one foot.

Each submission also must include a completed application form, the required written information, a signed copy of this checklist, a signed copy of the environmental permits checklist, and the required application fee, made payable to the City of East Lansing. Any variations from these submission requirements must be approved by the Zoning Administrator. The application shall typically include the following drawings and information, as may be relevant to the nature of the application and the city's review requirements:

- (1) **A site plan**, as defined in section 50-9 of the Zoning Code, showing:
  - the proposed size and location of buildings, parking and access facilities, free-standing signs and other improvements to be constructed or installed on the site, and the proposed use and treatment of other areas on the site. The site plan shall be clearly dimensioned to show the setbacks of buildings and parking areas, the separation between buildings and parking areas, the height of buildings, the width of roadways and driveways, the size of parking spaces, and other elements of the site plan as necessary to ensure the site plan complies with the applicable dimensional standards of the Code.
  - a. Lot frontage meets the minimum for the zoning district.
  - b. Does the lot include multiple parcels? If so, it will need to be combined into one parcel.
  - c. Lot meets the minimum required acreage for the zoning district.
  - d. Has the required accessible parking spaces and accessible signage been provided.
  - e. Has the required electric vehicle charging stations been provided (see section 50-821).
  - f. Bicycle parking provided and meets requirement (see section 50-820).
  - g. Dumpster provided on site (see section 50-147).
  
- (2) **An existing topographic survey and boundary description** of the site, drawn at the same scale as the site plan, showing the following existing conditions:
  - a. Exact dimensions and size of the site and any easements, rights-of-way or other physical encumbrances on the site;
  - b. Location, size, and composition of all existing buildings, paved areas and other improvements;
  - c. Existing ground contours at two-foot intervals or less, indicating the direction of surface drainage flow, and the type of surface soils present;
  - d. Location and species of all existing individual trees which have a diameter (d.b.h.) of four inches or more, or where significant clusters of trees and shrubs are present, the location and general composition of such clusters, and an indication of which individual trees or tree clusters will be removed or retained;
  - e. Location and boundaries of water bodies, including, but not limited to rivers, streams, lakes, ponds, marshes, city or county drains and manmade surface drainage ways;

- f. Where wetland of any size may be present, as indicated on the city's wetland inventory map, a report prepared by a qualified wetland consultant which verifies the presence of any wetland, establishes the boundary of any wetland, describes the character and quality of any wetland, and indicates if any wetland may be regulated by the state or protected by Chapter 49 of the City Code (this requirement may be waived by the city engineer where it is clearly evident that the proposed site changes would not disturb any wetland on the property);
- g. The boundary and elevation of areas of special flood hazard and floodways, as defined in chapter 18 of the City Code;
- h. Location and size of all existing utility lines, manholes, catch basins, and fire hydrants on or near the site which may be used to serve the site;
- i. Delineation of areas on the site which are known or suspected to be environmentally contaminated, together with a report on the status of cleanup or closure.
- (3) **A proposed landscape plan** which, at a minimum, conforms to the requirements of section 50-840 of the Zoning Code, drawn at the same scale as the site plan or larger, showing: the location and size of areas to be landscaped; the type, size and placement of plant materials to be installed; the type, size and location of existing trees and significant clusters of trees or shrubs to be preserved; the location and height of proposed earth berms; and the size and design of fences or other screens to be erected. For clarity, detailed plans drawn at a larger scale than the site plan may be submitted to show the typical design and treatment of similar landscaped areas and fencing. Must be sealed by a Registered Landscape Architect.
- (4) **Proposed preliminary engineering plans**, drawn at the same scale as the site plan or larger, showing the following proposed conditions:
  - a. Ground contours at two-foot intervals or less, indicating the direction of surface drainage flow;
  - b. Ground and floor elevations of buildings and other site improvements drawn to two decimal places;
  - c. Location, dimensions and composition of roadways, driveways, curb cuts, parking and access facilities, curbing and sidewalks;
  - d. Location and size of public utility connections, fixtures and easements;
  - e. Stormwater management plan including the design of sewers, outlets, and retention or detention ponds, with sufficient data regarding site runoff estimates and off-site drainage patterns to permit review of the feasibility and permanence of drainage detention and/or retention as well as the impact on local surface and groundwater;
  - f. Location and delineation of any wetland that would be disturbed and the location, existing character and proposed treatment of any proposed mitigation sites;
  - g. Location and screening of exterior trash storage facilities;
  - h. Type, height and placement of exterior light fixtures, including fixtures mounted on poles and on buildings;
  - i. Location and status of any floor drains in existing or proposed structures on the site, indicating the point of discharge for all drains and pipes;
  - j. Location of any on-site wastewater collection, treatment and disposal system;
  - k. Location of existing and proposed public and private drinking water wells, monitoring wells, irrigation wells, test wells or wells used for industrial processes;
  - l. Inventory of hazardous substances to be stored, used or generated on-site, in a format acceptable to the local fire marshal (including CAS numbers);

- m. Descriptions of type of operations proposed for the property with drawings showing size, location, and description of any proposed interior or exterior areas for storing, using, loading or unloading hazardous substances, hazardous wastes, and/or polluting materials;
  - n. Description and location for any existing or proposed above ground and below ground storage facilities;
  - o. **Completed environmental permits checklist** on the form provided by the planning and zoning official.
- (5) **A traffic impact study** if so required under the provisions of division 4 of article II.
- (6) **Proposed preliminary building plans**, drawn at an accurate scale, including:
    - a. Interior floor plans showing the arrangement and use of rooms for each floor, maximum occupancy and seating plans where applicable;
    - b. Building elevations showing the size, height, architectural style, and exterior materials to be used, and areas intended to be used for wall mounted signage.
  - (7) **A descriptive text** which addresses the following items:
    - a. The design principles followed in preparing the plans and how the plans address the objectives and criteria specified in section 50-38;
    - b. The type of occupants anticipated and the market the project is intended to serve; for nonresidential uses, the intended hours of operation and the expected number of employees; for residential uses, the expected occupancy, the period of leases, and the approximate range of sale prices or rental rates of the proposed dwelling units;
    - c. The land use statistics reflected in the proposed plans as measured against the required conditions in the applicable zoning district;
    - d. A rationale for any variances from the requirements of this chapter which may be requested as part of the application;
    - e. The proposed construction schedule and staging of the development.
  - (8) **Public art requirement**, which addresses the following items:
    - a. This application is to be completed by the Land Use Development Applicant for the above mentioned project. Please complete this application as thoroughly as possible. The information requested is necessary to properly perform a public art review and ensure compliance with section 50-36-8(6) of the City Code. Questions regarding the supplement can be directed to the Planning and Zoning Department, 517-319-6941.
  - (9) **Downtown Development Design Guidelines**, if the proposed project is located within the Downtown Development Authority it must meet the requirements of the "East Lansing Development Guidelines".
  - (10) **Lighting**, at a minimum, a photometric plan, including light fixture details and pole height, shall be provided to demonstrate that section 50-155 is met.
  - (11) **Universal Design Standards**, at a minimum, provide a narrative describing how the proposal will fulfill the requirements of section 50-361 thru 50-365 of the City Code, if developing multiple-family housing.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**City of East Lansing  
Public Art Requirement Supplement**

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ x 1% = Value of Art \_\_\_\_\_  
(Max \$25,000)

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

This application is to be completed by the Land Use Development Applicant for the above-mentioned project. Please complete this application as thoroughly as possible. The information requested is necessary to properly perform a public art review and ensure compliance with section 50-38(6) of the City Code. Questions regarding this supplement can be directed to the department of Parks, Recreation and Arts, 517- 319-6940.

**Project is exempt from Public Art Requirement (check appropriate box if applicable):**

- The application of this requirement would constitute a governmental taking or otherwise be contrary to law. Please contact the Zoning Administrator for further instructions.
- A detailed narrative of the basis for an exemption from requirement pursuant to section 50-38(6)d.
- The project cost is less than \$500,000.
- The project is a residential project containing fewer than four (4) residential units.
- The applicant intends to donate an amount equivalent to the value of art shown above to the public art fund. **(Donation is due upon submission of the building permit)**
- The project is a renovation of an existing building and has a total project cost less than \$2.5 million.

**For office use only:**

Approved by Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Donation received. Date: \_\_\_\_\_ Check#: \_\_\_\_\_ Accepted by: \_\_\_\_\_

**Public Art information (select one option below):**

- Applicant intends to donate a piece of public art to the City of East Lansing, OR
- Applicant intends to install a piece of public art on its property  
Location:      Interior - Attach floor plan showing location of art  
                   Exterior - Attach site plan showing location of art

**Art Format:**

- Sculpture    Painting    Mosaic    Mixed Media    Performing Art    Digital    Architecture  
 Other: \_\_\_\_\_

**Artist information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Required attachments:**

- Floor or Site Plan    Full color rendering of art piece, to scale    Documentation to demonstrate the value of the art piece

**For office use only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Art Commission Action:  Approved    Denied