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CITY OF EAST LANSING  
CODE ENFORCEMENT

June 11, 2014

City of East Lansing  
410 Abbot Road  
East Lansing, MI 48823

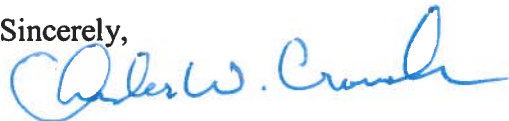
**RE: 100 through 140 West Grand River (see attached Property Matrix)**

Dear East Lansing Commission and Board Members and City Staff:

Please be advised that Park District Investment Group, LLC ("Park District") authorizes Bergmann Associates ("Bergmann") to act as our representative in all proceedings related to the site plan and/or special use permit approval process for the redevelopment of the above-described properties (note that Park District owns City Center Two Project, LLC, the fee owner of the properties). In this capacity, Bergmann may represent Park District at all board, commission, and council meetings, communicate on our behalf with city staff, and sign and submit necessary permits and applications.

Thank you.

Sincerely,



Charles Crouch, Member  
and Authorized Agent

## PROPERTY MATRIX

**Parcel No.: 33-20-01-13-230-004**

Address: 100 West Grand River  
Name: City Center Two Project, LLC  
Mailing Address: c/o Bergmann Associates  
1427 W. Saginaw Street, Suite 200  
East Lansing, MI 48823

**Parcel No.: 33-20-01-13-227-011**

Address: 124 West Grand River  
Name: City Center Two Project, LLC  
Mailing Address: c/o Bergmann Associates  
1427 W. Saginaw Street, Suite 200  
East Lansing, MI 48823

**Parcel No.: 33-20-01-13-227-012**

Address: 128 West Grand River  
Name: City Center Two Project, LLC  
Mailing Address: c/o Bergmann Associates  
1427 W. Saginaw Street, Suite 200  
East Lansing, MI 48823

**Parcel No.: 33-20-01-13-227-013**

Address: 130 West Grand River  
Name: City Center Two Project, LLC  
Mailing Address: c/o Bergmann Associates  
1427 W. Saginaw Street, Suite 200  
East Lansing, MI 48823

**Parcel No.: 33-20-01-13-227-017**

Address: 136 West Grand River  
Name: City Center Two Project, LLC  
Mailing Address: c/o Bergmann Associates  
1427 W. Saginaw Street, Suite 200  
East Lansing, MI 48823

**Parcel No.: 33-20-01-13-227-016**

Address: 140 West Grand River  
Name: City Center Two Project, LLC  
Mailing Address: c/o Bergmann Associates  
1427 W. Saginaw Street, Suite 200  
East Lansing, MI 48823

**Parcel No.: 33-20-01-13-230-001**

Address: 303 Abbot Road  
Name: East Lansing DDA  
Mailing Address: 410 Abbot Road  
East Lansing, MI 48823

**Note that Applicant is seeking an approval letter from the East Lansing DDA to include this property in the project.**

CITY OF EAST LANSING  
LAND USE DEVELOPMENT APPLICATION

PROPERTY ADDRESS: See attached Property Matrix

PARCEL ID NO(S): " " " "

PROPERTY OWNER: Park District Investment Group, LLC  
(Or its legal representative)

Mailing Address: c/o Bergmann Associates

Office/Cell/Fax Nos.: 517-272-9835 517-272-9836

E-mail Address: tarend@bergmannpc.com

APPLICANT: Bergmann Associates  
(If not property owner)

Mailing Address: 1427 W. Saginaw St., #200, East Lansing MI 48823

Office/Cell/Fax Nos.: 517-272-9835 517-272-9836

E-mail Address: tarend@bergmannpc.com

LEGAL STANDING: Design Consultant  
(If non-owner applicant)

DESIGN CONSULTANT: Bergmann Associates

Mailing Address: 1427 W. Saginaw St., #200, East Lansing MI 48823

Office/Cell/Fax: 517-272-9835 517-272-9836

E-mail Address: tarend@bergmannpc.com

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): Develop ten-story mixed-use building  
(Describe proposed development)  
containing retail, hotel, and residential with parking below

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.

Charles W. Crowl  
Owner (mandatory)

8-11-14  
Date

[Signature]  
Applicant

6/11/14  
Date

SUBMIT TO: Department of Planning & Community Development  
East Lansing City Hall, Room 222, 410 Abbot Road, East Lansing, MI 48823  
Phone: 517/319-6930 Fax: 337-1607 E-mail: dschmitt@cityofeastlansing.com

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

04-10-09

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

**Existing Site Conditions**

	Acreage	Square Footage
Total Site Area <sup>1</sup>	1.10	47,916
Net Site Area <sup>2</sup>	1.10	47,916
Wetland Area	NA	0

**Proposed Site Conditions**

	Square Footage	Percent of Site <sup>3</sup>
Building Coverage (all structures)	37,605	78.5
Roads, driveways and parking spaces	NA	NA
Sidewalks, patios, other impervious surfaces	9,640	20.1
Building Coverage (all structures)	NA	NA
Total Ground Coverage <sup>4</sup>	47,245	98.6
Wetland area to be preserved	NA	NA
Wetland area to be filled or drained	NA	NA
Proposed wetland mitigation area	NA	NA

**Proposed Development Parameters**

**Nonresidential Uses**

	Gross Floor Area	Net Floor Area
Total Floor Area	_____	_____
Basement	_____	_____
Total Floor Area	Refer to attached Building A	
Basement	Program Summary	
First Floor	dated June 11, 2014	
Second Floor	_____	_____
Other Floors	_____	_____
Other Elements	_____	_____

**Residential Uses**

	Total Number	Average Floor Area
Efficiency Units	_____	_____
One-bedroom Units	Refer to attached Building A	
Two-Bedroom Units	Program Summary	
Three-Bedroom Units	dated June 11, 2014	
Other Units	_____	_____

**Total Number Parking Spaces Provided**

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

See Program Summary

Prepared by: Todd Arend-Bergmann Associates Date: 6/11/14

<sup>1</sup> Based on legal description and/or current survey

<sup>2</sup> Excluding existing street rights-of-way

<sup>3</sup> Based on Net Site Area

<sup>4</sup> Buildings and all impervious surfaces

June 11, 2014

**Park District**

East Lansing, MI

Park District Investment Group, LLC

Bergmann Associates

BA Project # 8500 01



**Building A - Program Summary - Use Group SF Calculations**

<b>Building A</b>		(10 story multi-use building w/two levels of underground parking)													
LEVEL	USE	overall GSF*	commercial common SF	resid. common SF	patios/porches SF	hotel SF	parking SF	tenant SF	HOTEL ROOMS	# of HOTEL beds/sofa's	# parking spaces	STUDIO	RESIDENTIAL UNITS		
													1 BR	2BR	3BR
1st Floor	retail/rest	37,605	5027	0	4648	741	0	27,189	0	0	0	0	0	0	0
2nd Floor	hotel	35,388	2975	0	0	26743	0	5,670	24	49	0	0	0	0	0
3rd Floor	hotel	35,911	1250	0	9314	25347	0	0	48	59	0	0	0	0	0
4th Floor	hotel	26,597	1250	0	0	25347	0	0	48	61	0	0	0	0	0
5th Floor	residential units	26,597	1136	8282	0	0	0	17,179	0	0	0	1	2	12	2
6th Floor	residential units	26,597	1136	8282	0	0	0	17,179	0	0	0	1	2	12	2
7th Floor	residential units	26,597	1136	8282	0	0	0	17,179	0	0	0	1	2	12	2
8th Floor	residential units	26,597	1136	8282	0	0	0	17,179	0	0	0	1	2	12	2
9th Floor	residential units	26,597	1136	8282	0	0	0	17,179	0	0	0	1	2	12	2
10th Floor	residential units	26,597	1136	8282	0	0	0	17,179	0	0	0	1	2	12	2
Lower Level (-1 level)	parking	35,949	4447	0	0	0	31502	0	0	0	137	0	0	0	0
Lower Level (-2 level)	parking	35,949	4447	0	0	0	31502	0	0	0	146	0	0	0	0
<b>SUBTOTAL</b>		<b>366,981</b>	<b>26,212</b>	<b>49,692</b>	<b>13,962</b>	<b>78,178</b>	<b>63,004</b>	<b>135,933</b>	<b>120</b>	<b>169</b>	<b>283</b>	<b>6</b>	<b>12</b>	<b>72</b>	<b>12</b>

\* exterior patios/porches/colonades are included in the Overall GSF calculations

Hotel rooms generally range between 264 and 665 net square feet (a few larger rooms/suites at corners)

1BR residential units average 730 net square feet (area within tenant walls)

2BR residential units average 1,012 net square feet (area within tenant walls)

3BR residential units average 1,245 net square feet (area within tenant walls)

Non-Residential SF (permit fees)	193,437	19,396	78,178	63,004	32,859
Residential Units (permit fees)	102				

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CODE ENFORCEMENT

## **EXHIBIT – DESCRIPTIVE TEXT**

**Per Section 50-37 of the City of East Lansing Zoning Code, the plans included with this submittal address the objective and criteria specified in said section in the following manner:**

- (6) **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 50-37;**

### **SITE**

- (1) The site has been designed to provide a logical relationship between functional elements, to serve the purposes for which the site is to be developed, and to be reasonably compatible with the surrounding properties;
- (2) The site has been designed to minimize the disruption or loss of its desirable natural elements and to enhance its overall appearance by incorporating those elements into open space, public gathering space, and setbacks.
- (3) The site has been designed and developed to provide safe and efficient access for all forms of travel and to minimize impacts on adjacent public facilities;
- (4) The site has been designed to facilitate the efficient provision and maintenance of adequate public services. *Most specifically, the proposed improvements include a new public water main and new public sewer which will serve to improve service to the adjacent neighborhoods and businesses.*
- (5) The site has been designed to minimize any risk of pollution of natural resources and to protect the public health, safety and welfare.

### **BUILDING A**

- (1) Building A has been designed to enliven and substantially transform one of the downtown City of East Lansing's preeminent intersections – Grand River Avenue and Abbot Road. The intent of B-3 zoning is to attract a wide range of commercial and high density residential land uses to the serve the residents and shoppers of the East Lansing area and intensify the core pedestrian activities. Building A is a ten story mixed-use building with two levels of underground parking.
- (2) Street-level uses include retail and restaurant spaces with direct sidewalk access from Grand River Avenue, Abbot Road, and portions of Albert Avenue. The east side includes the main building pedestrian entrance-lobby for the hotel/residential/office users and includes a vehicular drop-off for the hotel. The south side includes a covered colonnade in front of the retail/residential alongside the majority of the Grand River Avenue sidewalk with multiple points of entry from the sidewalk along the colonnade. The west side includes an approximate 30' buffer to the Peoples Church Memorial Garden including a proposal that the space be used as a pedestrian courtyard and outdoor seating area. The north side provides access to the underground parking and loading dock, while maintaining an ample sidewalk and outdoor seating space for connectivity to Valley Court Park and the other adjacent sites.

- (3) The third level provides access to a user friendly rooftop and passive recreation area for the hotel guests.
  - (4) The interior of the building is bisected by an eight-story stepped atrium commencing at the second floor that allows natural light into both the east and west ends of the building. The atrium provides the opportunity for large-scale interior plantings, interior balconies and views, and gathering places at various levels throughout the atrium.
  - (5) The exterior of the building has been designed in particular to break down the scale of the project with regard to both massing and materials. The first two levels, while predominately rectangular in design, have relief in the façade at the colonnade, building entrances, and massing elements at the corners of the building. Levels three through ten step back from 10' to 30' on Grand River Avenue to display a varied architectural massing that will create visual interest and reduce massing by the introduction of smaller pieces. The proposed building materials are comprised of limestone, natural stone (granite), brick, metal panels, and aluminum framing/glazing.
  - (6) Pursuing the highest LEED certification that is reasonably practicable.
  - (7) Depending on market conditions, applicant alternatively contemplates residential or office on floors five through ten of the building.
  - (8) Although it is applicant's intent to include a limited portion of 303 Abbott in the building footprint, an alternative plan has also been included that does not include any of that property.
- 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;**

#### **GENERAL**

The occupants and tenant mix may change as we continue to search for more retail tenants and/or office users, evaluate the possibility of for sale condos, and modify the mix of studios, one, two, and three bedroom units within the building to better serve the residential market. Over the coming months, if we are able to secure office users, our intent would be to reduce the residential counts and replace that space with office. The most likely locations for the creation of additional office space would be in the upper floors of Building A.

#### **BUILDING A**

Building A is a mixed-use project with retail, restaurant, hotel, multi-family residential, office space, and two stories of underground parking. All proposed uses fall within the permitted or special use permitted uses for a B-3 project.

Retail (1<sup>st</sup> floor) – anticipated hours of operation are from 7:00 AM to 11:00 PM with an estimated employee count of 40.



Restaurant (1<sup>st</sup> floor) – anticipated hours of operation are from 6:00 AM to 2:00 AM with an estimated employee count of 15. The hotel is requiring that the proposed full-service restaurant be available to provide food service to the hotel guests.

Hotel – (2<sup>nd</sup> thru 4<sup>th</sup> floors) – 120 room hotel with various sized rooms (1 & 2 bed + lofts) with an estimated employee count of 20.

Multi-Family Residential – (5<sup>th</sup> thru 10<sup>th</sup> floors) - consists of market rate apartments with a total of 102 units as follows: (72) 2 BR units, (12) 3 BR units, (12) 1 BR units, and (6) studio units. Leases will be for one-year at rental rates between \$950 and \$2450 per month. The applicant is requesting that, subject to certain leases materializing, that the residential uses on floors 5 through 10 also be approved for Class A office use as an alternative.

Parking – (underground – levels -1 and -2) – The entire parking service will be a valet only parking consisting of approximately 283 spaces. A 375' long aisle provides an ample amount of vehicular stacking space within the lower level prior to the valet stand. Mechanical car lifts will be used to “double stack” cars at approximately 40% of the spaces to efficiently increase the capacity. These systems have been successfully used for many years in metropolitan areas throughout the United States. Storage and mechanical/electrical areas complete the underground levels.

- c. **The land use statistics reflected in the proposed plans as measured against the required conditions in the applicable zoning district;**

#### **BUILDING A**

The B-3 district does not have any requirements with respect to yard setback unless the property abuts a residential district. While the zoning requirements do not require any setbacks, the project is proposed to include setbacks and open space as follows:

- South Side (Grand River Ave.) – 0' required: 0' setback proposed, but a portion of the 13' adjacent to the sidewalk at street level is a covered colonnade, effectively increasing the existing sidewalk width by 13'.
- West Side – 0' required: 29.7' setback proposed to provide buffer for Peoples Church Memorial Garden and develop a pedestrian courtyard and opportunity for outdoor seating.
- North Side – 0' required; varies from 3.1' to 35.1' proposed setback to provide additional sidewalk width and opportunity for outdoor seating at the northeast corner.
- East Side – 0' required: varies from 1.7' to 56.1' proposed setback to provide additional sidewalk width, additional open space at the Abbot/Grand River intersection, and a vehicular drop-off for the hotel.

The minimum floor area requirement is 125% of the site area. The site is 48,126 SF and Building A is a total of 366,640 GSF (excluding patios, porches, and roofs), or approximately 761% of the site area.

The maximum permitted building coverage is allowed to be 80% of the site area + 5 SF for every SF of site area occupied by a qualifying feature per 50-593.g.3 up to a maximum of 100%. The site has 11,920 SF of patios, walkways, colonnade and landscaped areas plus 9,314 SF of rooftop garden area at the 3<sup>rd</sup> floor for a total of 21,234 SF of qualifying features x 5 SF = 106,170 SF of additional building coverage allowed. The combination of allowed building coverage (80% x

48,126) = 38,500 + 106,170 additional allowed is far in excess of the actual site area, so the maximum permitted building coverage is 100%. The actual building coverage is 36,206 GSF (including overhangs and canopies) / 48,126 SF of the site = 75.2%, a full 24% below the allowable 100% limit.

The maximum permitted ground coverage is allowed to be 85% of the site area + 5 SF for every SF of site area occupied by a qualifying feature per 50-593.g.3 up to a maximum of 100%. The site has 11,920 sf of patios, walkways, colonnade and landscaped areas plus 9,314 SF of rooftop garden area at the 3<sup>rd</sup> floor for a total of 21,234 SF of qualifying features x 5 SF = 106,170 SF of additional ground coverage allowed. The combination of allowed building coverage (85% x 48,126) = 40,907 + 106,170 additional allowed is far in excess of the actual site area, so the maximum permitted ground coverage is 100%. Approximately 688 SF is proposed to be landscaped green areas and the remainder of the site is proposed to be covered in hard and streetscape surfaces (pavers, sidewalks, etc.) to facilitate pedestrians in, on and around the entire site. The actual ground coverage is 47,438 of building/ground coverage SF / 48,126 SF of the site = 98.6 % ground coverage.

Information related to proposed building setbacks, parking, and other relevant items are included in the attached drawings and demonstrate compliance with applicable codes

The proposed development includes a ten-story, mixed-use building with a total height of 122'-6" (as measured from the finished floor at Abbot to the top of the building's roof level – excluding parapets, stair/elevator shafts and mechanical penthouses). Section 50-593 allows for the construction of buildings up to 140' in height subject to an affirmative vote of three-fourths of all members of city council for a building deemed to be of significant public benefit subject to a special use permit.

- d. A rationale for any variances from the requirements of this chapter which may be requested as part of the application;**

**BUILDING A**

None required or requested.

- e. The proposed construction schedule and staging of the development.**

Refer to the attached Park District Project Schedule A and B

CITY OF EAST LANSING  
ENVIRONMENTAL PERMITS CHECKLIST

04-10-09

PROPERTY ADDRESS: See attached Property Matrix  
PARCEL ID NO(S): " " " "  
PROPERTY OWNER: Park District Investment Group, LLC  
(Or its legal representative)  
Mailing Address: c/o Bergmann Associates  
Office/Cell/Fax: 517-272-9835 517-272-9836  
E-mail Address: tarend@bergmannpc.com  
APPLICANT: Bergmann Associates  
(If not property owner)  
Mailing Address: 142 W. Saginaw St., #200, East Lansing MI 48823  
Office/Cell/Fax Nos.: 517-272-9835 517-272-9836  
E-mail Address: tarend@bergmannpc.com  
Signature:  Date: 6/11/14

*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.*

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:**

- 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.
- For assistance on environmental issues at the MDEQ, contact the Environmental Assistance Center at (800) 662-9278
- For Spill/Release Reporting to the MDEQ, call (517) 373-8481.
- 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

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:

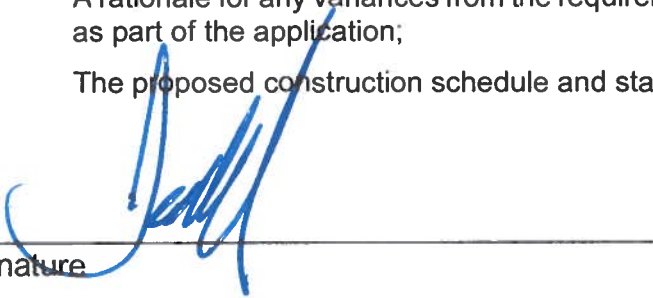
- (1) **A site plan**, as defined in section 50-9 of the Zoning Code, showing:
  - the proposed size and location of buildings, parking and access facilities, free-standing signs and other improvements to be constructed or installed on the site, and the proposed use and treatment of other areas on the 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.
  
- (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;
  - NA** 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;
  - NA** 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);
  - NA** 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;
  - NA* 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.
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- (3) **A proposed landscape plan** which, at a minimum, conforms to the requirements of section 50-816(8) and section 50-817 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.
  - (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;
    - NA* f. Location and delineation of any wetland that would be disturbed and the location, existing character and proposed treatment of any proposed mitigation sites;
    - NA* g. Location and screening of exterior trash storage facilities; *(internal)*
    - TBD* 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;
    - NA* j. Location of any on-site wastewater collection, treatment and disposal system;
    - NA* k. Location of existing and proposed public and private drinking water wells, monitoring wells, irrigation wells, test wells or wells used for industrial processes;
    - NA* 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;
    - NA* 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) **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.
  
- (6) **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;
  - NA** 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.

Applicant's Signature



Date

6/11/14