



## DIVISION OF PUBLIC WORKS

1303 N. Franklin Street

Mt. Pleasant, MI 48858



# Site Plan Requirements for DPW Approval

## Information to include on site plan

1. Title block
  - a. Name, address and telephone number of applicant (owner/developer).
  - b. Address and property description of site.
  - c. Readable scale (engineering rather than architectural), 1" = 20' preferable. Over three (3) acres, 1" = 50'.
  - d. North arrow.
  - e. Current zoning classification.
2. All property boundaries.
3. Location and use of all existing and proposed structures.
4. Location of all existing and proposed streets and alleys, driveways, rights-of-way, easements and parking lots, including total number of parking spaces proposed.
5. Location and dimensions of all sidewalks, signs, lawns, landscaped areas and trash receptacles.
6. Location, height and material of all screening walls or fences.
7. Sanitary Sewer
  - a. Method of connection to city system, pipe size and materials.
  - b. Existing ground elevation by 1-foot contours or spot elevations.
  - c. Proposed sewer elevations, location of manholes and cleanouts.
  - d. Number of units to be served (existing and proposed).
  - e. Significant soil or groundwater data.
8. Water
  - a. Method of connection to city system, service size required.
  - b. Location of service and meter(s).
  - c. If using existing water service, show location and size with meter requirement.
  - d. Use(s) of facility.
  - e. Plumbing plan.
9. Parking Lots and Roadways
  - a. Location of connection to city street
  - b. Existing ground elevation by 1-foot contours or spot elevations.
  - c. Proposed pavement grades, dimensioned layout, proposed pavement section.
  - d. Storm water drainage system.
  - e. Presence of unstable soils or groundwater

10. Storm Drainage
  - a. Method of connection to city system, pipe size and material.
  - b. Existing ground elevation by 1-foot contours or spot elevations.
  - c. Proposed sewer elevations, location of manholes and catch basins.
  - d. Any significant soil or groundwater data.
  - e. Comply with the requirements of the city storm water management ordinance. Submit for storm water management approval as required by the ordinance.
  
11. New or altered curb cuts on BR 27 (Mission) and M-20 (Pickard from the east city limits to Mission and High Streets from Mission to the west city limits), must receive approval from the Michigan Department of Transportation before any construction can commence. Likewise, curb cuts onto county roads must be approved by the Isabella County Road Commission. Contacts with the appropriate agencies should be made as far in advance as possible. Any correspondence from the state or county approving curb cut location and dimension needs to be included.
  
12. It is highly recommended that a professionally drawn plan be carried out, particularly for any new construction project or one involving major addition. This ensures a readable product which cuts down the amount of review time. Also, the professional is familiar with appropriate ordinance requirements necessary to complete the plan.

### **Other DPW requirements**

1. Final water meter location and access is to be approved by the Mt. Pleasant Water department during installation of plumbing.
2. All fire hydrant locations, coverage, and hose laying lengths are to be approved by the city Fire Department.
3. Fire hydrants are to meet City Specifications. This information is available at [www.mt-pleasant.org/docs/dept/publicworks/SSP.pdf](http://www.mt-pleasant.org/docs/dept/publicworks/SSP.pdf)
4. Multiple, commercial and other users may require a separate irrigation meter.
5. An "As Constructed" or "Record" drawing of final location of "city" services is to be placed on file at the Division of Public works for commercial, industrial and multi-unit projects.
6. Close all unused curb cuts with standard curb and gutter.
7. Repair all damaged or misaligned sidewalks and handicap ramps. When the project is complete all sidewalks must drain to a driveway approach or onto adjacent ground. Sidewalks that don't naturally drain must be removed and replaced with sidewalks that will naturally drain.
8. Industrial and/or Commercial sites are to submit an [Industrial Pretreatment Program, Non-Domestic User Survey](#). Available for download from the city web site
9. A sanitary sewer [Baseline Monitoring Report](#) will also be required for all Categorical Users and Significant Industrial User. To find out if your company fits either one of these definitions, contact the Wastewater Treatment Plant at (989)

779-5452.

10. Please check the city ordinance and with the Waste Water Treatment Plant for specific current requirements regarding sewage type, strength, temperature, and grease trap size. The minimum size grease separator for fast-food, primarily fried similar to that of McDonalds® and Burger King® is 1500 gallons. Larger restaurants require a 2000 gallon grease separator.
11. Rainwater runoff detention must be in place prior to final paving unless paved area will serve as detention area.
12. Soil erosion control measures must meet requirements of the MDEQ as administered by the Isabella County Community Development Department.
13. All work in the public rights-of-way and connections to city utilities require a permit from the Division of Public Works. These permits require:
  - a. An approved site plan.
  - b. That each contractor has current general liability, auto and workers compensation insurance certificates on file with the Division of Public Works. Insurance must meet the requirements of City [Administrative Memo No. 8-78](#).
14. Disconnecting existing sanitary and water services requires a no-charge permit and inspection of the disconnection by engineering staff to assure proper disconnection and location(s) recorded for future re-use. The disconnection is to provide protection of property from settlement or damage from future rupture of the service should it freeze or become damaged.

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