



SITE PLAN REVIEW CRITERIA AND MINIMUM REQUIREMENTS

The Department of Public Works-Engineering is charged by ordinance with the responsibility of managing the public right-of-ways (Code of Ordinance, Chapter 23), storm water management system and connections to sewers (Code of Ordinance, Chapter 27) within the City of Jackson. To this end, the Department of Engineering will review all site plans when the Zoning Ordinance requires them. To be considered complete, a site plan must address each applicable sections listed below:

1. Drive Approaches

- a. Existing approach locations must be shown on the site plan drawings.
- b. Proposed drive approaches are to be designed and constructed in accordance with the Department Engineering's Drive Approach and Drive Opening Details found on the Engineering page of the City's website (<http://www.cityofjackson.org/departments/engineering/workinrightofway.asp>).
- c. The location, dimensions and surface type of proposed approaches must be shown on the site plan drawings.
- d. Proposed drive approaches must be surfaced with HMA or concrete with a thickness designed to accommodate the expected use of the property.
- e. Existing drive approaches that will no longer be used must be removed and restored to grass. This must be noted on the site plan drawings.
- f. Existing curb cuts that will no longer be used must be removed and replaced to matched adjacent barrier curb. This must be noted on the site plan on the site plan drawings.

2. Sidewalks

- a. Developments or improvements on lots that do not have adjacent sidewalk may be required to install sidewalk to accommodate the pedestrian traffic the improved site will generate or to fill gaps in the neighborhood's existing sidewalk system.
- b. All sidewalks shall be constructed with concrete in accordance with the Department of Engineering's Sidewalk Detail and Specifications for Concrete Work found on the Engineering page of the City's website (<http://www.cityofjackson.org/departments/engineering/workinrightofway.asp>). Sidewalk material type and thicknesses must be noted on the site plan drawings.

- c. Sidewalks that cross driveways must be of the same thickness as the approach.
- d. Sidewalks shall be continuous through drive approaches. Ramps and/or detectable warning stripes at drive approaches are not permitted.
- e. Detailed grading information shall be provided for any ramped surfaces (surfaces with a slope greater than 5%) other than drive approaches to be placed within the public right-of-way.

3. Drainage

- a. All storm water from the site shall be managed in accordance with the City of Jackson's Storm Water Management Manual which can be obtained from the Department of Engineering at (517) 788-4160.
- b. Surface drainage to a public right-of-way is prohibited. The runoff from any new impervious areas or existing paved areas that are reconstructed must be collected with on-site catch basins and released to the public storm sewer system via a subsurface pipe.
- c. Spot elevations and/or contours lines must be provided on the site plan drawings so that proposed drainage patterns can be discerned.
- d. Connections to the public storm sewer system must be made to a sewer main or a manhole on the main. Connections to catch basins or laterals are prohibited.
- e. The release of storm or ground water to the sanitary sewer system is prohibited regardless of whether the drainage system is existing or proposed. This prohibition applies to roof drains, footer drains and surface drains.

4. Utility Service

- a. The location, size and material type of water, sanitary and storm services must be shown. If existing services are to be utilized, this must be noted on the site plan drawings.
- b. If new services are to be installed, the location, size and material type of the existing utility mains in the public right-of-way must be shown. Sewer maps are available from the Department of Engineering. Water maps are available from the Water Department.
- c. Connections to sewer mains may be made with a direct tapped connection using a wye fitting or an Inserta-tee type connector. Connections made with a squared sawcut hole sealed with mortar are prohibited. The connection method must be noted on the site plan drawings.
- d. Connections to sanitary manholes will be permitted provided the invert of the service is below the bench of the flow channel and the flow channel is modified accordingly.

- e. The maximum sized direct tapped connection to a storm sewer shall not be larger than $\frac{1}{2}$ the nominal diameter of the storm water main (e.g., a 6-inch maximum tap into a 12-inch storm water main). Connections greater than $\frac{1}{2}$ the nominal diameter of the storm water main shall be made in a minimum 3-foot diameter storm sewer structure or with a manufactured tee fitting.

5. Street Cuts and Temporary Traffic Control

- a. All pavement cuts shall be restored with a pavement section to match existing. A note to this effect or a proposed section must be shown on the site plan drawings.
- b. Site plan drawings shall include a traffic control plan when the proposed construction activities will impact traffic streets classified as principal arterials, minor arterials or urban collectors in the street inventory.
- c. Lane closures on multi-lane streets shall be in accordance with MDOT Work Zone Maintaining Traffic Typical Details (<http://mdotwas1.mdot.state.mi.us/public/tands/plans.cfm>).
- d. Barricading and detour signing shall be provided when the proposed construction activities will require a street closure. Flagmen are not an acceptable alternative to detour signing.

6. Soil Erosion and Sedimentation Control

- a. Silt fence, where applicable, must be shown on the site plan drawings.
- b. Inlet protection device types and locations must be shown on the site plan drawings for all on-site catch basins and any downstream catch basins within the public right-of-way that may be impacted by sediments leaving the site.
- c. An aggregate mud-tracking apron must be shown at all points of exit from the site. Minimum dimensions shall be 12' wide by 50 feet long if space permits. When space is limited, the length of the apron shall be maximized.
- d. Parkways are to be restored to grass. A note to this effect must be shown on the site plan drawings. Loose stone is not an acceptable alternative to grass.

7. Traffic Access and Impact Studies

- a. A Traffic Access and Impact Study may be requested for developments expected to generate 100 or more peak hour trips.
- b. Said study shall be performed in accordance with the publication *Traffic Access and Impact Studies for Site Development (A Recommended Practice)* by the Institute of Traffic Engineers and shall be signed and sealed by a Professional Engineer licensed by the State of Michigan.

8. Permits

- a. After the site plan is approved, a permit from the Department of Engineering must be obtained prior to the start of any activities in the public right-of-way. The contractor doing the work in the field is responsible for this permit (not the project owner). Site plan approval or the issuance of a building permit does not constitute a permit to work within the right-of-way.
- b. Construction activities involving proposed sidewalk, drive approaches and pavement cuts within the right-of-way of a state trunkline road require a permit from the Michigan Department of Transportation. The local MDOT right-of-way permitting agent is Doug Jordan at the Jackson Transportation Service Center (address 2750 Elm Road, phone 780-7540).
- c. Proposed connections to storm sewers on state trunkline roads require a drainage permit from the Michigan Department of Transportation. The local MDOT agent for drainage permits is Jared Boll at the Jackson Transportation Service Center (address 2750 Elm Road, phone 780-7540).
- d. State trunkline roads within the City of Jackson are as follows: Cooper Street, Louis Glick Highway, Michigan Avenue east of Cooper and west of Glick Highway, Washington Avenue between Michigan Avenue and Cooper Street, Francis Street between Glick Highway and Cooper Street, and West Avenue north of Michigan Avenue.
- e. Construction activities that are within 500 feet of the Grand River or disturb more than one acre require a Soil Erosion and Sedimentation Control Permit from the Jackson County Health Department (address 1715 Lansing Avenue, phone 788-4420).
- f. The Engineering Department will defer to MDOT or the Health Department when those agencies have requirements that differ from what is listed above.