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**DEVELOPMENT SERVICES  
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Jeffrey M. Polkowski, AICP  
Director

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Division

Scott Alef  
CDBG Coordinator

## New House Plot Plan Review Checklist

A plot plan shall be the graphic depiction of existing conditions and proposed improvements on a subject zoning lot, drawn to scale, on a sheet with a minimum size of 8 ½-inch by 14-inch. The plot plan shall consist of the following items of information:

REQUIREMENT	COMPLETED / NA
<b>Sealed Plans</b> – All plot plans submitted to the Township for review shall bear the signature and seal of a Licensed Professional Engineer or Land Surveyor currently registered to practice in the State of Michigan under whose supervision the plans were prepared.	
<b>Property Owner</b> – Name, address, and telephone number of property owner.	
<b>Designer</b> – Name, business address, and telephone number of individual who prepared the plan.	
<b>North Arrow</b>	
<b>Legend</b>	
<b>Scale</b> – Properly scaled within the range of 1 inch = 20 feet to 1 inch = 50 feet.	
<b>Locations &amp; Dimensions</b> – Location and dimensions of all existing and proposed buildings and structures. Any proposed egress windows shall also be shown.	
<b>Setbacks</b> – Location and dimensions of all existing and proposed setbacks.	
<b>Building Elevations</b> – Finish grade, main finish floor, basement finish floor, etc.	
<b>Decks, Patios &amp; Porches</b> – Location and grades of all existing and proposed decks, patios, and porches.	
<b>Streets &amp; Driveways</b> – Existing and proposed streets and driveways including type of surface, grades, and slopes. Driveway slopes shall be a max of 7% unless approved by the Township Engineer.	
<b>Wetlands, Floodplains &amp; Drainage Courses</b> – Boundaries of all wetlands, floodplains, drainage courses, lakes, etc.	

<b>Topography</b> – Existing and proposed topography using NAVD88 datum with contours at a minimum of 2-foot intervals (1 foot preferred) extended beyond the site property lines to an extent adequate to properly demonstrate drainage patterns.	
<b>Benchmark</b> – At least one benchmark on NAVD88 datum.	
<b>Easements</b> – Location of existing and proposed easements with liber and page.	
<b>Utilities</b> – Location of existing and proposed water, sanitary, stormwater, sump pumps, and other utilities serving the site with approximate rim elevations, inverts, size, and lengths.	
<b>Sidewalks &amp; Walkways</b> – Existing and proposed public and private sidewalks and walkways. Sidewalks shall be ADA compliant.	
<b>Accessory Items</b> – Location of all A/C units, generators, screening, fences, etc.	
<b>Impervious Surface Area Calculations</b> – Calculations showing the total site impervious surface area percentage and the front yard impervious surface area calculation.	
<b>Retaining Walls</b> – Location of existing and proposed retaining walls with top and bottom of wall grades. Retaining wall details shall be provided on the plans. For all retaining walls greater than 30” in height, structural calculations bearing the signature and seal of a Licensed Professional Engineer currently registered to practice in the State of Michigan under whose supervision the plans were prepared shall be submitted with the plot plan for review. Safety railings may also be required.	