



**PARKING PLAN REVIEW APPLICATION**

101 E. Lake Street, Petoskey, MI 49770 (231)347-2500 Fax (231)348-0350

Case Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Representing: \_\_\_\_\_

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

City: \_\_\_\_\_ Contact Person: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Business Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address of Property (or location): \_\_\_\_\_

Building Net Useable Area: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_ Size: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Barrier-Free Spaces: \_\_\_\_\_ Size: \_\_\_\_\_ Lighting: \_\_\_\_\_

Maneuvering Lane Width: \_\_\_\_\_

Drainage: \_\_\_\_\_

Screening Proposed: \_\_\_\_\_

**If the applicant is not the property owner, the owner must also sign below.**

I hereby submit the enclosed parking plan for review and I verify all graphic and written information is accurate, to the best of my knowledge. I further authorize City staff and Planning Commissioners to enter the site for which this application is made.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Scale Drawing Enclosed

**OFFICE USE ONLY**

Present Zoning of Site: \_\_\_\_\_ Parking Spaces Required: \_\_\_\_\_

Yard Use Approval Required  Yes  No Handicapped Spaces Required: \_\_\_\_\_

Screening Required  Yes  No Needed? \_\_\_\_\_ Location: \_\_\_\_\_

Notes, Comments: \_\_\_\_\_

\_\_\_\_\_

FEE: \$ \_\_\_\_\_

PAID: \_\_\_\_\_

Date

**PARKING PLAN CHECKLIST**  
**(Must be completed by applicant)**

	Applicant provided	Staff confirmed
North arrow	_____	_____
Identification of scale	_____	_____
On-site buildings and their entrances	_____	_____
Property boundaries and lot dimensions	_____	_____
Adjacent and on-site sidewalks, alleyways and streets (labeled with the name)	_____	_____
Location and dimensions of access drives, maneuvering lanes and parking spaces	_____	_____
Location of barrier-free parking spaces	_____	_____
Location, height and type of light fixtures, if any	_____	_____
Location of any proposed or existing catch basins, trench drains, curb and gutter, retention areas or snow storage areas on site or on adjacent streets	_____	_____
Location, type and size of any existing and proposed vegetation and screening fences, walls or retaining walls	_____	_____
Labeling of proposed surface materials for Parking areas, walkways, etc.	_____	_____