



CITY OF BRIGHTON
Community Development/Planning Department

Date	
Check #	
Amount	
Site Plan #	

SITE PLAN REVIEW APPLICATION

Project: _____

Location: _____

Petitioner: _____

Instructions:

A. Initial Submittal and Review Meeting:

1. Submit the completed, original site plan review application, ten (10) signed and sealed sets of full size (24" x 36") drawings and applicable fees. All site plan submittal documents must be submitted no later than 12:00 noon on the deadline date (see last page of application) to: Brighton City Hall
200 N. First Street
Brighton, Michigan 48116
2. Review fees, property delinquencies and penalties shall be paid at the time the site plan review documents are submitted. * Initial review fees are the minimum fees required. Additional fees may be incurred. *
3. The meeting at which the Planning Commission will consider the site plan review application, drawings and other submittals will be determined when the site plan application is deemed complete. A meeting schedule is included on the last page of this packet. Any site plan review application submitted after the monthly deadline will not be considered for that month's agenda.
4. The information required on the site plan review application and drawings is the **minimum amount of information** that generally applies to all site plan review applications. Additional project specific information may also be required. Failure to submit information and materials will delay consideration of the site plan review application until such time they are submitted and found to be in acceptable form.
5. Generally one (1) week after the site plan review application submittal deadline, a site plan review meeting will be scheduled to consider staff and consultant input. * It will be determined by staff at this meeting whether the applicant will have an additional review meeting with staff and consultants. Additional meetings will be assessed applicable fees indicated on the planning and engineering fee schedules.



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B. Revised/Final Submittal:

1. The drawings will be revised to incorporate changes as required or recommended following a site plan review meeting with staff and consultants.
2. Submit four (4) revised full size (24" x 36") signed and sealed sets of drawings, twelve (12) revised half size (11" x 17") copies and a disc containing pdf versions of the sheets.
3. A revised final site plan addressing Planning Commission and City Council approval conditions shall be submitted with the building permit application.

Procedure:

The site plan review application and drawings will be reviewed by various entities including, but not limited to, City Staff, the Brighton Area Fire Authority and the City Engineers for compliance with City Codes and other applicable codes. The applicant will be informed which Planning Commission meeting the site plan review application will be considered. After consideration of the site plan review application, the Planning Commission will either approve, conditionally approve or disapprove the site plan. In the case of an approved or conditionally approved site plan, the Planning Commission's recommendation will be forwarded to the City Council for further consideration. The City Council meeting at which the site plan application will be considered is coordinated by and at the discretion of the City Manager.

Council Policy on Site Plans:

All site plan applications reviewed and approved by Planning Commission and City Council are assumed to be good faith representations of the petitioner(s) and property owner(s) regarding their intentions to develop the project and are accepted as such. An approved site plan review application represents a contract between the City and the petitioner to construct a project in a fashion which is consistent with the City's Ordinances and the representations made on the site plan. All petitioners are expected to develop their projects in strict conformance with the approved site plan. Failure to do so puts the petitioner at risk. The City will use all legal means available to insure compliance.

All site plan conditions of approval must be satisfied prior to the issuance of permits and/or Certificate of Occupancy.

Property Delinquencies:

City Charter provisions prohibit the review of any petition for rezoning, site plan review, building permits or extension of water and sewer service to properties which are in default to the City. This includes, but is not limited to, tax delinquencies, special assessment delinquencies and water and wastewater payment delinquencies.



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General Information:

Development Property Address: _____

Parcel(s) tax ID number(s): _____

Lot Dimensions: N _____, E _____, S _____, W _____

Net Acreage of site: _____

Current Site Zoning: _____

Proposed Use of Development:

Tenant(s) (if known):

Number of proposed employees and/or residents: _____

Adjacent Zoning of Surrounding Properties:

N _____, E _____,

S _____, W _____.

Multiple Family Developments: Number of Units _____

Number of Buildings _____

Percentage of Open Space/Wetlands _____



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Section 82-110 Site Plan Standards Checklist:

The following items shall be incorporated into final site plans submitted to the Planning Commission and City Council prior to consideration. *Please indicate Not Applicable (N/A) if item does not apply to your project, otherwise all items must shown on the plans.*

Item	Requirement	Shown	N/A
1	Scale, north arrow, lot dimensions, name and date of plan and a survey of the parcel		
2	Name and address of property owner and applicant; interest of applicant in property; name and address of developer		
3	The applicant's interest in the property, and if the applicant is not the owner, signed authorization from the owner for the application		
4	Name and address of designer who must be a registered architect or engineer.		
5	Existing topography (minimum contour interval of two feet) and natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed		
6	General description of deed restrictions, if any		
7	Owner, use, and zoning classification of adjacent properties; location and outline of buildings, drives, parking lots, and other improvements on adjacent properties		
8	Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage by percentage		
9	In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units		
10	Grading plan, showing finished contours at a minimum interval of two feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines		
11	Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; distances between buildings; height in feet and stories; finished floor elevations; contact grade elevations; and all required setbacks		
12	Interior dimensions for all proposed buildings to include space dimensions and total square footage calculations		
13	Location and size of proposed improvements of open space and recreation areas, and maintenance provisions for such areas		
14	Location, width, and surface of proposed sidewalks and pedestrian ways		
15	Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions		
16	Location of proposed outdoor trash container enclosure; size, typical elevation, and vertical section of enclosures, showing materials and dimensions		
17	Location, type, size, area, and height of proposed signs		
18	Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degrees of slope of side of points; calculations for size of storm drainage facilities; location of electricity and telephone		



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	poles and wires; location and size of surface-mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of wells, septic tanks, and drain fields where applicable. Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots, retention ponds and other ponds or lakes and retaining walls, shall be submitted to the city engineer prior to approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of same, or a copy of the permit from the city water and sewer utilities superintendent, the county health department, the state department of natural resources, or another appropriate agency shall be submitted to the Planning Commission secretary prior to planning commission approval of the final site plan		
19	Landscape plan showing location, type and size of plant materials		
20	Description of measures to be taken to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from Livingston County Drain Commissioners Office		
21	Location of proposed retaining walls with dimensions and materials to be used; fill materials; typical vertical sections and restoration of adjacent properties where applicable		
22	Front, side and rear yard set backs for all buildings		
23	Existing road right-of-way and utility/access easements, with dimensions		
24	Streets (named) public and private, with dimensions		
25	Stormwater management plan, including calculations for stormwater runoff rates, retention/detention features, and size of features		
26	Building perimeters on adjacent properties, to scale		
27	Location and dimension of driveway access to streets		
28	Location and dimensions for off-street parking, including handicapped parking provisions		
29	Calculations for off-street parking requirements		
30	Location and detail drawing of proposed parking lot lighting as well as any other site lighting		
31	Location of loading zone		
32	Existing landscaping to remain, indicating size and species		
33	Gross square footage of all buildings on site, new and existing		
34	Typical elevation drawing of proposed buildings, if the project involves new building construction		
35	Detail drawings of the curbing and paving of the parking lot		
36	Square footage of parking aisle end caps and percent of internal landscaping in the parking lot		
37	Legal descriptions of proposed new easements and right-of-ways		
38	Completed environmental permits checklist		
39	Pollution Incidence Protection Plan (if applicable)		

If the development property is zoned Downtown Business District (DBD), please review additional site plan review requirements in Article XVI of the City Zoning Ordinance.



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Warranty of Petitioner (MUST BE COMPLETED BY PETITIONER):

The site plan submitted with this application contains the minimum amount of information required by the City. I understand that the proposed site plan will not be considered by the Planning Commission until such time that the plan contains at least the minimum amount of information required by the City.

I understand that if the Planning Commission and City Council approve the proposed site plan that I am bound to construct the project in strict compliance with the approved plan. The attached site plan represents my intentions to develop the proposed project.

I (we) the undersigned, hereby make application for site plan approval for the following described property:

Development Property Address: _____

Parcel(s) tax ID number(s): _____

Basis of representation of applicant (owner, architect, engineer, attorney, etc):

It is expected that, if site plan approval is granted, the construction will proceed as follows.

Construction will Begin: _____ Construction will be Completed: _____

I warrant to the City that neither I (we) or the subject property are in default to the City and that if a search of City records indicates a default of any kind, that the deficiency will be resolved prior to the Planning Commission's consideration of the proposed site plan.

I understand the approval of this site plan will be effective for one (1) year following the date of final approval by City Council.

Signature of Owner(s)

Signature of Petitioner(s)

Print Name of Owner(s)

Print Name of Petitioner(s)

Date: _____

Date: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Cell: _____

Cell: _____

Fax: _____

Fax: _____

Email: _____

Email: _____



PERMIT INFORMATION

www.michigan.gov/deqpermits

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what DEQ permits, licenses, or approvals of a permit-like nature may be needed. By contacting the appropriate offices indicated, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the construction process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities. A useful way to learn whether other requirements will apply is to go through the Self-Environmental Assessment in the Michigan Guide to Environmental, Health, and Safety Regulations, online at: <http://www.michigan.gov/ehsguide>. Please call the Environmental Assistance Center at 800-662-9278 to talk with any of the DEQ programs noted below.

KEY QUESTIONS:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PROGRAM WEBPAGE AND CONTACTS
MISCELLANEOUS CONSTRUCTION			
<i>Air Quality Permit to Install:</i> Will your business involve the installation or construction of any process equipment that has the potential to emit air contaminants (e.g. dry sand blasting, boilers, standby generators)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Air Quality Division (AQD), Permit Section
<i>Asbestos Notification:</i> Does the project involve renovating or demolishing all or portions of a building? Notification is required for asbestos removal and required for all demolitions even if the structure never contained asbestos.	Y <input type="checkbox"/>	N <input type="checkbox"/>	AQD, Asbestos Program
<i>Land and Water Featured Programs (Water Resources Division) - USACE Consolidated Permits:</i> Please consult the Land and Water Management Decision Tree document to evaluate whether your project needs a land and water management permit (i.e., Does the project involve filling, dredging, placement of structures, draining, or use of a wetland?).	Y <input type="checkbox"/>	N <input type="checkbox"/>	Water Resources Division (WRD), Joint Permit Application
<i>Soil Erosion and Sedimentation Control:</i> Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Soil Erosion and Construction Storm Water , or Contact your Local Agency
<i>NPDES Storm Water Discharge from Construction Sites Notice of Coverage:</i> Does the project involve construction which will disturb one or more acres that come into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input type="checkbox"/>	NPDES Storm Water Permits Program , or appropriate DEQ District Office
<i>Public Swimming Pool Construction (Spas/Hot Tubs) Permits:</i> Will your business involve the construction or modification of a public swimming pool, spa or hot tub?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Public Swimming Pool Program , or appropriate DEQ District Office
<i>Threatened and Endangered Species:</i> Does the project involve activities that would destroy a protected species of plant or animal or disturb a protected animal species?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Endangered Species Assessment, Threatened and Endangered Species Program , 517-373-1552
Does the project involve <i>construction</i> or alteration of any <i>sewage collection or treatment</i> facility?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Appropriate District Office , WRD, Part 41 Construction Permit Program
Does the project involve construction of a facility that landfills, transfers, or processes of any type of <i>solid non-hazardous waste</i> on-site, or places <i>industrial residuals/sludge</i> into or onto the ground?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Office of Waste Management and Radiological Protection (OWMRP), Solid Waste , Appropriate DEQ District Office
Does the project involve the construction of an on-site treatment, storage, or disposal facility for <i>hazardous waste</i> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Hazardous Waste Section, Treatment, Storage and Disposal
WATER SUPPLY (More information, see: http://www.michigan.gov/deqwater , select "drinking water")			
I am buying water from my community water supply (i.e. city of Detroit or Grand Rapids)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact your Local Water Utility
I have a private or other water supply well (Type III)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact your (District or County) Local Health Department
I have a Non-Community Water Supply (Type II)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Guide , Contact your (District or County) Local Health Department
I am a community water supply (Type I)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Community Water Supply , DEQ District Office Community Water Supply Program

WASTEWATER MANAGEMENT			
<i>Storm Water Discharge to Wetlands:</i> Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Joint Permit Application
Great Lakes: Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Joint Permit Application
Inland Lakes and Streams: Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Joint Permit Application
<i>Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes:</i> Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Joint Permit Application
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year <i>floodplain</i> of a watercourse?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Joint Permit Application
Does the project involve construction of a building or septic system in a designated Great Lakes <i>high risk erosion area</i> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Shoreland Management
Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated <i>environmental area</i> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Shoreland Management
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated <i>critical dune area</i> ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Sand Dune Management
Does the project involve construction of a <i>dam</i> , weir or other structure to impound flow?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Dam Safety Program
CONSTRUCTION PERMITS (SECTOR SPECIFIC)			
Does the project involve the construction or alteration of a water supply system or sewage disposal system for a manufactured housing project?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Office of Drinking Water & Municipal Assistance (ODWMA)
Does the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA
Does the project involve the construction or modification of a campground ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, Campgrounds program
Does the project involve the construction or modification of a public swimming pool ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, Swimming pools program
OPERATIONAL PERMITS			
Renewable Operating Permit: Does your facility have the potential to emit any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous air pollutant ; or 25 tons per year or more of any combination of hazardous air pollutants ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	AQD, Permit Section
NPDES: Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Appropriate DEQ District Office , or National Pollutant Discharge Elimination (NPDES) Permit Program
Does the facility have industrial activity that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Permits Section , or appropriate DEQ District Office
Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Groundwater Permits Program
Does the project involve the drilling or deepening of wells for waste disposal ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Office of Oil, Gas and Minerals (OOGM)
Does the project involve landfilling, transferring, or processing of any type of solid non-hazardous waste on-site, or placing industrial residuals/sludge into or onto the ground?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP or Appropriate DEQ District Office

Does the project involve the on-site treatment, storage, or disposal of hazardous waste ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Hazardous and Liquid Waste
Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? (Web Site)	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Appropriate DEQ District Office
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Radioactive Material and Standards Unit
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP Radioactive Material and Standards Unit
Do you desire to develop a withdrawal of over 2,000,000 gallons of water per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, DWEHS, Source Water Protection Unit
CHEMICAL ADDITION PROJECTS			
Are you using chemicals or materials in, or in contact with, drinking water at any point in the water works system ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Appropriate DEQ District Office , Public Water Supply Program
Are you applying a chemical treatment for the purpose of aquatic nuisance control (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (5.	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Aquatic Nuisance Control and Remedial Action Unit
Are you applying materials to a water body for a water resource management project (i.e. mosquito control treatments, dye testing, or fish reclamation projects)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Surface Water Assessment Section
OPERATIONAL PERMITS (SECTOR SPECIFIC)			
Does the project involve the transport of some other facility's non-hazardous liquid waste ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Transporter Program
Does the project involve the transport hazardous waste ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Transporter Program
Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel?	Y <input type="checkbox"/>	N <input type="checkbox"/>	AQD, Acid Rain Permit Program
Is the project a dry cleaning establishment utilizing perchloroethylene or a flammable solvent in the cleaning process?	Y <input type="checkbox"/>	N <input type="checkbox"/>	DEQ, AQD, Dry Cleaning Program
Does your laboratory test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act?	Y <input type="checkbox"/>	N <input type="checkbox"/>	DEQ, Laboratory Services Certifications
Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Medical Waste Regulatory Program
Does the project involve transport of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, Septage Program
Do you store, haul, shred or process scrap tires ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	OWMRP, Scrap Tire Program
Does the project involve the operation of a public swimming pool ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, Public Swimming Pools Program
Does the project involve the operation of a campground ?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, Campgrounds
Do you engage in the business of hauling bulk water for drinking or household purposes (except for your own household use)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	ODWMA, Water Hauler Information
PERSONAL LICENSES/CERTIFICATIONS			
Are you designated by your facility to be the Certified Operator to fulfill the requirements of a wastewater discharge permit (NPDES including Storm	Y <input type="checkbox"/>	N <input type="checkbox"/>	WRD, Operator Training, Storm Water Program

Water or Groundwater)?		
Are you a drinking water operator in charge of a water treatment or water distribution system, back-up operator, or shift operator?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Are you a water-well drilling contractor, pump installer, dewatering well contractor or dewatering well pump installer?	Y <input type="checkbox"/>	N <input type="checkbox"/>
WRD, Operator Training		
WRD, Well Construction Unit		
OIL, GAS AND MINERALS		
Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore ?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the surface or open-pit mining of metallic mineral deposits ?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the mining of nonferrous mineral deposits at the surface or in underground mines?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve mining coal ?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Do you want to change the status of an oil or gas well (i.e. plug the well)?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve drilling of oil, gas, brine disposal, secondary recovery, or hydrocarbon storage wells?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve plugging or deepening of an oil or gas well, or conveying rights in the well as an owner to another person?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve changing the status or plugging of a mineral well ?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells ?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/>	N <input type="checkbox"/>
OOGM, Petroleum Geology and Production Unit		
OOGM, Minerals and Mapping Unit, Sand Dune Mining Program		
OOGM, Minerals and Mapping		
OOGM, Minerals and Mapping		
OOGM, Minerals and Mapping		
OOGM, Minerals and Mapping		
OOGM, Permits and Bonding Unit		
OOGM, Permits and Bonding Unit		
OOGM, Permits and Bonding Unit		
OOGM, Minerals and Mapping		
OOGM, Minerals and Mapping		
OWMRP, Radioactive Protection Programs		
STORAGE TANKS (CONSTRUCTION AND OPERATION)		
Does the project involve the installation of an aboveground storage tank for a flammable or combustible liquid (under 200 degrees Fahrenheit)?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the installation of a compressed natural gas dispensing station with storage?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the installation of a liquefied petroleum gas container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the installation, removal, or upgrade of an underground storage tank containing a petroleum product or a hazardous substance?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Does the project involve the installation of a hydrogen system ?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Michigan Department of Licensing and Regulatory Affairs (DLARA) - Storage Tank Unit , 517-335-7211		
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STATE/COUNTY ENVIRONMENTAL PERMITS CHECKLIST FOR

The City of Brighton
200 North First Street
Brighton, Michigan 48116

This checklist has been prepared to alert businesses to state and county environmental permit requirements, which may apply to new or existing facilities. Applicants are requested to complete this form and submit it to the city offices with the site plan application.

This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. The municipality and other governmental agencies may require additional permits and approvals.

Check the regulations that you think may apply to your business:

1. Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream or other surface water? Yes _____ No _____
Contact: Michigan Department of Environmental Quality, Surface Water Quality Division. District office telephone: 517-335-4176

2. Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground? Yes _____ No _____
Contact: Michigan Department of Environmental Quality, Waste Management Division. District office telephone: 517-335-2698

3. Will the project or facility store or use hazardous substances, oil or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required. Yes _____ No _____
Contact: Michigan Department of Environmental Quality, Waste Management Division. District office telephone: 517-335-2690

4. Will the facility use underground storage tanks? Existing tanks must be registered with the State Police Fire Marshal Division. Tanks must be installed and operated in accordance with state regulations. Yes _____ No _____
Contact: Michigan State Police Fire Marshal Division, Hazardous Materials Section.

5. Will the facility store flammable or combustible liquids in a fixed storage above ground storage container with a capacity greater than 1100 gallons? Yes _____ No _____
Contact: Michigan State Police Fire Marshal Division, field office 517-322-1917.

6. Does your storage facility store pesticide or fertilizer in quantities greater than 55 gallons or 100 pounds? Do you mix and load pesticides at your facility more than 10 days in any single calendar year? Yes _____ No _____
Contact: Michigan Department of Agriculture, Pesticide and Plant Pest Division. Telephone in Lansing: 517-335-6544.

Will the facility involve the transport, on-site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 pounds) or more a month? If yes, one or more permits may be required. Yes _____ No _____

Will the facility generate between 100 kilograms/month (25 gallons or 220 pounds) and 1000 kilograms/month (250 gallons or 2200 pounds) of hazardous waste? If yes, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Natural Resources and a manifest (shipping paper) should be used to transport waste off-site. Yes _____ No _____

Contact: Michigan Department of Environmental Quality, Waste Management Division. District office telephone: 517-335-2690

7. Will the facility involve the transport, on-site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 pounds) or more a month? If yes, one or more permits may be required. **Yes** _____ **No** _____
- Will the facility generate between 100 kilograms/month (25 gallons or 220 pounds) and 1000 kilograms/month (250 gallons or 2200 pounds) of hazardous waste? If yes, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Natural Resources and a manifest (shipping paper) should be used to transport waste off-site. **Yes** _____ **No** _____
- Contact:** Michigan Department of Environmental Quality, Waste Management Division. District office telephone: 517-335-2690
8. Will the project involve burning, land filling, transferring or processing any type of solid non-hazardous wastes on-site? **Yes** _____ **No** _____
- Contact:** Michigan Department of Environmental Quality, Waste Management Division. District office telephone: 517-335-2690
9. 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? **Yes** _____ **No** _____
- Contact:** Michigan Department of Environmental Quality, Air Quality Division, Permit Section. District office telephone: 517-373-7023
10. Will the project involve any human-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required. **Yes** _____ **No** _____
- Contact:** Livingston County Drain Commission: 517-546-0040
11. Will the project involve any work (dredging, filling, construction) in a river, stream, creek, ditch, wetland or floodplain, or within 500 feet of an inland lake, river, stream, creek or ditch? **Yes** _____ **No** _____
- Contact:** Michigan Department of Environmental Quality, Land and Water Management Division. District office telephone: 517-241-1515
12. Will an on-site wastewater treatment system or septic system be installed? Will septage be stored on-site prior to off-site disposal? **Yes** _____ **No** _____
- Contact:** for Sanitary Sewage-County Environmental Health: 517-546-9858
13. Is this facility or any facility under ownership currently involved in any compliance discussions with the Michigan Department of Natural Resources or the Michigan Attorney General's Office? **Yes** _____ **No** _____
- Contact:** Michigan Department of Environmental Quality, Office of Environmental Enforcement. Telephone: 517-241-1515
14. Is this facility/property (or any facility/property under your ownership) included on the Act 307 Priority List, "Michigan Sites for Environmental Contamination" or subject to corrective action under the Leaking Underground Storage Tank (LUST) program? **Yes** _____ **No** _____
- Contact:** Michigan Department of Environmental Quality, Environmental Response Division. District office telephone: 517-241-1515

Note: For assistance with permits and approvals from the Michigan Department of Natural Resources, contact the Permit Coordinator, Lansing Central Office, 517-241-1515

STATE/COUNTY ENVIRONMENTAL PERMITS CHECKLIST CONTINUED

**The City of Brighton
200 North First Street
Brighton, Michigan 48116**

I have read and completed the State/County Environmental Permits Checklist and am submitting the completed form with the proposed site plan.

Signature of Petitioner: _____ *Date:* _____

Signature of Owner: _____ *Date:* _____

Brighton Area Fire Department Fire Marshal Division
Policy 07.11.01 Excerpts

Fire Alarm/Sprinkler Requirements

Fire Alarm submittal shall include the following:

- A floor plan.
- Location of alarm-initiating and notification appliances.
- Alarm control and trouble signaling equipment.
- Annunciation.
- Power connections.
- Battery calculations.
- Conductor types and sizes.
- Voltage drop calculations.
- Manufacturers, model numbers, and listing information for equipment, devices and materials.
- Details of ceiling heights and construction.
- The interface of fire safety control functions.

Sprinkler system submittals shall include the following:

- A floor plan.
- Water supply per NFPA 13, section 6-3.
- Ceiling plan, obstructions and equipment.
- Joist locations and sizes.
- Sprinkler locations.
- Pipe locations and size.
- Design criteria.
- Occupancy of each room.
- Hydraulic calculations.
- Sprinkler types.
- Location of flow test hydrants.
- Size, length and depth of underground supply.
- Manufacture equipment data sheets.
- Full height building cross cut sections.
- Approved construction documents shall be on site for all inspections.

Fire Lane Markings

Fire lanes shall be marked with permanent “NO PARKING – FIRE LANE” signs. Signs shall be visible from the means of travel. Signs shall have a minimum dimension of 12 inches wide by 18 inches height and have red letters on white reflective background. The letters shall have a minimum stroke width of ½ inch. The height to the bottom of the sign from the road surface shall be a minimum of 72 inches. Sign shall be spaced at a minimum of 50 feet, or as approved by BAFD Fire Marshal Division.

Dumpster Locations

Trash containers, dumpsters, and other central waste-disposal units, any of which are stored outside, shall be kept at a minimum distance of 15 feet from all parts of the structure exterior, including but not limited to windows, doors, roof eaves, utility controls and overhangs. These containers shall be made of non-flammable / non-combustible materials, with metal or plastic lids.

Exception: where walls, overhangs adjacent to including all side to a minimum of 20 feet of the container has a rating of a minimum of 2 hours fire rating. All locations shall be approved by the BAFD Fire Marshal Division.

Lock Boxes

Lock box shall be located within view of the front main door (or in a location approved by this department). The box(es) shall be mounted at height of 60 inches to 72 inches. A label on the front main door will indicate the use of a lock box. This department will be notified that a lock box was installed. The lock box shall be operable by this department Knox box key. The lock box shall contain keys to all lockable doors, locks. It shall contain an emergency contact list.

Exception: One and two family dwellings.

Dry Hydrant Construction Requirements

The location of the dry hydrant and the configuration of the system will be approved by the fire chief or his/her designee. Each location, due to differences in topography, will have its own specification written by the fire department prior to any construction. The following is a general guideline for that specification. Exceptions may be made by the fire department on a show-cause basis from the installer.

All horizontal piping will be buried below the local frost depth and ice depth. The intake strainer and all other subsurface exposes piping will be located at the deep point of the water source, as to protect the hydrant and not interfere with navigation and swimmers. When located in a pond, the required stored water quantity must exist between the bottom of anticipated ice thickness and six inches above the top of the strainer.

The intake strainer, when located on the bottom of the water source will be in a fixed position on a twelve inch deep base of at least one inch diameter stone or the fire department approved base. The size of this pad will extend beyond the strainer at least 30 inches in all directions. The purpose of this pad is to support the strainer and keep the growth of weeds around the strainer to a minimum.

Before backfilling, an evaluation of the soil condition will be made by the installer to ensure proper compaction and support of the piping. Large diameter chunks of clay will not be used for backfilling. If there is a question as to these conditions, the fire chief or his/her designee will confer with the installer as to the best materials to use for backfilling.

After backfilling, all excess or abandoned materials including dirt and trees will be removed from the site by the contractor. At this point the site will be final graded. The overall aesthetics of the site should be improved from pre-construction condition by whatever landscaping is necessary and within reason.

For construction materials, approvals, warranties and permit requirements contact BAFD Fire Marshal Division

Fire Apparatus Access

Required Access

Access and loading – Facilities, building, structures or portions thereof, hereafter constructed shall be accessible to the fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighting at least 75,000 pounds or the largest fire apparatus of the fire department.

Fire access road shall extend to within 150 feet of all portions of the facilities, building or structure by the means of an approved route.

Grade of fire apparatus access roads shall not exceed 10 percent in grade except when approved by the fire department.

The minimum turning radii shall be of a size that allows the fire department longest truck to turn without leaving the driving surface or having to back up.

Dead-end fire apparatus access roads in excess of 150 feet shall be provided with minimum width and turn-a-round as determined by the fire department.

No fire apparatus access road shall be blocked or gated without approval of the fire department
There shall be an approved number of access road to all premises, structure, buildings and sites.

Emergency Lighting

Restrooms

It is our policy to require that restroom(s) having facilities to serve three (3) or more be supplied with emergency lighting as follows:

- 3 to 5 facilities shall have at least a single head light with back up power lighting the main area of the room.
- 5 or more facilities shall have a double head emergency light with back up power lighting in the main area of the room.

Conference Rooms

Conference, meeting and other such rooms that have a gross area of 220 square feet shall be provided with emergency lights with back up power.

Dead-End Fire Apparatus

Fire apparatus roads from 0 feet to 150 feet shall have a width of 20 feet and shall not require a turn-a-round.

Fire apparatus roads from 151 feet to 500 feet shall have a width of 20 feet and shall have a 120 feet hammerhead, 60 feet “Y” or 95 feet diameter cul-de-sac.

Fire apparatus roads from 501 feet to 750 feet shall have a width of 26 feet and shall have a 120 feet hammerhead, 60 feet “Y” or 95 feet diameter cul-de-sac.

Fire apparatus roads over 750 feet shall be approved by the fire department.

Michigan Building Code - Chapter 33
SAFEGUARDS DURING CONSTRUCTION
SELECTED SECTIONS

Section 3302

Construction Safeguards

3302.1 Remodeling and Additions. Required exits, existing structural elements, fire protection devices and sanitary safeguards shall be maintained at all times during remodeling, alterations, repairs or additions to any building or structure.

Exceptions:

1. When such required elements or devices are being remodeled, altered or repaired, adequate substitute provisions shall be made.
2. When the existing building is not occupied.

3302.2 Manner of Removal. Waste materials shall be removed in a manner, which prevents injury or damage to persons, adjoining properties and public rights-of-way.

Section 3303

Demolition

3303.1 Construction Documents. Construction documents that detail a schedule for demolition must be submitted when required to the building official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.

3303.2 Pedestrian Protection. The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

3303.3 Means of Egress. A party wall balcony or horizontal door shall not be destroyed unless and until a substitute means of egress has been provided and approved.

3303.4 Vacant Lot. Where a structure has been demolished or moved, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

3303.5 Water Accumulation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

3305.6 Utility Connections. Service utility connections shall be discontinued and capped in accordance with the approved plans and the requirements of the authority having jurisdiction.

Section 3304

Site Work

3304.1 Excavation and Fill. Excavation and fill for buildings and structures shall be constructed or protected so as not to endanger life or property. Stumps and roots shall be removed from the soil to a depth of at least 12 inches (305 mm) below the surface of the ground in the area to be occupied by the building. Wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

Section 3306
Protection of Pedestrians

3306.1 Protection Required. Pedestrians shall be protected during construction, remodeling and demolition activities as required by this Chapter and Table 3306.1. Signs shall be provided to direct pedestrian traffic.

Table 3306.1 Protection of Pedestrians

Height of Construction	Distance from Construction to Lot Line	Type of Protection Required
8 feet or less	Less than 5 feet	Construction Railings
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than one-fourth the height of construction	Barrier and covered walkway
	5 feet or more, but between one-fourth and one-half the height of construction	Barrier
	5 feet or more, but exceeding one-half the height of construction	None

3306.2 Walkways. A walkway shall be provided for pedestrian travel in front of every construction and demolition site unless the authority having jurisdiction authorized the sidewalk to be fenced or closed. Walkways shall be sufficient width to accommodate the pedestrian traffic, but in no case shall they be less than 4 feet (1219 mm) in width. Walkways shall be provided with a durable walking surface. Walkways shall be accessible in accordance with Chapter 11 and shall be designed to support all imposed loads and in no case shall the design live load be less than 150 psf (7.2kN/m²).

3306.3 Direction Barricades. Pedestrian traffic shall be protected by a directional barricade where the walkway extends into the street. The directional barricade shall be of sufficient size and construction to direct vehicular traffic away from the pedestrian path.

3306.4 Construction Railings. Construction railings shall be at least 42 inches (1067 mm) in height and shall be sufficient to direct pedestrians around construction areas.

3306.5 Barriers. Barriers shall be a minimum of 8 feet (2438 mm) in height and shall be placed on the side of the walkway nearest the construction. Barriers shall extend the entire length of the construction site. Openings in such barriers shall be protected by doors, which are normally kept closed.

3306.6 Barrier Design. Barriers shall be designed to resist loads required in Chapter 16 unless constructed as follows:

1. Barriers shall be provided with 2x4 top and bottom plates.
2. The barrier material shall be a minimum of ¾ inch (19.1 mm) inch boards or ¼ inch (6.4 mm) wood structural panels.
3. Wood structural use panels shall be bonded with an adhesive identical to that for exterior wood structural use panels.
4. Wood structural use panels ¼ inch (6.4 mm) or 5/6 inch (23.8 mm) in thickness shall have studs spaced not more than 2 feet (610 mm) on center.

5. Wood structural use panels 3/8 inch (9.5 mm) or 1/2 inch (12.7 mm) in thickness shall have studs spaced not more than 4 feet (1219 mm) on center, provided a 2 inch by 4 inch (51 mm by 102 mm) stiffener is placed horizontally at the midheight where the stud spacing exceeds 2 feet (610 mm) on center.
6. Wood structural use panels 5/8 inch (15.9 mm) or thicker shall not span over 8 feet (2438 mm).

3360.7 Covered Walkways. Covered walkways shall have a minimum clear height of 8 feet (2438 mm) as measured from the floor surface to the canopy overhead. Adequate lighting shall be provided at all times. Covered walkways shall be designed to support all imposed loads. In no case shall the design live load be less than 150 psf (7.2kN/m²) for the entire structure.

Exception: Roof and supporting structures of covered walkways for new, light-frame construction not exceeding two stories in height are permitted to be designed for a live load of 75 psf (3.6kN/m²) or the loads imposed on them, whichever is greater. In lieu of such designs, the roof and supporting structure of a covered walkway is permitted to be constructed as follows:

1. Footings shall be continuous 2x6 members.
2. Posts not less than 4x6 shall be provided on both sides of the roof and spaced not more than 12 feet (3658 mm) on center.
3. Stringers not less than 4x12 shall be placed on edge upon the posts.
4. Joists resting on the stringers shall be at least 2x8 and shall be spaced not more than 2 feet (610 mm) on center.
5. The deck shall be planks at least 2 inches (51 mm) thick or wood structural panels with an exterior exposure durability classification at least 23/32 inch (18.3 mm) thick nailed to the joists.
6. Each post shall be knee-braced to joists and stringers by 2x4 minimum members 4 feet (1219 mm) long.
7. A 2x4 minimum curb shall be set on edge along the outside of the deck,

3306.8 Repair, Maintenance and Removal. Pedestrian protection required by this chapter shall be maintained in place and kept in good order for the entire length of time pedestrians may be endangered. The owner or the owner's agent, upon the completion of the construction activity, shall immediately removed walkways, debris and other obstructions and leave such public property in as good a condition as it was before such work was commenced.

Section 3307

Protection of Adjoining Property

3307.1 Protection Required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings shall be protected. Said notification shall be delivered not less than 10 days prior to scheduled starting date of the excavation.

Section 3308

Temporary Use of Streets, Alleys, and Public Property

3308.1 Storage and handling of materials. The temporary use of streets or public property for the storage or handling of materials or of equipment required for construction or demolition, and the protection provided to the public shall comply with the provisions of the authority having jurisdiction and this chapter.

3308.1.1 Obstructions. Construction materials and equipment shall not be placed or stored so as to obstruct access to fire hydrants, standpipes, fire or police alarm boxes, catch basins or manholes, nor shall such material or equipment be located within 20 feet (6.1 m) of a street intersection, or placed so as to obstruct normal observations of traffic signals or to hinder the use of public transit loading platforms.

3308.2 Utility Fixtures. Building materials, fences, sheds or any obstruction of any kind shall not be placed so as to obstruct free approach to any fire hydrant, fire department connection, utility pole, manhole, fire alarm box, or catch basin, or so as to interfere with the passage of water in the gutter. Protection against damage shall be provided to such utility fixtures during the progress of work, but sight of them shall not be obstructed.

**CITY OF BRIGHTON
OPEN MEETINGS ACT
PUBLIC NOTICE OF MEETINGS-2016**

The City of Brighton and all City Boards and Commissions utilize the office of the City Clerk located in the Brighton City Hall, 200 N. First Street, Brighton, MI 48116, as their principal office and they hold all of their regular meetings in the City Council Chambers within the Municipal Building unless otherwise noticed. They utilize (810) 227-1911 as their official telephone number. ***Regular meeting date has been changed due to Holiday and/or request of the board/commission.** Those public bodies having regularly scheduled meetings have established the following dates, time, and places:

CITY COUNCIL MEETING

First and Third Thursday of each month
Blue Sky Session at 7:00 P.M.
Regular Session at 7:30 P.M.

January 07 & 21	July 07 & 21
February 04 & 18	August 04 & 18
March 03 & 17	September 01 & 15
April 07 & 21	October 06 & 20
May 05 & 19	November 03 & 17
June 02 & 16	December 01 & 15

PLANNING COMMISSION

Third Monday of each month
Review Session at 7:00 P.M.
Regular Session 7:30 P.M.

<u>Meeting Date</u>	<u>Deadline for Submittal</u>
*January 25, 2016	December 28, 2015
*February 22, 2016	January 25, 2016
March 21, 2016	February 12, 2016
April 18, 2016	March 11, 2016
May 16, 2016	April 08, 2016
June 20, 2016	May 13, 2016
July 18, 2016	June 10, 2016
August 15, 2016	July 08, 2016
September 19, 2016	August 12, 2016
October 17, 2016	September 09, 2016
November 21, 2016	October 14, 2016
December 19, 2016	November 10, 2016

ZONING BOARD OF APPEALS

Second Thursday of each month
Regular Session at 7:30 P.M.

<u>Meeting Date</u>	<u>Deadline for Submittal</u>
January 14, 2016	December 14, 2015
February 11, 2016	January 11, 2016
March 10, 2016	February 08, 2016
April 14, 2016	March 14, 2016
May 12, 2016	April 11, 2016
June 09, 2016	May 09, 2016
July 14, 2016	June 13, 2016
August 11, 2016	July 11, 2016
September 08, 2016	August 08, 2016
October 13, 2016	September 12, 2016
November 10, 2016	October 10, 2016
December 08, 2016	November 14, 2016

PRINCIPAL SHOPPING DISTRICT BOARD

First Tuesday of each month (unless otherwise noted)
Regular Session at 7:30 a.m.

January 05, 2016	July 05, 2016
February 02, 2016	*August 05, 2016
March 01, 2016	September 06, 2016
April 05, 2016	October 04, 2016
May 03, 2016	November 01, 2016
June 07, 2016	December 06, 2016