

City of Ann Arbor

Checklist of Information for Preliminary Plan Review for University of Michigan Projects

The University of Michigan (U-M) shall use this checklist when submitting a Preliminary Plan (U-M's typical design development) to the City of Ann Arbor for review. Plan drawings that have a greater level of detail than that required in the checklist will not be reviewed during the City's Preliminary Plan Review. Incomplete submittals will not be accepted for review. Page one and two of this checklist must be submitted prior to the Pre-submittal Meeting.

Projects that fall under this review include: new buildings; major building additions; all projects that affect outside configuration; and/or major infrastructure improvements that impact City utilities and/or City rights-of-way. Routine maintenance or interior renovation projects that do not permanently affect City utilities and/or City rights-of-way do not apply.

1. U-M Project Number, Project Name:

2. Describe project in detail (including nature and extent of work):

3. Date Submitted to City:

4. Project Location and Address:

5. Parcel I.D.:

6. Project Contact Name and Phone No., Mailing Address and Email Address:

7. Presubmittal Meeting Date (must be scheduled within two weeks of submission):

Special Characteristics (mark yes or no):

YES NO

☐ ☐ 8. Is the right-of-way impacted?

☐ ☐ 9. Will a temporary right-of-way occupancy agreement be required, for items such as earth retention systems, tunnels, U-M owned utilities, temporary bridges, etc.?

☐ ☐ 10. Will a permanent right-of-way occupancy agreement be required, for items such as earth retention systems, tunnels, U-M owned utilities, temporary bridges, etc.?

☐ ☐ 11. Is plant material (other than turf) in the right-of-way impacted? If so, provide street tree escrow and/or canopy loss fee calculations.

- ☐ ☐ 12. Is site access for emergency response impacted? (not required for plan approval)
- ☐ ☐ 13. Are City of Ann Arbor utilities or U-M water mains located within project area? If yes, Identify location of and impacts to utilities or water mains:
- ☐ ☐ 14. Is this project in the floodplain?
- ☐ ☐ 15. Are any environmental permits required from the State of Michigan? (check box for each that applies)
- ☐ Floodplain permit,
 - ☐ Wetland permit,
 - ☐ Inland lakes and streams
 - ☐ NPDES permit for project:
 - ☐ Other:
- ☐ ☐ 16. Will existing or proposed runoff from the project site flow through any portion of the City of Ann Arbor stormwater management system before discharging to the Huron River or leaving the City of Ann Arbor?
- ☐ ☐ 17. Does the project make a new, or modify an existing, tap to the City of Ann Arbor stormwater management system?
- ☐ ☐ 18. Does the project make a new, or modify an existing, tap to the City of Ann Arbor water system? If so, U-M project manager to submit email request to Alison Heatley (aheatley@a2gov.org) if exercising water main valves to be closed within project scope is desired during the preliminary plan phase.
- ☐ ☐ 19. Does the project impact water service metering? If yes, provide available schematics for review. (Note: this does not require preliminary plan review but is a submittal item that must be received and/or approved by Project Management prior to installation of the water meter.)
- ☐ ☐ 20. Are there any known contaminants in the city right-of-way or within the project area that may influence city utilities or U-M water mains or sewers?
Please identify:
- ☐ ☐ 21. Will vehicular or non-motorized traffic, parking or loading zones within a City of Ann Arbor right-of-way be either permanently or temporarily impacted by this project?
- ☐ ☐ 22. Are on-street metered parking spaces impacted on City of Ann Arbor streets? Indicate whether the impact is temporary or permanent and clearly indicate, both on the checklist and on drawings, the number of impacted on-street metered parking spaces.

PRELIMINARY PLAN INFORMATION	Sheet No.
23. General Project Information	
a. Name, location, address, type of project	
b. Detailed project description (including nature and extent of work)	
c. Vicinity map, north arrow right-of-way (pointing up or to the left), and scale.	
d. Parcel I.D.	
e. Sealed survey of site by registered professional (if City right-of-way or utilities are impacted)	
f. Sheet index shown on cover sheet.	
g. Date of plan set.	
h. Permanent traffic, on-street parking and loading zone (motorized and non-motorized) impact—number of peak hour trips per Trip Generation Manual or special situations. For additional detail reference Land Development Regulations- Attachment D .	
i. Clearly indicate, both on the checklist and on drawings, the number of impacted on-street metered parking spaces and note the cause of the impact and whether the impact is temporary or permanent. Reference the ' City Council Resolution to Approve a City Policy Regarding Removal of On-Street Metered Public Parking Spaces ,' the ' DDA Parking Meter Removal Policy ' and the ' Republic Parking Meter Bag Parking Agreement .' ¹	
j. General Description of Adjacent Natural Features in the City right-of-way—woodlands, wetlands, landmark trees, watercourses, steep slopes, floodplains, and/or endangered species habitat that may be impacted.	
24. Existing Conditions	
a. Existing building footprints and other site improvements.	
b. Accurate location and description of all adjacent natural features in the City right-of-way (including street trees).	
c. Soil types from Natural Resources Conservation Service (NRCS) soil survey.	
d. Site survey with topographic contours (minimum 2-foot intervals).	
25. Proposed Preliminary Plan	
a. Existing parcel lines within 50 feet of the construction zone.	
b. Proposed building footprints.	
c. Sidewalks and pathways in the City right-of-way.	
d. Curb cuts, drive approaches and curb radii dimensions (including adjacent and opposite curb cuts) in the City right-of-way.	
e. Trash enclosure location and dimensions if operation impacts City right-of-way.	
f. Standard sidewalk repair and maintenance within City right-of-way.* * Standard sidewalk repair and maintenance note per Chapter 49, Section 4:58 of City Code: <i>All sidewalks within the City shall be kept and maintained in good repair by the owner of the land, adjacent to and abutting upon the same; and if any owner shall neglect to keep and maintain the sidewalk or any walks and ramps leading to a crosswalk along the front, rear, side of the land, owned by her or him, in good repair and safe for the use of the public, the said owner shall be liable to the City for any damages recovered against the City sustained by any person by reason of said sidewalk being unsafe and out of repair.</i>	
26. Landscape Plan	
a. Trees/plant material in right-of-way.	
b. Planting chart for trees/plant material in City right-of-way—required and proposed plantings, size, species, and quantities.	
c. Planting details for trees/plant material in City right-of-way.	
d. Street tree escrow calculations and/or canopy loss fee .	
27. Utility Plan	
a. Location and size of existing and proposed water, city sanitary and storm sewer mains, and fire hydrants.	
b. Location of existing public utility easements, including liber and page number.	
c. Location of proposed public utility easement.	

PRELIMINARY PLAN INFORMATION	Sheet No.
d. Location, size and material of existing and proposed service leads (including storm sewer) to serve the existing and proposed site. Indicate if the water service lead serves domestic or fire.	
e. Location of fire department connection (FDC) to building. Indicate if the water service lead serves domestic or fire.	
f. Sanitary sewer flow estimates and sanitary sewer mitigation calculations per Table A of mitigation guidelines.	
28. Fire Suppression, Domestic Water Metering, and Backflow Prevention Plan ²	
a. Fire suppression, domestic water metering, and backflow prevention arrangement drawings, and flow calculations (average and max day).	
b. Narrative description of programmed uses indicating anticipated chemicals to be present in facility and how they are used.	
29. Stormwater Management Plan (note: only applicable if checklist item #16 or #17 is checked 'yes'). Computation and design of the stormwater management systems including, but not limited to: ¹	
a. The amount of impervious area existing and proposed.	
b. A map showing the drainage area and land tributary to the site and estimated runoff.	
c. Applicable storage volume calculations in the format of the 'Rules of the Washtenaw County Water Resources Commissioner', including the minimum treatment volume standard (first flush), and channel protection criteria (bankfull), and 100-year storm events. (note: only applicable if checklist item #17 is checked 'yes')	
d. Applicable U-M NPDES stormwater post-construction stormwater management calculations.	
e. Calculations for the provided/proposed storage facility.	
f. Allowed and proposed release rate calculations.	
g. Construction-quality details of all drainage structures.	
30. Fire Safety Site Plan – (not required for plan approval) A separate plan shall be included indicating applicable fire access information, including, but not limited to:	
a. Is site access for emergency response impacted? All hydrant locations and distances from structures shall be noted, and indicate if the hydrant is existing or proposed.	
b. Show 250' radius around each hydrant.	
c. Show and dimension hose lay to any external portion of a structure via an approved fire route from any hydrant or combination of hydrants.	
d. Dimension clearance around fire hydrants (distance from back-of-curb or edge of pavement and from all structures (including planters, light poles, dumpsters, buildings, etc.))	
e. Note location of Fire Department Connection (FDC).	
f. Dimension distance of the hose lay from the FDC to the nearest hydrant via an approved fire route. (provide dimension following an actual hose laying route, not "as the crow flies".)	
g. Clearance dimension to FDC access from street/sidewalk and through plantings, if appropriate.	
h. Dimensions of all Fire Department access roads or lanes, including width at hydrant, dead end lengths, turn-around location, turning radii, etc.	
i. Height of overhead obstacles and dimension any encroachments into fire lanes.	
j. Fire access grade/s.	
k. "No Parking – Fire Lane" signage locations, as appropriate. Locations and types of other fire service related signage or signaling on building or site.	
l. Knox Box location (if applicable).	
m. Fire Command Center location.	
n. Fire system control locations.	
o. Type of construction.	
p. Fire flow calculations.	
q. Fire pump location.	

Project Submittal Requirements

The following list summarizes the submittal requirements for projects that fall under this review which include U-M new buildings; major building additions; all projects that affect outside configuration; and/or major infrastructure improvements that impact City utilities and/or City rights-of-way. Routine maintenance or interior renovation projects that do not permanently affect City utilities and/or City rights-of-way do not apply. All applicable materials must be provided at the time of submittal to form a complete application. If you are not sure what materials are applicable to your petition, consult with city staff at your pre-submittal meeting.

All Preliminary Plan materials shall be submitted to:

Kayla Coleman, City of Ann Arbor, Systems Planning

Phone: (734) 794-6430 x 43728

Email: kcoleman@a2gov.org

Required	Materials Always Required	Provided
✓	Checklist of Information for Preliminary Plan Review (consult with Systems Planning for exact number)	
✓	Folded copies of plans (consult with Systems Planning for exact number)	
✓	Digital copy of plans and Checklist of Information (provide all files as PDFs)	
✓	Coordinate Transformation Worksheet	
✓	Fees ³	
Required	Materials Sometimes Required	Provided
	Traffic Impact Study and/or maintenance of traffic concept.	
	Receipt from Washtenaw County Water Resources Commissioner's Office	

NOTES: After complete applications are accepted, City staff reviews will follow anticipated timelines. Please note that adjustments will be made, as necessary, to accommodate holidays, and current staffing capacities, private development review and other workloads and UM project complexity. Anticipated review timelines:

- First Preliminary Plan review—Three weeks
- Subsequent Preliminary Plan review(s)—Two weeks
- When new areas of review are added, or changes of substantial matter are made, to ongoing preliminary plan review— Three weeks
- Civil Plan reviews following "approval" of Preliminary Plans—Four weeks
- Subsequent Civil Plan reviews – Four weeks

Requests to waive preliminary plan review should be addressed to both Alison Heatley (aheatley@a2gov.org) and Kayla Coleman (kcoleman@a2gov.org), copying Connie Pulcipher (cpulcipher@a2gov.org). Please include a copy of the pre-submittal checklist and plan set with waiver requests. Staff may require a meeting with U-M to further discuss waiver requests if a sufficient level of detail is not clear through provided materials. Alison Heatley will make decisions regarding the advancement directly to civil plan review.

¹ U-M is formally reviewing language.

² Identify during Preliminary Plan Review – resolve during Civil Plan review.

³ Plan reviews are charged at an hourly rate in accordance with the current Public Services fee schedule. An initial estimate of the charges is determined by the City based on complexity of the project at the Project Presubmittal meeting and are due upon submittal. Funds are deposited into an escrow account. Any unused funds are reimbursed to the U-M; additional fees, if required, are due upon receipt of subsequent review plan sets. City reviews will not begin until fees are submitted.