

**Application for School Site Plan Review  
(Public and Charter Schools Only)**  
Michigan Department of Energy, Labor & Economic Growth  
Bureau of Construction Codes / Plan Review Division  
P.O. Box 30255, Lansing, MI 48909  
517-241-9328  
www.michigan.gov/bcc

Agency Use Only

**Deposit Fee: \$100.00**

Authority: 1972 PA 230 and 1937 PA 306  
Completion: Voluntary  
Penalty: Plans will not be reviewed

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

**FACILITY INFORMATION**

FACILITY NAME	STREET / SITE ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED	COUNTY	ZIP CODE
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township    Of: _____		

**SUBMITTAL - If**

Initial Submittal     Addendum No. \_\_\_\_\_     Bulletin No. \_\_\_\_\_    Original CC Submission No. \_\_\_\_\_

**SITE INFORMATION**

ADJACENT LAND USE	TOTAL SITE ACRES	<input type="checkbox"/> Project Cost is Less Than \$15,000.00
North _____ East _____ South _____ West _____		

**ENVIRONMENT APPROVALS**

Environmental approvals are part of this application and submission to the appropriate agency shall be acknowledged on the enclosed attachment.

**PROPERTY OWNER**

NAME (Company or Individual)	CONTACT PERSON	TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE
		ZIP CODE
		FAX NUMBER (Include Area Code)

**PROJECT ARCHITECT / ENGINEER / LANDSCAPE ARCHITECT / SURVEYOR**

NAME OF COMPANY	LICENSED INDIVIDUAL	MICHIGAN LICENSE / CERTIFICATION NO.
ADDRESS	CITY	STATE
		ZIP CODE
		TELEPHONE NUMBER (Include Area Code)

**APPLICANT (Note: All correspondence will be sent to this address)**

NAME OF COMPANY	APPLICANT NAME	FEIN OR SS NO.* (Required)
ADDRESS	CITY	STATE
		ZIP CODE
		TELEPHONE NUMBER (Include Area Code)
APPLICANT SIGNATURE (Must be an original signature)	DATE	EMAIL
		FAX NUMBER (Include Area Code)

Site plan approval is not a determination that the school project complies with all ordinances or regulations nor does it imply a review of land ownership or encumbrances on the land. It is the responsibility of the project owner to select and procure a site that is usable for the intended purpose and free of encumbrances that would inhibit the planned site development.

\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

**Instructions for Application for School Site Plan Review**

**This application is designed to be used only for schools defined as kindergarten through 12th grade**

**Facility Information:** Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the project is located; not the post office location.

**Submittal:** Indicate what is being submitted and provide the appropriate project and submission numbers. The submission numbers are critical when linking this submittal with a previous submission for the same project.

**Site Information:** Provide the requested information.

**Environmental Approvals:** Provide the requested information.

**Property Owner:** Provide the requested information.

**Project Architect/Engineer/Landscape Architect/Surveyor:** Provide the requested information.

**Applicant:** Provide all requested information with an original signature. All correspondence will be sent to this address and this entity will be responsible for all fees.

**Required Submittals for Plan Review**

For each site, submit completed application, and the appropriate deposit fee made payable to the **State of Michigan**. The review fee will be calculated based on the hourly rate per the approved fee schedule. Two (2) sets of plans and/or specifications with **original seals and signatures** in accordance with 1980 PA 299 shall be submitted with the completed application and deposit fee.

**U.S. Postal Service**

MI Dept. of Energy, Labor & Economic Growth  
Bureau of Construction Codes  
Plan Review Division  
P.O. Box 30255  
7150 Harris Drive  
Lansing, MI 48909

**Courier Other Than U.S. Postal Service**

MI Dept. of Energy, Labor & Economic Growth  
Bureau of Construction Codes  
Plan Review Division  
2501 Woodlake Circle  
Okemos, MI 48864

Validation Area



**Environmental Approvals Attachment to the Application for School Site Plan Review  
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FACILITY INFORMATION					
FACILITY NAME			STREET / SITE ADDRESS		
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township    Of: _____			COUNTY	ZIP CODE	
DRIVEWAYS					
AGENCY		NAME		TITLE	
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		EMAIL		FAX NUMBER (Include Area Code)
WETLANDS					
AGENCY		NAME		TITLE	
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		EMAIL		FAX NUMBER (Include Area Code)
POLLUTION CONTROL					
AGENCY		NAME		TITLE	
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		EMAIL		FAX NUMBER (Include Area Code)
SOIL EROSION					
AGENCY		NAME		TITLE	
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		EMAIL		FAX NUMBER (Include Area Code)
FLOOD ZONE					
AGENCY		NAME		TITLE	
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		EMAIL		FAX NUMBER (Include Area Code)

*As the design professional in responsible charge, I hereby certify the information above is provided by the agencies having the authority to make the determinations herein.*

NAME	LICENSE NUMBER
SIGNATURE	DATE

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<b>FACILITY INFORMATION</b>				
FACILITY NAME			STREET / SITE ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township    Of: _____			COUNTY	ZIP CODE
<b>WATER SUPPLY</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	EMAIL		FAX NUMBER (Include Area Code)
<b>SANITARY/SEPTIC SYSTEM</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	EMAIL		FAX NUMBER (Include Area Code)
<b>STORM DRAINAGE</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	EMAIL		FAX NUMBER (Include Area Code)
<b>FIRE AND EMERGENCY ACCESS</b>				
AGENCY DELEG/Bureau of Fire Services		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	EMAIL		FAX NUMBER (Include Area Code)

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TALL STRUCTURES				
AGENCY <b>MDOT/Bureau of Aeronautics &amp; Freight Services</b>		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	EMAIL		FAX NUMBER (Include Area Code)
AGENCY <b>Federal Aviation Administration</b>		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	EMAIL		FAX NUMBER (Include Area Code)

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