



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors, School Business Officials

FROM: Carol Wolenberg *CW*
Deputy Superintendent

DATE: April 24, 2009

SUBJECT: Public School Site Plan Review Reference Guide

The Michigan Department of Energy, Labor and Economic Growth, in partnership with the Department of Education and the Michigan School Business Officials, has updated the Public School Site Plan Review Reference Guide and Application for School Site Plan Review for making recommendations to the Superintendent of Public Instruction for the approval of school site plans.

Section 380.1263 of the Revised School Code, MCL 380.1263(3), grants the Superintendent of Public Instruction sole and exclusive jurisdiction, subject to the Construction of School Buildings Act, 1937 PA 306, over school district construction and site plans. School districts must still comply with all laws to the extent required by the Construction of School Buildings Act and the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230.

You may access additional information regarding school construction at the Department of Energy, Labor and Economic Growth, Bureau of Construction Codes at www.michigan.gov/bcc.

Attachments

cc: William Mayes
Dave Martell
Dan Quisenberry

STATE BOARD OF EDUCATION

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

**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
(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

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

**Environmental Approvals Attachment to the Application for School Site Plan Review
(Public and Charter Schools Only)**

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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
WATER SUPPLY				
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)
SANITARY/SEPTIC SYSTEM				
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)
STORM DRAINAGE				
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)
FIRE AND EMERGENCY ACCESS				
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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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
TALL STRUCTURES				
AGENCY MDOT/Bureau of Aeronautics & Freight 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)
AGENCY Federal Aviation Administration		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

Michigan Department of Energy Labor and Economic Growth

Public School Site Plan Review Reference Guide

April 16, 2009

The Michigan Department of Energy Labor and Economic Growth (DELEG) has established the Public School Site Plan Review Reference Guide (Guide) for making recommendations to the Superintendent of Public Instruction (SPI) for the approval of school site plans. DELEG is recognized for its expertise in the application of regulatory programs, the understanding of construction requirements necessary for site plan approval, and the availability of staff necessary to carry out the review of construction documents.

Section 1263 of the Revised School Code, MCL 380.1263(3), grants the Superintendent of Public Instruction sole and exclusive jurisdiction, subject to the Construction of School Buildings Act, MCL 388.851 to 388.855a, over school district construction and site plans. School districts must still comply with all laws to the extent required by the Construction of School Buildings Act, MCL 388.851 to 388.855a, and the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

DELEG conducts site plan reviews to address public health, safety, and welfare concerns and to make recommendations to the SPI for site plan approval. The provisions of this Guide are intended to maintain the current degree of public health, safety and welfare at existing public school sites. Existing site elements not affected by proposed work may remain in place. Only altered site elements are subject to review and approval. Additions or alterations to any site element on an existing site shall comply with this Guide. An addition or alteration shall not cause an existing site element to be in violation of any provision of this Guide. Portions of the site not altered and not affected by the addition or alteration are not required to comply with this Guide.

Submission Requirements

Public school districts and public school academies are required to submit site plans for approval as required under Section 380.1263 of the Revised School Code [MCL 380.1263]. The site plan shall be submitted prior to new buildings, structures and improvements being constructed, enlarged or relocated on the site. The items of the site plan that are subject to review include but are not limited to roads, parking lots, athletic fields and related structures, earth works that change the site grading, and playgrounds and related structures. Repair, maintenance and demolition of existing site elements do not require site plan approval.

Submissions require 2 sets of site construction documents, a completed Application for School Site Plan Review (form BCC-321) and associated application deposit applied toward the fee to DELEG, Bureau of Construction Codes. Construction documents submitted for the review of work that has a total construction cost in excess of \$15,000 must be sealed and signed by a registered design professional as required by the Michigan Occupational Code, 1980 PA 299, MCL 339.101 *et seq.*

Land Use

The documents for the school site shall include: a) a survey and legal description of the property, b) all existing, proposed and relocated buildings, structures, improvements, roads, parking lots and landscaping, c) existing and proposed final site grades, floodplains, wetlands, utility structures and easements, and d) the surrounding land use classifications within 100 feet of the site property lines.

DELEG must review all plans within 60 days of submission under section 388.851b(4) of the Construction of School Buildings Act. Any local governing entity that has any ordinances related to the subjects listed below shall respond to DELEG within 30 days after receiving the application with a written notice that it concurs with the proposed site plan or, for informational purposes, supplies written suggested changes to the site plan to comply with any applicable ordinances. If the local governing entity does not respond with either of these options, concurrence with the plan will be assumed.

Driveway	Local governing entity, County Road Commission or Michigan Department of Transportation (local curb cut or right of way access requirements, Michigan Department of Transportation Trunkline access requirements 1969 PA 200; MCL 247.324 <i>et seq.</i>)
Wetlands	Local governing entity or Department of Environmental Quality (1994 PA 451; MCL 324.101 <i>et seq.</i>)
Pollution Control	Local governing entity or Department of Environmental Quality (1994 PA 451; MCL 324.101 <i>et seq.</i>)
Soil erosion	Local governing entity or Department of Environmental Quality (1994 PA 451; MCL 324.101 <i>et seq.</i>)
Flood Zone	Local governing entity, County Drain Commission, or Department of Environmental Quality (1994 PA 45; MCL 324.101 <i>et seq.</i>)
Water Supply	Local governing entity, local health department, or Department of Environmental Quality (1939 PA 342; MCL 46.171 <i>et seq.</i> and 1994 PA 451; MCL 324.101 <i>et seq.</i>)
Sanitary/Septic System	Local governing entity, local health department, or Department of Environmental Quality (1939 PA 342; MCL 46.171 <i>et seq.</i> and 1994 PA 451; MCL 324.101 <i>et seq.</i>)
Storm Drainage	Local governing entity or County Drain Commission (1939 PA 342; MCL 46.171 <i>et seq.</i> and 1994 PA 451; MCL 324.101 <i>et seq.</i>)

Fire and emergency access Department of Energy Labor and Economic Growth, Bureau of Fire Services (1941 PA 207; MCL 29.1 *et seq.*; Rule 29.1906)

Towers Federal Aviation Administration and Michigan Aeronautics Commission (1945 PA 327; MCL 259.1 *et seq.*)

On-Site Traffic Patterns

Roads

Pedestrian and motor vehicle traffic shall be separated for the protection of pedestrians. Roads for one-way traffic shall be clearly marked and not less than 20 feet in pavement width. Two-way roads shall not be less than 24 feet in pavement width. All roads, drives and parking shall not be closer than 10 feet from any building.

Exception:

Roads, drives and parking can be less than 10 feet from any building if a walkway of at least 5 feet width with a curb or wheel stops is located adjacent to the building.

Drop-off and Pick-up Areas

A school bus drop-off and pick-up area shall be physically separated from other traffic. Bus queuing shall be sufficient to accommodate the number of busses required to transport the designed student population. Provide a student drop-off and pick-up area for private motor vehicles that is physically separated from a school bus drop-off and pick-up area. On-site queuing for private motor vehicles that drop off students shall be provided in the student drop-off and pick-up area when less than 50% of the student population is serviced with bus transportation. One vehicle queuing space (minimum length of 22 feet) shall be provided for every 10 students in elementary and middle schools and 50 students in high schools. The queuing drive width shall be as prescribed in the Roads Section above and may serve as access to parking and fire lanes.

Exception:

An exception may be granted for additions or modifications to existing sites where in the judgment of the Superintendent of Public Instruction, the site restrictions prevent the school district from complying with the vehicle queuing requirements. In no event, however, may the on-site queuing exceed one vehicle queuing space for every 100 students.

Off-Street Parking Requirements

Parking spaces shall be not less than 9 feet wide and 18 feet long. Surfaces of parking spaces and drives may be gravel, asphalt, or concrete. Parking lots shall provide the minimum number of spaces based on the higher of the school or assembly use as calculated below.

Elementary /Junior High/Middle Schools	1 space per employee plus 1/2 space per classroom	
High School	1 space per employee plus 1 space per 10 students	
Assembly	Auditoriums	1 space per 6 seats
	Multipurpose Rooms	1 space per 6 seats
	Stadiums	1 space per 5 seats

Parking lots shall be provided with approved privacy fence, berm or evergreen landscape screening to prevent parked car headlights from shining onto adjacent residential properties and residential streets. The privacy fence, berm or landscaping shall have a minimum height of 30 inches above the adjacent parking and drive surfaces.

Exceptions:

1. Parking within 1500 feet of the school facility by written agreement with the adjacent property owners may be used to meet the required parking. A map showing all available parking spaces shall be provided.
2. Public parking within 1500 feet of the subject facilities may be used to meet the required parking. A map showing the public parking shall be provided.
3. New parking spaces required for facilities added to a site will be calculated based only on the added facilities.
4. Existing parking spaces in excess of the requirements for the existing facility may be used to meet the required parking for the addition.

Setbacks

Buildings and structures shall be located in proximity to the property lines and other structures in accordance with Table 602 of the Michigan Building Code. Buildings or structures shall be located no closer to the property line than the height of the proposed building or structure. School signs and message boards shall be not less than 25 feet from a property line parallel with the street. Communications and other tower structures shall be located not closer to any property line than the height of the structure.

Athletic Fields and Play Areas

All athletic fields shall comply with National Federation of State High School Association (NFHS) dimensional and layout requirements. Athletic fields and play structures adjacent to residential property lines shall have 8 foot high evergreen trees with sufficient density to provide visual and sound screening.

Exceptions:

1. Visual and sound screening is not required for athletic fields and play structures 100 feet or more from a residential property.
2. A written agreement from the adjacent property owner approving the proposed site plan relative to the closeness of the athletic field or play structures may be provided.

Site Lighting

Site lighting other than that for athletic fields shall have zero foot candles (fc) of illumination when measured at adjacent residential properties, and no more than 2 fc of illumination at adjacent street frontage. For athletic fields, the maximum lighting levels at residential property lines shall be 0.042 fc for suburban and rural areas with low ambient light, and 1.1 fc for urban areas with medium ambient light. Replacement lighting for athletic fields shall not increase the amount of light on adjacent residential properties than the existing lighting. Two sets of construction documents showing photometrics for the proposed site lighting shall be submitted for review. As an alternative,

Exceptions:

1. Dense evergreen plantings, grade changes, and other screening may be used to mitigate lighting that does not conform to this standard.
2. A written agreement from the adjacent property owner approving the proposed site plan lighting may be provided.

Storm Water

Storm water shall be conveyed to an approved drain or retained on the site. Retention basins shall be designed in accordance with the Michigan Department of Environmental Quality Storm Water Management Guidebook and Bulletin 71 Rainfall Frequency atlas of the Midwest.

Dumpster Enclosures

Dumpsters shall not be visible from adjacent properties. Screening shall be not less than 6 feet high when necessary to provide the visual barrier. Dumpsters more than 6 feet in height shall be screened not less than 6 inches above the top of the dumpster. Dumpsters shall not be closer than 10 feet to the building unless the exterior wall has a fire resistance rating of not less than 1 hour in accordance with the Michigan Building Code.