



**CITY OF WARREN
PLANNING COMMISSION**

LORI M. STONE, MAYOR
ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283

CONTACT THE PLANNING DEPARTMENT
PHONE: (586) 574-4687 FAX: (586) 574-4645

SPECIAL LAND USE APPLICATION

SPECIAL LAND USE

- \$1,500

SPECIAL LAND USE WITH SITE PLAN

- \$1,500 up to 5,000 square feet
+ \$20 per additional 1,000 square feet (fee rounds up)

(Application effective 7-3-24) (Fee effective 8-10-21)

PLEASE TYPE OR PRINT

PROPOSED SPECIAL LAND USE: _____

EXISTING USE OF LAND AND/OR BUILDING(S): _____

ADDRESS: _____ CURRENT ZONING: _____ SQUARE FOOTAGE OF PROJECT: _____

PARCEL P.I.N.: 12-13- _____ ESTIMATED COST OF PROJECT: \$ _____
Attach additional sheet(s) if more than one address/parcel *Estimated cost of site improvements*

LEGAL OWNER: _____

(PRINT)	Contact Name & Company	Phone	Email
_____		_____	_____
	Address	City/State/Zip	

PROFESSIONAL*: _____

(PRINT)	Contact Name & Company	Phone	Email
*Must be licensed by the State of Michigan			
_____		_____	_____
	Address	City/State/Zip	

APPLICANT: _____

(PRINT)	Contact Name & Company	Phone	Email
_____		_____	_____
	Address	City/State/Zip	

Signature of Legal Owner *(Attached AFFIDAVIT OF OWNERSHIP OF LAND must be completed)* _____ Date _____

Signature of Professional *(Site Plan Preparer)* _____ Date _____

Signature of Applicant *(Representative for Development)* _____ Date _____

SPECIAL LAND USE AND SPECIAL LAND USE WITH SITE PLAN CHECK OFF LIST

As you, the representative, complete these items, you need to check them off. We will not accept application packets without all items checked off and completed.

- Application shall be completed, signed, and dated.
- Affidavit of Ownership of Land shall be completed, signed, and notarized. If there is more than one owner, a separate affidavit is required for each of them.
- The property owner shall be listed on the application and affidavit. If the owner is a business or LLC, a person's contact name is required.
- For communication purposes, provide all phone numbers and email addresses for each person listed on the application.
- Submit a check payable to the *City of Warren* for the applicable fee as stated on the application.
- Submit twenty (20) copies of site plans that are signed and sealed by an Architect, Engineer, Land Surveyor, or AICP Planner and submit an electronic copy on a USB. Contact the Planning Department if other options are necessary.
- Submit two (2) copies of surveys that are signed and sealed by a Land Surveyor.
- Submit twelve (12) copies of floor plans.
- If the project is a special land use with site plan, submit fifteen (15) copies of elevation plans (structure only).
- Submit a Letter of Intent describing the reason for the request.
- Provide the square footage of the project (not the entire property) on the application.
- Provide the estimated cost of the project on the application.
- Provide a Legal Description on the site plan and on the USB in Word format.
- Provide a Site Data Chart on the site plan.
- Provide a Location Map on the site plan.
- If the property has any delinquent taxes, your application packet will not be accepted.**

Representative Signature: _____ Date: _____
(Signature required or the application package will not be accepted.)

Employee Only (please initial): _____

1. Verify all items have been completed and checked off.
2. Stamp the application and at least one sheet of the plans.
3. Let the applicant know the Planning Commission meeting date.
4. Make a copy of the check.
5. Put a brief description on the agenda.



AFFIDAVIT OF OWNERSHIP OF LAND

I/WE _____
Name(s) of Owner(s)

OF _____
Address, City, State Zip Telephone Email

THE _____ OF _____
Title of Officer(s) Name of Company

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT _____
I/We/It

_____ RECORDED LAND CONTRACT PURCHASER(S) / _____ RECORDED DEED HOLDER(S) OF LAND
FOR WHICH SUBMITTAL HAS BEEN/WILL BE MADE TO THE CITY OF WARREN, MACOMB COUNTY,
MICHIGAN IN A:

PETITION FOR HEARING BY THE CITY OF WARREN PLANNING COMMISSION

FURTHER, THAT _____
Name(s) of Applicant(s)

THE _____ OF _____
Title of Officer(s) Name of Company

OF _____
Address, City, State Zip Telephone

IS/ARE MY/OUR DESIGNATED REPRESENTATIVE(S) IN THE PROCESSING OF SAID PETITION.

SIGNED _____

SIGNED _____

STATE OF MICHIGAN
COUNTY OF _____

ON THIS _____ DAY OF _____, 20_____, BEFORE ME PERSONALLY CAME
_____, TO ME KNOWN TO BE THE INDIVIDUAL(S) NAMED IN
AND WHO EXECUTED THE FOREGOING AFFIDAVIT, FOR THE PURPOSE AS STATED, AND
ACKNOWLEDGED THAT HE/SHE/THEY DID SO OF HIS/HER/THEIR OWN FREE WILL AND DEED.

NOTARY PUBLIC, _____ COUNTY, MICHIGAN
MY COMMISSION EXPIRES: _____

NOTICE TO OWNER

**IF A REPRESENTATIVE APPEARS ON YOUR BEHALF, THE REPRESENTATIVE/APPLICANT SHALL
CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN.
FAILURE TO ANSWER ANY QUESTION FROM THE COMMISSION MAY RESULT IN YOUR REQUEST
BEING TABLED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.**



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Special Land Use Approval Procedure

- Please be sure to thoroughly review the attached “*Special Land Use Approval Procedure*”, “*Standard Conditions of the Planning Commission*”, and “*Special Land Use Plan Requirements*” pages.
- The attached Affidavit of Ownership of Land must be completed and submitted with the application.
- Along with the required plans and fee, please submit a written explanation detailing how the proposed special land use satisfies the general standards outlined in Section 22.14 of the Zoning Ordinance.
- An applicant’s request for tabling a public hearing must demonstrate an undue hardship on the applicant AND indicate a date certain for the future public hearing to occur. Two (2) requests for tabling are allowed per petition.
- Special land use approval does not waive or override the City of Warren’s Building and Fire Codes and all other applicable requirements that may apply.
- By signing the application, permission is granted for City Staff and Board Members to enter the subject property for purposes of gathering information to review the request.
- By signing the application, you acknowledge there are no refunds for any reason.

All special land use requests will be presented to the Planning Commission in accordance with the terms set forth in the Zoning Ordinance, however, City Council approval may be necessary depending upon the request.

The following procedure applies when the request only needs to be considered by the Planning Commission:

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed special land use in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, check off list, Affidavit of Ownership of Land, required plans, and applicable fee must be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of all submitted site plans, elevation plans, landscape plans, floor plans, and property surveys must also be included with all submittals.**

3. The special land use will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their item. Attendance at the Planning Commission meeting is **mandatory**.
4. If the request is approved by the Planning Commission, the applicant will receive formal correspondence from the Commission Secretary outlining any conditions placed on the special land use approval, including the submittal of the required bond, revised site plans, etc. If the request is denied by the Planning Commission, the applicant will receive formal correspondence from the Commission Secretary outlining the reasons for the denial.
5. The required performance bond (cash, surety, or letter of credit) must be approved by the City Attorney's Office prior to being submitted to the Planning Department. Please note: The Planning Department has performance bond forms available.
6. When all conditions of the special land use approval have been completed, the Planning Department will prepare a letter to the Building Division indicating that it is acceptable for them to begin processing a Certificate of Compliance or building permit application, whichever is applicable, for the site. Please note: All required permits are the responsibility of the applicant.
7. When the site is completed in compliance with the approved special land use, including all site improvements, the applicant shall submit a written email or faxed request to the Planning Department requesting that the performance bond be released.

The Planning Staff will perform an inspection of the site to confirm completion. If the site has been completed, the item will be placed on the next available Planning Commission agenda for bond release approval. If the site has not been completed, the Planning Staff will send correspondence to the applicant outlining the deficiencies with the site. All subsequent requests for site inspections/bond releases shall require a \$50 fee.

The following procedure applies when City Council approval is required:

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed special land use in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, check off list, Affidavit of Ownership of Land, required plans, and applicable fee must be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of all submitted site plans, elevation plans, landscape plans, floor plans, and property surveys must also be included with all submittals.**
3. Special land use requests in compliance with the Zoning Ordinance requirements will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their item. Attendance at the Planning Commission meeting is **mandatory**.
4. The Planning Commission will hold a public hearing and issue their recommendation regarding the request. The applicant will receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation. This recommendation is forwarded to City Council.

Please note: All required variances must be obtained before an item will be sent to City Council.

5. The applicant will receive a notice informing them of the City Council public hearing scheduled for their item. Attendance at the City Council meeting is **mandatory**.
6. City Council will hold a public hearing and either approve, approve with conditions, or deny the special land use request.
7. The required performance bond (cash, surety, or letter of credit) must be approved by the City Attorney's Office prior to being submitted to the Planning Department. Please note: The Planning Department has performance bond forms available.
8. All other conditions of the special land use approval must be met by the applicant, including the submittal of acceptable revised plans, if necessary.
9. When all conditions of the special land use approval have been completed, the Planning Department will prepare a letter to the Building Division indicating that it is acceptable for them to begin processing a Certificate of Compliance or building permit application, whichever is applicable, for the site. Please note: All required permits are the responsibility of the applicant.
10. When the site is completed in compliance with the approved special land use, including all site improvements, the applicant shall submit a written email or faxed request to the Planning Department requesting that the performance bond be released.

The Planning Staff will perform an inspection of the site to confirm completion. If the site has been completed, the item will be placed on the next available Planning Commission agenda for bond release approval. If the site has not been completed, the Planning Staff will send correspondence to the applicant outlining the deficiencies with the site. All subsequent requests for site inspections/bond releases shall require a \$50 fee.



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Standard Conditions of the Planning Commission

1. Parking areas and driveways accessing streets shall be curbed, graded, drained, and hard surfaced within one (1) years' time of issuance of a building permit. The Division of Engineering shall approve parking/driveways in accordance with the approved site plan.
2. When two (2) abutting property owners jointly use one (1) driveway or two (2) adjoining driveways that share the same driveway entrance with the driveway radii extending onto each property owner's frontage, they shall provide a recorded document for shared ingress/egress or shared parking with the owner of the abutting property. This document shall be approved in draft format for form by the City Attorney prior to it being recorded at the Macomb County Register of Deeds.
3. Perpendicular parking spaces abutting a common property line shall be a minimum of twenty-two (22) feet in length and a minimum of nine (9) feet in width. All parking spaces adjoining a wall shall have the leading edge of continuous concrete curbing measured five (5) feet from the property line. If parking spaces abut a common property line AND do not require continuous curbing, then they shall have six (6) inch high, six (6) inch wide concrete curbing or a protective "bumper curb" placed with the leading edge five (5) feet from the property line.
4. Planning Commission approval of a site plan is contingent upon a true representation of the development, which means that all dimensions, acreage, and figures on the site plan shall be accurate.
5. Front setback areas and areas between sidewalks and street curbs must be planted and maintained with grass and trees. Trees should be planted every fifty (50) feet or less on center when these areas abut public right-of-ways. Please note: Areas along Van Dyke Avenue, Eight Mile Road, and Groesbeck Highway have proved difficult to landscape and the Planning Staff will review each plan abutting these roadways on an individual basis. A grass area with a three (3) foot wide concrete strip along the street curb may be acceptable. Do not place loose materials or stones within front setback areas or public right-of-ways.
6. The curb radii connecting driveway approaches shall be twenty (20) feet to twenty-five (25) feet. The government agency (City Engineer, Macomb County Road Commission, MDOT) with jurisdiction over the right-of-way will evaluate the location, deceleration lanes, etc. for any points of access. MDOT may not be able to prepare a review of the site plan by the public hearing date set by the Planning Commission. When this situation arises, it is the responsibility of the applicant to obtain the approval from MDOT. If MDOT requires modification of the site plan, the Planning Director will review minor changes administratively, or remit major changes to the Planning Commission for consideration.
7. Construct sidewalks to the standards of the Division of Engineering. Sidewalk ramps at roadway intersections, driveways, sidewalk grade separations, etc. must comply with Act 8, P.A. 1973 (MCLA 125.1361). All new and existing sidewalks where offset by varying property right-of-ways shall be provided with reverse curves.

8. Any screening wall required shall be a brick embossed, poured concrete wall with a 45° cap. The wall shall be six (6) feet higher than the established grade of the properties abutting the property line. A detail of construction for walls shall accompany the site plan. The Planning Director may allow walls a minimum three (3) feet high if sight lines for adjacent properties are an issue.
9. Install greenbelts and walls before requesting a Certificate of Compliance.
10. Any lighting on the site shall not encroach onto abutting properties or right-of-ways.
11. A trash enclosure shall be provided on each site. The enclosure shall be constructed with six (6) foot high, brick embossed poured concrete walls. Gates with chain link, slats, or boards should not have more than one (1) inch of space separation between them. Details for construction are available in the Planning Department. Alternate trash enclosure materials may be considered upon approval by the Planning Director or Planning Commission.
12. All sites must comply with the provisions of Act 1 (1966, as amended, MCLA 125.1352) for ADA persons. This includes the installation of signs, blue painted parking stall lines, and symbols.
13. Post the required performance bond in a form (surety, cash, or letter of credit) approved by the City Attorney. The minimum amount of the bond will be three percent (3%) of the estimated cost of the new construction, including all site improvements. The Planning Commission may require a higher bond amount if the Planning Commission determines it is necessary based on the circumstances of the proposed special land use. The performance bond assures the City that development, in accordance with the approved special land use, shall be completed within two (2) years of issuance of a building permit. The Planning Staff will conduct a site inspection after a written request to release the bond is received. **There is no fee for the initial bond release inspection, however each subsequent inspection will require a \$50 fee.** The Planning Commission will only release the bond after the Planning Staff verifies that the development meets the conditions of the special land use approval.
14. If a special land use is approved and a building permit is not issued within two (2) years from the date of approval, the special land use approval will expire and be revoked. If an issued building permit expires, after six (6) months the special land use approval will also be revoked and a new building permit may not be issued until the Planning Commission extends the special land use approval or new special land use approval is granted. **Please note: There will be a \$200 fee assessed for a site plan approval extension of one (1) year or less.**
15. Special land use approval does not waive or override the City of Warren's Building and Fire Codes. Fire hydrant location and distances are required on all site plans, along with fire apparatus access and turn around, construction type, and external flammable and combustible liquid storage (M-3 and M-4 Districts only) referenced in the current Zoning Ordinance and International Building and Fire Code.
16. Open storage of vehicles, trailers, and materials other than junk on the site is prohibited except as stipulated in Section 17.02 (s) and (t) Industrial Districts of the Zoning Ordinance and requires site plan approval.
17. If the proposed development is within the Red Run Drain, connecting tributaries, easements, or right-of-ways, then the Red Run Inter County Drainage Board requires permits for the installation of storm drainage taps.

18. The Planning Commission may require a traffic study, Phase I Environmental Assessment, or any other applicable study on the subject property if the Commission believes there may be a health, safety, and/or welfare concern.
 19. All developments or redevelopments that disturb one (1) acre or more, including projects less than one (1) acre of a larger common plan of development, shall show how the developed site will comply with the storm water runoff requirements for the Minimum Treatment Volume Standard, the Channel Protection Standard, and the long term requirement to maintain the design performance of all constructed best management practices for storm water runoff volume and quantity. Guidance for meeting these requirements is found in the ***Procedures and Design Standards for Storm Water Management*** as published by the Macomb County Public Works Office.
 20. On December 1, 2021, the City of Warren adopted a new storm water ordinance (***Sec. 41-155. – Post-construction storm water runoff***). This ordinance applies to any site plan that proposes land disturbance over one (1) acre. A storm water narrative explaining how the site will comply with this ordinance is required.
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SPECIFIC NOTES MAY BE REQUIRED ON SITE PLANS. THE FOLLOWING LIST SHOULD BE REVIEWED AND THE NOTES PROVIDED, IF APPLICABLE:

1. This note applies to property in C-1, C-2, C-3, M-1, and M-2 Zoning Districts if the applicant is not selling or renting items outside the building:
NOTE: All outdoor retail sales of items shall be prohibited on the site.
2. This note applies to property in C-3, M-1, M-2, M-3, and M-4 Zoning Districts if the applicant doesn't require open storage outside the building:
NOTE: Open storage of vehicles, trailers, and materials shall not be permitted on the site.
3. When a new trash enclosure is required, the following note shall be provided:
NOTE: A trash enclosure, measuring a minimum 10 ft. x 10 ft. shall be constructed of six (6) ft. high brick embossed poured concrete walls with 45° angle cap, have screened gates and be placed upon a minimum 10 ft. x 18 ft. concrete pad that provides an 8 ft. wide apron. Masonry block shall not be used as a construction material.
4. This note shall be provided on every site plan:
NOTE: All lighting on the site shall be shielded and not encroach upon abutting properties or right-of-ways. Light poles shall be no higher than 20 ft. All glare shall be eliminated from all light fixtures. Upward directed lighting shall not be permitted.
5. This note shall be provided on every site plan:
NOTE: All landscaped areas shall be automatically irrigated.
6. This note shall be provided on every site plan:
NOTE: All barbed wire and supports for barbed wire are prohibited on the site.



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Special Land Use Plan Requirements

1. PREPARATION OF PLANS BY A LICENSED PROFESSIONAL

Submit one (1) copy of the application to the Planning Department, along with the corresponding plans (hard copy and electronic) signed and sealed by a professional licensed by the State of Michigan or an AICP Planner, and the appropriate fee (please make checks payable to the *City of Warren*).

All plans necessary for special land use approval must bear the seal and signature of a professional Architect, Engineer, Land Surveyor, Landscape Architect licensed by the State of Michigan, or an AICP Planner. All plans shall be on a minimum 24" x 36" size paper using a minimum Engineer's scale of 1" = 10'. Planning Staff may approve smaller scales. The following chart prescribes the type and quantity of plans the Planning Department requires for your petition:

SPECIAL LAND USE:

Site Plan: 20 copies*
Floor Plan: 12 copies*
Property Survey: 2 copies*

SPECIAL LAND USE WITH SITE PLAN:

Site Plan: 20 copies*
Elevation Plan: 15 copies*
Landscape Plan: 15 copies*
Floor Plan: 12 copies*
Property Survey: 2 copies*

* **An electronic PDF version of all site plans, elevation plans, landscape plans, floor plans, and property surveys MUST be included with all submittals.**

NOTE: The Planning Commission may require a traffic study, Phase I Environmental Assessment, or any other applicable study on the subject property if the Commission believes there may be a health, safety, and/or welfare concern.

2. PROPERTY SURVEY PLAN SPECIFICATIONS

A property survey (any type is acceptable), signed and sealed by a professional Land Surveyor licensed by the State of Michigan and presented on a 24" x 36" sheet of paper, must be provided. An accurate property survey ensures the Planning Commission that the development presented is as it exists. A survey will also enable your professional to provide you with a higher quality product. The survey shall be separate from the site plan and needs to clearly and correctly show the following:

- A. A correct depiction of the property lines, bearings, and distances of the subject property;
- B. The legal owner(s), address, parcel number, legal description, and applicant/representative;
- C. Platted, cross access, joint driveway access, utility, and drainage easements;
- D. Joint parking and radii encroachment agreements;
- E. Features, structures, and improvements under, on, or above the surface of the property;
- F. Contour lines for elevations may be required depending upon site location.

3. FLOOR PLANS

Plans of each floor of a structure, including mezzanines and the basement, prepared to an Architect's scale, are a requirement. Please identify all walls, doors, and window openings. Identify areas of each floor by use and square feet. Note all seating arrangements and capacities on the plans.

4. BUILDING ELEVATIONS

Acceptable renderings of building elevations, prepared to an Architect's scale, must include the height and width of the building in relation to the established grade, the types and colors of exterior materials, and fenestration, rooflines, chimneys, etc.

5. SITE PLAN SPECIFICATIONS

Please be sure to include all of the information listed below on your site plan:

A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

B. Property Description

1. Legal Description (match or update City records)
2. P.I.N. Number(s)
3. Property Lines, Bearings, and Distances
4. Small Location Map
5. Subdivision Platted Easement(s)
6. Cross Access Easement(s)
7. Joint Parking Agreement(s)
8. Radii Encroachment Agreement(s)
9. Joint Driveway Access Easement(s)
10. Drainage Easement(s)
11. 100 and 500-year Flood Plain Boundaries
12. Acreage of proposed earth disturbance

C. Zoning Ordinance Requirements

1. List all dimensional and use variances granted to the property
2. Provide setbacks for all structures, impermeable and permeable parking areas, storage areas, etc. (measured to property lines)
3. Site Data Chart must contain the following:
 - a. Use (both existing and proposed)
 - b. Zoning District(s) and setbacks (required, existing, and proposed)
 - c. Site area (square footage or acreage)
 - d. Area of existing structure(s)
 - e. Area of proposed structure(s)
 - f. Gross structure area
 - g. Structure height
 - h. Open storage area
 - i. Outdoor sales area
 - j. Parking requirements for use
 - k. Existing parking area(s)
 - l. Proposed parking area(s)
 - m. International Building and Fire Code
 - n. Michigan Building Code (use group)
 - o. Acreage of proposed earth disturbance

D. Structures (dimensioned)

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure(s)
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)
5. Utility Pole(s), Fire Hydrant(s), Manhole(s)
6. Signage
7. Flood Plain Floor Elevations
8. Storage Area(s)
9. Proposed areas for storm water treatment and detention facilities (if applicable)
10. All trees having a minimum caliper of three (3) inches in diameter
11. All existing natural vegetation features

E. Impermeable Surface Areas (dimensioned)

1. Parking Area(s)
2. Driveway(s) (twenty-six (26) foot minimum)
3. Concrete Curbing
4. Concrete Strips
5. Bumper Curbs
6. Public/Private Sidewalk(s)
7. Roof Area (all structures)

F. Parking Areas and Circulation (dimensioned)

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

G. Abutting Properties (within 50 ft.)

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)
6. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)

H. Public/Private Streets and Roads (dimensioned)

1. Name and Class (thoroughfare, collector, residential)
2. Defined Centerline
3. Existing and Planned Right-of-Ways
4. Public Alley(s), Walkway(s), etc.