

ARTICLE XIV. SITE PLAN REVIEW

Section 1401. PURPOSE

The purpose of this Article is to provide for consultation and cooperation between the applicant and the Planning Commission in order that the applicant may accomplish planned objectives in the utilization of land within the regulations of this Zoning Ordinance. It is also intended to ensure that the development may be completed with minimum adverse effect on the use of adjacent streets and highways, and on existing and future uses and environment in the immediate area and vicinity.

Section 1402. SITE PLANS REVIEWED

- A. The Zoning Administrator shall not issue a Zoning Compliance Permit for any principal use until a Final Site Plan has been reviewed and approved by the Planning Commission under the following circumstances:
1. Permitted Uses in Residential Districts.
 2. Permitted Uses in the C-1, I-1, and I-2 Districts.
 3. Uses Permitted as Special Land Uses in any District.
 4. Site condominiums in any District.
 5. As otherwise might be required by this Ordinance.
 6. In Residential and Agriculture zones the Zoning Administrator may approve farms, detached single family dwellings (unless part of a site condominium project), essential services, state licensed residential family care facilities, family day care homes, home occupations, and accessory buildings and uses. At his discretion Zoning Administrator may take any of these to the Planning Commission.
- B. All plans not reviewed by the Planning Commission shall be approved by the Zoning Administrator, after ensuring that the site plan is in conformance with the Zoning Ordinance.

Section 1403. APPLICATION PROCEDURES

- A. An application for Site Plan Review shall be submitted at least thirty (30) days prior to the next Planning Commission meeting through the Zoning Administrator who will review the application and plans for completeness, then transmit it to the Planning Commission.
- B. An application for either a Preliminary or Final Site Plan Review shall consist of the following:

1. Seven (7) copies of the Preliminary or Final Site Plan, completed in accordance with the requirements of Section 1404, A or B, as applicable.
2. A completed application form, as provided by the Township.
3. Payment of a fee, in accordance with a fee schedule, as determined by the Township Board from time to time.
4. A legal description, including permanent parcel number, of the entire property which is the subject of the Site Plan Review.
5. Other materials as required in this Article.

Section 1404. REVIEW PROCEDURES

A. Preliminary Site Plan Review:

1. If desired by the applicant, a Preliminary Site Plan may be submitted for review by the Planning Commission prior to final site plan submittal. The purpose of such procedure is to allow discussion between the applicant and the Planning Commission, to better inform the applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval.
2. Preliminary Site Plans shall include the following, unless deemed unnecessary by the Zoning Administrator.
 - a. Small scale sketch of properties, streets and use of land within one half (1/2) mile of the area.
 - b. Seven (7) copies of a site plan at a scale of not more than one (1) inch equals one hundred (100) feet (1"=100'), completed by a qualified person, showing any existing or proposed arrangement of:
 - (1) Existing adjacent streets and proposed streets
 - (2) Lot lines.
 - (3) Parking lots and access points
 - (4) Proposed buffer strips or screening
 - (5) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets, and specifically including the following:

- (a) Groupings of trees with a contiguous area of twelve thousand (12,000) square feet or greater in size;
 - (b) Any individual trees greater than twenty four (24) inches in diameter that are included in any area of the site which will be disturbed by the proposed development;
 - (c) General topographical features including contour intervals no greater than ten (10) feet. Areas of steep slopes greater than twelve percent (12%) shall be highlighted;
 - (d) Wetlands, one hundred (100) year flood plains, and water bodies. A wetland determination shall be required for any wetlands falling within the jurisdiction of the Michigan Department of Environmental Quality.
- (6) Location of any signs not attached to the building.
 - (7) Existing and proposed buildings.
 - (8) All buildings and driveways within one hundred (100) feet of all property lines.
- c. A narrative describing:
- (1) The overall objectives of the proposed development.
 - (2) Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
 - (3) Dwelling unit densities by type, if applicable.
 - (4) Proposed method of providing sewer and water service, as well as other public and private utilities.
 - (5) Proposed method of providing storm drainage.
3. The Planning Commission shall review the Preliminary Site Plan and make such recommendations to the applicant that will cause the Plan to be in conformance with the review standards required by this Article.

B. Final Site Plan Review:

If desired by the applicant, a Final Site Plan may be submitted for review without first receiving approval of a preliminary site plan. Final site plans shall include the following information, unless deemed unnecessary by the Zoning Administrator:

1. Legal description of the property, including permanent parcel number.
2. Small scale sketch of properties, streets and use of land within one half (1/2) mile of the area.
3. A narrative describing the items indicated in Section 1404, A, 2, c.
4. Seven (7) copies of a site plan at a scale not to exceed one (1) inch equals one hundred (100) feet (1"= 100') completed by a qualified person. The following items shall be shown on the plan:
 - a. Date of preparation/revision.
 - b. Name and address of the preparer.
 - c. Existing man-made features.
 - d. Dimensions of setbacks, locations, heights and size of buildings and structures.
 - e. Street rights-of-ways, indicating proposed access routes, internal circulation, and relationship to existing rights-of-ways.
 - f. Proposed grading.
 - g. Location and type of drainage, sanitary sewers, storm sewers, and other utilities.
 - h. Location and type of fences, landscaping, buffer strips, and screening.
 - i. Significant natural features; as provided in Section 1404, A, 2, b (5), except that topography of the site shall be indicated at a minimum of five (5) foot intervals, including its relationship to adjoining land.
 - j. Location and type of signs and onsite lighting.
 - k. Proposed parking areas and drives. Parking areas shall be designated by lines showing individual spaces and shall conform with the provisions of Article XVI.

- I. Any public or private easements.
 - m. Dimensions and number of proposed lots.
 - n. All buildings and driveways within one hundred (100) feet of all property lines.
- C. The Planning Commission, prior to granting approval of a Final Site Plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs; traffic impacts; impact on significant natural features and drainage; soil tests; and other pertinent information.
- D. The Planning Commission shall approve, deny, or approve with conditions the Final Site Plan, based on the purposes, objectives and requirements of this Ordinance, and specifically, the standards of Section 1405.

Section 1405. SITE PLAN REVIEW STANDARDS

The Planning Commission shall review the Preliminary and Final Site Plan and approve, approve with conditions, or deny the application based on the purposes, objectives and requirements of this Ordinance, and specifically, the following considerations when applicable:

- A. The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- B. Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.
- C. The arrangement of public or common ways for vehicular and pedestrian circulation and their connection to existing or planned streets in the area shall be planned to operate in the safest and most efficient means possible.
- D. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to

ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

- E. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or nearby bodies of water. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. Efforts should be made reduce/minimize the amount of impervious surfaces. Such techniques available include infiltration basins, trenches or dry wells, grassed (vegetated) waterways or swales, rain gardens in yards or parking lots, and pervious pavers for overflow parking. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.
- F. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department and Sheriff's Department.
- G. All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent properties.
- H. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted. All lighting on poles shall have fixtures directing light downward.
- I. Off-street parking and loading areas shall be provided where required, with particular attention to noise, glare and odor effects of each use in the plan on adjoining properties and properties in the proposed development.
- J. The general purposes and spirit of this Ordinance and the Master Plan of the Township.

Section 1406. APPROVED SITE PLANS

- A. Upon approval of the Final Site Plan by the Planning Commission, the Chair of the Planning Commission shall sign three (3) copies thereof. One (1) signed copy shall be made a part of the Township's files; one (1) shall be forwarded to the Building Inspector for issuance of a building permit; and one (1) copy shall be returned to the applicant.
- B. Each development shall be under construction within one (1) year after the date of approval of the Final Site Plan by the Planning Commission, except as noted below.

1. The Planning Commission may grant one (1) six (6) month extension provided the applicant applies for such extension prior to the date of the expiration of the Final Site Plan.
 2. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, but is then ready to proceed.
 3. Should neither of the aforementioned provisions be fulfilled or a six (6) month extension has expired without construction underway, the Final Site Plan approval shall be null and void.
- C. Amendments to an approved Final Site Plan may occur only under the following circumstances:
1. The holder of a valid Final Site Plan shall notify the Zoning Administrator of any proposed amendment to such approved site plan.
 2. Minor changes may be approved by the Zoning Administrator upon certification in writing to the Planning Commission that the proposed revision does not alter the basic design nor any specified conditions of the plan as agreed upon by the Planning Commission. In considering such a determination, the Zoning Administrator shall consider the following to be a minor change:
 - a. Reduction of the size of any building and/or sign.
 - b. Movement of buildings and/or signs by no more than ten (10) feet.
 - c. Plantings approved in the site plan landscape plan may be replaced by similar types of landscaping on a one-to-one or greater basis.
 - d. Changes of building materials to a higher quality, as determined by the Zoning Administrator.
 - e. Changes in floor plans which do not alter the character of the use.
 - f. Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design.
 - g. Changes required or requested by the Township for safety reasons shall be considered a minor change.
 3. Should the Zoning Administrator determine that the requested modification to the approved Site Plan is not minor, resubmission to the Planning

Commission for an amendment shall be required and conducted in the same manner as an original application.