

Article 6

PROCEDURES for PLOT PLAN and SITE PLAN REVIEW

Section 6.01 Purpose

It is the purpose of this Article to specify standards, data requirements, and the review process which shall be followed in the preparation of site plans and plot plans as required by this Ordinance. A site plan contains comprehensive and detailed information about improvements proposed on the site and is required for land uses such as business, industrial, and multiple family developments. Plot plans are less detailed plans pertaining to improvements proposed on the site and is required for less complex developments, such as single family and two family dwellings.

Section 6.02 Approval of Site Plan or Plot Plan Required

A. Township Board Approval for Site Plans: Site plan approval is required by the Township Board, prior to the issuance of a Zoning Permit, for the following uses:

1. All uses permitted by right within any Commercial or Industrial zoning district.
2. All special land uses.
3. All uses for which this Ordinance requires five (5) or more off street parking spaces.
4. All single and two family developments subject to the platting requirements of P.A. 591 of 1997, the Land Division Act, as amended.
5. All condominium subdivisions subject to P.A. 59 of 1978, the Condominium Act, as amended.

B. Zoning Administrator Approval for Plot Plans: Plot Plan approval is required by the Zoning Administrator, prior to the issuance of a Zoning Permit, for all other uses not listed in Section 6.02 (A) above, including single family and two-family dwellings.

Section 6.03 Plot Plan Review Procedures

The following procedure shall be followed for the submittal and review of a Plot Plan.

A. Submittal Requirements: In addition to the submittal of a zoning permit application, the applicant shall submit to the Zoning Administrator drawings and plans that adequately portray proposed construction and uses upon the property. Such drawings and plans shall adequately portray, in the judgment of the Zoning Administrator, sufficient information to determine compliance of such proposed construction or use with the standards of this Ordinance.

B. Review: The Zoning Administrator shall review the application materials for completeness and compliance with the standards of this Ordinance. If such materials are not complete or do not adequately portray proposed construction and use of the property, the materials shall be returned to the applicant with a written notice identifying the inadequacies. Upon receipt of completed and adequate application materials, the Zoning Administrator shall review the application materials and determine their conformity with the applicable provisions of this Ordinance.

C. Action: After conducting a review, the Zoning Administrator shall reject, approve, or conditionally approve the plot plan as it pertains to requirements and standards contained in the Zoning Ordinance. Any conditions required by the Zoning Administrator shall be stated in writing and shown on the plot plan, together with the reasons, and delivered to the applicant. The decision by the Zoning Administrator shall be made within thirty (30) days of the receipt of complete and adequate application materials. A plot plan shall be approved if it contains the information required by law, and is in compliance with this Ordinance, the conditions imposed pursuant to the Ordinance, other Township planning documents, other applicable ordinances, and state and federal statutes.

Section 6.04 Site Plan Review Procedures

A. Submittal Requirements: At least ten (10) copies of the application and site plan shall be submitted to the Zoning Administrator. Each site plan shall be provided on a professional quality drawing of scale not less than 1"=100'. All information depicted shall be designed by a professional engineer, land surveyor, or landscape architect licensed in Michigan. In addition to the applicant's full name, address and phone number, the following data shall be submitted with applications for Zoning Permits for uses requiring a site plan, including all special land uses, commercial uses, and industrial uses.

1. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.
2. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, carports or garages, employees by shift, amount of recreational and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by this Ordinance.
3. Natural features such as woodlands, streams, flood plains, county drains, lakes or ponds, topography (at two-foot intervals on-site and within one hundred fifty (150) feet of the site) and man-made features such as existing roads and structures, with indication as to which are to be retained and which removed or altered.
4. Existing public right-of-way, private easements of record, and deed restrictions.
5. Proposed streets and alleys, (including cross-sections), acceleration, deceleration or right turn lanes, driveways, parking spaces, sidewalks, with indication of direction of travel, the inside radii of all curves including driveway curb returns. The width of streets, driveways and sidewalks, the total number of parking spaces, and dimensions of a typical individual parking space and associated aisles. Proposed traffic control measures (including signs) and proposed street or road names shall also be indicated.
6. A vicinity sketch showing the location of the site in relation to the surrounding street system and other land uses within three hundred (300) feet in every direction of the proposed use including land uses on the opposite side of any public thoroughfare(s).
7. Location of utilities, water supply and the location and design of waste water systems as well as any easements that exist or are proposed to be established for installation, repair and maintenance of utilities.
8. Proposed location of trash receptacles, accessory buildings and uses, and signs.
9. A landscaping plan indicating the locations of plant materials to be preserved and locations of proposed planting and screening, fencing, and lighting in compliance with the requirements of Article 22, Landscaping and Screening. Also, proposed locations of common open spaces, if applicable.
10. A storm drainage and storm water management plan for all streets.
11. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
12. Location of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport storm water or waste water. The point of discharge for all drains and pipes shall also be specified on the site plan.
13. A statement from the applicant identifying all federal, state and local permits required, if any.
14. Project completion schedule.
15. Such other information as is necessary to enable the Township Board to determine whether the proposed site plan will conform to the provisions of this Ordinance.

B. Distribution of Site Plans: the Zoning Administrator shall record the date of receipt of the application and site plan and transmit five (5) copies thereof to the Zoning Board; one (1) copy to the Fire Department when necessary, one (1) copy to the Township Clerk, and the remaining shall be retained by the Zoning Administrator.

C. Review: The Zoning Board shall review the application and site plans for completeness and if such application or plans are not complete according to Section 6.04(A) above, the plans shall be returned to the applicant with a written notice identifying the inadequacies of the plans. Upon receipt of an adequately completed application and plans, the Zoning Board shall review the application and plans and determine their conformity with the applicable provisions of this Ordinance and the provisions of Section 6.05. The Zoning Board may, at its discretion, delay deliberating upon a site plan at its next regularly scheduled or special meeting unless the site plan and all supporting documents, including a zoning permit application form, have been received by the Zoning Board at least ten (10) business days prior to such meeting.

D. Zoning Board Review and Action: After conducting a review, the Zoning Board shall recommend denial, approval, or conditional approval of the site plan as it pertains to requirements and standards contained in the Zoning Ordinance, including the standards of Section 6.05. Recommendations by the Zoning Board shall be made within ninety (90) days of the receipt of a complete application unless, in the opinion of the Zoning Board, an extension of time is necessary to adequately collect and review information pertinent to a recommendation.

E. Township Board Review and Action: After receiving the Zoning Board's recommendation and conducting its own review of the application and site plan, the Township Board shall deny, approve, or conditionally approve the site plan as it pertains to requirements and standards contained in the Zoning Ordinance, including the standards of Section 6.05. The decision of the Township Board shall be made within sixty (60) days of the receipt of the Zoning Board's recommendation unless, in the opinion of the Township Board, an extension of time is necessary to adequately collect and review information pertinent to a final decision. A site plan shall be approved by the Township Board if it contains the information required by, and is in compliance with this Ordinance, the conditions imposed pursuant to the Ordinance, other Township planning documents, other applicable ordinances, and state and federal statutes. Any conditions required by the Township Board for approval shall be stated in writing, together with the reasons, and delivered to the applicant.

F. Approved Site Plans: Three (3) copies of the approved site plan, with any conditions contained within shall be maintained as part of the Township records for future review and enforcement. One (1) copy shall be returned to the applicant. Each copy shall be signed and dated with the date of approval by the Township Supervisor, for identification of the approved plans. If any variances from the Zoning Ordinance have been obtained from the Zoning Board of Appeals, the minutes concerning the variances, duly signed, shall also be filed with the Township records as a part of the site plan and delivered to the applicant for information and direction.

Section 6.05 Site Plan Approval Standards

Each site plan shall conform with the applicable provisions of this Ordinance and the standards listed below, in addition to any condition imposed by the Township Board pursuant to Section 18:15.

A. All elements of the Site Plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

B. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree, other vegetative material, and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas. Landscape elements shall minimize negative impacts and allow for the appropriate blending of the site plan with the surrounding community and, in the case of parking lots, provide directional guidance to drivers.

C. Special attention shall be given to proper site drainage so that removal of storm waters will not increase off-site sedimentation or otherwise adversely affect neighboring properties.

D. Special attention shall be given to insure the peaceful surroundings of any nearby dwellings or other types of communities, so as to lend continuity, and that adequate, natural light, that may be currently enjoyed, be continued to be enjoyed by the surrounding structures. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.

E. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.

F. Every structure or dwelling unit shall have access to a public street, walkway, or other area dedicated to common use,

G. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.

H. Exterior lighting shall be designed and arranged so that it is deflected away from adjacent streets and adjoining properties. Flashing or intermittent lights shall not be permitted.

I. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way according to the standards of the County Road Commission.

J. All roads dedicated to public use shall be developed in accordance with County Road Commission specifications.

K. All parking areas shall be so designed to facilitate efficient and safe vehicular and pedestrian circulation, minimize congestion at access and egress points to intersecting roads, including the use of service drives as appropriate, and minimize the negative visual impact of such parking areas.

L. Residential and nonresidential development shall not include unnecessary curb cuts, and commercial service drives shall be used where the opportunity exists.

M. The site plan shall provide for the appropriate location of all necessary and proposed utilities. Locational requirements shall include underground facilities to the greatest extent feasible.

N. Site plans shall conform to all applicable requirements of state and federal statutes and approval may be conditioned on the applicant receiving necessary state and federal permits before the final site plan approval is granted.

O. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous materials from entering the environment including:

1. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, ground water, lakes, streams, rivers, or wetlands.
2. Secondary containment for above ground areas where hazardous substances are stored or used shall be provided. Secondary containment shall be sufficient to store the substances for the maximum anticipated period of time necessary for the recovery of any released substances.
3. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a State of Michigan ground water discharge permit.
4. State and federal agency requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances shall be met. No discharges to ground water, including direct and indirect discharges, shall be allowed without required permits and approvals.

Section 6.06 Conformity to Approved Site Plans

Property which is the subject of site plan approval must be developed in strict compliance with the approved site plan and any amendments thereto which have received approval by the Township Board. If construction and development does not conform with such approved plans, the approval of any Township permit shall be revoked by the Zoning Administrator pursuant to Section 3.05. Upon revocation of such approval, all construction activities shall immediately cease upon the site, other than for the purpose of correcting the violation.

Section 6.07 Changes and Appeals

A. Changes to the Site Plan: No changes shall be made to an approved Site Plan prior to or during construction except upon mutual agreement between the applicant and the Township or Zoning Administrator according to the following procedures;

1. **Minor Changes:** Minor changes to an approved Site Plan involving changes of less than five (5) feet in the location of walkways, vehicular circulation ways and parking areas, or exterior building and structure walls; adjustment of utilities; and similar minor changes may be approved by the Zoning Administrator unless the Zoning Administrator defers judgment to the Zoning Board.
2. **Major Changes:** Major changes or amendments to an approved Site Plan involving changes in excess of five (5) feet in the location of walkways, vehicular circulation ways and parking areas, or exterior building and structure walls; the number and location of accesses to public streets and alleys; a reduction in the number of parking spaces; an increase in the gross floor area or heights of buildings; a reduction in the open space; and similar major changes, shall require the approval of the Township Board, in the same manner as the original application was submitted, reviewed, and approved and subject to the finding of all of the following:
 - a. Such changes will not adversely affect the initial basis for granting approval;
 - b. Such changes will not adversely affect the overall project in light of the intent and purpose of such development as set forth in this Article; and
 - c. Such changes shall not result in the reduction of open space area as required herein.

B. Amendments to a Plot Plan: The Zoning Administrator shall review proposed changes to an approved Plot Plan in accordance with the same procedures, requirements, and standards used by the Zoning Board as specified in Section 6.03. Changes to a Plot Plan which contain elements which require Site Plan approval according to Section 6.02(A) shall require that the entire project be processed as a Site Plan according to the procedures of Section 6.04.

C. Appeals: With regard to Site Plan and Plot Plan approval decisions, an appeal may be taken to the Zoning Board of Appeals in the manner as other administration decisions.

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