

Section 14.3 Review Procedures

A. Optional Preapplication Conference: Prior to the submission of a site plan, a prospective applicant may request a meeting with the Chairperson of the Planning Commission and the Township Supervisor, together with such consultants and local officials and staff as either the Township or the applicant deem appropriate. The purpose of the meeting shall be to inform township officials of the general theme for the proposed development and to provide the potential applicant with information regarding land development policies, procedures, standards and requirements of the Township pertaining to the development being contemplated by the applicant. At the preapplication conference, the applicant may present a general sketch plan of the proposed site plan which provides an overview of the proposed project such as property location, lot lines and the general location of proposed buildings, roads, and parking areas. Statements made in the course of a preapplication conference shall not be legally binding nor be interpreted as assuring a specific action on any subsequent site plan submittal.

B. Optional Preliminary Site Plan: Prior to preparing a detailed final site plan and seeking approval of such final site plan, the applicant may seek approval of a preliminary site plan for the purpose of receiving approval of the general design and layout of the project. A preliminary site plan shall be reviewed and acted upon in the same manner as a final site plan, as delineated in subsections (C) – (F) below.

1. **Level of Detail:** A preliminary site plan shall be prepared according to the manner and information required for a final site plan pursuant to Section 14.3(B), except that detailed construction drawings to address specific site improvements are not necessary. However, the detail of the preliminary information shall adequately portray the arrangement and feasibility of critical components of the project such as, but not limited to, storm water management including flow direction and preliminary location of detention/retention basins; general grading including limits of clearing and proposed contours; vehicular circulation including general road alignments, parking spaces and parking circulation; approximate lot areas and lot lines; signage; and landscaping.
 - a. A preliminary site plan shall be evaluated according to the level of information required at the preliminary plan level. A preliminary plan shall be approved if it contains the information required by, and is in compliance with this Ordinance, the conditions imposed pursuant to this Ordinance, other Township planning documents, other applicable ordinances, and state and federal statutes.
2. **Approval Period:** Approval of the preliminary site plan is valid for a period of eighteen (18) months except where this Ordinance provides otherwise. If a complete final site plan has not been submitted during this period, the approval of the preliminary site plan shall be null and void. This time limit may be extended by the Township Board upon its finding that no substantial changes have occurred to ordinance regulations, abutting properties, or other conditions that suggest revisions to the layout and/or design of the development. In the case of an expired preliminary site plan that is not granted an extension of time, such plan shall not undergo review or action except upon the applicant submitting a wholly new application according to Section 14.3.

C. Final Site Plan Submittal, Distribution and Data: A minimum of twelve (12) copies of a final site plan shall be submitted to the Zoning Administrator along with a zoning permit application form for the proposed development for which site plan approval is being sought. Upon receipt of the final site plan, the Zoning Administrator shall record the date of their receipt and transmit copies to the Planning Commission, Township Board, and other agencies or individuals selected to review the site plan. Up to five (5) additional site plan copies may be required by the Zoning Administrator upon determination that the additional copies are necessary in association with reviewing agencies.

1. **Site Plan Preparation:** A site plan shall be provided on a professional quality drawing of scale not less than 1" = 50' and shall clearly present the required information. All information depicted shall be designed by a professional engineer, land surveyor, or landscape architect licensed in Michigan and shall bear the seal and signature of the licensed individual. The site plan shall present all necessary information in a clear and comprehensible fashion and be of such clarity and detail to permit determination of its conformance to this Ordinance and the satisfactory construction of the project. Sheet size shall not exceed 24 inches by 36 inches. The following information shall be included on a site plan.

- a. General Information: Each site plan sheet shall include the following general information in addition to the information required under subsection (2) and (3):
 - 1) The applicant's full name, address and phone number.
 - 2) The name, address and phone number of the person and firm responsible for the site plan sheet's preparation; and the name of the proposed development.
 - 3) Bar/graphic scale and north arrow.
 - 4) The most current revision date on each sheet.
 - b. Specific Site Information: A site plan shall include the specific site information required under subsection (2) and (3) below except where the Planning Commission determines that the waiving of specific submittal items, due to the particular character of proposed development or site or surrounding conditions, shall not undermine the effective evaluation of the extent to which the site plan complies with the standards of this Ordinance and protects the public health, safety and welfare. The Planning Commission or Township Board may subsequently void this waiver should deliberations reveal the need for additional information.
2. Site Plan / Existing Conditions Information: The site plan shall identify the existing conditions on the subject property and shall portray the following minimum information:
- a. Location map with north point, including all roads and road names within one-half (1/2) mile.
 - b. A property line survey, correlated with a legal description, showing property line dimensions and bearings and net acreage (minus rights-of-way) and total acreage, to the nearest 1/100 acre, prepared by a Michigan-licensed surveyor or engineer. The Zoning Administrator or Building Inspector may also require that the professional surveyor or engineer place stakes at specified relevant areas along the property line(s) and any setback lines or building envelopes. All such surveying costs shall be paid for by the applicant or property owner.
 - c. Zoning classification of applicant's lot and all abutting lots.
 - d. Distance from lot frontage corners to nearest driveways along both sides of such frontage.
 - e. Notation of any variances that have been granted.
 - f. Buildings and structures including dimensions, height, and setbacks from lot lines, with a designation as to which are to be retained, removed, or otherwise altered.
 - g. Roads, drives and alleys including surface materials and surface and right-of-way widths.
 - h. Parking space and aisle dimensions and the total number of spaces.
 - i. Natural features including soil types and soil unit boundaries; topography at minimum two (2) foot contour intervals, referenced to a U.S.G.S. benchmark and extending a minimum distance of fifty (50) feet from all lot lines; lakes, ponds, continuous and intermittent drainage courses; floodplains; and wetlands including the source of wetland delineation information.
 - j. Non-motorized travel ways including trails, paths, and sidewalks, and the widths of each.
 - k. Utilities including sanitary sewer, septic system, potable water, electricity, communication and gas service.
 - l. Location, width and purpose of all easements and rights-of-way including for utilities, access, and drainage.
3. Site Plan / Proposed Modifications: A site plan shall identify proposed modifications to the subject property including the following minimum information:
- a. Buildings and structures including location, height, outside dimensions, floor area of each and in total, floor plans and elevations, and required setbacks. Elevations shall indicate type and color of exterior materials, roof design, projections, canopies, awnings, overhangs, screen walls, and outdoor or roof-located mechanical equipment such as air conditioning units, heating units, and transformers.
 - b. Accessory buildings and structures including the location, dimensions, and construction details for signage; location and height of lighting; and location, dimensions and construction details for fences and walls;
 - c. Roads, drives and other access and circulation features including sidewalks and trails; driveway entrances; centerlines; surface materials; surface and right-of-way widths; inside radii of all curves including driveway curb returns; acceleration, deceleration, passing and fire lanes; typical cross-section of roads and driveways; loading and unloading areas; and parking lots including configurations, parking space and aisle dimensions, location of handicap parking spaces, total number of parking spaces, and the basis for calculating the

- required number of parking spaces. Proposed traffic control measures (signs) shall also be indicated.
- d. Landscape plan prepared according to and identifying the information required by Article 11.
 - e. Accessory buildings and structures and use areas including outdoor storage, trash receptacle and transformer pad locations and method of screening, and exterior lighting locations and method of shielding lights from adjacent properties
 - f. Proposed source and location of all public and private utilities including gas, electric, and telephone service; potable water and sewage disposal including sewer and water mains, septic field facilities, well sites, water service leads and hydrants; and the necessary easements that exist or are to be established for installation, repair and maintenance of such utilities.
 - g. Proposed grading, storm drainage and storm water management plan, including soil erosion and sedimentation control measures and spot elevations to adequately portray drainage patterns and final elevations and slopes, and proposed topography at minimum one (1) foot contours. Such plan shall include the location of drainage easements, exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport storm water. The point of discharge for all drains and pipes shall be specified on the site plan as well as invert and related elevations, and pipe lengths and slope, to construct the same. Such plans shall document the extent of clearing of vegetation and the extent of other clearing, cuts, fills, or other grading, and the finished floor elevations of all buildings.
 - h. Proposed location and specifications for any existing or proposed above or below ground storage facilities for any flammable, toxic or hazardous substances, as well as any containment structures or clear zones required by government authorities; a complete inventory of toxic or hazardous substances to be stored or used on the site, including the quantity of substances, substance names and characteristics; the proximity of such materials to ground water aquifers, wetlands, surface waters, existing and proposed wells, storm sewers, storm drains, and sanitary sewers; and a proposed storage and disposal plan for such materials including their transfer and/or transport.
 - i. Location and description of all easements and rights-of-way for utilities, access, and drainage.
 - j. Intended schedule for completing the project, including the timing of project phases.
 - k. A statement identifying all federal, state and local permits required, if any.
 - l. In the case of a platted subdivision, condominium subdivision or similar residential development, the number, type and location of each type of residential unit on each lot; density calculations; garage and carport locations; road alignments, widths, names and intersection details; community building locations, dimensions, floor plans, and facade elevations; the location, size and purpose of open space and recreation areas including swimming pool deck and fencing details. If common area or community buildings are proposed, the site plan shall indicate the responsibilities of the subdivision or condominium association, property owners, or other entity, with regard to maintenance of the common areas or community property on a continuing basis.
 - m. Any additional information that may be determined necessary to enable township officials to determine compliance with the standards of this Ordinance.

D. Planning Commission Review of Final Site Plan for Completeness: Upon receipt of the application materials, the Planning Commission shall review the materials and determine their completeness. If determined to be insufficient in adequately portraying the required information, the Planning Commission shall delay further consideration of the application until such time that the application materials have been made satisfactory, and shall notify the applicant in writing of the deficiencies.

E. Planning Commission Recommendation on Final Site Plan: Upon receipt of a complete application, the Planning Commission shall review the final site plan application materials and determine their conformity with the applicable provisions of this Ordinance including the standards of Section 14.4. After conducting a review, the Planning Commission shall recommend to the Township Board to deny, approve, or conditionally approve the final site plan as it pertains to requirements and standards

contained in this Ordinance, including the standards of Section 14.4. The Planning Commission shall recommend to approve or conditionally approve a site plan if the site plan 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 that may be recommended by the Planning Commission for approval shall be stated in writing together with the reasons. See Sec. 20.2 regarding conditional approvals.

F. Township Board Action on Final Site Plan: Upon receipt of a recommendation from the Planning Commission, the Township Board shall review the final site plan application materials and determine their conformity with the applicable provisions of this Ordinance including the standards of Section 14.4. After conducting a review, the Township Board shall deny, approve, or conditionally approve the final site plan as it pertains to requirements and standards contained in this Ordinance, including the standards of Section 14.4. A site plan shall be approved 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. The Township Board may impose reasonable conditions pursuant to a final site plan approval. Any conditions required by the Township Board for approval shall be stated in writing, together with the reasons, and delivered to the applicant. See Sec. 20.2 regarding conditional approvals.

1. Revised Site Plan: The Township Board may require the submittal of a fully revised final site plan upon its determination that the conditions necessary for the approval of such plan are of such an extent or character that a fully revised set of documents is necessary before an approval action can be granted.

G. Issuance of Zoning Permit / Building Permit Required: Upon approval or conditional approval of a site plan by the Township Board, the Zoning Administrator shall issue a zoning permit authorizing the use and construction subject to the approved application. Where a conditional approval expressly provides for the delay of the issuance of a zoning permit until a specific condition has first been met, the Zoning Administrator shall delay the issuance of the permit until the condition has been met.

1. Building Permit Required: Upon issuance of a zoning permit, no construction shall be initiated prior to the acquisition of all necessary Building Permits from the Building Inspector.

H. Approved Site Plans: Three (3) copies of an 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 of the three approved copies shall be dated and signed by the Zoning Administrator and Township Clerk, with the date of approval specified.

I. As-Built Drawings: The applicant shall submit three (3) copies of as-built drawings upon completion of construction activities, but no later than sixty (60) days from the issuance of a permit of occupancy by the Building Inspector. Such drawings shall identify all improvements made upon the site including the location of all above and below ground utility lines.