

CHAPTER 15

SITE PLAN REVIEW

SECTION 15.01 INTENT

The intent of this Chapter is to require site plan review and to provide for consultation and cooperation between the developer and the Township so as to realize maximum utilization of land and minimum adverse effects upon the surrounding land uses. Through application of these provisions, compliance with the Zoning Ordinance and the Master Plan of the Township will be assured, and the township will develop in an orderly fashion consistent with public health, safety and welfare.

SECTION 15.02 SITE PLANS REVIEWED

- A. A review of a final Site plan will be required by the Planning Commission in the following circumstances:
1. All special land uses.
 2. All Permitted Uses in the HC, GC, LI, R-3, and R-4 Districts, except as noted in B, below, including existing main buildings or principal uses where an alteration, addition, expansion, change or conversion constitutes an increase to the existing structure or use in excess of one thousand (1,000) square feet.
 3. All site condominium developments.
 4. All Large Solar Energy Systems. **(Amendment 12-11-2018)**
 5. All Medium Solar Energy Systems; and **(Amendment 12-11-2018)**
 6. All Planned Unit Developments.
- B. The Zoning Administrator shall be responsible for site plan review and approval for one-family detached dwellings, two-family dwellings, agricultural uses, family day care and family foster care facilities, and accessory buildings and uses.

SECTION 15.03 PRELIMINARY SITE PLAN

- A. A preliminary site plan shall be submitted for review on A1, A3, A4, (above), by the Planning Commission prior to a review of a final site plan. The purpose of a preliminary review is to confirm compliance with Township standards, policies and relationship to the Master Plan, as well as to suggest changes necessary, if any, for the final site plan approval.
- B. Twelve (12) copies of a preliminary site plan, along with a completed application form and required fees, shall be submitted to the Zoning Administrator at least twenty (20) days prior to consideration by the Planning Commission, and shall include the information meeting the requirements set forth in Section 15.06, unless deemed unnecessary by the Zoning Administrator. Incomplete applications shall not be considered.

- C. The Planning Commission shall review the preliminary site plan and recommend changes necessary, if any, for the final site plan review. Review of the preliminary site plan by the Planning Commission shall vest no rights for approval of the final site plan.

SECTION 15.04 FINAL SITE PLAN

- A. All final site plans shall be submitted to the Zoning Administrator at least twenty (20) days prior to the next scheduled meeting of the Planning Commission and shall include the following information unless deemed unnecessary by the Zoning Administrator. Incomplete or partial applications shall not be accepted.
1. A completed application form.
 2. A minimum of twelve (12) copies of the site plan meeting the requirements set forth in Section 15.06. Incomplete site plans will not be accepted.
 3. Required fees.
- B. Upon receipt of a complete application and site plans, the Zoning Administrator shall place the application on the next Planning Commission agenda.
- C. The Planning Commission will consider the application and take one (1) of the following actions:
1. **Approval:** Upon a finding that the application and site plan meet the Site Plan Review Standards of Section 15.05, the Planning Commission shall approve the site plan.
 2. **Approval with Minor Revisions:** Upon a finding that the application and site plan meets the Site Plan Review Standards of Section 15.05, the Planning Commission shall approve the site plan, except for minor revisions which can be made and confirmed without further technical review, the Planning Commission may approve the site plan, conditioned upon the required revisions being made and reviewed by the Zoning Administrator.
 3. **Tabling:** Upon a finding that the application and site plan do not meet the Site Plan Review Standards of Section 15.05, but could meet the Review Standards with revisions, the Planning Commission may table the request until the revised Plan is resubmitted to the Planning Commission. After resubmission, the Commission may approve, approve with minor revisions, table the plan for further revisions, or deny the site plan.
 4. **Denial:** Upon finding that the application and site plan do not meet one (1) or more of the Site Plan Review Standards of Section 15.05 and that revisions necessary to meet those criteria are so extensive as to require the preparation of a new site plan, the Planning Commission shall deny the final site plan.

- D. Upon approval of the Final Site Plan, the Planning Commission Chair, or the Chair's designee, shall sign three (3) copies. One (1) signed copy shall be made a part of the Township's files; one (1) copy of the Final Site Plan shall be forwarded to the Building Official for issuance of a building permit; and one (1) copy shall be returned to the applicant.

SECTION 15.05 FINAL SITE PLAN REVIEW STANDARDS

The site plan shall be reviewed and approved upon a finding that the following standards are met:

- A. The arrangement of buildings, outside storage receptacles, parking areas, screen walls and utility areas will not be injurious to the surrounding neighborhood.
- B. There is a proper relationship between major thoroughfares and proposed service drives, driveways and parking areas and provisions have been made for acceleration, deceleration and passing lanes or approaches so as to preserve the safety and convenience of pedestrian and vehicular traffic.
- C. The location of buildings, outside storage receptacles, parking areas, screen walls and utility areas is such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.
- D. The site plan provides for proper development of streets, easements and public utilities and protects the general health, safety, welfare, and character of the township.
- E. The site plan meets the requirements and standards for grading and surface drainage and for the design and construction of storm sewers, stormwater facilities, parking lots, driveways, water mains, sanitary sewers and for acceleration, deceleration and passing lanes or approaches as determined by the Township Engineer and set forth in the Township Design and Construction Standards.
- F. Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides. Site features such as, but not limited to, trees and other plant materials, fences, retaining walls, berms, outdoor furniture, outdoor structures, and natural and artificial water bodies shall be arranged to permit adequate emergency vehicle access.
- G. Natural resources will be preserved to the maximum extent possible by developing in a manner which will not destroy or have a detrimental affect on natural features such as lakes, ponds, streams, wetlands, steep slopes, groundwater and woodlands.
- H. The proposed development respects the natural topography to the maximum extent possible by minimizing the amount of cutting, filling and grading required.
- I. The proposed development will compensate for soil erosion or sedimentation control.

- J. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body or water course, or cause alterations which could increase flooding or water pollution on or off site.
- K. Wastewater treatment systems, including on-site septic systems will be located and designed to minimize any potential degradation of surface water or groundwater quality.
- L. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby water bodies.
- M. The location of buildings, parking, drives, landscaping and other improvements on the site is appropriate and consistent with professional design standards for the lot size, shape and general location.
- N. Landscaping, including grass, trees, shrubs and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.
- O. The proposed use is in compliance with all Township Ordinances and any other applicable laws.

SECTION 15.06 SITE PLAN REQUIREMENTS

Site plans shall consist of an overall plan for the entire development. A site plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review, unless deemed unnecessary by the Zoning Administrator.

PRELIMINARY SITE PLAN REQUIREMENTS
Small scale sketch of an area within one quarter (1/4) mile of the subject property showing the property location.
Existing adjacent and proposed streets, existing buildings or structures, and curb cuts within one hundred (100) feet of the property.
All lot lines with dimensions.
Parking lots (including required parking calculations) and access points.
Proposed buffer strips or screening.
Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, flood plains, hills, and other significant natural features.
Existing and proposed buildings, and location of any signs not attached to the building
General topographical features including contour intervals no greater than ten (10) feet.
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 including dwelling unit densities by type, if applicable.

Proposed method of providing storm drainage, sewer and water service, as well as other public and private utilities.
Any other information deemed necessary to properly illustrate the development concept to the Planning Commission.
Sewer Capacity Assessment from the Regional Utility Authority and Engineering firm for hook-up to the waste water treatment plant as applicable.

FINAL SITE PLAN REQUIREMENTS
General Information
Sheet size shall be at least 24" x 36" with plan view drawn to a scale of 1" = 50', for property less than three acres or 1" = 100' for property three or more acres.
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions;
Legal and common description of property
Scale of site plan, and North point
Location map drawn at scale of 1"= 2,000' with north point indicated, including proximity to major thoroughfares and section corners
Architect, Engineer, Surveyor, Landscape Architect, or Planner's seal
Zoning classification of petitioner's parcel and all abutting Parcels
Gross acreage figure
Physical Features
Proposed lot line, property lines and all structures, parking areas, etc. within the site, and within 100 feet of the site. Centerline of existing and proposed right of way line of any street.
Existing lot lines, building lines, structures, parking areas, etc., on the parcel, and within 100 feet of the site
Acceleration, deceleration and passing lanes and approaches
All site lighting, including building and parking areas and other security areas. Plans shall show height and type of light fixture.
Proposed locations and dimensions of access drives, street intersections, driveway locations, sidewalks, bike paths, curbing and areas for public use
Location of existing and proposed service facilities above and below ground, including Well sites
Septic systems and other wastewater treatment systems. The location of the septic tank and the drain field (soil absorption system) should be clearly shown.
Chemical and fuel storage tanks and containers
Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels
Water mains, hydrants, pump houses, standpipes and building services and sizes, where applicable
Sanitary sewers and pumping stations, where applicable
Storm water control facilities and structures including storm sewers, retention and detention basins, drainage ways and other facilities, including calculations for size
Location and dimension of all easements
Location and dimensions of all existing and proposed structures with dimensioned floor plans, setback and yard dimensions and typical elevation views
Trash receptacle and transformer pad location and method of screening
Dedicated road or service drive locations
Entrance details including sign locations and size
Designation of fire lanes
Any other pertinent physical features

FINAL SITE PLAN REQUIREMENTS	
Natural Features	
Social characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Jackson County, Michigan", 1981	
Existing topography with a maximum contour interval of 2 feet. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of 2 feet, correlated with existing contours so as to clearly indicate required cutting filling and grading.	
Location of existing drainage courses and associated bodies of water, on and off site, and their elevations	
Location of existing wetlands	
Location of natural resource features, including woodlands and areas with slopes greater than 10% (1 foot of vertical elevation for every 10 feet of horizontal distance)	
Additional Regulations for Residential Developments	
Density calculations by type of unit by bedroom counts	
Designation of units by type and number of units in each building	
Carport locations and details where proposed	
Specific amount and location of recreation spaces	
Type of recreation facilities to be provided in recreation space	
Detail of Community Building and fencing of swimming pool, if proposed	
Additional Requirements for Commercial and Industrial Developments	
Loading/unloading areas	
Total of usable floor area	
Number of employees at peak use	

SECTION 15.07 NOTICE OF ACTION OR RECOMMENDATION

The Planning Commission shall note on a Final Site Plan any action or recommendation regarding that Plan and provide at least one (1) copy of that Plan together with any required written findings, conditions or reasons to the Clerk. A copy of the Planning Commission minutes shall be sufficient to satisfy this requirement.

SECTION 15.08 BUILDING PERMITS

After filing of the approved application and final site plan, satisfaction of any conditions of the approval and compliance with this and other Township Ordinances, a building permit may be issued. All development and construction shall be in complete conformity with the site plan as approved, together with any conditions imposed.

SECTION 15.09 EXPIRATION OF APPROVAL

- A. Final site plan approval is valid for a period of one (1) year from the date of Planning Commission action within which time all necessary Building or Construction Permits shall be secured and construction substantially commenced. The Planning Commission may grant an extension on site plan approval for up to one (1) additional year. All requests for extensions shall be made in writing prior to the expiration of approval, and include a

statement of why the extension is necessary and confirmation of ability to complete construction in conformity with the site plan as approved.

- B. Should the site plan approval expire, the approved site plan shall become null and void and a new site plan review application shall be submitted in order to receive site plan approval.

SECTION 15.10 SITE PLAN AMENDMENTS

Amendments to an approved Final Site Plan may occur only under the following circumstances:

- A. The holder of a valid Final Site Plan approval shall notify the Zoning Administrator of any proposed amendment to such approved site plan.
- B. 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. The Zoning Administrator shall consider the following to be a minor change:
1. Reduction of the size of any building and/or sign.
 2. Movement of buildings and/or signs by no more than ten (10) feet provided that such movement does not cause a violation of this Ordinance or condition attached to the site plan approval.
 3. Landscaping approved in the site plan that is replaced by similar landscaping to an equal or greater extent.
 4. Changes in floor plans that do not alter the character of the use or increase the amount of required parking.
 5. Internal rearrangement of a parking lot that does not affect the number of parking spaces or alter access locations or design.
 6. Changes required or requested by the Township or a Jackson County department for health and safety reasons.
- C. Should the Zoning Administrator determine that the requested modification to the approved Final Site Plan is not minor, a new site plan shall be submitted and reviewed as required by this Chapter, including payment of a fee.

SECTION 15.11 APPEAL OF DECISIONS

A person aggrieved by the decision of the Planning Commission or Zoning Administrator with respect to an action regarding the Final Site Plan may appeal that in accordance with the requirements of Section 18.04, B.