Article 4
PROCEDURES for PLOT PLAN and SITE PLAN REVIEW

Section 4.01  Purpose
It is the intent of this Article to specify standards, application and data requirements, and the review process which shall be followed in the preparation of site plans and plot plans as required by this Ordinance. These procedures are incorporated into the zoning permit application process to ensure that the Zoning Administrator, Planning Commission, and Township Board is afforded an opportunity to review and evaluate proposed uses of sites with regard to such considerations as parking and vehicular circulation, drainage, screening, and conformance with all applicable provisions and standards of this Ordinance.

Section 4.02  Approval of Site Plan or Plot Plan Required
A.  Planning Commission Approval of Site Plans: Site plan approval is required by the Planning Commission prior to the issuance of a zoning permit, for the following land uses:
   1.  All uses permitted by right within any commercial or industrial zoning district.
   2.  All special land uses, as specified in each zoning district.
   3.  All uses for which this Ordinance requires four (4) 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.
   6.  All other uses as required elsewhere in this Ordinance.

B.  Zoning Administrator Approval of 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 4.02 (A) above.

Section 4.03  Data Required
A.  Plot Plans: An accurate, readable, scale drawing showing the following shall be submitted with applications for zoning permits for uses requiring plot plan review, except in the case of minor alterations and repairs where perimeter walls are not to be moved or extended.
   1.  Name, address and telephone number of the applicant (and owner if different).
   2.  A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.
   3.  The location, dimensions, height and bulk of the existing and/or proposed structures to be erected, altered, or moved on the lot.
   4.  Dimensions of yards, parking lots and space dimensions, and the number of spaces.
   5.  A description of proposed use(s) of the building(s), land and structures.
   6.  The proposed number of sleeping rooms, dwelling units, and employees, as applicable.
   7.  Configuration of the driveway and parking areas.
   8.  Existing public right-of-ways or easements.
   9.  Any other information deemed necessary by the Zoning Administrator to determine zoning ordinance compliance and provide for the enforcement of this Ordinance.

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B. Site Plan: A site plan shall be submitted as part of a zoning permit application for uses listed in Section 4.02(A). The 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 and the seal of such designer shall be affixed. The site plan shall provide the following data, except where the Planning Commission makes specific findings that certain data is not required because it is not pertinent to the property or proposed use, and that the lack of such information shall not undermine the Planning Commission’s ability to adequately evaluate the application.

1. Name, address and telephone number of the applicant (and owner if different).
2. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.
3. Existing 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 existing man-made features such as 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. Project description, including the location, dimensions, height and bulk of the existing and/or proposed structures to be erected, altered, or moved on the property; the total number of structures, units, bedrooms, and offices; the square feet associated with each building and use including total and usable floor area; carports and garages; employees by shift; amount of recreational and open space and the type of recreation facilities to be provided, and related information as pertinent or otherwise required by this Ordinance.
6. 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.
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 and dimensions of accessory structures, including trash receptacles.
9. Proposed location of free stranding and wall signs, including construction details of such signs.
10. 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 17, Landscaping and Screening. Also, proposed locations of common open spaces, if applicable.
11. A plan identifying how storm water is to be collected and discharged.
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. 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.
14. A statement from the applicant identifying all federal, state and local permits required, if any.
15. 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).
16. Such other information as is necessary to enable the Planning Commission to determine whether the proposed site plan will conform to the provisions of this Ordinance.

C. The Zoning Administrator may establish and make available written guidelines as to the scale and level of detail needed for applications for various types of uses requiring a zoning permit, or for information to be submitted to the Zoning Board of Appeals in order to make a decision on an appeal, request for Ordinance interpretation or variance.
Section 4.04  Plot Plan and Site Plan Review Procedures

A. Submittal and Distribution of Plot Plans and Site Plans: At least twelve (12) copies of a site plan, or five (5) copies of a plot plan where a plot plan is required, and same number of zoning permit application forms, shall be submitted to the Zoning Administrator. The Zoning Administrator shall record the date of their receipt. Upon receipt of completed forms and plans, the Zoning Administrator shall forward copies of the site plan to the Planning Commission. See Section 3.04(A)(1)-(5).

B. Review:
   1. Plot Plan: The Zoning Administrator shall review the application and plans and determine their conformity with the applicable provisions of this Ordinance including the provisions of Section 4.05.
   2. Site Plan: Upon receipt of completed forms and plans, the Planning Commission shall review the application and plans and determine their conformity with the applicable provisions of this Ordinance including the provisions of Section 4.05.

C. Action:
   1. Plot Plan: 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 sixty (60) days of the receipt of a complete plot plan. A plot 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. See Section 20.12 regarding conditional approvals.
   2. Site Plan: Upon conducting a review of the site plan, the Planning Commission shall either reject, approve, or conditionally approve the site plan, as it pertains to requirements and standards contained in the Zoning Ordinance. Any conditions required by the Planning Commission shall be stated in the meeting minutes, including the reasons for such conditions, and shown on the site plan, and delivered to the applicant. Decisions by the Planning Commission shall be made within ninety (90) days after receipt of a complete application unless, in the opinion of the Planning Commission, an extension of time is necessary to adequately review information pertinent to a decision. 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. See Section 20.12 regarding conditional approvals.

D. Approved Plot Plans and Site Plans: At least three (3) copies of an approved plot plan or 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. For identification of the approved plans, each copy shall be signed and dated with the date of approval by the Planning Commission Chairperson, or by the Zoning Administrator in the case of a plot plan. 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 plot plan or site plan and delivered to the applicant for information and direction.

E. 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 Certificate of Occupancy. Such drawings shall identify all improvements made upon the site including utility services.

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Section 4.05  Plot Plan and Site Plan Approval Standards

A. Plot Plan: Each plot plan shall conform with all applicable provisions of this Ordinance including requirements pertaining to lot area, lot width, and permitted uses, and the applicable provisions of:

1. Article 15, Signs
2. Article 16, Off-Street Parking and Loading
3. Article 17, Landscaping and Screening
4. Article 18, Environmental Protection
5. Article 20, General Provisions

B. Site Plan: Each site plan shall conform with the applicable provisions of this Ordinance including requirements pertaining to lot area, lot width, and permitted uses, and the standards listed below:

1. Applicable provisions of:
   a. Article 11, Standards for Specific Special Land Uses
   b. Article 15, Signs
   c. Article 16, Off-Street Parking and Loading
   d. Article 17, Landscaping and Screening
   e. Article 18, Environmental Protection
   f. Article 20, General Provisions
2. All elements of the 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.
3. 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 are in keeping with the general appearance of adjacent and surrounding uses and development.
4. The removal of storm waters shall not increase off-site sedimentation or otherwise adversely affect neighboring properties due to flooding.
5. All buildings or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.
6. Every structure or dwelling unit shall have access to a public street, walkway, or other area dedicated to common use.
7. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.
8. 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.
9. 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.
10. Residential and nonresidential development shall not include unnecessary curb cuts and shall use shared drives and/or service drives unless precluded by substantial practical difficulties.
11. 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.
12. Site plans shall conform to all applicable Township planning documents, other applicable ordinances, and state and federal statutes.
13. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous materials from entering the environment including:
   a. 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.
   b. 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 4.06  Sketch Plan Review Option
An applicant may seek approval of a sketch plan, the purpose of which is receive approval of the general design and layout of the project prior to preparing a detailed site plan.

A. Submittal of Sketch Plans: At least twelve (12) copies of a sketch plan shall be submitted to the Zoning Administrator. The Zoning Administrator shall record the date of their receipt. The submittal shall include the following:
   1. Fifteen (15) copies of a completed application form supplied by the Township Clerk.
   2. Fifteen (15) copies of the sketch plan at a scale of not less than one (1) inch equals one hundred (100) feet with the following minimum information:
      a. Property dimensions.
      b. Topographic elevations at two feet intervals.
      c. Significant vegetation.
      d. Water courses and water bodies, including man-made surface drainage ways.
      e. Existing public right of way, pavements, and/or private easements.
      f. Existing uses, buildings, structures, and lots.
      g. Proposed uses and general location of buildings, structures, and lots.
      h. Zoning classification of abutting properties.
      i. The name and address of the person and firm who prepared the plan and the date on which the plan was prepared.

B. Review: The Zoning Administrator shall review the application forms and plans for completeness and if such materials do not appear complete according to Section 4.06(A), the materials shall be returned to the applicant with a written notice identifying the inadequacies. Upon receipt of completed forms and plans, the Zoning Administrator shall forward copies of the sketch plan to the Planning Commission. Upon receipt of completed forms and plans, the Planning Commission shall review the application and plans and determine their conformity with the applicable provisions of this Ordinance including the provisions of Section 4.05.

C. Action:
   1. After conducting a review, the Planning Commission shall either reject, approve, or conditionally approve the sketch plan, as it pertains to requirements and standards contained in the Zoning Ordinance including the provisions of Section 4.05. Any conditions required by the Planning Commission shall be stated in the meeting minutes, including the reasons for such conditions, and shown on the site plan, and delivered to the applicant. Decisions by the Planning Commission shall be made within ninety (90) days after receipt of a complete application unless, in the opinion of the Planning Commission, an extension of time is necessary to adequately review information pertinent to a decision.
      a. Approval of the sketch plan is valid for a period of one (1) year. If a complete site plan for the development, or any phase of the development, has not been submitted during that period, the approval of the preliminary site plan shall be null and void. Sketch plans whose approval has expired shall be required to resubmit and be processed for approval according to this Section.

Section 4.07  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 approved amendments thereto. If construction and development does not conform with such approved plans, the approved zoning permit shall be revoked by the Zoning Administrator pursuant to Section 3.04(D)(4). Upon revocation of such approval, all construction activities shall immediately cease upon the site, other than for the purpose of correcting the violation.

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Section 4.08 Changes to Approved Site Plan

A. Site Plan Changes: No changes shall be made to an approved site plan prior to, during, or after construction except according to the following procedures:

1. **Major Changes**: Major changes to an approved site plan shall include 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 or an increase of more than four (4) parking spaces; an increase in the gross floor area or heights of buildings or number of dwelling units; a reduction in open space; and similar changes. Major changes shall require approval in the same manner as the original site plan 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.

2. **Minor Changes**: Minor changes to an approved site plan shall include changes not otherwise included as a major change in (A)(1) above and may be approved by the Zoning Administrator. Approved changes shall be clearly specified in writing and signed by the Zoning Administrator. The Zoning Administrator shall keep accurate records of approved changes. The Zoning Administrator may defer action to the Planning Commission.

B. Amendments to a Plot Plan: The Zoning Administrator shall review proposed changes to an approved Plot Plan in the same manner as the original plot plan application was submitted, reviewed, and approved.

Section 4.09 Appeals

A person aggrieved by a decision on a site plan may appeal such decision to the Zoning Board of Appeals pursuant to Article 6.

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