

ARTICLE IV – SITE PLAN REVIEW REQUIREMENTS AND PROCEDURES

Section 4.00 INTENT.

Site plan review provides the Township with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and Township planning. Site plan review also provides the Township with an opportunity to review the relationship of the plan to surrounding uses, accessibility, pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety and general welfare.

Section 4.01 PLANNING STANDARDS.

In reviewing all applications for site plan approval, the Planning Commission shall consider the plan in relation to the following standards:

A. Vehicular Access and Circulation.

The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation. The Planning Commission shall require public streets adjacent or through a proposed development, when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. In those instances where the Planning Commission determines that there are an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.

B. Relationship to Surrounding Property.

All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the Planning Commission shall review the plan for negative conditions such as, but not limited to: Channeling excessive traffic onto local residential streets. The lack of adequate screening of parking or service areas. The impediments to the access of emergency vehicles.

- Channeling excessive traffic onto local residential streets
- The lack of adequate screening of parking or service areas
- The impediments to the access of emergency vehicles

C. Relationship to Natural Features.

All buildings, driveways, parking lots and site improvements shall be designed to be compatible with the physical characteristics of the site, including, but not limited to, woodlands, wetlands, slopes, floodplains and soil suitability. The proposed development shall not have an adverse impact on the natural environment of the site or the surrounding area.

Section 4.02 SUBMISSION REQUIREMENTS.

A. A site plan shall be submitted for review and approval by the Planning Commission whenever one or more of the following conditions apply:

1. Whenever a building permit is required for the erection or structural alteration of a building (other than one-family homes, farm buildings or accessory structures to these uses)
2. For the construction, use or establishment of a new or additional parking or storage area.
3. For all special land uses.
4. For any substantial change in use or class of use.

5. The erection of, or addition to, any major utility service facilities, including towers, substations, pump stations and similar facilities.
 6. All public improvements including roadways, municipal buildings, and the like.
 7. All construction of wetland mitigation, detention areas, and the like.
- B. A required site plan shall include the entire site under the control or ownership of the applicant with all areas proposed for improvement shown. Unplanned areas of the site shall also be shown. All site plans submitted for consideration shall include the following information:
1. General Site Data.
 - a. The site plan shall be prepared by and carry the seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data.
 - b. The dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements.
 - c. Northpoint. Scale should customarily be provided at 1" = 20' or 1" = 30'. For large-scale development, 1" = 50' or 1" = 100' may be acceptable, provided all important typical areas and Ordinance requirements are thoroughly detailed in clearly recognizable form and presented at the customary scale
 - d. Complete legal description.
 - e. Size of the site expressed in acres.
 - f. A legible location map (4 inches = 1 mile) showing major roads, nearby cross- streets and property lines, where necessary.
 - g. Zoning of site and all surrounding property
 - h. Proposed address, if available.
 - i. Location of existing structures and improvements onsite. (Indicate if any such structure or improvement is to be removed).
 - j. Location of proposed structures and improvements.
 - k. Yards/setbacks and critical dimensions between buildings and other site improvements.
 - l. Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within two hundred (200) feet of all property lines.
 - m. Topography at two (2) foot contours (existing and proposed), if site drainage is affected. All grades shall be provided using USGS Datum

n. Recorded easements

2. Building Plans.

- a. All architectural building elevations (front, sides and rear).
- b. Type of surface material and design of all exterior surfaces.
- c. Dimensioned floor plans.

3. Access, Parking and Circulation.

- a. Existing and proposed rights-of-way for all abutting roads.
- b. Location and dimensions of all driveways and street approaches.
- c. Indicate the type of surface (paving).
- d. Parking spaces (location, number, dimensions, aisle dimensions, and surface material).
- e. Site circulation pattern. (Direction of pedestrian and vehicular traffic flow if one- way or not obvious from the arrangement).

4. Environmental Features.

- a. Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.
- b. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy.
- c. Whenever a tree or group of trees of six (6) inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the site plan in dotted outline and noted "to be removed."
- d. Greenbelts, walls and/or berm details. (Provide at least one cross-section for each type used.)
- e. Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).
- f. Trash receptacles and method of screening.
- g. Site lighting details (location, height, type, intensity and shielding).
- h. All signage to be located on site (including location, size, height, area of sign surface, and illumination).

- i. Location and extent of wetland areas or floodplains (if applicable).
5. Other Information.
- a. Location of all site utilities, including well or septic system
 - b. Site drainage characteristics and improvements.
 - c. Park or recreation areas (show boundary and size in square feet).
 - d. Fences, screen wall or similar structure (location and details).
 - e. Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., 1-bedroom, 2-bedrooms and 3-bedrooms), if any; and the total net acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown.)
 - f. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions and other data of all such equipment and/or machinery shall be indicated.
 - g. Location of storage, use and disposal areas, if any, for hazardous substances and evidence of approval by the applicable federal, state or local review agency.
 - h. List of hazardous substances used, stored or generated at the proposed facility.
6. Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of the site, the Planning Commission may waive the requirements. Any and all waivers shall be recorded in the Commission's minutes, together with the unique circumstances and reasons for such waiver.

Section 4.03 REVIEW PROCEDURES.

A. Submission.

The proposed site plan shall be submitted to the Township Hall and, if the submission data is complete, it shall then be transmitted to the following:

- 1. Macomb County Road Commission or MDOT, whichever is appropriate
- 2. Macomb County Public Works Commissioner (if necessary)
- 3. Macomb County Health Department (if necessary)
- 4. Building Inspector
- 5. Assessor (if necessary)
- 6. Township Engineer
- 7. Township Planner
- 8. Planning Commissioners (one for each)
- 9. Planning Commission File
- 10. Appropriate School District (if necessary)
- 11. Fire Department
- 12. Appropriate State Agencies (as necessary)

B. Planning Commission Review.

The site plan shall be reviewed by the Planning Commission with reference to the specific requirements of this Ordinance. The Planning Commission shall also review the site plan relative to other planning documents and other applicable ordinances. The Commission shall require review

and comment from the Township Planner, Township Engineer and Township Attorney, where appropriate. Approval of the site plan (as submitted, or with additions, corrections, or alterations) by the Planning Commission shall satisfy the requirements of this Zoning Ordinance for the issuance of a zoning compliance permit. It shall not, however, exempt the petitioner from compliance with other Township ordinances. If a site plan is not approved by the Planning Commission, the reasons shall be stated in writing and a copy of said reasons supplied to the applicant. The approved site plan shall be part of the record of approval and subsequent actions relating to the activity authorized shall be consistent with the approved site plan unless a change conforming to the zoning ordinance receives the mutual agreement of the landowner and the Planning Commission.

C. Approval Period.

A site plan shall be valid for a period of twelve (12) months from the date of the Planning Commission meeting date where final approval was granted and the site improvements shall be completed within two (2) years of the same date. If physical improvement to the site is not in progress at the end of the twelve (12) month period or the site completed within two (2) years, such approval shall be null and void.

Prior to the expiration of site plan approval, the applicant/landowner may request an extension of such approval in a written request to the Township. Such request shall be submitted according to Township deadlines prior to the expiration of the twelve (12) month approval period. The same requirements shall apply to extensions for site improvements at the end of the two (2) year timeframe.

The Planning Commission shall act on such request for extension at their next available meeting. The Planning Commission may grant an extension for a period of one to twelve (1-12) months at their discretion based on the factors leading to the extension request. Such extension shall also apply equally to the requirement for site completion noted above.

The Planning Commission does not have a limitation on the number of extensions it may grant, however, the Commission shall take into consideration, economic conditions, diligence in pursuing the project to completion, the number of previous extensions granted, changes to Ordinances or regulations which may impact the site design or development, amongst others, in determining whether to grant additional extensions. The Planning Commission may request a review from the Township Planner and/or Engineer or other reviewing department to determine to what extent the site plan may be impacted by new or modified Ordinances in making their determination to grant additional extensions. All fees incurred (if any) as a result of such reviews shall be paid by the requestor of the extension.

Ord. 2011-114-24 Effective Date 08/03/11

D. Performance Bonds.

The Planning Commission may require a cash deposit or irrevocable bank letter of credit acceptable to the Township, covering the estimated cost of improvements associated with a project for which the site plan approval is sought, be deposited with the Treasurer of the Township to ensure faithful completion of the improvements. The performance guarantee shall be deposited at the time of the issuance of the permit authorizing the activity or project.

E. Review Fees.

A site plan fee shall be required to cover the cost of review by the Township's Engineer, Planner, and other professional and Township services in accordance with a schedule of fees as determined by resolution of the Township Board.

Section 4.04 ADMINISTRATIVE REVIEW AUTHORITY

A. There is hereby created an administrative review committee consisting of the Planning and Zoning Administrator, a Planning Commission member the Planning Commission Chair and Vice-Chair, and the Township Planner. The administrative review committee shall have the authority to review and approve minor amendments to an existing site plan.

1. Minor Amendments may include:

- a. Changes in landscape specifications and designs that do not reduce the total amount of landscaping on the site (provided the intent of the original approval is maintained).
- b. Changes to the building façade which do not create additional square footage.
- c. Fences within any nonresidential development or district.
- d. Changes in location of previously approved sidewalks, dumpsters, heating and cooling units, and the like.
- e. Temporary buildings such as construction trailers and the like.
- f. The Building Official shall have the option to request Planning Commission consideration of site plans eligible for administrative review. All appeals of administrative review determinations shall be made to the Planning Commission. In such cases, the Planning Commission shall review the site plan in accordance with the procedures outlined in Article IV – Site Plan Review Requirements and Procedures.

Ord. 114-37 Eff. Date November 24, 2021

B. The administrative review committee shall also:

1. Have the authority to consult with any other Township department head, consultant or other appropriate agency regarding site plan issues.
2. Refer any issue to the full Planning Commission for their review should they deem such necessary.
3. Provide a report to the Planning Commission each month regarding the issues which the administrative review committee heard.

C. Any and all costs associated with the administrative review shall be paid by the applicant prior to the issuance of a building permit.

Ord. 2011-114-24 Effective Date 08/03/11