

ARTICLE V: SITE PLAN REVIEW

SECTION 5.01: PURPOSE

The purpose of site plan review is to insure that a proposed land use or activity is in compliance with local ordinances and State and Federal statutes. The term "Site Plan" includes all documents, plans and drawings required by the Zoning Ordinance. The site plan should specifically denote the detailed intent of the petitioner. The specified standards and required procedures contained herein are intended to promote the orderly development of the Township, assure compliance with all applicable Federal, State and local ordinances and to promote and protect the public health, safety and general welfare of Township residents and the public at large.

SECTION 5.02: REQUIRED PLAN APPROVALS

Site plan review is required for all proposed land uses and activities including any subdivisions of land developed in accordance with the requirements of P.A. 59, 1978, the Condominium Act, and subsequent amendments as specified in P.A. 538, 1982, as well as other requests for zoning status where the Zoning Administrator determines that a site plan is necessary for the accurate review and/or documentation of the petitioner's request except as provided for in Section 5.03 of this Ordinance.

SECTION 5.03: EXCEPTIONS

Single family residential lots, for which off-street parking areas are provided as required in this Ordinance, are exempted from the site plan approval requirement when the proposed building and plot plan have been reviewed and approved by the Zoning Administrator and where a building permit has been issued. Wherever conflict may arise between the required information to be provided with an application for Site Plan Review as stated in Section 5.06 of this Article, with the requirements as set forth in Public Act 96 of 1987, as amended, relative to Mobile Home Parks, the State Statute shall prevail. All other information items noted in this section shall, however, be provided as stated herein.

SECTION 5.04: SITE PLAN REVIEW AND APPROVAL AUTHORITY

The Township Planning Commission is the official designated legal entity charged with the review and approval of all site plan documents except as provided for in Section 5.03.

SECTION 5.05: PROCEDURES FOR SITE PLAN REVIEW

Upon request, an application form shall be provided to the petitioner by the Township Zoning Administrator. All questions on the form shall be completed in ink and signed by the petitioner or his representative, and returned to the Township Zoning Administrator along with the proposed site plan, specifications and the required payment of a non-refundable fee, as outlined in the "Schedule of Fees", to offset processing and review costs. If the Township Zoning Administrator determines that the site plan submission does not include all of the required information as required herein, a written notice of denial, including all the reasons for rejection along with instructions for revising the submission to make it acceptable, will be provided to the petitioner within thirty (30) days of the original application submission.

It shall be the responsibility of the Township Zoning Administrator to forward the completed application, along with all other final plan documents to the Planning Commission for review and consideration at their next regularly scheduled meeting if all of the required information

has been received at least ten (10) days prior to the date of the next regularly scheduled meeting.

To assure full disclosure of relevant information to all potentially impacted review and/or approval agencies having jurisdiction within the proposed project development area, the Township Zoning Administrator shall transmit one (1) copy of the complete site plan to each of the following agencies for their review and comment:

- a) Marquette County Drain Commissioner
- b) Marquette County Road Commission
- c) Marquette County Health Department
- d) Superintendent of Schools
- e) Fire Chief
- f) Chief - Local Law Enforcement Authority
- g) Affected utility companies
- h) Other Federal, State, County or local agencies which may be impacted by the proposed development plan

The Planning Commission shall base its review and evaluation of the site plan upon specific requirements and standards as established within each individual Zoning District Classification and upon the General Standards for Site Plan Approval.

SECTION 5.06: REQUIRED INFORMATION

Every application will be accompanied by the following informational requirements unless the proposed structure contains less than 2500 square feet of gross floor area, the land use activity requires less than six (6) off-street parking spaces, and the specific informational requirements are waived in writing by the Zoning Administrator and approved by the Planning Commission:

- 1) An application form as provided by the Township Zoning Administrator fully completed in ink and signed by the petitioner or his representative.
- 2) A minimum of twelve (12) copies of all plans, documents and/or drawings containing the following information and data for all proposed land uses and activities except as provided for in Section 5.03
- 3) A complete legal description of the parcel(s) as it appears on the deed, and the gross and net area of the proposed site plan in acres.
- 4) A fully dimensioned map/drawing, at a readable scale, showing all relevant data, including setbacks, spatial relationship of all buildings, scale, directional arrow, original dates, revision dates, if any, and a vicinity sketch or location map (1"=2000' approximate).
- 5) The name of the proposed project/development/activity.
- 6) The name, address and telephone number of all fee interest holders and type of ownership.

- 7) Any proposed deed restrictions or covenants affecting the proposed plan and future on or off-site development.
- 8) The size, shape, location and use of all existing and proposed structures
- 9) The location of all existing and proposed driveways, curb cuts, and points of ingress and egress
- 10) The location, names and widths of all existing and proposed, public or private rights-of-way including roads, railroads, easements, clear view triangles, utility licenses, and the jurisdiction or ownership status of each
- 11) The location and names of all existing and proposed water courses, water bodies, flood plains, surface drainage ways, either natural or man-made.
- 12) The existing and proposed zoning classification of the plan site and all adjacent or abutting properties, and if platted, the Liber and Page numbers or record plats
- 13) The designated access locations for fire vehicles and emergency apparatus along with fire lane widths, type of road surfacing, and any turnaround areas along with all relevant dimensions
- 14) The notation of any significant or distinctive topographical features which may be desirable to protect as natural features
- 15) The nature, size, type and specific location of any forest or vegetative cover.
- 16) The existing and proposed pavement widths, condition and type, and the location of any acceleration or deceleration lanes existing or proposed.
- 17) The existing or proposed vehicular, bicycle, and pedestrian circulation systems including all relevant dimensions, parking space sizes and numbers, designated handicapped parking areas and numbers, customer/employee parking areas.
- 18) The location, size and depth as may be required for all public or private utility lines, individual service leads, storage tanks, existing and/or proposed to service the project.
- 19) The definition and location of all loading areas, truck docks, service drives, and truck wells, with relevant dimensions.
- 20) The location of all permanent or temporary signs, existing or proposed, including their design, area, size, height, illumination and the type of construction.
- 21) A complete landscaping plan, including the location of all green belts, buffer yards, fencing or screening with specific indication of all landscape materials to be utilized.
- 22) The location of all proposed trash and refuse receptacles and the method to be used for screening these areas.

- 23) The existing and proposed topography of the site with elevations based upon USGS on site or relative datum and mapped utilizing two (2) foot minimum contour intervals. Five (5) foot intervals may be used where grades are in excess of ten percent (10%). All benchmark locations, descriptions and elevations shall be noted.
- 24) A complete set of architectural floor plans including all relevant square footage calculation, exterior building elevations, and the existing and proposed building grades and heights. Multiple unit proposals shall include all density and area calculations.
- 25) All available information relative to on-site soil conditions, profiles, inventories, soil borings and the source of all related reference material.
- 26) All available information on sub-surface water table depths or elevations, along with the quantity and quality of potential potable water supplies as required.
- 27) Any existing and proposed exterior lighting plans which may be anticipated for parking areas, and general information regarding maximum illumination and candlepower of proposed lighting systems.
- 28) Any such other information as may be required and/or deemed necessary by the Planning Commission to properly and adequately evaluate the proposed project site plan or land use activity.
- 29) Project completion schedule and/or development phases.
- 30) The seal of the registered engineer, architect, landscape architect, surveyor or planner who prepared the plan.

SECTION 5.07: GENERAL STANDARDS FOR SITE PLAN APPROVAL

- 1) The site plan shall be organized into a document reflecting adequate consideration to the various design alternatives in accommodating the dictates of the physical site characteristics and constraints. The site plan shall further reflect the use of lands in accordance with their character and adaptability providing for orderly development within the framework of this Ordinance.
- 2) The proposed land use and activity will be established in conformance with the requirements of the existing or proposed zoning district for the site, shall be developed in such a manner as to maximize the harmony and compatibility with the surrounding area.
- 3) Any adverse effects created on site by the proposed land use or activity shall be minimized utilizing effective landscaping design and screen techniques.
- 4) The natural features of the site shall be protected and preserved in their original state in so far as practical and wherever they can be utilized to enhance the development of the site.

- 5) The proposed plan shall reflect a proper relationship between existing and proposed streets and highways within the vicinity. Every structure shall have adequate pedestrian access to public right-of-way, walkway, or other common use areas.
- 6) All buildings and structures within the proposed site plan shall be accessible on all sides by emergency vehicles and emergency apparatus systems. Emergency vehicle access shall be available to the site by a public street and provided through the site utilizing fire lanes clearly marked and identified for that purpose.
- 7) Physical improvements to the site, including vehicular and pedestrian circulation systems, water, sewage service, storm drainage, electric power, and telephone utilities, as well as land balance, grading and erosion control measures shall be designed in strict compliance with all the requirements of the individual, Federal, State, County or local agencies' adopted standards and specifications.
- 8) Adequate measures shall be taken to control and minimize adverse impacts to neighboring areas due to on-site land uses or activities. Nuisance controls, addressing problems of noise, vibration, smoke, odor, glare, light, heat and drifted or fugitive materials shall be incorporated into the plan as required.
- 9) A storm water management plan, that addresses on-site surface runoff problems and which can be integrated into a general drainage scheme for the area, shall be provided to assure against any adverse affects to neighboring or off-site property owners.
- 10) Accessibility, ingress and egress to the site shall be designed to insure safety and convenience to the general public. All parking areas located within the proposed site plan shall be in compliance with the requirements set forth in this Ordinance.
- 11) Exterior lighting plans should anticipate adverse impact to adjacent properties, therefore, adequate design considerations shall be required to deflect or limit excessive light and glare which could impede the vision of drivers on adjacent roads or become a nuisance to adjacent property owners.

SECTION 5.08: PLANNING COMMISSION REVIEW

Upon receipt of the complete site plan submission along with the receipt of comments from any affected Federal, State, County or local approving agencies, the Planning Commission shall proceed with the review of the site plan documents to determine compliance with the requirements and general intent of the Zoning Ordinance. The Planning Commission at its option may schedule and conduct a public hearing prior to the final approval of any site plan required by this Ordinance. Within thirty (30) days, the Planning Commission shall respond to the petitioner through the Township Zoning Administrator with a written approval, approval with conditions of modification, or a denial. If approved, the Planning Commission Chairperson and the Township Zoning Administrator shall sign and date three (3) complete sets of the site plan. One (1) approved, signed and dated set shall be returned to the petitioner and the other two (2) copies shall be retained by the Township for record purposes. If the site plan is denied approval, the reasons will be set forth in writing and forwarded to the petitioner by the Township Zoning Administrator.

SECTION 5.09: REVISIONS - MODIFICATIONS - CORRECTIONS TO AN APPROVED SITE PLAN

Once a site plan has been reviewed and approved by the Planning Commission, it shall become a part of the record of approval. Subsequent actions relating to the authorized activity shall be consistent with the approved site plan unless a change, conforming with this Zoning Ordinance, received mutual agreement of the petitioner and the Planning Commission. Except for minor changes, any changes requested specifically by the petitioner shall require a re-submission of the revised site plan and payment of an additional review fee.

SECTION 5.10: FINANCIAL GUARANTEES

To insure the construction and installation of the necessary site improvements, and unless site plan review requirements, as specified in Section 6.06 have been specifically waived in writing by the Zoning Administrator and approved by the Planning Commission in accordance with said Section 6.06, the Planning Commission shall require that a cash deposit, certified check, bond, irrevocable bank letter of credit or other financial guarantee be provided by the petitioner prior to the issuance of the official site plan approval and Certificate of Occupancy. Surety shall be provided in an amount sufficient to fulfill the faithful performance of the agreement. The Planning Commission, at its option, may authorize proportional rebates of the financial guarantee to the petitioner as the construction work progresses and upon the completion of significant phases of the scheduled improvements.

SECTION 5.11: FINAL APPROVAL OF PROJECT

When the site has been substantially developed in compliance with the approved site plan documents, the petitioner shall request an on-site inspection by the Township Zoning Administrator. The joint on-site inspection shall require the review and approval of all the required plan elements to the satisfaction of the Township Zoning Administrator in strict accordance with the requirements as set forth in this Ordinance.

After the joint field inspection has been completed, and the site has been approved by the Township Zoning Administrator, a letter of acceptance will be forwarded to the petitioner by certified mail, return receipt requested. If there are deficiencies on the site and the improvements are not in compliance with the approved site plan documents, a similar certified letter setting forth the reasons for such denial shall be sent to the petitioner. Until such time as the stated deficiencies are corrected, an official letter of acceptance will not be authorized.

SECTION 5.12: TIME LIMIT TO IMPLEMENT APPROVED SITE PLAN

The approved site plan shall be implemented and all required improvements completed no later than two (2) years after the date of initial approval. The Planning Commission, at its option, may authorize a one (1) year extension to the initial approval if extenuating circumstances justify an extension of time.

SECTION 5.13: AS-BUILT SITE PLAN

On completion of the installation of required improvements as shown on the approved site plan, the property owner shall submit to the Zoning Administrator one (1) Mylar reproducible copy of an "as-built" site plan, certified by the engineer or surveyor, at least one week prior to the anticipated occupancy of any building. The Zoning Administrator shall circulate the as-built plans among the appropriate agencies for review to insure conformity with the approved site plan and other township, County, State or Federal requirements. Once each agency has approved the as-built plans, the Zoning Administrator may make the final inspection and issue the Occupancy Permit.

SECTION 5.14: LAND CLEARING

No person shall undertake or carry out any such activity or use, including any grading, clearing, cutting and filling, excavating, or tree removal associated therewith for which site plan approval is first required by this Ordinance. Nor shall such activity proceed prior to obtaining necessary soil erosion and sedimentation control permits. Any violation of this provision is subject to the fines and penalties prescribed in Section 11.04 of this Ordinance for each day of the violation from the day of discovery of the incident until a restoration plan, or a site plan has been approved.