

Section 719.103 – Site Plan Review Procedures

- A. All permitted uses in RM, MH, OS, NB, CB, GB, LI, HI, REC, and F Districts zoning districts, and all uses allowed under special land use approval, except individual single-family dwelling units, farm buildings, and ponds, shall submit a site plan for approval by the Planning Commission.
- B. Whenever this Chapter requires the submission of a site plan for approval by the Planning Commission before the issuance of a building permit or certificate of occupancy, the procedures outlined below shall be followed:
 1. Requirements – The required number of copies of the Site Plan Review and Special Land Use Application (obtainable from the Township Clerk), together with the same number of copies of all required drawings and illustrations, and the site plan review fee as established by the Township Board, shall be presented to the Township Clerk 15 days before the next regular meeting of the Planning Commission, to be forwarded to the Planning Commission, Community Planner, Township Engineer, Zoning Administrator and Township Attorney where necessary. All of the following detailed information must be submitted:
 - a. Application Form
 - Applicant's name and address
 - Name of the proposed development
 - Common description of the property and complete legal description
 - Dimensions of land, width, length, acreage, and frontage
 - Existing zoning and zoning of adjacent properties
 - Proposed use of land
 - Name, address, city, and phone number of the firm or individual that prepared the plan, the legal owner property, and the applicant
 - Signature of the legal owner, if not the applicant
 - b. Site Plan Drawings and Illustrations (fully dimensioned)

- Location map drawn at a scale of 4" = 1 mile (showing site in relation to nearest major intersection)
- A scale of not less than 1" = 30¹ if the subject property is five (5) acres or less, and 1" – 100' if over five (5) acres
- Date and north point
- Location of all existing and proposed structures and uses
- All aisles, drives, and parking areas (include the number of spaces)
- Designation of units by type of buildings
- Interior sidewalks and sidewalks within the right-of-way
- Exterior lighting location and method of screening
- Trash receptacle location and method of screening
- Landscape plan
- Drive or street approaches, including acceleration, deceleration, and passing lanes, if appropriate
- All utilities located on or serving the site
- Loading and unloading area
- Total floor area
- Designation of fire lanes
- Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration, emission levels, and other data of all such equipment or machinery
- Location and extent of development of recreation areas, where necessary

- Grading and Drainage Plan showing catch basins, retention, and detention areas, point of discharge for all drains and pipes, the direction of flow on all impervious services, existing and proposed contours at one (1) foot intervals or spot elevations sufficient to document direction of flow and areas of filled or reclaimed land. All uses shall detain or retain stormwater so that the runoff from the property occurs at not more than the agricultural runoff rate. The requirement for existing and proposed contours or spot elevations may be waived by the Planning Commission where small areas of impervious surfaces are proposed (less than 8,000 square feet), and it is clear that the drainage from the site will not negatively impact adjacent properties or internal site operations.

c. Sign Information

The location of all signs shall be shown on the site plan, but the following detailed information may be deferred until later:

- Height of the sign above ground
- Surface of the sign (materials and dimensions)
- Area of the sign surface
- The lettering of the sign, drawn as it will appear on the erected sign, need not be in the style of the finished sign, but must be neatly printed in size and of a weight approximating that of the final constructed sign
- Method of illumination, if any

d. Documentation Verifying Approval by Other Agencies

If the proposed development is subject to approval by other public or private agencies, documentation verifying approval by applicable agencies shall be submitted at the time of site plan review or a later date, as determined by the Planning Commission. Review and approval by other public or private agencies, such as the Macomb County Public Works Office, Michigan Department of Environment, Great Lakes and

Energy, or utility companies, as applicable, is required before a building permit can be issued.

2. Procedures – The petition will be placed on the agenda of a Planning Commission meeting. After the Commission has received a report from all Township Planning Commission meetings, the Township Engineer, and the Township Attorney, where necessary, the Commission shall review the site plan for compliance with the standards of this Chapter and other applicable ordinances and statutes and take one of the following actions:

- a. Table action and request that the applicant revise the site plan or provide additional documentation or information, or
- b. Approve the site plan upon finding that the standards of this Chapter and other applicable ordinances and statutes are met or
- c. Approve the site plan with conditions that the Commission determines are reasonable and necessary to achieve conformance with this Chapter and other applicable ordinances and statutes, with such conditions listed in the motion; or
- d. Deny the site plan upon a determination that the site plan does not meet the standards, spirit, and intent of this Chapter and other applicable ordinances and statutes. The applicant must then submit a new application and site plan if they are still interested in pursuing the project.

3. Time Limit Approval

- a. Upon approval of a site plan by the Planning Commission, the applicant shall submit five (5) final stamping set copies of the complete approved site plan to the Township within one (1) year of approval being granted by the Commission, or approval shall automatically expire. If applicable, the approved site plan must include an approved grading and drainage plan. If the site plan was approved with conditions, the approved site plan must incorporate the conditions imposed by the Planning Commission. The Planning Commission may grant one (1) or more six (6) month extension(s) of site plan approval if the applicant demonstrates legitimate cause for the delay.
- b. Upon determination that the site plan meets all applicable conditions and requirements, five (5) copies of the site plan shall be stamped by the Township Planner, and the Planning Commission Chairperson shall stamp

four (4) copies as the final approved site plan. The applicant shall request a building permit within one (1) year of the latest final stamping date, or site plan approval shall automatically expire. The Planning Commission may grant one (1) or more six (6) month extension(s) of site plan approval if the applicant demonstrates legitimate cause for the delay.

4. Zoning Administrator's Review – All single-family detached dwelling units, farm buildings, and private residential or farm ponds shall be reviewed and approved by the Zoning Administrator before issuance of a building permit or certificate of occupancy. Site plans for these shall contain the following information:
 - a. The actual shape, location, and dimensions of the lot.
 - b. The shape, size, and location of all buildings, other structures, or ponds to be constructed, erected, altered, or moved, and of any buildings, other structures, or ponds already on the lot.
 - c. The existing and intended use of the lot and all such structures upon it.
 - d. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Chapter are being observed.
5. Administrative Approval of Site Plans – Minor amendments to site plans may be approved administratively by the Zoning Administrator or their designee, subject to the conditions described below. To qualify for administrative review, the Zoning Administrator or their designee must determine that the proposed revision does not alter the basic design, compliance with the approval standards, or any specified conditions of the approved site plan.
6. For purposes of interpretation, the following shall be considered minor amendments that may be subject to administrative review:
 - a. The size of structures may be reduced or increased by up to ten percent (10%). New structures may be added provided 1) the overall density of residential units does not increase, and 2) the total gross square footage of all non-residential buildings on a parcel does not increase by more than 1,000 square feet from the size approved by the Planning Commission.

- b. Expanding or establishing a special land use shall not qualify for administrative site plan approval.
- c. Movement of a building or buildings by no more than ten (10) feet, which does not significantly alter other aspects of the site.
- d. Plantings approved in the landscape plan may be replaced by similar types and sizes of landscaping that provide a similar screening effect on a one-to-one or greater basis.
- e. Improvements to site access or circulation, such as deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc.
- f. Changes of building materials to another of higher quality, both in appearance and durability (e.g., change split-faced block to brick).
- g. Changes in floor plans that do not alter the character of the use.
- h. Slight modification of sign placement or reduction of size.
- i. Addition of an outdoor dining area to an existing restaurant that does not exceed a total outdoor capacity of 16 people.
- j. Changes required or requested by the Township, county, state, or federal agency for safety reasons.
- k. Paving of gravel parking and circulation areas where the total area of all impervious parking and driveway surfaces is less than 8,000 square feet.
- l. Compliance with the Americans with Disabilities Act.
- m. Situations similar to the above.

7. The Zoning Administrator shall notify the Planning Commission within 30 days of any administrative site plan approvals.

8. The Zoning Administrator or designee may grant an exception from a particular site plan submittal item(s) upon determining that a complete site plan is not required to review the project for compliance with this Chapter or such a requirement would be unreasonable. In particular, the

comprehensive list of submittal items may not be required under the following circumstances:

- a. The project involves a minor revision or improvement to an existing site, such as a parking lot improvement.
- b. The project involves a temporary building or structure to be approved by the Zoning Board of Appeals.
- c. The project involves one of the following uses in residential districts: utility or telephone exchange buildings, swimming pools, animal keeping, cell tower colocations, family daycare homes, and similar uses.
- d. The project involves a change in use within an existing building, where the use will be similar to or less intense than the previous use in terms of parking, traffic generation, drainage, utility needs, noise, aesthetics, and other external impacts.
- e. Compliance with the Americans with Disabilities Act.

9. If one or more of the above is met, the requirement for a site plan to be sealed by a design professional, as specified above, may be waived.

10. The Zoning Administrator shall notify the Planning Commission within thirty (30) days of any request for waivers granted under this Section and shall include the reason for granting the request.