

# Site Plan Review Application



50 East "VW" Avenue  
Vicksburg, MI 49097  
Phone Number: (269) 649-1276  
Fax Number: (269) 649-2232

## Instructions for Completing this Site Plan Review Packet

- 1. Please read and complete site plan applications thoroughly.**
2. Please **complete each item** on the application and site plan checklist (see pages 7-9).
3. Each item should be indicated on your site plan before submitting your plan for review.
4. Check off each item on the list that you have properly submitted on your site plan.
- 5. Those items you feel are unnecessary and do not apply to your situation, please mark with an “N/A” in front of that item, and an explanation of why you don’t think that item applies to your site plan.**
- 6. Submit, to the Zoning Administrator, One (1) complete set of plans.** This must be submitted a **minimum of fifteen (15) days prior** to the Planning Commission meeting at which the site plan is requested to be reviewed. **(NO EXCEPTIONS)**
7. The Zoning Administrator will review your plans for administrative completeness. The applicant will be notified within three (3) days of any adjustments or corrections that need to be made. **Applications for site plan review that are not deemed administratively complete by the Zoning Administrator will not be placed on an agenda or reviewed by the Planning Commission.**
8. **Nine (9) sets of administratively complete plans** must be submitted to the Zoning administrator, a **minimum of seven (7) days prior** to the Planning Commission meeting at which the site plan is requested to be reviewed.
9. The Township Planning Commission will review and take action on the site plan pursuant to legal requirements and applicable provisions of the Zoning Ordinance, including the site plan approval standards specified in Section 24.6.2 of the Zoning Ordinance. **When the Planning Commission is reviewing the site plan, the applicant, or an appropriate representative, should be prepared to discuss how the site plan shows that these criteria are met.**
10. A building permit may be issued upon approval, pending all other permit requirements are met.

## Introductory Note

The Schoolcraft Township Zoning Ordinance requires site plan review and approval before certain land uses can be conducted and before the Building Inspector can issue a building permit for any construction in conjunction with such uses (all special exceptions use, office and commercial buildings and developments, industrial buildings and developments, multi-family dwellings, churches, mobile homes parks, and planned unit developments, including site condominium projects). The intent of this site plan requirement is to provide for consultation and cooperation between the land developer and the Schoolcraft Township Planning Commission, in order that the developer may accomplish his or her objectives in accordance with Township regulations, and with the minimum adverse affect on the use of adjacent streets and on existing and future land uses in the immediate area and vicinity.

This packet had been prepared to assist you with the application and site plan review process. The packet consists of an application form, and material pertaining to the sketch plan review, formal site plan review and criteria for site plan review/approval, as well as a reference to the rules concerning the term of approval of a site plan, and modification or revocation of an approved site plan.

Thank you in advance for your review of and compliance with this packet.

## Site Plan Approval

The Township Planning Commission shall approve or disapprove the site plan, or approve it subject to compliance with certain modifications or conditions, in accordance with legal requirements and the site plan approval standards specified in the Zoning Ordinance, which are listed below for convenience. Prior to reviewing or approving a site plan, the Planning Commission may, in its discretion, request comments and recommendations from the Township Engineer, the Township Fire Chief/Fire Marshall, the Township Building Official, and such other parties as the Planning Commission may in its discretion, determine to be advisable or necessary with the respect to particular site plan.

The site plan shall be reviewed and approved by the Township Planning Commission upon a finding that:

- A. The proposed use will not have a harmful effect on the surrounding neighborhood development. Fencing, walls and/or landscaping may be required as a screening device to minimize adverse effects upon surrounding development.
- B. There is a proper relationship between the major thoroughfares and proposed service drives, driveways and parking area so as to ensure the safety and convenience of pedestrian and vehicular traffic.
- C. The adverse effects resulting from the locations of buildings and accessory structures will be minimized to the occupants of adjacent properties.
- D. The proper development of roads, easements, and utilities has been provided to project the general health, safety, and welfare of the citizens of the township.
- E. The natural features of the landscape, such as ponds, streams, hills, wooded areas, etc. shall be retained where they afford a barrier or buffer between adjoining properties being put to different use.
- F. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
- G. All areas and structures where chemicals, fuels, flammable material, contaminated stormwater or wastewater, or hazardous materials are to be collected, stored, used, loaded/unloaded, recycled, generated or disposed of have been designed and located to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers and wetlands, except as may be specifically permitted by a state or federal governmental agency.
- H. All floor drains have been approved by the responsible governmental agency for connection to an on-site closed holiday tank, or, where appropriate, to a septic

system or public sewer system, or regulated through a State of Michigan groundwater discharge permit.

- I. The height and locations of all portions of buildings and structures are accessible to available emergency personnel.
- J. The proposed development will comply with all applicable provisions of this ordinance, and other applicable ordinances, laws, rules, and regulations.

#### Security Deposit

- a. To ensure compliance with the zoning ordinance (and/or conditions imposed at the time of approval), the Planning Commission may require that a cash deposit, certified check, irrevocable bank letter of credit or surety bond acceptable to the Planning Commission, covering one hundred percent (100%) of the estimated costs of improvements associated with a project for which the approval is sought, be deposited with the clerk of the township to insure faithful completion of the improvements.
- b. The Planning Commission shall by resolution request the Township Clerk to rebate said security deposit in reasonable proportion to the ratio of work completed on the required improvements as the work progresses. The amount of rebate shall be determined from time to time at regular or special meetings of the Planning Commission based upon evidence presented by the applicant and or appropriate township officials demonstrating the ratio of work completed on the require improvements.
- c. If any improvements are not constructed within the time limit established as part of the site plan approval or within any extension thereof, then the Planning Commission shall by resolution request the Township Board to take appropriate legal steps to ensure completion using so much of the security deposit as is necessary for such purpose.
- d. As used herein, “improvements” means those features and actions associated with a project which are considered necessary by the Planning Commission to protect natural resources, or the health, safety, and welfare of the residents of Schoolcraft Township and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, and drainage. “Improvements” does not include the entire project which is the subject of zoning approval.

#### Site Plan Modifications

The Planning Commission may approve a final site plan contingent upon the modification of the site plan as discussed with the applicant and as specified in the Planning Commission’s approval action. In such circumstances the final site plan approval shall not be effective until a new original of the approved site plan, with the required modifications, has been filed with and verified by the Zoning Administrator. Notwithstanding the foregoing, the Planning Commission shall in no case approve a

site plan subject to variance relief being granted by the Zoning Board of Appeals. If a proposed site plan cannot be approved without variance relief the Planning Commission shall disapprove the site plan; or, in the alternative, may table any substantive action on the site plan until the applicant has determined whether to apply to the Zoning Board of Appeals for the pertinent variance relief, and any such application has been decided by the Zoning Board of Appeals.

#### **Revocation of Site Plan Approval**

Any site plan approval may be revoked when the construction of said development is not in conformance with the approved plans, in which case the Township Planning Commission shall give the applicant notice of intention to revoke such approval at least fifteen days prior to review by the Planning Commission. After conclusion of such review, the Planning Commission may revoke its approval of the development if the commission determines that a violation in fact exists and has not been remedied prior to such hearing.

#### **Term of Site Plan Approval**

A site plan approval shall be valid for a period of one year. One six-month time extension may be granted after complete review of the application by the Planning Commission. At the end of the six-month extension, if no building permit has been obtained and on-site development actually begun, the site plan approval becomes void, and the developer shall submit a new application for approval.

#### **Sketch Plan Review Checklist (Optional)**

Preliminary sketches of site and development plans may be submitted to the Planning Commission. The purpose of the optional preliminary site plan opportunity is to allow discussion between the developer and the Planning Commission as to site, building and general requirements; to allow the developer to become acquainted with the mandatory final site plan review process; and to investigate the feasibility of the project prior to extensive engineering plans being prepared for the final site plan review procedure. This preliminary site plan review opportunity is also especially advisable if the applicant intends to ask for a waiver of any of the final site plan content requirements imposed by Section 24.4 of this Ordinance, as only the Planning Commission has authority to waive such content requirements, in certain circumstances, as addressed at the end of Section 24.4. All preliminary site plan submittals shall include at least the following:

- The name and address of the applicant
  - If a corporation, the name and address of the officers thereof
  - If a partnership, the names and addresses of each partner
- Legal description of the property
- Drawings showing tentative plans

**Must be Completed!**

**Formal Site Plan Review Checklist (Required)**

All formal site plan review applications shall include all of the following (unless clearly not applicable or officially waived by the Planning Commission.):

- \_\_\_ 1. The name and address of the applicant  
    If corporation, the name and address of the officers thereof.  
    If a partnership, the names and addresses of each partner.
- \_\_\_ 2. Legal description of the property
- \_\_\_ 3. Drawings showing tentative plans
- \_\_\_ 4. The date, north arrow and scale; the scale shall not be less than one (1) inch equals twenty (20) feet for property under three (3) acres and at least one (1) inch equals one hundred (100) feet for those three (3) acres or more
- \_\_\_ 5. All lot and/or property lines are to be shown and dimensioned, including building set back lines
- \_\_\_ 6. The location and height of all existing and proposed structures on and within one hundred (100) feet of the subject property.
- \_\_\_ 7. The location and dimensions off all existing and proposed drives and aisles, sidewalks, curb openings, signs, exterior lighting, parking spaces, loading and unloading areas, outdoor display and storage areas, and recreation areas, etc.
- \_\_\_ 8. The location of the pavement and right-of-way width of all abutting roads, streets or alleys.
- \_\_\_ 9. The name and firm address of the professional individual responsible for the preparation of the site plan (including imprint of his professional seal, if any)
- \_\_\_ 10. The name and address of the property owner or petitioner.
- \_\_\_ 11. The locations of all rubbish receptacles and landscaping and the location, height and type of fences and walls.
- \_\_\_ 12. The size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems, if available.
- \_\_\_ 13. The location of all fire hydrants.
- \_\_\_ 14. (For mobile home parks) The lot size, setbacks, trailer pads, patios, and complete park layout.
- \_\_\_ 15. The location and dimensions of all existing proposed interior and exterior areas and structures (including above or below ground storage tanks) to be used for the collection, storage, use, loading/unloading, recycling, or disposal of any chemicals, fuels, flammable materials, contaminated stormwater or wastewater, or hazardous materials.
- \_\_\_ 16. The location of all existing and proposed floor drains.
- \_\_\_ 17. The location and size of all existing and proposed exterior drains, drywells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport storm water, including the point of discharges for all associated drains and pipes.
- \_\_\_ 18. Property survey by registered surveyor.



**Must be Completed!**

- \_\_\_ 19. The existing and proposed contour shall be shown on all site plans. [Two (2) foot intervals, minimum]
- \_\_\_ 20. The location of all lakes, streams, wetlands, county drains, and other waterways abutting or within one hundred (100) feet of the subject property.
- \_\_\_ 21. The front, side and rear elevations for all new buildings on the property. Also, with respect to site plans involving multiple-family dwellings, either floor plans for all such buildings or information that is otherwise sufficient to show compliance with applicable minimum gross floor area per dwelling unit square footage requirements (Complete floor plans are optional with respect to other types of developments subject to site plan review, but may be required by the Planning Commission where deemed necessary to properly evaluate compliance with the criteria for site plan approval.)
- \_\_\_ 22. A description of the operation proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of all potentially harmful or obnoxious matter or radiation.
- \_\_\_ 23. Engineering and architectural plans for the treatment and disposal of sewage and industrial waste tailings and unusable by-products.
- \_\_\_ 24. The proposed number of shifts to be worked and the maximum number of employees on each shift.
- \_\_\_ 25. Any other information deemed necessary by the Township Planning Commission.

The Planning Commission may waive any of the above enumerated required items of content for a final site plan if the Commission determines the item of content either does not apply to the proposed use, or is otherwise unnecessary to evaluate the use for which approval is sought-pursuant to the site plan approval standards specified in Section 24.6 of this ordinance.

All Items Must Be Included in the Site Plan Packet or a Legitimate Explanation Must Be Written As To Why They Are Not.



**Must be Completed!**

Site Plan Review Application

1. Applicant \_\_\_\_\_ Phone ( ) - \_\_\_\_\_

2. Applicant Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Project Location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Legal Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Zoning District \_\_\_\_\_ Parcel Size \_\_\_\_\_

6. What are you proposing to build? \_\_\_\_\_

7. What will it be used for? \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

(For Township use only)

**Date Application Received** \_\_\_\_\_ **Fee Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_