

**ARTICLE XIV**  
**SITE PLAN REVIEW PROCEDURES**  
**AND STANDARDS**

**SECTION 1400. INTENT**

These site plan review procedures and standards are instituted to provide for Planning Commission review and approval of site plans to ensure full compliance with all applicable requirements of this Ordinance and to set additional requirements in accordance with the standards set forth herein where such additional requirements are necessary to protect the public health, safety and general welfare. It is hereby recognized that the need to protect land and water resources and to respond to peculiarities of lot contour, existing and potential adjacent development, existing and potential vehicular and pedestrian circulation and other determinants may require special regulation of the location and external design of buildings, open spaces, parking areas and driveways that cannot be achieved by detailed specifications. The site plan review process should provide an opportunity for consultation and cooperation between the applicant and the Township Boards and Commissions so that maximum utilization of land consistent with minimum adverse effects on adjoining development areas and land and water resources can be achieved.

**SECTION 1401. APPLICABILITY**

The site plan review procedures and standards set forth herein shall apply as follows:

- 1401-1. At the time of initial development or expansion for all residential uses except single-family detached and two-family residential uses.
- 1401-2. At the time of initial development or expansion for all nonresidential uses except agricultural uses which are not special land uses.
- 1401-3. At the time of initial development or expansion of all special land uses.
- 1401-4. At the time of a change from a residential to nonresidential use or from a nonresidential to residential use.
- 1401-5. At the time of any change from one nonresidential use to another nonresidential use which increases the demands for parking or changes the site design criteria applicable under the terms of Article XIII or any other provision of this ordinance.
- 1401-6. At the time of initial establishment or enlargement of any other use for which site plan review is specifically required by this ordinance.

**SECTION 1402. SUBMISSIONS**

1402-1. General Submission Requirements

Required site plan information is specified on the Site Plan checklist form which is adopted by resolution of the Township Board and available from the Township Zoning Administrator. Site plans will be checked for completeness by the Zoning Administrator and no plans will be processed unless they are complete and all fees are paid in accordance with the schedule of fees adopted by the Township Board. The site plan checklist shall, as a minimum, require the following:

- a. Name and address of the owner(s).
- b. Title designation according to official records of the County Register of Deeds; title under which the proposed development is to be recorded, with names and addresses of owner(s) and notation stating areas and acreage owned by each if more than one owner.
- c. Dimensions of all lot and property lines showing the relationship to abutting properties.
- d. Name and address of developer.
- e. Name and address of either a registered engineer, a registered surveyor, a registered architect or a registered community planner who prepared the site plan.
- f. Existing and proposed zoning of subject property and adjoining property.
- g. The location, dimensions and names of existing or prior public and private easements of record.
- h. The area of the site in square feet excluding all existing and proposed rights-of-way.
- i. The location and dimensions of all existing streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel.
- j. Structures, uses and other significant features of immediately adjacent property.
- k. Utilities on and adjacent to the tract including the location, size and invert elevation of sanitary and storm sewers; the location and size of water mains; the location of gas lines, fire hydrants, electric and telephone lines and street lights; the direction and distance to and the size of the water mains and sewers adjacent and near the tract with invert elevation of sewers.
- l. Ground elevations on the tract at two (2) foot contours with spot elevations at all breaks in grades, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.

- m. Subsurface conditions on the tract including the location and results of tests made to ascertain subsurface soil, rocks, and ground water conditions and the depth to ground water, unless test pits are dry at a depth of five (5) feet.
- n. The locations, sizes and types of existing trees over 4 inches in diameter at a point on their trunk 4 feet above the ground, before and after proposed development. Wooded areas may be delineated by their perimeters. The number of 4-inch or larger trees in each wooded area shall be indicated by size and type of tree. (Wooded areas shall include all areas with twenty or more 4-inch or larger trees in which the spread of each tree interlaces with the spread of another tree in the area.)
- o. All required minimum setbacks from the existing or proposed rights-of-way and from adjacent properties.
- p. The location, floor and grade elevations, perimeter dimensions, facade elevations, height and other pertinent dimensions and details of all structures.
- q. The existing and proposed use of each existing structure and the proposed use of each proposed structure on the site.
- r. The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.), the square feet of floor area in each type of unit, and the overall density of residential areas.
- s. The location and dimensions of all proposed streets, driveways, sidewalks, service lanes and other vehicular and pedestrian circulation features within and adjacent to the parcel.
- t. The location, dimensions and numbers of all off street parking spaces and loading areas.
- u. The location, name and size of all plant material provided pursuant to the requirements of this Ordinance.
- v. The location, name and size of all plants, screen walls, berms and other landscape architectural features other than those provided pursuant to the requirements of this Ordinance.

1402-2. Mandatory Water Quality Analysis

Pursuant to site plan review, a base line ground and surface water quality analysis shall be required for all uses which could have a significant negative impact on water quality. The analysis shall be completed in accordance with engineering standards duly adopted by the Board of Trustees. It shall be used as a basis for determining compliance with water quality standards established by this ordinance.

**SECTION 1403. STANDARDS FOR APPROVAL**

Site plans shall be approved only upon the finding of the Planning Commission (or if reviewed by the Township Board) that all of the following conditions are met:

- 1403-1. The proposed site is in accordance with all provisions of the Zoning Ordinance.
- 1403-2. Every structure or dwelling unit has access to a public street, walkway or other area dedicated to common use.
- 1403-3. Parking, loading and vehicular circulation areas are located and screened to minimize adverse impacts on adjoining and nearby property.
- 1403-4. Access and egress drives are located to minimize conflicts with traffic on public thoroughfares.
- 1403-5. The arrangement of public or common ways for vehicular and pedestrian circulation is coordinated with the pattern of existing or planned streets and pedestrian or bicycle pathways in the area.
- 1403-6. All buildings or groups of buildings are arranged as to permit emergency vehicle access by some practical means to all sides.
- 1403-7. There is a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system. In order to ensure public safety, pedestrian underpasses or overpasses may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic.
- 1403-8. Provision is made for reasonable, visual and sound privacy for all dwelling units located therein and adjacent thereto. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.
- 1403-9. Insofar as practical, the development will not detrimentally affect natural features such as ponds, streams, wetlands, hill sides or wooded areas but will preserve and incorporate such features into the development's site design.
- 1403-10. Topography and other natural features of the site have been considered in accordance with the highest professional standards in the designing and siting of all physical improvement.
- 1403-11. Removal of topsoil, trees and other natural features before the commencement of building operations will occur only in those areas approved for the placement of physical improvements. Areas to be left undisturbed during construction shall be so indicated on the Site Plan and shall be identified so as to be obvious to construction personnel.

- 1403-12. The development will not substantially reduce the natural water retention storage capacity of any watercourse, thereby increasing the magnitude and volume of flooding at other locations.
- 1403-13. Drainage has been designed to prevent erosion, environmentally deleterious surface run-off and ground water pollution.
- 1403-14. Adequate provision is made for public and/or private sewage treatment.
- 1403-15. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

**SECTION 1404. SITE PLAN REVIEW AND APPROVAL AUTHORITY**

Site plans shall be submitted to the Planning Commission for review and approval. The action of the Planning Commission shall be considered final, except as follows:

- 1404-1. The action of the Planning Commission to deny a site plan shall be sent to the Township Board for review. All reports, information, drawings and findings shall be attached thereto. Notice of the Planning Commission's action to deny approval of said site plan shall be mailed to the applicant within five (5) working days.
- 1404-2. The Applicant, however, can request that the application be withdrawn from consideration by the Township Board anytime prior to the day of the Township Board meeting where said item appears on the agenda.
- 1404-3. The action of the Planning Commission to declare a tabled application null and void shall be subject to the provisions of the Planning Commission's written administrative policy on this matter.

**SECTION 1405. EXPIRATION OF SITE PLAN APPROVAL**

Site Plan approval shall expire within one year after the date official Planning Commission and/or Township Board action unless construction pursuant to the approved site plan is commenced and diligently pursued to completion. An applicant may reapply for approval of an expired approval but such approval shall only be granted if the site plan meets all ordinance requirements in effect on the date of reapplication. The reapplication shall be reviewed in light of changed circumstances around the site which may necessitate site plan modifications in order to conform to applicable standards.

**SECTION 1406. AMENDMENTS TO APPROVED SITE PLANS**

Any amendment to a previously approved site plan must be submitted to the Planning Commission and the Township Board for review and approval in the same manner and pursuant to the same standards applicable to initial site plan approval.