

ARTICLE 5

SITE PLAN REVIEW: PROCEDURES AND STANDARDS

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SECTION 5.01 INTENT

10 These site plan review procedures and standards provide a consistent method for reviewing land use and development proposals to attain compliance with this Zoning Ordinance, the Master Plan, Engineering Design and Construction standards, other applicable local policies and ordinances, and state and federal laws. The procedures are further intended to:

- A. Preserve and protect natural features and greenways.
- 15 B. Achieve harmonious relationships of buildings, structures and uses within a site, with adjacent sites, and within the context and character of the community.
- C. Provide for safe and convenient traffic circulation and access to and between sites.
- 20 D. Provide for the public health by requiring sound plans for dealing with sewage disposal, water supply and storm water management issues.
- E. Provide a means to bring existing developments into compliance with current standards.
- 25 F. Encourage cooperation and consultation between the Township and applicants to further the objectives of the Master Plan.

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SECTION 5.02 USES SUBJECT TO SITE PLAN REVIEW

A building permit shall not be issued until a site plan or sketch plan has been approved, all fees have been paid, and a suitable escrow deposit has been placed to cover costs for review and inspection.

35 Each project will be subject to the appropriate review process as set forth in Table 5.1, depending upon the scale and complexity of the proposal. For circumstances not specifically covered in Table 5.1, Eligible Uses and Required Review Process, the Zoning Administrator has the authority to determine the process that will be followed. Proposals will be reviewed under one of the following processes:

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- A. **Full Site Plan.** A full site plan is the most detailed process, typically required for all new developments and major expansions. This process will not apply to individual single family homes and accessory structures. Site plans will be reviewed for approval by the Planning Commission.

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5 B. **Sketch Plan.** The sketch plan process is appropriate for small-scale projects such as change of use of an existing building. The plans may be less detailed than full site plans, provided sufficient detail allows for review for compliance with applicable standards. Sketch plans will be reviewed for approval by the Planning Commission or Zoning Board of Appeals.

10 C. **Administrative Review.** Administrative review is reserved for new projects and minor expansions subject to Table 5.1, Eligible Uses and Required Review Process. Projects eligible for administrative review shall be reviewed by the Zoning Administrator. Submittal requirements will be based on the nature of the intended use. The Zoning Administrator may refer any project to the Planning Commission, when it is unclear whether the scope warrants review as a full site plan or sketch plan.

15 D. **Land Use Permits.** Single family dwellings, accessory structures and uses shall require a land use permit in accordance with Section 3.04, Land Use Permits.

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Table 5.1 Eligible Uses and Required Review Process

Situation / Uses	Required For:		
	Full Site Plan	Sketch Plan	Admin. Review
A. New Development			
1. Multiple-family dwellings	PC		
2. Construction of any non-residential use or building	PC		
3. Establishment of Special Land Uses in all zoning districts, except where specifically noted elsewhere in this table	PC / TB		
4. Erection of cellular phone towers and other communication towers	PC		
5. Construction of essential public service buildings and storage areas	PC		
6. Golf courses and public/private parks	PC		
7. Minor changes during construction such as changes in landscape species to a similar variety, realignment of a driveway or road due to an unanticipated & undocumented constraint during construction, or to improve safety or protect natural features			ZA
8. Minor changes during construction required by outside agencies			ZA
9. RCD Initial Review		PC	
10. RCD Final Review	PC		
B. Expansions			
1. An increase in the floor area up to 25% of the existing floor area or 1,000 s.f. for a use requiring site plan approval		PC	
2. An increase in the floor area greater than that specified above	PC		
3. An increase in parking or loading area of up to 25% or 6,000 s.f. of paved area whichever is greater without any building changes			ZA
4. An increase in parking or loading area over 25% or 6,000 s.f. of pavement area without any building changes		PC	
5. Changes to building height that do not add additional floor area			ZA
6. Any change or expansion of non-residential use if such use has required a variance in the past		PC / ZBA	
7. Collocation on existing cell towers			ZA
C. Change of Use			
1. Change of use for building with an approved site plan on file, provided site is determined to be generally compliant with site plan and use is permitted by right			ZA
2. Change of use for a building w/out an approved site plan on file, provided site is determined to be generally compliant with the Zoning Ordinance and the use is permitted by right			ZA
3. Change of use for an existing non conforming use or structure			ZA
D. Other Types of Projects			
1. Accessory open air businesses		PC	
2. Improvements to outdoor recreational uses and parks that are permitted uses		PC	
3. Accessory building and structures associated with a non-single family residential use in any zoning district	PC		
4. Architectural changes to non-single-family residential structures (an elevation plan describing changes and construction materials is required)			ZA
5. Bike path, pathway or sidewalk construction or relocation			ZA
6. Construction of an entrance feature associated with a non-single-family residential use (walls, landscaping, etc.)		PC	

Situation / Uses	Required For:		
	Full Site Plan	Sketch Plan	Admin. Review
D. Other Types of Projects (cont.)			
8. Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area of 1,000 s.f., provided such activity is normally and customarily incidental to single-family uses on the site			ZA
9. Grading, excavation, filling, soil removal, creation of ponds or clearing of trees other than that specified above		PC	
10. Home occupations			ZA
11. Internal construction or change in the floor plan that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site which meets all site design standards of this ordinance			ZA
12. Landscape changes to similar species and that are consistent with the standards of this ordinance			ZA
13. Modifications to upgrade a non-single-family residential building to improve barrier-free design, or to comply with the Americans with Disabilities Act or other federal, state or county regulations			ZA
14. Parking lot improvements provided the total number of spaces shall remain constant			ZA
15. Portable classrooms		PC	
16. Sign relocation or replacement provided it meets the dimensional and location standards of this ordinance			ZA
17. Site improvements such as installation of walls, fences, lighting or curbing consistent with ordinance standards		PC	
18. Temporary trailer used for construction office			ZA
19. Temporary uses, sales and seasonal events		PC	
20. Waste receptacle relocation to a more inconspicuous location or installation of screening around the waste receptacle			ZA

- 5 PC PLANNING COMMISSION
 ZBA ZONING BOARD OF APPEALS TB TOWNSHIP BOARD
 ZA ZONING ADMINISTRATOR

10 **SECTION 5.03 SITE PLAN AND SKETCH PLAN REVIEW PROCEDURES AND REQUIREMENTS**

Site plans and sketch plans must be submitted in accordance with the following procedures and requirements.

- 15 A. **Application.** The application shall be submitted by the owner of interest in the land for which site plan or sketch plan approval is sought, or by an agent of the owner as authorized in writing.

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B. **Pre-Application Meeting.** The applicant shall meet with the Zoning Administrator to discuss the project, submittal requirements and the review process. The applicant should provide sufficient information prior to the meeting so that the Zoning Administrator may identify other staff, consultants or interested parties whose early input would be beneficial to the review process. The intent of the meeting is to provide guidance and identify issues and resources for the applicant. No approvals or decisions will result from the pre-application meeting. Comments or suggestions of staff and consultants are for the applicant's consideration and are not binding upon the Board or Commission with authority to act on the application.

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C. **Site Plan Submittal.** The applicant shall submit twenty (20) copies of the following to the Zoning Administrator. Plans will not be accepted unless all materials are submitted.

1. Complete application and application checklist form supplied by the Township.
2. Written description of the proposed project or use.
3. A completed site plan or sketch plan that includes the information required in Table 5-2.
4. Any additional information the reviewing body finds necessary to complete their review. Additional information may include but is not limited to natural features, stormwater management, surrounding land uses, public facilities and services, utilities, and traffic.

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D. **Technical Reviews.** The Zoning Administrator shall forward the applications and site plan(s) to the appropriate staff and consultants for their review and comment.

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E. **Planning Commission Subcommittee Reviews.** The Zoning Administrator shall forward all applications and site plan(s) to members of the Planning Commission. The Chairman shall assign preliminary review of the site plan to the appropriate subcommittee for their evaluation prior to inclusion of the project on an agenda.

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F. **Planning Commission Consideration.** The Zoning Administrator shall compile all staff and consultant reviews and distribute to the Planning Commission. A project shall not be scheduled for an agenda unless adequate time is allowed for receipt and distribution of the reports one week prior to the Planning Commission meeting.

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The Planning Commission subcommittee, staff and consultants will report findings to the Planning Commission, who shall then make a determination based on the standards and requirements of this Ordinance. The Planning Commission may table, grant approval, grant approval subject to conditions, or deny a site plan as follows:

1. **Table.** The application may be tabled if it is determined to be incomplete, if the applicant has not fully responded to the deficiencies identified in the review, if a variance is needed from the Zoning Board of Appeals, or if revisions are needed to bring the site plan into compliance with this Ordinance. The application will be tentatively rescheduled for a future meeting date, subject to timely submittal of revised plans accompanied by a letter describing all changes, signed by the applicant or the applicant's design professional.
2. **Site Plan Approval.** The application may be approved if the site plan is determined to be in compliance with the standards and requirements of this Ordinance. The applicant will then be directed to complete construction plans for the building(s) and site improvements, and to pursue all required permits and approvals from other agencies. In the case of a sketch plan, preliminary and final approvals may be granted concurrently. Preliminary Approval is valid for one (1) year after approval of the official minutes.
3. **Site Plan Approval, Subject to Conditions.** The application may be approved, subject to conditions, if the Planning Commission determines that the basic design concepts are sound, but need further refinement. The applicant shall correct the deficiencies identified by the Planning Commission while completing the construction plans for the building(s) and site improvements. Preliminary Approval is valid for one (1) year after approval of the official minutes.
4. **Denial.** The application may be denied if the site plan does not comply with the standards and requirements of this Ordinance. Any re-submittal shall be considered a new site plan, and shall be required to reinitiate the full review process. Any person aggrieved by a decision of the Planning Commission in denial of a site plan shall have the right to appeal to the Zoning Board of Appeals.
5. **Construction Plan Approval (with or without conditions).** The Zoning Administrator shall place the application on a Planning Commission agenda for final review once the following conditions have been met:
- a. The site plan has been revised to address any conditions of the Preliminary Approval,
 - b. Construction plans(defined or include in chart) have been developed in conformance with applicable standards and are approved by the Township Engineer, and
 - c. All necessary outside agency approvals have been obtained.

The Planning Commission will grant final approval of the plans if it determines that the plans comply with the conditions (if any) of the preliminary approval and the standards and requirements of this Ordinance.

- 5 G. **Agency Approvals.** The applicant shall be required to obtain all other necessary permits from agencies such as, but not limited to, the Oakland County Drain Commissioner's Office, Road Commission for Oakland County, Oakland County Health Division and State of Michigan, as well as applicable utility companies. Copies of applications and approvals from all agencies shall be submitted prior to final site plan approval.
- 10 H. **Recording of Site Plan Review Action.** Each action taken with reference to a site plan review shall be duly recorded in the minutes of the Planning Commission's meeting. The findings supporting the Commission's action shall be recorded in the minutes. After the minutes have been approved, one (1) copy of the site plan shall be transmitted to the applicant, along with a copy of the final approved minutes documenting any conditions of approval.
- 15 I. **Building Improvements.** The applicant can apply for a building permit and land use permit once Final Approval of the Site Plan or Sketch Plan has been granted by the Planning Commission and a pre-construction meeting has been held with the Township engineer.
- 20 J. **Commencement and Completion of Construction.** Construction shall commence and be completed subject to the requirements set forth in Section 3.09, Commencement and Completion of Construction.

Table 5.2 Site Plan and Sketch Plan Submittal Requirements

Plan Data	Required For:	
	Site Plan	Sketch Plan
A. Application Form		
1. Name and Address of the Applicant and Property Owner	X	X
2. Address and Common description of Property and complete Legal Description	X	X
3. Dimensions of Land and total Acreage	X	X
4. Zoning on the site and all adjacent properties	X	X
5. Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	X
6. Name and Address of Firm or individual who prepared the site plan	X	X
7. Proof of Property Ownership	X	X
B. Site Plan Descriptive and Identification Data		
1. Site plans shall consist of an overall plan for the entire development, drawn to an Engineer's Scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size. Sheet size shall be at least 24 x 36 inches if a large development is shown in sections on multiple sheets then one overall composite sheet shall be included.	X	X
2. Title Block with Sheet number/ Title; Name, Address and Telephone Number of the Applicant and Firm or Individual who prepared the Plans; and Date(s) of submission and any revisions (Month, Day, Year)	X	X
3. Scale and North-Point	X	X
4. Location map drawn to a separate scale with North-Point, Showing Surrounding Land, Water Features, Zoning and Roads within 1/2 mile.	X	
5. Legal and Common Description of Property	X	X
6. Identification and seal of Architect, Engineer, Land Surveyor, or Landscape Architect who prepared drawings.	X	
7. Zoning Classifications of Petitioner's Parcel and all Abutting Parcels	X	X
8. Proximity to Section Corner and Major Thoroughfares	X	X
9. Net Acreage (Minus Right-of-Ways and Submerged Land) and Total Acreage	X	X
C. Site Data		
1. Existing Lot Lines, Building Lines, Structures, Parking Areas and other Improvements on the Site and within 100 foot of the Site	X	X
2. Topography on the Site and within 100 foot of the Site at Two-Foot Contour Intervals, Referenced to a U.S.G.S. Benchmark	X	
3. Proposed Lot Lines, Lot Dimensions, Property Lines, Setback Dimensions, Structures, and other Improvements to the Site and within 100 foot of the Site	X	X
4. Location of Existing Drainage Courses, Floodplains, Lakes and Streams, and Wetlands with Elevations	X	X
5. A Natural Resources Inventory and Stewardship Plan as outlined in Section 15.02	X	X
6. Location of any Wellhead Protection Areas, as Identified in the Natural Features Protection Area Map, If Applicable	X	X
7. All Existing and Proposed Easements Including Type	X	X
8. Location of Exterior Lighting (Site and Building Lighting)	X	
9. Location of Trash Receptacle(s) and Transformer Pad(s) and Method of Screening	X	X
10. Extent of any Outdoor Sales or Display Area	X	X

		Required For:	
		Site Plan	Sketch Plan
Plan Data			
D. Access and Circulation			
1.	Dimensions, Curve Radii and Centerlines of Existing and Proposed Access Points, Roads and Road Rights-of-Way or Access Easements	X	X
2.	Driveways and Intersections within 250 foot of the Site	X	
3.	Cross Section details of Proposed Roads, Driveways, Parking Lots, Sidewalks and Non-Motorized Paths Illustrating Materials and Thickness	X	
4.	Dimensions of Acceleration, Deceleration, and Passing Lanes	X	
5.	Dimensions of Parking Spaces, Islands, Circulation Aisles and Loading Zones	X	X
6.	Calculations for required number of Parking and Loading Spaces	X	X
7.	Designation of Fire Lanes	X	X
8.	Traffic Regulatory Signs and Pavement Markings	X	
9.	Location of Existing and Proposed Sidewalks/Pathways within the Site Right-of-Way	X	X
10.	Location, Height, and Outside Dimensions of all Storage Areas and Facilities	X	X
11.	Traffic Impact Study may be required by the Planning Commission	X	X
E. Landscape Plans			
1.	Location, Sizes, and Types of Existing Trees 6 inches or Greater in Diameter, Measured at 3.5 feet off the Ground, Evergreen Trees 10 foot or Taller and the General Location of all other Existing Plant Materials, with an Identification of Materials to be Removed Materials to be Preserved	X	X
2.	Description of Methods to Preserve Existing Landscaping	X	
3.	The Location of Existing and Proposed Lawns and Landscaped Areas	X	X
4.	Landscape Plan, Including Location and Type of all Proposed Shrubs, Trees, and Other Live Plant Material	X	
5.	Planting List for Proposed Landscape Materials, with Caliper Size or Height of Material, Method of Installation, Botanical and Common Names, and Quantity	X	
6.	Proposed Dates of Plant Installation	X	
7.	Landscape Maintenance Schedule	X	
F. Building and Structure Details			
1.	Location, Height, and Outside Dimensions of all Proposed Buildings and Structures	X	X
2.	Building Floor Plans and Total Floor Area	X	
3.	Details on Accessory Structures and any Screening	X	
4.	Size, Height and Method of Shielding for all Site and Building Lighting	X	
5.	Location, Size, Height, and Lighting of all Proposed Site and Wall Signs	X	X
6.	Location, Size, Height and Material of Construction for all Obscuring Wall(s) or Berm(s) with Cross-Sections, where required.	X	X
7.	Building Façade Elevations for all Sides, Drawn at an Appropriate Scale	X	
8.	Description of Exterior Building Materials and Colors (Samples may be Required)	X	

Plan Data	Required For:	
	Site Plan	Sketch Plan
G. Information Concerning Utilities, Drainage and Related Issues		
1. Location of Sanitary Sewers and Septic Systems, Existing and Proposed	X	
2. Location and Size of Existing and Proposed Water Mains, Well Sites, Water Service, Storm Sewers Loads, and Fire Hydrants	X	
3. Stormwater Drainage and Retention/Detention Calculations	X	X
4. Indication of Site Grading, Drainage Patterns and other Stormwater Management Measures	X	X
5. Stormwater Retention and Detention Ponds, including Grading, Side Slopes, Depth, High Water Elevation, Volume and Outfalls	X	X
6. Location and Size of Underground Storm Sewers and Drains	X	X
7. Location of Above and Below Ground Gas, Electric and Telephone Lines, Existing and Proposed	X	
8. Location of Transformers and Utility Boxes	X	
9. Assessments of Potential Impacts from the Use, Processing, or Movement of Hazardous Materials or Chemicals, if Applicable	X	
H. Additional Information Required for Multiple Family Residential Development		
1. The number and location of each type of residential unit (One Bedroom Units, Two Bedroom Units, etc.)	X	
2. Density Calculations by Type of Residential Unit (Dwelling Units per Acre)	X	
3. Garage and/or Carport Locations and Details, if Proposed	X	
4. Mailbox Clusters	X	
5. Location, Dimensions, Floor Plans and Elevations of Common Building(s) (E.G., Recreation, Laundry, etc.), if Applicable	X	
6. Swimming Pool Fencing Detail, including Height and Type of Fence, if Applicable	X	
7. Location and Size of Recreation and Open Space Areas	X	
8. Indication of Type of Recreation Facilities Proposed for Recreation Area	X	
*If any of the items listed above are not applicable, a list of each item considered not applicable and the reason(s) why each listed item is not considered applicable should be provided on the site plan.		