

**ARTICLE XVI
SITE PLAN REVIEW**

SECTION 16.1 SITE PLAN REVIEW PROCEDURES

Prior to the creation of a use or erection of a building in the District and conditions cited below, a site plan shall be submitted, in accordance with this Article, to the Planning Commission for approval. Site plans are required for the following uses and development to be created in the following districts if the proposed project is over one (1) acre in size and/or if more than one (1) principal building is proposed to be built on a given lot of record or on a group of adjacent lots in common ownership.

1. For Permitted and Special Approval Uses in:
 - a. Multiple-Family Residential District
 - b. Commercial District
 - c. Industrial District
2. For Special Approval Uses in:
 - a. Agricultural District
 - b. Single-Family Residential Districts
3. For any rezoning petition which, in the opinion of the Planning Commission, may produce a subsequent request to the Board of Appeals for a difficult or complex variance.
4. The construction of a public road or highway (Eff. 4/00)

SECTION 16.2 SITE PLAN CRITERIA

1. 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.
2. All lot and/ or property lines are to be shown and dimensioned, including building setback lines on corner lots.
3. The location and height of all existing and proposed structures on the subject property.
4. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, parking areas (show dimensions of a typical parking space), unloading areas and recreation areas.
5. The location and the pavement and right-of-way width of all abutting roads, streets or alleys.
6. The name and firm address of the professional individual responsible for the preparation of the site plan.

7. The name and address of the property owner and/or petitioner.
8. Provide a locational sketch to scale showing properties and respective zoning within one quarter (1/4) mile of the subject property and owner.
9. The locations of all rubbish receptacles.
10. Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems, above and below grade.
11. Location of all fire hydrants.
12. A summary schedule should be affixed, if applicable, which gives the following data:
 - a. The number of dwelling units proposed, to include the number, size, and location (by code if necessary) of one-bedroom units, two-bedroom units, etc.
 - b. The residential area of the site in acres and in square feet, including breakdowns for any subareas or staging areas (excluding all existing or proposed right-of-ways).
13. Location of all surface drainage facilities with sizes and types.
14. Contour shall be shown on all industrial, multiple-family and mobile home park development site plans (2 foot intervals minimum). Topography to be shown on all site plans.
15. For multiple-family development site plans, there shall be shown typical elevation views of the front and side of each type of building proposed, as well as typical dimensions floor plans for each type of dwelling unit.

SECTION 16.3 SUBMITTAL

The site plan and all related information specified above shall be presented to the Planning Commission in five (5) copies by the property owner petitioner. Prior to presentation to the Commission, the property owner or petitioner shall have secured approval of the Monroe County Road Commission, and/ or Michigan Department of Transportation, Monroe County Drain Commission and the Monroe County Health Department, if necessary. Copies shall be distributed to the following parties for review and information:

- One copy to the Secretary of the Planning Commission
- One copy to the Township Clerk
- One copy to the Township Building Department
- One copy to the Township Fire Chief
- One copy to be left at the Township Hall

SECTION 16.4 REVIEW PROCESS

1. In the process of reviewing the site plan, the Planning Commission shall consider:
 - a. The location and design of driveways providing vehicular ingress and egress from the site in relation to pedestrian traffic.

- b. The traffic circulation features within the site and location of parking lots and may make such requirements with respect to any matters as will assure:
 - 1) Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets.
 - 2) Satisfactory and harmonious relationships between the development of the site and existing and prospective development of contiguous land and adjacent neighborhoods.
 - c. The Planning Commission may further require landscaping, fences, and walls in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and continued maintenance of any use to which they are appurtenant.
 - d. Other information as may be reasonably required by the Planning Commission to base an opinion of the proposed development.
2. The Planning Commission may submit plans to other local agencies or departments so that they might comment on any problems the plans might impose.
 - a. Any application for site plan approval shall be accompanied by a fee as determined by the Township Board. Such fee may be utilized by the Township Board to obtain the services of one or more expert consultant qualified to advise as to whether the proposed development will conform to the applicable Township Ordinances, policies, and standards, and for investigation and report of any objectionable elements which are of concern to the Planning Commission. Such consultants should report to the Planning Commission as promptly as possible.
 - b. The review by the Planning Commission shall follow the criteria set forth herein for review by the Township Board. Within forty-five (45) days after submittal of the site plan to the Township by the applicant, the Township Planning Commission shall either recommend approval, disapproval or request modifications in the site plan. The Township Board shall take no action on the site plan until it receives a written recommendation in connection with the site plan from the Planning Commission.
 - c. When an applicant receives final site plan approval, he must develop the site exactly as approved by the Township Board.
 - d. Any site plan approval may be revoked when the construction of said development is not in conformance with the approved plans, or if said development is not completed within two (2) years. In either case the Township Board shall give the applicant notice of intention to revoke such permit at least ten (10) days prior to review of the permit by the Township Board. After conclusion of such review, the Township Board may revoke its approval of the development, or extend the period of validity of the approved site plan upon evidence of intent to complete by the developer in accordance with the approved site plan.

SECTION 16.5 REVOCATION

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 Board shall give the applicant notice of intention to revoke such permit at least ten (10) days prior to review of the permit by the Township Board. After conclusion of such review, the Township Board may

revoke its approval of the development if the Board feels that a violation in fact exists and has not been remedied prior to such hearing.

SECTION 16.6 APPEALS

The decision of the Township Board with respect to the site plan is appealable to the Board of Appeals upon written request by the property owner or petitioner for a hearing before said Board of Appeals. In the absence of such request being filed within thirty (30) days after the decision is rendered by the Township Board, such decision becomes and remains final.