

ARTICLE 8
SITE PLAN REVIEW

SECTION 8.1 APPLICABILITY

No building shall be erected or structurally altered, nor shall any grading take place on any lot or parcel where a site plan is required, unless seven (7) copies of the site plan, drawn to scale, shall be filed with the Zoning Administrator, with appropriate fees, and approved by the Township Planning Commission.

SECTION 8.2 SITE PLANS REQUIRED.

- A. Site Plans Required: Unless exempted in 8.2.B, below, a site plan with information as detailed in 8.3 is required for any:
1. Special use in any district;
 2. Non-single family use permitted in any district;
 3. Residential subdivision or condominium project with over four residential units.
- B. Site Plans Not Required: A site plan is not required for the following:
1. Construction of or alteration to a single-family dwelling;
 2. Construction of an accessory structure in any residential zoning district.
 3. Any residential land division;
 4. Any development proposed under the Country Properties Option or Sliding Scale Option.

SECTION 8.3 INFORMATION REQUIREMENTS

- A. The plan shall meet the following general requirements:
1. All site plans shall be drawn at a scale depicting no more than one hundred (100) feet per inch and shall include plan preparation and revision dates, a graphical scale, north arrow, and a location map. The location map shall depict the proposed development site, section lines and numbers, and major roadways within two thousand (2,000) feet of the site.
 2. The site plan shall be accompanied by a signed application; the application shall, at a minimum, include the applicant's name, address and telephone number and the property owner's name, address and telephone number, if different than that of the applicant, and tax identification number; signature of the applicant and the property owner or of someone acting upon written consent of the owner.
- B. The site plan shall contain the following:
1. A survey of the property showing property line dimensions and bearings, and easements of record, required setbacks, and a written legal description.

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Section 8.2 Site Plans Required

Section 8.3 Information Requirements

2. Present zoning of the subject property and adjacent property.
3. All existing or proposed public and private right-of-way and easement lines located on and adjacent to the subject property.
4. Location and total number of curb cuts, driveways, off-street parking, and loading spaces.
5. Proposed exterior building dimensions (horizontal and vertical), gross floor area, number of floors, and proposed uses.
6. Location and dimensions of all existing and proposed structures, walks, open areas, walls, fences, screen plantings and/or other landscaping.
7. Existing and proposed sewer, water, and other utility lines, plus location and type of sewage treatment facility and water sources.
8. Area of subject property to be covered by buildings.
9. Location, size, height and orientation of all signs, trash receptacles, light fixtures, and any other accessory structures and uses.
10. Location and dimension of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps, and other facilities designed to collect, store or transport stormwater or wastewater as well as point of discharge.
11. Site plans for residential projects, (single-family dwellings, multiple-family developments, mobile home parks, motels, hotels, Bed & Breakfast etc.) shall include the following additional information:
 - a. Minimum floor area of dwelling
 - b. Total number of units proposed
 - c. Number of bedrooms per unit
 - d. Areas to be used for open spaces and recreation
12. General locations of natural features such as woodlots, water bodies, wetlands, high-risk erosion areas, slopes fifteen (15%) percent and over, beach, sand dunes, drainage, and similar features. Where necessary to determine compliance with the Steep Slope Protection Overlay Standards of Section 4.26, more detailed topographic elevations shown at 5-foot intervals.
13. Such other information regarding the development area that may be required to determine conformance with this Ordinance.

SECTION 8.4 PROCEDURES

- A. Submission of Site Plan for Planning Commission Review. The applicant shall provide to the Zoning Administrator seven (7) copies of the proposed Site Plan. The Zoning Administrator or a designated outside reviewer shall review the submittal to determine that all the required information has been provided within a reasonable period of time. If the proposed site plan is found to be incomplete, it shall be returned to the applicant with a list of deficiencies. Upon finding that the Site Plan is complete, the Zoning Administrator shall place the Site Plan on the Planning Commission's next regular or special meeting agenda that is scheduled to be held in no less than fifteen (15) days.
- B. The Planning Commission shall set a public hearing to take place at a future Planning Commission meeting to hear comments on the proposed site plan.
1. The Township shall publish notice of the request and hearing in a newspaper of general circulation in the Township.
 2. Notice shall also be sent by mail or personal delivery to the owners of property for which approval is being considered. Notice shall also be sent to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located in the Township.
 3. The notice shall be given not less than 15 days before the date the application will be considered for approval. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection. The notice shall do all of the following:
 - a. Describe the nature of the request.
 - b. Indicate the property that is the subject of the request. The notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property. If there are not street addresses, other means of identification may be used.
 - c. State when and where the request will be considered.
 - d. Indicate when and where written comments will be received concerning the request.
- C. Action. Upon full study and review of the site plan and application, and upon receiving input from outside agencies and if necessary consulting reviewers, the Planning Commission shall disapprove, approve, or approve with conditions the Site Plan. The Planning Commission may also table the application for further study. The Planning Commission may impose conditions in addition to the specific requirements of this Ordinance (See Section 5.6). The Planning Commission may require a performance guarantee (See Section 5.7). Any conditions required by the Planning Commission, together with the reasons for those conditions, shall be provided in writing to the applicant.

SECTION 8.5 STANDARDS FOR GRANTING SITE PLAN APPROVAL. Each Site Plan shall conform to the applicable provisions of this Ordinance (including all use and dimensional standards, parking requirements, setbacks, etc.) and the standards listed below:

- A. Arrangement of Structure. Site plans shall demonstrate that buildings, parking areas, signs, walls, fences, and the like are designed to minimize adverse effects on adjacent properties and future users.
- B. Natural Features. Site plans shall be designed to retain as many natural features as possible, particularly where such features provide a buffer between adjoining properties or assist in preserving the general appearance of the neighborhood or help control soil erosion or stormwater runoff.
- C. Vehicular and Pedestrian Traffic. Site plans shall fully conform to the driveway and traffic standards of the Michigan Department of Transportation and the Charlevoix County Road Commission. Further, the site shall be designed to protect the safety and convenience of pedestrian and vehicular traffic.
- D. Public Safety. Site plans shall fully conform to any applicable fire safety and emergency vehicle access requirements.
- E. Drainage. Site Plans shall fully conform to the Charlevoix County Drain Commission standards.
- F. Erosion. Site Plans shall fully conform to the standards of the Charlevoix County Soil Erosion and Sedimentation Control Ordinance.
- G. Hazardous Waste Management. Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment.
- H. Public Health. Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and the Northwest Michigan Community Health Agency. All site plans shall be designed to protect current or future township residents from obnoxious, objectionable, a nuisance or dangerous off-site impacts including, but not limited to, heat, glare, fumes, dust, noise, vibration, and odors.
- I. Statutory Compliance. Site Plans shall fully conform to all applicable state and federal statutes.
- J. Conformance with Township Comprehensive Plan. Site Plans shall fully conform to the land use policies, goals and objectives of the township Master Plan.

SECTION 8.6 SITE PLAN AMENDMENTS.

Site Plan amendments shall be reviewed and approved in the same manner as the original submittal and require the mutual consent of the property owner, or his/her authorized agent and the approving body or person.

SECTION 8.7 VALIDITY OF SITE PLAN APPROVAL.

- A. Validity of Approval. An approved Site Plan shall be valid for a period of twelve (12) months from the date of Planning Commission approval. The approval shall expire if a written application for an extension has not been filed prior to the end of twelve (12) months if substantial progress toward completion has not been made.
- B. Extensions. The Planning Commission may waive or extend the period of time in which the permit is to expire if it is satisfied that the owner or developer is maintaining a good faith intention to proceed with construction.