

Administrator shall maintain an accurate record of all proceedings, including the reasons for any action taken. The Zoning Administrator shall report on all sketch plan applications and decisions at the Planning Commission meeting and the Township Board meeting following any action taken.

SECTION 5.03 APPLICATION PROCESS FOR SITE PLAN REVIEW

Application for site plan review shall be made to the Township by filing of not less than ten (10) copies of an application form and detailed site plan with the office of the Township Zoning Administrator at least thirty (30) calendar days in advance of the regularly scheduled Planning Commission meeting at which the plan is to be first considered. Fees are required to be paid in accordance with the fee schedule in effect as established by the Township at the time the application is made.

The Township Zoning Administrator shall examine the site plan to determine that it contains all the necessary information. If it is incomplete, it shall be returned to the applicant. If it is complete and appears to comply with the requirements of the Zoning Ordinance, it shall be processed in accordance with this Ordinance.

A. **Application Form.** Each submittal for site plan review shall be accompanied by a completed application form furnished by the Township and shall include the following information:

1. The applicant's name, address, and phone number,
2. The address and parcel number of the property,
3. A signed statement that the applicant is the owner of the property or has a legal financial interest in the property (i.e. purchase agreement),
4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s),
5. Project description, including the total project title, number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, and other pertinent information,
6. The gross and net acreage of all lots or parcels in the project,
7. Existing zoning classification, land uses, and structures on the subject parcel,
8. Name and address of developer (if different from the applicant), engineer, architect and/or land surveyor,

9. Project completion schedule/development phases, and
10. If in the opinion of the Township such information is necessary, written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands.

B. Site Plan Information. Each submittal for site plan review shall be accompanied by a detailed site plan which shall consist of an accurate drawing, showing the entire site and all land within 300 feet of the site. The scale of the site plan shall be not less than 1 inch = 50 feet if the subject property is less than 3 acres, and 1 inch = 100 feet if three acres or more. If multiple sheets are used, each shall be labeled and the preparer identified. If there is an accurate site plan for the lot on file with the Township, the Township Zoning Administrator may waive the requirement for a site plan. The following information on the sketch plan shall be included:

1. Name of development and general location sketch;
2. Name, address and phone number of owner(s), developer, engineer, architect and/or designer;
3. North arrow, scale, and date of original drawing and revisions;
4. The seal of one of the following professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, Registered Land Surveyor. The architectural plans of the buildings shall be prepared by and bear the seal of a Registered Architect. A site plan for an alteration or addition to an existing structure may be prepared by the builder or contractor;
5. A legal description and address of the property in question;
6. The area of the site in square feet and acres excluding all existing and proposed public rights-of-way;
7. The dimensions of all lots and subject properties, showing the relationship of the subject property to abutting properties, including lots across rights-of-way and easements. The boundaries of the subject property shall be clearly indicated on the site plan, differentiated from other contiguous property. If the parcel is a part of a larger parcel, boundaries of total land holding shall be indicated;
8. Existing topographic elevations at two foot intervals, including ground elevations of all existing buildings, drives and/or parking lots, and any adjacent unusual surface conditions;

9. The location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands;
10. Any significant site amenities and unique features;
11. Existing land uses and zoning classification of the subject parcels and adjacent parcels;
12. All required minimum setbacks from the existing or proposed right-of-way and from adjacent lots;
13. The location and dimensions (length, width, height) of all existing and proposed structures on the subject property and all existing structures within three hundred (300) feet of the subject property;
14. The location and width of all existing public roads, rights-of-way or private easements of record, abutting streets, alleys, and driveway locations to abutting streets;
15. The location and dimensions of any required pedestrian sidewalks;
16. With non-residential proposals, the number of offices, and the number of employees;
17. Proposed parking lots including layout and typical dimensions of parking spaces, number of spaces provided (including how computed per ordinance requirements) and type of surfacing;
18. Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development;
19. Proposed traffic and pedestrian circulation patterns, both within the site and on the public streets adjacent to the site as well as proposed loading and unloading areas, barrier free access, any fire lanes, and carports;
20. Proposed finish grade of buildings, driveways, walkways, and parking lots;
21. Proposed type of building materials, roof design, and projections;
22. Proposed water service;
23. Proposed sanitary sewer facilities and the location of all existing utilities, easements and the general placement of lines, manholes, tap-ins, pump stations, and lift stations;

24. Proposed storm water management plan including design of sewers, outlets (enclosed or open ditches), and retention or detention ponds. Sufficient data regarding site run-off estimates and off-site drainage patterns shall be provided to permit review of feasibility and permanency of drainage detention and/or retention as well as the impact on local surface and groundwater. The point of discharge for all drains and pipes should be specified on the site plan. All storm water drainage must be managed on site;
25. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone, and steam;
26. Soil erosion and sedimentation control measures;
27. Detailed landscaping plan indicating location, types and sizes of material;
28. The dimensions and location of all signs, both wall signs and free-standing signs and of lighting structures and shielding;
29. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities;
30. Easements for proposed public rights-of-way, utilities, access, shared access, and drainage;
31. Notation of any variances which have been or must be secured;
32. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the cleanup;
33. For developments that are of a scale to warrant phased development, the phasing of construction shall be indicated.
34. Approval from the local fire department, saying that the site plan provides sufficient access to buildings and structures by emergency vehicles.

SECTION 5.04 CRITERIA FOR GRANTING SITE PLAN APPROVAL

Each site plan shall conform to all applicable provisions of this Ordinance. The following criteria shall be used by the Township Board as a basis upon which site plans will be reviewed and approved, after receiving a recommendation from the Township Planning Commission. The Township Planning Commission and the Township Board shall adhere to sound planning principles, yet may allow for design flexibility in the administration of the following standards:

- A. All elements of the site shall be harmoniously and efficiently designed in relation to the topography, size, and type of land, and the character of the adjacent properties and