

Article 4

SITE PLAN REVIEW

Section 4.01 Purpose

It is the purpose of this Article to specify standards, application and data requirements, and the review process that shall be followed in the preparation of site plans as required by this Ordinance. These requirements are incorporated into the land use permit application process to ensure that the appropriate bodies are afforded an opportunity to review and evaluate proposed uses and development of sites with regard to such considerations as parking, vehicular and pedestrian circulation, drainage, landscaping and screening, signage, lighting, environmental and community character protection, and conformance with all applicable provisions and standards of this Ordinance.

Section 4.02 Site Plan Approval Required

A. Uses Requiring Site Plan Approval: Site plan approval is required by the Planning Commission prior to the Zoning Administrator's issuance of a land use permit for the following uses:

1. All uses permitted by right within any Commercial or Industrial zoning district.
2. All special land uses, as specified in each zoning district.
3. All uses for which this Ordinance requires five (5) or more off-street parking spaces.
4. All platted subdivisions subject to the platting requirements of P.A. 591 of 1997, the Land Division Act, as amended. See Section 3.04(B) regarding requirements for plot plan approval for residences on lots of such subdivisions.
5. All condominium subdivisions subject to P.A. 59 of 1978, the Condominium Act, as amended. See Section 3.04(B) regarding requirements for plot plan approval for residences on lots of such subdivisions.
6. All planned unit developments.
7. All other uses as required elsewhere in this Ordinance.

Section 4.03 Review Procedures

A. Preliminary Site Plan Application Required: Prior to preparing a detailed final site plan and seeking approval of such final site plan, the applicant shall seek approval of a preliminary site plan for the purpose of receiving approval of the general design and layout of the project. A preliminary site plan shall be submitted as part of a land use permit application for all uses listed in Section 4.02. See Section 3.08 regarding application fees.

B. Preliminary Site Plan Submittal, Distribution and Data: Fifteen (15) copies of a preliminary site plan application shall be submitted to the Zoning Administrator. The application shall consist of a form available from the Zoning Administrator, and the preliminary site plan itself. Upon receipt of the application materials, the Zoning Administrator shall record the date of their receipt and transmit copies to the Planning Commission and other agencies or individuals selected to review such plans including but not necessarily limited to Township departments and staff, consultants, Ingham County Drain Commissioner, and Ingham County Road Commission. The Zoning Administrator shall request all reviewing agencies to respond within twenty (20) days of receipt of the materials although the Planning Commission need not delay action on the application if such response has not been received within this time period.

1. The preliminary site plan shall be prepared according to the manner and information required for a final site plan pursuant to Section 4.03(D), except that detailed construction drawings to address specific site improvements are not necessary. However, the detail of the submitted information shall adequately portray the feasibility of critical components of the project such as, but not limited to, storm water management, grading, vehicular circulation, lot areas and arrangements, signage, and landscaping. In addition, for uses that are expected to generate 100 or more vehicle trips per day, a traffic impact study shall be required and shall address, at a minimum, the anticipated vehicle trips to be generated daily by the development; the impact of the development on road infrastructure, congestion levels, and turning patterns along the abutting

and other nearby roads; and proposed mitigation measures to minimize any conflict issues.

C. Planning Commission Action on Preliminary Site Plan: The Planning Commission shall review the application and plans and determine their conformity with the applicable provisions of this Ordinance.

1. Review for Completeness: Upon receipt of the application materials, the Planning Commission shall review the materials and determine their completeness. If determined to be insufficient in adequately portraying the required information, the Planning Commission may delay further consideration of the application until such time that the application materials have been made satisfactory, and shall notify the applicant in writing of the deficiencies.
2. Upon finding that the application materials are satisfactory, the Planning Commission shall review the materials for conformance to the requirements of this Ordinance. After conducting a review, the Planning Commission shall deny, approve, or conditionally approve the preliminary site plan as it pertains to requirements and standards contained in this Ordinance, including the standards of Section 4.04. A preliminary site plan shall be evaluated according to the level of information required at the preliminary site plan level. A preliminary site plan shall be approved if it contains the information required by, and is in compliance with this Ordinance, the conditions imposed pursuant to this Ordinance, other Township planning documents, other applicable ordinances, and state and federal statutes. Any conditions required by the Planning Commission for approval shall be stated in writing, together with the reasons, and delivered to the applicant.
 - a. Approval of the preliminary site plan is valid for a period of one (1) year. If a complete final site plan for the development, or any phase of the development, has not been submitted during this period, the approval of the preliminary site plan shall be null and void. This time limit may be extended by the Planning Commission upon its finding that no substantial changes have occurred to ordinance regulations, abutting properties, or other conditions that suggest revisions to the layout and/or design of the development. In the case of an expired preliminary site plan that is not granted an extension of time, such plan shall not undergo review or action except upon a wholly new application according to Section 4.03.

D. Final Site Plan Application Submittal, Distribution and Data: Fifteen (15) copies of a final site plan application shall be submitted to the Zoning Administrator. The application shall consist of a form available from the Zoning Administrator, and the final site plan itself. Upon receipt of the application materials, the Zoning Administrator shall record the date of their receipt and transmit copies to the Planning Commission and other agencies or individuals selected to review such plans including but not necessarily limited to Township departments and staff, consultants, Ingham County Drain Commissioner, and Ingham County Road Commission. The Zoning Administrator shall request all reviewing agencies to respond within twenty (20) days of receipt of the materials although the Planning Commission need not delay action on the application if such response has not been received within this time period. The site plan shall be provided on a professional quality drawing of scale not less than 1"=100' and shall clearly present the required information. All information depicted shall be designed by a professional engineer, land surveyor, or landscape architect licensed in Michigan and shall bear the seal and signature of the licensed individual. The site plan shall be provided on a professional quality drawing of a scale not less than 1"=100', except that a scale not less than 1"=50' is permissible in the case where site alterations are to occupy less than three (3) acres. All information depicted shall be designed by a professional engineer, land surveyor, or landscape architect licensed in Michigan and shall bear the seal and signature of the licensed individual. The site plan shall present all necessary information in a clear and comprehensible fashion and be of such clarity and detail to permit the satisfactory construction of the project, if approved, to ensure the public health, safety and welfare. A final site plan shall include, at a minimum, the following except where the Planning Commission determines, upon a request by the applicant, that the waiving of specific submittal items identified below due to the particular character of proposed development or site or surrounding conditions, shall not undermine the Planning Commission's ability to effectively evaluate the extent to which the site plan complies with the standards of this Ordinance, and protect the public health, safety and welfare:

1. The site plan shall include the applicant's full name, address and phone number, and the name and address of the person and firm who prepared the plan and the date on which each drawing contained within was prepared or last revised.
2. A vicinity sketch showing the location of the site in relation to the surrounding road system for a minimum distance of one mile in all directions. The vicinity sketch, or other component of the site

plan materials, shall also identify the existing zoning classification and current use of all properties within three hundred (300) feet in every direction of the proposed use, including land uses on the opposite side of any road.

3. A property line survey, correlated with a legal description, showing property line dimensions and bearings, lot area, graphic scale, and a north arrow.
4. Existing uses, buildings, structures, roads, and all other existing site improvements, with a designation as to which are to be retained, removed, or otherwise altered.
5. Existing natural features on and within three-hundred (300) feet of the site including woodlands; wetlands; drainage courses, water bodies, and 100-year flood plain areas; topography at no greater than two-foot contour intervals; and soils by type and drainage features according to the Ingham County Soil Survey or well logs. The location of all trees of twelve inches (12") or greater in diameter, measured at five feet (5') above ground surface, shall be clearly identified by size and type.
6. Required front, side and rear yard setbacks for principal buildings in the district.
7. Proposed uses, buildings, structures, and lots, including a project description that addresses the intended use of the property and each building proposed, the total number of dwelling units, total and usable floor area of each building, carports or garages, employees by shift, amount of recreational and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by this Ordinance.
8. Proposed public right-of-ways, private easements, and deed restrictions.
9. Proposed roads, drives, and alleys (including widths, cross-sections and profiles); acceleration, deceleration and turn lanes; driveways, parking spaces, and parking aisles, with an indication of the total number of spaces and typical space and aisle/driveway dimensions, the direction of travel, and the inside radii of all curves including driveway curb returns; and sidewalks and other non-motorized travel ways. Proposed traffic control measures (including signs) and proposed road names shall also be indicated.
10. Source and location of all public and private utilities including potable water, sewage disposal, and electrical and communication lines, and the necessary easements that exist or are proposed to be established for installation, repair and maintenance of such utilities.
11. Proposed accessory buildings and structures including trash receptacles and enclosures, signs, and lighting.
12. A graphic illustration of the location and extent to which natural features on the site shall be disturbed or otherwise cleared including woodlands; trees, with specific notations of those in excess of twelve inches (12") in diameter; topography; wetlands; and water courses.
13. A landscaping plan indicating the locations of plant materials to be preserved and locations of proposed planting and screening in compliance with the requirements of Article 24, Landscaping and Screening.
14. A grading, storm drainage and storm water management plan, including soil erosion and sedimentation control measures and spot elevations to adequately portray drainage patterns and final grades. Such plan shall include the location of drainage easements, exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport storm water. The point of discharge for all drains and pipes shall be specified on the site plan as well as invert and related elevations, and pipe lengths and slope, to construct the same. Such plans shall document the extent of clearing of vegetation and the extent of other clearing, cuts, fills, or other grading, and the finished floor elevations of all buildings.
15. The location and specifications for any existing or proposed above or below ground storage facilities for any toxic or hazardous substances, as well as any containment structures or clear zones required by government authorities; a complete inventory of toxic or hazardous substances to be stored or used on the site, including the quantity of substances, substance names and characteristics; the proximity of such materials to ground water aquifers, wetlands, surface waters, existing and proposed wells, storm sewers, storm drains, and sanitary sewers; and a proposed storage and disposal plan for such materials including their transfer and/or transport.
16. Elevation drawings of all buildings.
17. A statement from the applicant identifying all other federal, state and local permits required, if any.
18. Project completion schedule.

19. Such other information as is necessary to enable the Planning Commission to determine whether the proposed site plan shall conform to the provisions of this Ordinance.

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E. Planning Commission Action on Final Site Plan: The Planning Commission shall review the final site plan application materials and determine their conformity with the applicable provisions of this Ordinance including the standards of Section 4.04. After conducting a review, the Planning Commission shall deny, approve, or conditionally approve the final site plan as it pertains to requirements and standards contained in this Ordinance, including the standards of Section 4.04. A site plan shall be approved if it contains the information required by, and is in compliance with this Ordinance, the conditions imposed pursuant to the Ordinance, other Township planning documents, other applicable ordinances, and state and federal statutes. Any conditions required by the Planning Commission for approval shall be stated in writing, together with the reasons, and delivered to the applicant. The Planning Commission may require the submittal of a fully revised final site plan upon its determination that the conditions necessary for the approval of such plan are of such an extent or character that a fully revised plan is necessary before an approval action can be granted.

1. **Issuance of Land Use Permit:** Upon approval of conditional approval of the site plan by the Planning Commission, and upon all other approvals as may be required by this Ordinance, such as in the case of a special land use, the Zoning Administrator shall issue a land use permit authorizing the use and construction subject to the approved application.
2. **Building Permit Required:** Upon issuance of a land use permit, no construction shall be initiated prior to the acquisition of all necessary Building Permits from the Building Inspector.

F. Approved Site Plans: Five (5) copies of an approved site plan, with any conditions contained within, shall be maintained as part of the Township records for future review and enforcement. One (1) copy shall be returned to the applicant. Each copy shall be signed and dated with the date of approval by the Planning Commission Chairperson and Zoning Administrator, for identification of the approved plans. If any variances from the Zoning Ordinance have been obtained from the Zoning Board of Appeals, the minutes concerning the variances, duly signed, shall also be filed with the Township records as a part of the site plan.

G. As-Built Drawings: The applicant shall submit three (3) copies of as-built drawings upon completion of construction activities, but no later than sixty (60) days from the issuance of a certificate of occupancy by the Building Inspector. Such drawings shall identify all improvements made upon the site including utility services.

Section 4.04 Site Plan Approval Standards

A. Specific Site Development Standards: Each preliminary and final site plan shall conform with the specific site development standards of this Ordinance including, but not limited to, requirements pertaining to lot area, lot width, setbacks, heights, permitted uses, nonconformities, signage, off-street parking and loading, landscaping and screening, lighting, potable water and sewage disposal, and standards specific to special land uses.

B. General Site Plan Approval Standards: In addition to compliance with the standards of subsection (A) above, all site plans shall comply with the following general site plan approval standards:

1. All elements of the Plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings.
2. The site shall be so developed as not to impede the normal and orderly development, improvement, or enjoyment of surrounding property for uses permitted in this Ordinance, including matters pertaining to visual impacts from lighting, signage, outdoor storage, and off-street parking.
3. The environmental character of the site shall be preserved in its natural state, insofar as practical, by minimizing the removal or disturbances to on-site natural features such as trees, woodlands, soils, topography, water courses and wetlands.
4. The removal of storm water shall ensure the public health, safety and welfare of the users of the site and shall not adversely affect adjoining properties, the capacity of public or natural drainage ways, nor increase the rate of discharge to such drainage ways; shall rely on existing drainage patterns where feasible, and minimize topographic alterations; and shall incorporate the necessary measures to discourage soil erosion and sedimentation and the discharge of impurities into the groundwater and nearby water courses.
5. All buildings shall be so arranged as to permit emergency access by some practical means to all

- sides.
6. Provisions for vehicular and pedestrian circulation and parking shall ensure safe and efficient travel and minimize negative impacts upon abutting properties and the existing and planned road system and traffic patterns in the general area, including congestion at access and egress points. In doing so, all proposed roads and driveways shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area, and roads and drives shall be of a width and design appropriate to the traffic volume they will carry. The site plan shall not include unnecessary curb cuts and shall rely on service drives where practical and feasible.
 7. The site plan shall provide for the appropriate location of all necessary and proposed utilities. Underground facilities shall be provided to the greatest extent feasible.
 8. All development phases shall be designed in logical sequence to ensure that each phase can independently function in a manner that supports the public health, safety and welfare, should subsequent phases not be pursued.
 9. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous materials from entering the environment including adequate measures for sewage and waste disposal and the storage of hazardous substances.
 10. Site plans shall conform to all applicable Township planning documents including the goals and objectives of the Locke Township Master Plan, other applicable ordinances, and state and federal statutes.

Section 4.05 Conformity To Approved Site Plans

Property which is the subject of site plan approval shall be developed in compliance with the approved site plan and any approved changes thereto. If construction or use of the property does not conform with such approved plans, the approved land use permit may be subject to revocation by the Zoning Administrator pursuant to Section 3.04(C).

Section 4.06 Changes to Approved Site Plan

A. Site Plan Changes: No changes shall be made to an approved site plan prior to, during, or after construction except according to the following procedures:

1. **Major Changes:** Major changes to an approved site plan shall include changes in excess of five (5) feet in the location of vehicular circulation ways and parking areas, or exterior building walls; the number or location of accesses to public streets and alleys; a reduction in the number of parking spaces or an increase of more than four (4) parking spaces; an increase in the gross floor area or heights of buildings or number of dwelling units; a reduction in open space; and similar changes. Major changes shall be reviewed and acted upon according to Section 4.03.
2. **Minor Changes:** Minor changes to an approved site plan shall include changes not otherwise included as a major change in (A)(1) above and shall be subject to Zoning Administrator approval. Approved changes shall be clearly specified in writing and signed by the Zoning Administrator. The Zoning Administrator shall keep accurate records of approved changes. The Zoning Administrator may defer action on a minor change to the Planning Commission.

Section 4.07 Appeals

A person aggrieved by a decision on a site plan may appeal such decision to the Zoning Board of Appeals pursuant to Article 6.

Section 4.08 Pre-Existing Site Plans and Plot Plans Under Review

All development subject to site plan approval shall comply with the regulations and standards of this Ordinance except in the case where a development plan has received preliminary site plan approval by the site plan approving body prior to the effective date of this Ordinance or amendment thereto, in which case the final site plan shall be reviewed using the procedures and substantive standards under the ordinance in effect at the time of the preliminary plan approval, provided the final site plan is filed with the Zoning Administrator within one year of the effective date of this Ordinance or amendment thereto and contains all information required and accompanied by all required fees.

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