

# *SITE PLAN REVIEW* Application

## ***SCHOOLCRAFT TOWNSHIP***



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# Instructions for Completing this Site Plan Review Packet

1. **Please read and complete site plan application thoroughly.**
2. Please **complete each item** on the application and site plan checklist (see pgs 6-8).
3. Each item should be indicated on your site plan before submitting your plan for review.
4. Check off each item on the list that you have properly submitted on your site plan.
5. Those items you feel are unnecessary and do not apply to your situation, please mark with an “NA” in front of that item, and an **explanation of why you don’t think that item applies to your site plan.**
6. Submit, to the Zoning Administrator, **one(1) complete set of plans.** This must be submitted a **minimum of fifteen(15) days prior** to the scheduled monthly meeting. **(NO EXCEPTIONS)**
7. The Zoning Administrator will review your plans for administrative completeness. The applicant will be notified within three (3) days of any adjustments or corrections that need to be made. **Applications for site plan review that are not deemed administratively complete by the Zoning Administrator will not be placed on an agenda or reviewed by the Planning Commission.**
8. **Twelve (12) sets of administratively complete plans** must be submitted to the Zoning Administrator, a **minimum of seven (7) days prior** to the scheduled monthly meeting.
9. The Township Planning Commission, at the scheduled meeting, will then give approval, disapproval, or declare other appropriate action for the submitted plans. **When the Planning Commission is reviewing the site plan, the applicant, or an appropriate representative, should be prepared to discuss how the site plan shows that these criteria are met.**
10. A building permit may be issued upon approval, pending all other permit requirements are met.

## Introductory Note

The Schoolcraft Township Zoning Ordinance requires site plan review and approval before certain land uses can be conducted and before the building Inspector can issue a building permit for any construction in conjunction with such uses (all special exception uses, office and commercial buildings and developments, industrial buildings and developments, multi-family dwellings, churches, mobile homes parks, and planned unit developments, including site condominium projects). The intent of this site plan requirement is to provide for consultation and cooperation between the land developer and the Schoolcraft Township Planning Commission, in order that the developer may accomplish his or her objectives in accordance with Township regulations, and with the minimum adverse affect on the use of adjacent streets and on existing and future land uses in the immediate area and vicinity.

This packet has been prepared to assist you with the application and site plan review process. The packet consists of an application form, and material pertaining to sketch plan review, formal site plan review and criteria for site plan review/approval, as well as a reference to the rules concerning the term of approval of a site plan, and modification or revocation of an approved site plan.

Please note that twelve copies of the completed application form, and twelve copies of the site plan and supporting materials must be submitted to the Township Zoning Administrator at least 15 days before the Planning Commission meeting at which the site plan is desired to be reviewed. A site plan which is not timely submitted, or which is not administratively complete, will not be distributed to the Planning Commission or placed on the agenda of a Planning Commission meeting. Thank you in advance for your review of and compliance with this packet.

## Site Plan Approval

The Township Planning Commission shall approve or disapprove, or approve subject to compliance with certain modifications, the site plan in accordance with the purpose and intent of the Zoning Ordinance and the criteria set forth in the Ordinance. Prior to reviewing or approving a site plan, the Planning Commission may, in its discretion, request comments and recommendations on Engineer, the Township Fire Chief/Fire Marshall, the Township Building Official, and such other parties as the Planning Commission may, in its discretion, determine to be advisable or necessary with respect to a particular site plan.

The Site plan shall be reviewed and approved by the Township Planning Commission upon a finding that:

- A. The proposed use will not have a harmful effect on the surrounding neighborhood development. Fencing, walls and/or landscaping may be required as a screening device to minimize adverse affects upon surrounding development.
- B. There is a proper relationship between the major thoroughfares and proposed service drives, driveways, and parking areas so as to insure the safety and convenience of pedestrian and vehicular traffic.
- C. The adverse effects resulting from the locations of buildings and accessory structures will be minimized to the occupants of adjacent properties.
- D. The proper development of roads, easements, and utilities has been provided to protect the general health, safety and welfare of the citizens of the Township.
- E. The Natural features of the landscape, such as ponds, streams, hills, wooded areas, etc. shall be retained where they afford a barrier or buffer between adjoining properties being put to different use.
- F. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
- G. All areas and structures where chemicals, fuels, flammable materials, contaminated storm water or wash water, or hazardous materials are to be collected, stored, used, loaded/unloaded, recycled, generated or disposed of have been designed and located to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers and wetlands, except as may be specifically permitted by a state or federal governmental agency.
- H. All floor drains have been approved by the responsible governmental agency for connection to an on-site closed holiday tank, or, where appropriate, to a septic system or public sewer system, or regulated through a State of Michigan groundwater discharge permit.

### Security Deposit

- a. To insure compliance with the zoning ordinance and conditions imposed. at' the time of site plan approval, the Planning Commission may require that a cash deposit, certified check, irrevocable bank letter of credit or surety bond acceptable to the Planning Commission, covering one hundred twenty-five percent (125%) of the estimated costs of improvements associated with a project for which the site plan approval is sought, be deposited with the clerk of the township to insure faithful, completion of the improvements.
- b. The Planning Commission shall by resolution request the Township Clerk to rebate said security deposit in reasonable proportion to the ratio of work completed on the required improvements as the work progresses. The amount of rebate shall be determined from time to time at regular or special meetings of the Planning Commission based upon evidence presented by the applicant and/or appropriate township officials demonstrating the ratio of work completed on the required improvements.
- c. If any improvements are not constructed within the time limit established as part of the site plan approval or within any extension thereof, then the Planning Commission shall by resolution request the Township Board to take appropriate legal steps to insure completion using so much of the security deposit as is necessary for such purpose.
- d. As used herein, "improvements" means those features and actions associated with a project which are considered necessary by the Planning Commission to protect natural resources, or the health, safety, and welfare of the residents of a Township and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, and drainage. Improvements does not include the entire project which is the subject of zoning approval.

### Site Plan Modifications

Any modifications of the site plan desired by the Township shall be so stated in writing to the applicant. Site plan approval may then be granted contingent upon the revision of said site plan by the petitioner to the satisfaction of the Township Planning Commission. If any part of the approved site plan is in conflict with any section of this Ordinance in terms of setbacks, parking spaces, maneuvering lanes, etc., a variance must be first be obtained from the Zoning Board of Appeals. A copy of the final approved site plan, with its modifications, shall be on record in the Township offices. The copy shall have the signature of the Planning Commission Chairman. If variances are required and have been secured, the document granting variance shall show the signature of the Chairman of the Boards of Appeals.

### Revocation of Site Plan Approval

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 Planning Commission shall give the applicant notice of intention to revoke at least ten days prior to review by the Planning Commission. After conclusion of such review, the Planning Commission may revoke its approval of the development if the Commission feels that a violation in fact exists and has not been remedied prior to such hearing.

### Term of Site Plan Approval

The 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 Planning Commission as required by the Zoning Ordinance. At the end of the six-month extension, if no building permit has been obtained and on-site development actually begun, the site plan approval becomes void, and the developer shall submit a new application for approval.

### Sketch Plan Review Checklist (optional)

Preliminary sketches of site and development plans may be submitted to the Township Planning Commission. The purpose of the sketch is to allow discussion between the developer and the Planning Commission as to site, building and general requirements, to allow the developer to become acquainted with proper procedure and to investigate the feasibility of the project prior to extensive engineering plans being prepared for the final site plan review procedure. All sketch plan stage applications shall include:

- The name and address of the applicant.
  - If a corporation, the name and address of the officers thereof.
  - If a partnership, the names and addresses of each partner.
- Legal description of the property
- Drawings showing tentative plans.

**FORMAL SITE PLAN REVIEW CHECKLIST (REQUIRED)**

All formal site plan review applications shall include all of the following (unless clearly not applicable or officially waived by the Planning Commission):

- \_\_\_\_ 1. The name and address of the applicant.  
    **If a corporation, the name and address of the officers thereof.**  
    **If a partnership, the names and addresses of each partner.**
- \_\_\_\_ 2. Legal description of the property
- \_\_\_\_ 3. 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.
- \_\_\_\_ 4. All lot and/or property lines are to be shown and dimensioned, including building set back lines.
- \_\_\_\_ 5. The location and height of all existing and proposed structures on and within one hundred (100) feet of the subject property.
- \_\_\_\_ 6. The location and dimensions of all existing and proposed sidewalks, curb openings, signs, exterior lighting, parking spaces, drives and aisles, loading and unloading areas, outdoor display and storage areas, and recreation areas, etc.
- \_\_\_\_ 7. The location of the pavement and right-of-way width of all abutting roads, streets or alleys.
- \_\_\_\_ 8. The name and firm address of the professional individual responsible for the preparation of the site plan (including imprint of his professional seal, if any)
- \_\_\_\_ 9. The name and address of the property owner or petitioner.
- \_\_\_\_ 10. The location of all rubbish receptacles and landscaping and the location, height and type of fences and walls.
- \_\_\_\_ 11. Size and location of existing and proposed utilities, including proposed utilities, including proposed connections to public sewer or water supply systems, if available.
- \_\_\_\_ 12. Location of all fire hydrants.
- \_\_\_\_ 13. Lot Size (basis of calculation), setbacks, trailer pads, patios, and complete park layout for mobile home parks.
- \_\_\_\_ 14. The location and dimensions of all existing proposed interior and exterior areas and structures (including above or below ground storage tanks) to be used for the collection, storage, use, loading/unloading, recycling, or disposal of any chemicals, fuels, flammable materials, contaminated storm water or wash water, or hazardous materials.
- \_\_\_\_ 15. The location of all existing and proposed floor drains.
- \_\_\_\_ 16. The location, size, and calculations of all existing and proposed exterior drains, drywells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport storm water, including the point of discharges for all associated drains and pipes.
- \_\_\_\_ 17. The location of all areas on the site which are known or suspected to be contaminated together with a report on the status of site clean-up.

**Must Be Completed**

- \_\_\_\_ 18. Property survey by registered surveyor.
- \_\_\_\_ 19. Existing and proposed contour shall be shown on all site plans [two (2) foot intervals, minimum].
- \_\_\_\_ 20. The location of all lakes, streams, wetlands, county drains, and other water- ways abutting or within one hundred (100) feet of the subject property.
- \_\_\_\_ 21. The front, side and rear elevations for all new buildings on the property. Also, with respect to site plans involving multiple-family dwellings, either floor plans for all such buildings or information that is otherwise sufficient to show compliance with applicable minimum gross floor area per dwelling unit square footage requirement. (Complete floor plans are optional with respect to other types of developments subject to site plan review, but may be required by the Planning Commission where deemed necessary to properly evaluate compliance with the criteria for site plan approval.)
- \_\_\_\_ 22. A description of the operation proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of all potentially harmful or obnoxious matter or radiation.
- \_\_\_\_ 23. Engineering and architectural plans for the treatment and disposal of sewage and industrial waste tailings and unusable by-products.
- \_\_\_\_ 24. The proposed number of shifts to be worked and the maximum number of employees on each shift.
- \_\_\_\_ 25. Any other information deemed necessary by the Township Planning Commission
- \_\_\_\_ 26. The Planning Commission may waive any of the above enumerated requirements whenever the Commission determines that such requirement is not necessary for a specific site plan due to the fact that:
  - A. The Commission finds from the evidence presented that the condition does not apply and is therefore unnecessary to evaluate the use for which approval is sought; or
  - B. The Commission finds from the evidence that the condition can be waived or modified because there are practical difficulties or unnecessary hardships of a non-monetary nature in carrying out the strict letter of the condition, and the Commission finds as a fact that the waiver or modification is appropriate so that the spirit of the Ordinance is observed, public safety is secured, there is no detriment resulting there from, or a detriment is alleviated thereby.

**Must Be Completed**

**All Items Must Be Included In The Site Plan Packet or  
A Legitimate Explanation Must Be Written as To Why They Are Not.**

**SITE PLAN REVIEW APPLICATION**

1. Applicant \_\_\_\_\_ Phone \_\_\_\_\_ .

2. Applicant Address

\_\_\_\_\_  
\_\_\_\_\_ .

3. Project Location

\_\_\_\_\_  
\_\_\_\_\_ .

4. Legal Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Zoning District \_\_\_\_\_ Parcel Size \_\_\_\_\_

6. What are proposing to build? \_\_\_\_\_ .

7. What will it be used for? \_\_\_\_\_ .

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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(For township use only)

Date application received \_\_\_\_\_ Fee Paid\$ \_\_\_\_\_ CK# \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

**Must Be Completed**