

Article 5

Site Plan Review

Section 5.01 Purpose

This article provides a review and approval process for certain land uses and land development projects. The review and approval process described in this section is intended to ensure that all land uses comply with applicable zoning district and other zoning regulations, the site plan review standards contained in this article, and other applicable county, state, and federal statutes.

Section 5.02 Site Plan Approval Required

Site plan review and approval shall be required as described below. Site plan approval must be obtained before a land use-building permit can be issued, and prior to the commencement of land clearing or excavation necessary for the construction of site improvements.

Site plan review and approval is required:

- a. For all non-residential land uses permitted in all zoning districts, except home occupations and farming operations.
- b. For all special uses. A site plan shall be submitted at the time application is made for a special use permit. Review of the site plan shall be concurrent with deliberations on the application for a special use permit.
- c. For all Planned Unit Developments (PUD's), if permitted elsewhere in this Ordinance. A site plan shall be submitted at the time application is made for PUD approval. Review of the site plan shall be concurrent with deliberations on the application for the PUD.
- d. All site condominium and condominium subdivisions developed pursuant to the Condominium Act (P.A. 59 of 1978, as amended).

Section 5.03 Design Standards

Prior to recommending site plan approval, the Planning Commission shall find that the land use subject to review is designed and laid out in such a manner that it complies with the following standards:

- a. All buildings, structures, and other improvements shall comply with the applicable zoning district setback requirements.
- b. All signs shall comply with the applicable area, setback, height, and lighting standards.
- c. All exterior lighting fixtures shall be of a type and quality that limits illumination to the site only, and shall be located so as not to produce glare off-site.
- d. Parking areas shall provide the number of parking spaces required for the proposed use. Parking areas shall be surfaced with compacted gravel, asphalt, or concrete, and shall be designed and constructed to provide for effective stormwater drainage. Parking areas shall be provided with a stormwater detention system that effectively holds and filters parking lot runoff.
- e. Access from adjoining roads shall be arranged to assure the safety of vehicles and pedestrians entering and leaving the site, as well as that of vehicles and pedestrians traveling on adjoining public roads and sidewalks. Driveways shall be designed and located to assure adequate clear vision areas at adjoining road right-of-way lines. Particular attention shall be paid to site access in the event of fire or other emergency.
- f. Internal roadways and sidewalks, if provided, shall be designed and constructed to assure the safe and convenient movements of vehicles and pedestrians on the site. Particular attention shall be paid to all buildings and uses on the site in the event of fire or other emergency.
- g. Loading areas shall be located at the sides or rears of buildings, and shall be screened from view from adjoining property.
- h. Areas used for outdoor storage of goods, equipment, waste materials, or other materials of any kind shall be screened from view from adjoining properties and public roadways.
- i. The site shall be improved with a storm drainage system that maintains stormwater runoff at a pre-development rate. Runoff shall be managed in a manner that prevents off-site impacts.
- j. Existing natural features, such as stands of trees, wetlands, watercourses, ponds, lakes, and topographic features shall be preserved in the design and layout of the land use or land development project.

Section 5.04 Submittal Requirements

An application for site plan review and approval shall be submitted to the Zoning Administrator no less than twenty-one (21) days prior to the meeting at which the Planning Commission will consider the application. The review of applications submitted less than twenty-one (21) days prior to such a meeting will be delayed until the next regular meeting date.

Applications must be accompanied by a completed application form and application fee in the amount established by the Township Board. Three (3) copies of a site plan must be provided. The site plan shall show the following information:

Section 5.04.01 General Information

- a. Scale and north arrow. The scale shall be not less than 1" = 20' for property under three (3) acres and at least 1" = 100' for parcels three (3) acres or more in size.
- b. Name, address, and phone number of the applicant(s). Name, address, and phone number of the person or firm that prepared the site plan.
- c. The date on which the site plan was prepared. In the event that revisions of the site plan are required, then the subsequent revision dates shall also be indicated.
- d. Legal description of the property subject to the application.
- e. Name and address (or approximate location) of the proposed land use or land development project.
- f. Size of the property in acres and square feet.
- g. Area in square feet to be occupied by buildings, parking areas, roadways, landscaped areas, and unimproved open space.
- h. A small-scale map (1" = 200') indicating the location of streets, highways, watercourses, and lakes located within one-half (1/2) mile of the subject property shown on the site plan. The property subject to review must be highlighted.
- i. The exterior property lines (boundaries) of the property subject to the application.
- j. The zoning classification of the property subject to review, as well as that of adjoining properties.

Section 5.04.2 Physical Features

- a. The location, name, pavement width, and right-of-way width of existing and proposed streets, highways, easements, and rights-of-way that adjoin or cross the property.
- b. The location, width, and purpose of other existing and proposed easements or rights-of-way.
- c. Locations and dimensions of existing and proposed buildings and other structures. The distance between existing and proposed buildings, and existing and proposed setbacks from property lines must be indicated in feet.
- d. Location and layout of existing and proposed parking and loading areas, including proposed surface type. The direction of travel on driveways and driving lanes must be indicated. Parking spaces must be consecutively numbered.
- e. The location of existing and proposed stormwater management facilities. The Planning Commission may require that applicants submit a separate storm drainage plan.
- f. The location and height of existing fences or walls, including the type of fencing proposed.

Section 5.04.3 Natural Features

- a. The location of required landscaped buffers and screening, as well as other landscape improvements. The Planning Commission may require that applicants submit a separate landscaping plan.
- b. The location and type of existing natural features on the site, including but not limited to, wetlands, watercourses, floodplains, ponds, wooded areas, major topographic features, and so forth. Indicate the location and type of existing trees and other vegetation to be retained on the site.

Section 5.04.4 Signs

- a. The location, height, and design of existing and proposed signs and exterior lighting fixtures.

Section 5.05 Planning Commission Review

The Planning Commission shall review the application and approve, approve with conditions, or deny applications for site plan approval within sixty (60) days of the application date.

The Planning Commission's decision shall be recorded in writing and shall be based upon the standards specified in Section 5.05.2.

Three (3) copies of an approved site plan shall be signed and dated by the Township Planning Commission Secretary and Clerk. A copy of the approved minutes of the Township Planning Commission meeting at which approval was granted shall be attached to each copy. One copy shall be returned to the applicant, one copy shall be provided to the Zoning Administrator, and one copy shall be provided to the Secretary of the Planning Commission to be placed in the permanent record of the Commission's proceedings.

Section 5.05.1 Standards for Site Plan Determination

A decision to approve, approve with conditions, or deny an application shall be based on the following criteria as they apply to a site plan under consideration:

- a. There must be a proper relationship between the proposed use and existing streets and highways within the vicinity of the proposed use.
- b. Proposed driveway entrances and exits, parking areas, service drives, and other internal circulation routes must be located and arranged so as to assure the safety and convenience of pedestrian and vehicular traffic.
- c. All buildings, structures, driveways, internal circulation routes, parking areas, and storage areas must be designed and located so as to minimize potential adverse impacts on adjacent and nearby properties.
- d. As many natural features of the landscape as possible shall be incorporated into the design and layout of the site so as to buffer the site from adjacent incompatible land uses, to assist in preserving the general appearance of the surrounding area, and to help control erosion of the discharge of water. Reasonable buffer and open space areas may be required.

- e. Screening requirements: Adverse impacts upon adjoining land uses shall be minimized by appropriate screening, fencing, or landscaping. Screening shall be constructed and maintained whenever a non-residential use is established on land sharing a boundary with any residential zoning district, and whenever multi-family housing is established adjacent to a single family or two-family residential use. Screening shall be provided by one of the following:
 - i. **Wall or Fence**
A solid wall or fence at least six (6) feet in height with a finished surface fronting on the residential district or use. Open spaces within such walls or fences shall not exceed a one (1) foot square in area.
 - ii. **Berm**
A mound of earth at least six (6) feet in height and graded to a slope no greater than one (1) foot of rise in three (3) feet of horizontal distance. The berm shall be landscaped by planting with grasses and/or shrubs and trees.
- f. The land use subject to review and approval shall comply with all applicable provisions of this Ordinance.
- g. All buildings, structures, parking areas, and storage areas will be accessible to emergency vehicles at all times of the year.
- h. The site plan as approved must be consistent with the intent and purpose of this Zoning Ordinance to promote the public health, safety, and general welfare.

Section 5.05.2 Record of Determination

In making a decision to approve, approve with conditions, or deny a site plan, the Township Planning Commission shall record the basis for its determination in writing. The Standards for Site Plan Approval shall be incorporated by reference into the record of determination.

Section 5.06 Compliance with Approved Site Plan

The construction of buildings, structures, and other improvements following approval of a site plan shall be accomplished in full compliance with the approved site plan and any conditions of approval.

Section 5.07 Expiration of Approved Site Plan

Site plan approval shall be valid for a maximum period of one (1) year from the date approval was granted. If the actual physical construction of the buildings and improvements shown on the approved site plan has not commenced in a substantial way during this period, approval shall become null and void, unless a time extension is granted. The Zoning Administrator may, at his or her discretion, grant a one-time extension of up to one (1) year for good cause.

Section 5.08 Appeals

The Township Planning Commission's decision on applications for proposed site plans may be appealed to the Zoning Board of Appeals.