

111.2400

## SITE PLAN REVIEW

111.2401

**Purpose.** The intent of this Article is to provide for consultation and cooperation between the applicant and the Township Planning Commission in order that the applicant may accomplish his/her objectives in the utilization of his/her land within the regulations of this Zoning Ordinance and with minimum adverse effect on the use of adjacent streets and highways and on existing and future uses in the immediate area and vicinity.

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**Scope.** The Building Inspector shall not issue a building permit for any principal use requiring four or more parking spaces or as required in this Ordinance until a site plan has been reviewed and approved by the Planning Commission.

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**Application procedures.** An application for site plan review, plus either a preliminary or final site plan, shall be submitted through the Zoning Administrator who will review the application and plans for completeness, then transmit to the Planning Commission.

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**Preliminary plan review.** Preliminary sketches 10 (ten copies) of the proposed site and development plans may be submitted for review to the Planning Commission prior to final site plan submittal. The purpose of such procedure is to allow discussion between the applicant and the Planning Commission to better inform the applicant of the acceptability of his proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval. Such plans shall include the following, as deemed necessary by the Building Inspector:

- (a) Legal description of the property.
- (b) Small scale sketch of properties, streets and use of land with one-half (1/2) mile of the area.
- (c) A generalized map showing any existing or proposed arrangement of:
  - (1) Streets; (2) Lot; (3) Access points;
  - (4) Other transportation arrangements;
  - (5) Buffer strip screenings;
  - (6) Natural characteristics, including, but not limited to, open space, stands of trees, brooks, ponds, floodplains, hills and similar assets;
  - (7) Signs-Location and lighting; (8) Buildings; and (9) Parking areas.
- (d) A narrative describing:
  - (1) The overall objectives of the proposed development;
  - (2) Number of acres or square feet allocated to each proposed use and gross area in building, structure, parking, public and/or private streets and drives, and open spaces;
  - (3) Dwelling unit densities by type;

(4) Proposed method of providing sewer and water service, as well as other public and private utilities; and

(5) Proposed method of providing storm drainage.

In addition to the above, said applicant shall submit a fee in accordance with the fee schedule established by the Township Board to cover the normal and specially incurred expenses of the Planning Commission. One-half (1/2) of said fee shall be paid upon submission of the preliminary site plan and the balance upon submission of the final site plan.

**111.2405 Planning Commission review of preliminary site plan.** The Planning Commission shall review the preliminary site plan and make recommendations to the applicant at a Planning Commission meeting based on the purposes, objectives and requirements of this Ordinance and specifically, the following considerations when applicable:

(a) Ingress and egress to property and proposed structures thereon, with particular reference to motor vehicles and pedestrian safety and convenience, traffic flow, and control and access in case of fire, catastrophe or emergency.

(b) Off-street parking and loading areas where required, with particular attention to noise, glare and odor effect of each use in the plan on adjoining properties and properties in the proposed development.

(c) Sewer, water and storm drainage, with reference to location, availability and compatibility.

(d) Screening and buffering, with reference to type, dimensions and character.

(e) Signs, if any, and their proposed lighting, relative to glare, traffic safety, economic effect, and compatibility and harmony with adjoining properties.

(f) Required yards.

(g) General compatibility with adjacent properties.

(h) The general purposes and spirit of this Ordinance.

**111.2406 Final site review.** The final site plan shall include the following information and such items as may be required by the Planning Commission from its review of the optional preliminary site plan. Ten (10) copies shall be submitted.

(a) Legal description of the property.

(b) Small scale sketch of properties, streets and use of land within one-half (1/2) mile of the area.

(c) A map at a scale not to exceed one inch equals two hundred feet (1 inch = 200 feet). The following items shall be shown on the map:

(1) Date site plan was prepared;

(2) Name and address of the preparer;

(3) The topography of the site and its relationship to adjoining land;

- (4) Existing man-made features
- (5) Dimensions of setbacks, locations, heights and size of buildings and structures;
- (6) Street right-of-way, indicating proposed access routes, internal circulation, and relationship to existing rights-of-way;
- (7) Proposed grading;
- (8) Location and type of drainage, sanitary sewers, storm sewers, and other utilities;
- (9) Location and type of fences, landscaping, buffer strips, and screening;
- (10) Location and type of signs and on-site lighting;
- (11) Proposed parking areas and drives. Parking area shall be designated by lines showing individual spaces and shall conform with the provisions of this Ordinance;
- (12) Easements, if any; and
- (13) Dimensions and number of proposed lots.

(d) A narrative describing the items indicated in Section 4(d) 111.2404)

**111.2407 Planning Commission review of final site plan.** The Planning Commission shall review the final site plan and either approve, deny or approve with conditions the final site plan based on the purposes, objectives and requirements of this Ordinance and, specifically, the considerations listed in Section 5(111.2405).

(a) Further, the Planning Commission is empowered to require a performance bond or certified check in an amount equal to the estimated cost of improvements associated with the project. Such performance guarantee shall be deposited with the Clerk of the Township at the time of the issuance of the permit authorizing the activity or project to insure faithful completion of the improvements indicated with the approved site plan; if not, said performance bond shall be forfeited. The Township shall rebate a proportional share of cash deposits only when requested by the depositor, based on the percent of improvements completed, as attested to by the depositor and verified by the Building Inspector. In cases where the provisions of Section 7(111.2407) have not been met, the amount of the aforementioned performance guarantee shall be used by the Township to return the property to a safe and health condition; and the balance, if any, shall be returned to the applicant.

(b) Each development shall be under construction within one (1) year after the date of final approval by the Planning Commission. If said applicant does not fulfill this provision, the Commission may grant a sixty (60) day extension, provided the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties but is then ready to proceed. Should neither of the aforementioned provisions be fulfilled or a sixty (60) (day) extension has expired without construction underway, the site development plan shall be null and void.

(c) The Planning Commission shall undertake and complete final site plan reviews within sixty (60) days of submission of all required information by the applicant. Upon approval of said plan,

the Chairman of the Planning Commission shall sign three (3) copies thereof. One (1) signed copy shall be made a part of the Commission's files and one (1) shall be forwarded to the Building Inspector for issuance of a building permit. The third copy shall be returned to the applicant.

(d) Decisions of the Planning Commission may be appealed to the Township Board. (Amended 11/06)

**111.2408**      **Repeal.** all Ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**111.2409**      **Effective date.** This Ordinance shall be effective after legal publication and in accordance with the Act governing the same. (Adopted: Ord. No. 23, 3-9-93)