

**Article 25**  
**Site Plan Review Procedures**  
*Revised effective 8/1/02*

**Section 25.01 – Purpose**

The purposes of Site Plan Review are as follows: to determine compliance with the provisions of this Ordinance, to promote the orderly development of the Township, to prevent the depreciation of land values through uses or structures which do not give proper attention to the site or area protection, and to provide consultation and cooperation between the applicant and the Township Planning Commission in order that applicants may accomplish their objectives in the utilization of their land within the regulations of this Zoning Ordinance.

**Section 25.02 – Site Plan Review Required**

A site plan shall be submitted for review according to the provisions of this chapter for all land uses except the following:

- A. Single and two-family dwelling units on individual lots.
- B. Residential and agricultural accessory buildings.
- C. Non-residential accessory buildings less than eight hundred (800) square feet in area.
- D. Home occupations that do not require the construction or enlargement of any building. For home occupations, a sketch plan drawn to scale shall be provided. The sketch plan shall include the location, dimensions and area of all structures and parking areas on the site: scale, north arrow and date of drawing; property owner's name and address; and description of the nature of the home occupation.
- E. A change of use in the commercial or industrial districts that does not require any additional construction provided the Zoning Administrator finds that the proposed use meets the requirements of this Ordinance.

**Section 25.03 – Application Procedure**

- A. Nine (9) copies of an application for site plan review shall be made to the Zoning Administrator along with a fee as required by the Township Board resolution. The application shall, at a minimum, contain the following information.
  - 1. The applicant's name, address and phone number.
  - 2. Proof that the applicant is the owner of the property or has legal or financial interest in the property, such as a purchase agreement.
  - 3. The name, address and phone number of the owners(s) of record if different than the applicant.
  - 4. The address and/or parcel number of the property.

5. Project description, including number of structures and dwelling units, square footage of each building, number of parking spaces, estimated number of employees and any unique features of the site or proposed development.
  6. Area of the parcel in acres, excluding road right-of-ways.
  7. A site plan for the project containing all of the information listed in Section 25.04, below.
- B. The Zoning Administrator shall forward copies of the application and site plan to the Planning Commission for review and consideration at the next available regularly scheduled Planning Commission meeting.

#### **Section 25.04 – Site Plan Content**

Each site plan submitted for review under this chapter shall be drawn at a minimum scale of 1" = 200' and shall contain the following information.

- A. Name of development and general location sketch showing major thoroughfares and site location.
- B. Name, address and phone number of site owner(s), developer and designer, including professional seal of designer.
- C. North arrow, scale and date of original drawing and any revisions.
- D. The area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
- E. Property lines, dimensions and building setback distances and dimensions of all structures and lot lines within one hundred (100) feet of the site shall also be indicated. If the parcel is a part of a larger parcel, boundaries of the total land holding shall be shown.
- F. Existing zoning of the site and all adjacent properties.
- G. Existing and proposed topographic elevations at two (2) foot intervals on the site and to a distance of to (10) feet outside the boundary lines of the site. Ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions shall be provided.
- H. Direction of storm water drainage and indication as to how storm water runoff will be handled.
- I. Location of existing and proposed buildings; their intended use; the length, width and height of each building; and the square footage of each building.
- J. Locations of abutting streets, existing and proposed rights-of-way, service drives, curb cuts and access easements serving the site, as well as driveways opposite the site and all driveways within one hundred (100) feet of the site. The centerline of road rights-of-way shall be shown.

- K. Location and size of all water and sanitary sewer lines, storm drainage lines, fire hydrants, catch basins, septic tanks and drainfields and utility easements.
- L. Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas and handicapped access ramps. Also, the method of surfacing such areas shall be noted.
- M. Location of all sidewalks, bike paths and other pathways.
- N. Location and size of any walls, fences, greenbelts or other screening provisions.
- O. Landscape plan indicating type and size of all plant material, including all areas to be sod or seeded for grass. Provide cross section of all berms.
- P. Location and type of significant existing vegetation, water courses and water bodies including county drains and manmade surface drainage ways, floodplains and wetlands. Vegetation which is to be retained on the site shall be illustrated.
- Q. Building floor plans and architectural wall elevations. The height of all buildings or structures shall be indicated.
- R. Locations of all proposed accessory structures, including outdoor lighting fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, signs and existing and proposed utility poles. Indicate screening for trash receptacles.
- S. Location of all outdoor storage areas for materials and the manner in which materials shall be screened or covered.
- T. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials as well as any containment structures or clear zones required by this Ordinance or other state or federal agencies.
- U. If phased construction is to be used, each phase must be noted and each phase must stand on its own.
- V. Notation of any variances or conditional use permits which are required, any legal nonconforming uses or structures and any State or Federal permits which have been secured or may be necessary to secure.
- W. Other data which the Planning Commission may reasonably deem necessary for adequate review.

### **Section 25.05 – Review Procedures and Authorization**

All site plans required under the Chapter shall be subject to review as follows:

#### Authorization:

The Planning Commission shall study the plan and shall recommend the approval, approval with conditions or denial of the site plan to the Township Board. The Planning Commission shall advise the applicant and the Township Board of its recommendation in writing. A building permit shall not be issued until a site plan has been approved by the

Township Board following recommendation by the Planning Commission as required herein.

**Review Standards:**

The Planning Commission shall review each site plan according to the standards for site plan review as contained in Section 25.06 of this chapter and any other applicable regulations of this Ordinance. In addition, the Planning Commission is empowered to seek the review and recommendation of appropriate county, state or federal agencies, the Township Engineer or Planner, or other professionals, consultants or agencies as the Commission deems necessary to assist it in its review.

**Approval:**

Upon approval of a site plan, two copies of the plan shall be signed and dated by the Zoning Administrator. One copy of the plan shall be retained in the Township property file and one copy shall be submitted to the Building Inspector as part of the building permit review process.

**Effect of Approval:**

Approval of a final site plan authorizes issuance of a certificate of zoning compliance and issuance of a building permit, provided all other requirements for a building permit have been met. In the case of uses without buildings or structures, approval of a final site plan authorizes issuance of a certificate of zoning compliance and issuance of a certificate of occupancy, provided all other requirements for such certificate have been met.

**Expiration of Approval:**

Approval of a final site plan shall expire and be of no effect unless permits necessary for construction have been obtained and pursued diligently to completion in conformance with the approved site plan within one (1) year of the date of the site plan approval.

**Section 25.06 – Standards**

The Planning Commission shall review the site plan for compliance with the requirements of this Ordinance and conformance with the following general standards:

- A. The applicant may legally apply for site plan review.
- B. All required information has been provided.
- C. The proposed development conforms to all regulations of the zoning district in which it is located.
- D. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

- E. The site plan shows the use will be adequately served by necessary improvements, including, but not limited to sewage collection and treatment, potable water supply, storm drainage, lighting, roads and parking.
- F. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission or Township Board may require that landscaping, buffers and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- G. Natural resources will be preserved and protected to the maximum feasible extent and organic, wet or other soils which are not suitable for development will be undisturbed or will be modified in an acceptable manner.
- H. The proposed development will not cause soil erosion or sedimentation problems.
- I. The drainage plan for the proposed development is adequate to handle anticipated storm water runoff. Storm drainage measures shall comply with the following:
  - 1. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties, the public storm water drainage system, nearby bodies of water or cause erosion or the formation of dust.
  - 2. The use of detention/retention ponds may be required.
  - 3. Surface water on all paved areas shall be collected at locations so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water that may interfere with this traffic.
  - 4. Areas of natural drainage, such as swales, wetlands, ponds or swamps shall be protected from grading activity and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- A. Catch basins or other protective measures may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored or are proposed to be stored.
- J. The proposed development properly respects floodways and floodplains on or in the vicinity of the subject property.
- K. The plan meets the specifications of the Township for water supply, sewage disposal or treatment, storm drainage and other public facilities.
- L. With respect to vehicular and pedestrian circulation on the site, including walkways, interior drives and parking; special attention shall be given to the location, number and spacing of access points; general interior circulation; separation of pedestrian and vehicular traffic; the avoidance of building corners next to access drives; and the arrangement of parking areas that are safe and convenient, and insofar as practicable, do

not detract from the design of the proposed buildings and structures, neighboring properties and flow of traffic on adjacent streets.

- M. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means as required by the Township fire official.
- N. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- O. All loading and unloading areas and outside storage of materials which face or are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials. Also, outdoor storage of garbage and refuse shall be contained, screened from view and located so as not to be a nuisance to the subject property or neighboring properties.
- P. All lighting shall be shielded from adjacent properties and public right-of-way.
- Q. Phases of development are in logical sequence so that any phase will not depend upon a subsequent phase for adequate access, public utility services, drainage and erosion control.
- R. Site plans shall conform to all applicable requirements of state and federal statutes and approval may be conditioned on the applicant receiving necessary state and federal permits before a building permit or occupancy is granted.

#### **Section 25.07 – Issuance of Building Permit**

The Building Inspector shall, upon receipt of notice of approval from the Zoning Administrator and upon application by the applicant, issue a building permit provided all other applicable Township regulations have been met.

#### **Section 25.08 – Amendment of Approved Site Plan**

A site plan may be amended upon application and in accordance with the procedures and requirements provided in Section 25.05 herein. Minor changes to a site plan may be made without following the procedures of Section 25.05 at the discretion of the Planning Commission. The Planning Commission may require, in case of minor changes to an approved site plan, that a revised site plan drawing(s) be submitted showing such minor changes for purposes of record. The Planning Commission shall have the authority to determine if a proposed change is minor or major and if such a change requires an amendment to an approved site plan. The Planning Commission shall record its determinations and reasons for allowing amendment in the minutes of a meeting at which the action is taken.

#### **Section 25.09 – Modification of Plan During Construction**

All sites shall conform to the approved site plan. Any changes during construction to the approved site plan shall be made at the applicant's risk, without any assurances that the Planning Commission will approve the changes. It shall be the responsibility of the applicant to notify the

Building Official and the Planning Commission of any changes. The Building Official or the Planning Commission, whichever is applicable, may require the applicant to correct the changes so as to conform to the approved site plan.

### **Section 25.10 – As-Built Drawings**

- A. The applicant shall provide as-built drawings of all sanitary sewer, water and storm sewer lines which were installed on a site for which a site plan was approved.
- B. The as-built drawings shall show, but shall not be limited to, such information as the exact size, type and location of pipes; location and size of manholes and catch basins; location and type of other utility installations. The drawings shall show plan and profile views of all sanitary and storm sewer lines and plan views of all water lines.
- C. The as-built drawings shall show all work as actually installed and as field verified by a professional engineer or a representative thereof. The drawings shall be identified as “As-Built Drawings” in the title block of each drawing and shall be signed and dated by the owner of the development or the owner’s legal representative and shall bear the seal of a professional engineer.

### **Section 25.11 – Phasing of Development**

The applicant may divide the proposed development into two or more phases. In such cases, the site plan shall show the entire property involved and shall clearly indicated the location, size and character of each phase. However, complete site plans for all phases of a project need not be provided at once. Subsequent site plans may be submitted for review and approval for each phase as the project proceeds.

Each phase of a project shall stand on its own; no phase shall rely on the completion of any subsequent phases of the project for parking, utilities, landscaping or any other element required by this ordinance.

### **Section 25.12 – Performance Guarantee**

The Planning Commission may recommend and the Township Board require a performance bond, letter of credit or certified check in an amount equal to the estimated cost of a road, lighting, utility, sidewalk, landscaping, drainage and other required improvements associated with the project. The estimated amount shall be determined by the applicant and the Planning Commission. Such performance guarantee shall be deposited with the Township Clerk at the time of the issuance of the permit authorizing the activity or project to ensure faithful completion of the improvements indicated with the approved site plan. If not, the performance guarantee 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 this Chapter have not been met, the amount of the aforementioned performance guarantee shall be used by the Township to complete the required improvements and the balance, if any, shall be returned to the applicant.

**Section 25.13 – Fees**

Fees for the review of site plans and inspections as required by this Chapter shall be established and may be amended by resolution of the Township Board.

**Section 25.14 – Violations**

An approved site plan shall become part of the record of approval and subsequent action relating to a site in question shall be consistent with the approved site plan, unless the Planning Commission agrees to such changes as provided in this Chapter. Any violation of the provisions of this Chapter, including any improvement not in conformance with the approved final site plan, shall be deemed a violation of this Ordinance.

## **Additional Information**

*Revised Effective 8/1/2002*

### **Section 21.28 – Protective Screening and Landscaping**

In order to provide adequate protective screening for residential areas adjacent to Commercial or Industrial areas, the Planning Commission, during site plan review, shall require the following requirements.

Where cause can be shown that immediate compliance with the requirements of this section will create a financial burden on the applicant, the Planning Commission may extend the period of time allowed for compliance from up to two (2) planting seasons.

#### A. Protective Screening

Where a Commercial or Industrial use abuts directly upon any Residential district, a fence as defined below or obscuring landscapes such as berms, trees or both, shall be provided and maintained along the entire length of the Residential boundary by the users of said commercial or industrial property.

<b><u>Use</u></b>	<b><u>Fence Height Requirements</u></b>
Off-street parking lot, loading and unloading areas and service areas	6'0" high fence or wall
Any Commercial District use	6'0" high fence or wall
Any Light Industrial or Heavy Industrial use	6'0" to 8'0" fence or wall (Height shall provide the most complete obscuring possible)
External storage areas when permitted	6'0" to 8'0" fence or wall (Height shall provide the most complete obscuring possible)
Auto wash, hospital ambulance and delivery areas	6'0" high fence or wall
Utility buildings and/or substations	6'0" high fence or wall

1. Fences or walls shall be solid structures that cannot be seen through and shall be located on the lot line except where underground utilities interfere with such location or where this Ordinance requires conformance with front yard setback lines in abutting residential districts. The exterior face of the fence must be the finished side of the fence.

2. Walls shall have no openings for vehicular traffic or other purposes, except as otherwise approved by the Planning Commission.
  3. Obscuring landscaping. Whenever obscuring landscaping such as berms, trees or both is to be utilized instead of any fencing or walls that are required, a detailed landscape plan shall be submitted for review and approval of the Planning Commission during site plan review.
    - a. When considering a landscape plan designed for obscuring features. The Planning Commission shall require the following criteria:
      - i. The height at time of planting of the plant materials shall equal the height of the fence required. If integrated into the design, a berm may be utilized in meeting the height requirement.
      - ii. The selection, spacing and size of plant material shall create, within a three (3) year period from the date of planting, a horizontal obscuring effect for the entire length of the required greenbelt area.
      - iii. The mix and spacing of deciduous and evergreen plant materials shall insure that a maximum obscuring effect will be maintained throughout all seasons. Staggering of plant materials is generally necessary to obtain the obscuring effect.
    - b. Berms. When berms are used as part of the required obscuring landscaping, the Planning Commission during its review shall require the following criteria:
      - i. The berm shall be at least three (3) feet in height, and shall be constructed and planted with permanent tree and shrub nursery stock that meets the required fence height. At least 50% of the nursery stock shall be evergreens. The maximum slope of the berm shall not exceed a 25% slope (4-foot run to a 1-foot rise). The berm shall be in addition to any other landscaping as required.
      - ii. Berms shall be constructed as landscaped earth mounds. The exterior face of the berm shall be constructed as an earthen slope. The interior face of the berm may be constructed as an earthen slope or retained by means of a wall, terrace or other means acceptable to the Planning Commission.
      - iii. Berms shall present as natural an appearance as possible.
- B. General Site Landscaping. In addition to any obscuring landscaping that is required for Commercial or Industrial sites that are adjacent to Residential uses, “General Site Landscaping” shall be required as approved by the Planning Commission for all Commercial, Industrial and Multiple Family Residential sites whether the site is adjacent to Residential Zoning or not.

The Planning Commission shall use the following landscaping provisions when

considering approval of a landscaping plan for all Commercial, Industrial and Multiple Family Residential Sites:

1. General Landscaping Requirements. For all developed portions of a site, all unpaved areas shall be planted with grass, ground cover, shrubbery, trees or other suitable plant material, which should extend to any abutting street. Plastic or otherwise artificial plants shall not be considered acceptable to meet the landscape requirements of this Ordinance. All landscaped areas shall be maintained as a lawn unless a more natural appearance is approved by the Planning Commission.
2. Landscaping Adjacent to Roads. The following plantings shall be required adjacent to Public or Private roads:
  - a. A minimum of one (1) deciduous or evergreen tree shall be planted for each forty (40) lineal feet or portion thereof of road frontage.
  - b. A minimum of one (1) ornamental tree shall be planted for each one hundred (100) lineal feet or portion thereof of road frontage.
  - c. A minimum of two (2) shrubs shall be planted for each forty (40) lineal feet or portion thereof of road frontage.
    - i. All trees should be six feet (6') to eight feet (8') in height or a minimum caliper of one and one half (1 ½) inches at the time of planting.
    - ii. For the purposes of compute length of road frontage, openings for driveways shall not be counted.
    - iii. Trees and shrubs may be planted at uniform levels, at random or in groupings.
    - iv. Such landscaping should be located so as not to obstruct the vision of drivers at street intersections or entering or leaving the site.
3. Green Space Landscaping. Green Space Landscaping shall be required to provide various forms of transition which contribute to a more compatible, safe, attractive and functional community. Green Space Landscaping shall consist of either berms or greenbelts:
  - a. Berms. Berm slopes shall be protected from erosion by sodding or seeding. Seeded slopes shall be protected with straw mulch held in place by jute netting or other measures until the seed germinates and a permanent lawn is established.
    - i. A planting plan and grading plan shall be prepared for the berm.
    - ii. A berm used for transitional landscaping shall present a natural appearance and shall be of a slope so that mowing and maintenance are easily completed.
    - iii. The berm area shall be kept free from refuse and debris and shall be planted with living shrubs, trees or lawn, and maintained in a healthy, growing condition.
  - b. Greenbelts. Greenbelts shall comply with the following requirements:

- i. Any Greenbelt shall contain at least one (1) tree for each one hundred feet (100') of linear greenbelt. All such trees shall be six feet (6') to eight feet (8') in height or a minimum caliper of one and one half (1 ½) inches at the time of planting.
  - ii. The remaining ground surface area should be seeded, sodded or planted with ground cover.
- C. Innovation and design of landscaping, berm placement and use of flowering trees should be encouraged. Green spaces should be so designed as to avoid creating obstacles to proper sight distance between vehicles and vehicles and pedestrians.
- D. General landscaping as required by the Planning Commission during site plan review shall meet the following basic conditions:
  1. All landscaping shall be planted within six (6) months from the date of issuance of a temporary certificate of occupancy. In the instance where the Planning Commission has authorized extended planting times, a letter of credit or corporate security bond in an amount equal to the estimated cost of the landscape plan or portion thereof should be deposited.
  2. A plan for the landscaping, together with an estimate of the cost shall be provided at the time of site plan review by the Planning Commission.
  3. All required planting materials shall be maintained in good condition by mowing and watering, by tilling and watering or by mulching and watering, so as to present a healthy, neat and orderly appearance free from refuse and debris. All unhealthy and dead materials shall be replaced within one (1) year or the next appropriate planting season. Suitable materials equal in characteristics to the plant materials listed with the spacing as required shall be provided.
  4. Plant materials shall be selected so as to insure that the root system will not interfere with public utilities and that fruit and other debris (other than leaves) will not constitute a nuisance within public right-of-way or to abutting property owners.