

## ARTICLE XIX SITE PLAN REVIEW

### SECTION 19.01 - SITE PLAN REVIEW (ALL DISTRICTS)

Site plans give the Planning Commission an opportunity to review development proposals in a concise and consistent manner. The use of the site plan ensures that the physical changes in the property meet with local approval and that development actually occurs as it was promised by the developer.

- A. Circumstances Requiring a Site Plan: Site plans are required for the following reasons:
1. All new uses except single-family and two-family dwellings or structures customarily accessory to such dwellings. A plot plan sufficient to meet building permit application requirements is required for such uses.
  2. Expansion or renovation of an existing use, other than one-family and two-family dwellings, which increases the existing floor space more than fifty percent (50%).
  3. Change of use for an existing structure, except for single-family and two-family dwellings.
  4. Uses which require five (5) or more parking spaces.
  5. Special Permit Uses.
  6. Planned Unit Developments.
  7. Site Condominium Projects.
  8. Any other uses as required by this Ordinance.
- B. Site Plan Data Required: Each site plan submitted shall contain the following information unless specifically waived in whole or in part by the Planning Commission because it is clearly evident the data will not serve any useful purpose.
1. The date, north arrow, scale and name of the individual or firm responsible for preparing the plan. The scale must be at least one (1) inch = fifty (50) feet for parcels less than three (3) acres and at least one (1) inch = one hundred (100) feet for parcels three (3) acres or more.
  2. The boundary lines of the property, to include all dimensions and legal description.
  3. The location of all existing and proposed structures on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.
  4. The location and width of all abutting right-of-ways.
  5. The location of existing environmental features, such as streams, wetlands, shore-lands, mature specimen trees, wooded areas or any other unusual environmental features.
  6. The location and identification of all existing structures within a two hundred (200) foot radius of the site.
  7. The name and address of the property owner.
  8. The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.
  9. The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
  10. A location sketch of the proposed use or structure.
  11. The type, location and size of all existing and proposed utilities.
  12. The location, size and slope of all surface and subsurface drainage facilities.

13. Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
    - a. The number of units proposed, by type, including a typical floor plan for each unit.
    - b. The area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.
    - c. Typical elevation drawings of the front and rear of each building.
  14. The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.
  15. Impact statement addressing the demands the development will have on community services and any environmental impacts.
  16. The Planning Commission may waive any or all of the above site plan requirements for good cause shown if the information will serve no valid purpose.
- C. The applicant shall submit six (6) complete copies of the proposed site plan, including all required additional or related information.
- D. Site plans shall be submitted at least twenty (20) days prior to the Planning Commission meeting where the site plan will be considered. If the site plan is required as part of a Special Use Permit or Planned Unit Development, the submittal procedures from the respective Articles in this Ordinance shall be followed.

#### **SECTION 19.02 – STANDARDS FOR SITE PLAN REVIEW**

The Planning Commission shall have the responsibility and authorization to approve, disapprove or approve with modifications, the Site Plan in accordance with requirements of the zoning district in which the proposed use is located and shall further consider the following criteria:

- A. The sewage disposal and water systems meet the applicable health and sanitary codes and ordinances.
- B. Stormwater will not adversely affect neighboring properties and all water conveyances on land surfaces will transport stormwater at a non-erosive velocity.
- C. Adequate snow handling measures.
- D. The location and nature of the use will not be in conflict with any principal permitted use of the district or neighborhood.
- E. The use will not create any major traffic problem or hazard.
- F. The use will not be any more objectionable to adjacent and nearby properties than would be any permitted principal use of the district by reason of traffic, noise, vibration, dust, fumes, smoke, odor, fire hazard, glare, flashing lights, or disposal of waste and sewage.
- G. The use will not discourage or hinder the appropriate development and use of adjacent premises and the neighborhood.

### **SECTION 19.03 – SITE PLAN AMENDMENTS**

An approved Site Plan may be submitted for minor amendment to the Zoning Administrator for review and approval. Minor amendments are those which will have no foreseeable effect beyond the property boundary such as minor changes in the siting of buildings, the alignment of interior roadways and parking areas and the addition of small accessory buildings and structures. No such changes shall increase the height or size of principal structures, increase traffic, reduce the efficiency of public facilities or reduce the amount of any required open space. Any amendment not considered a minor amendment is a major amendment. If, in the judgement of either the Zoning Administrator or the Planning Commission Chair, a Site Plan amendment is major, the provisions of Section 19.01 (C) and (D) shall be followed.

### **SECTION 19.04 – ADMINISTRATIVE FEES**

Any Site Plan application shall be accompanied by a fee, in an amount to be determined by the Township Board. Such fee shall be for the purpose of payment for the administrative costs and services expended by the Township in the implementation of this Article and the processing of the application.

### **SECTION 19.05 – SITE PLAN REVOCATION**

When the construction of a building or creation of a use is found to be in nonconformance with the approved Site Plan, the Planning Commission may fully and finally revoke, by official action its original approval, by giving the owner evidence in writing of such action, which becomes effective ten (10) days following the original notice of such impending action being properly communicated to the owner. The owner may remedy the violation during this ten (10) day period, at which time he shall so notify the Planning Commission, which may then, by official action, defer revocation.

### **SECTION 19.06 – SITE PLAN REVOCATION APPEAL**

The decision of the Planning Commission to revoke a site plan may be appealed by the aggrieved party, the property owner, or his or her designated agent to the Grayling Township Zoning Board of Appeals. Such requests must be made within sixty (60) days of the notice to the owner of such revocation action by the Planning Commission. Appeals to site plan revocation shall be heard according to the provisions of Article XXIII.

### **SECTION 19.07 – SITE PLAN EXPIRATION**

Site plan approval shall expire if the authorized work is not commenced within twelve (12) months after approval, or if work is suspended or abandoned for a period of twelve (12) months.

### **SECTION 19.08 – PERFORMANCE GUARANTEE**

To insure compliance with the provisions of this Article and any conditions imposed thereunder, a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the Township covering the estimated cost of improvements associated with a project for which site plan approval is sought, shall be deposited with the Township Clerk to insure faithful completion of the improvements. The performance guarantee shall be deposited when the Township issues the permit authorizing the activity or project. Deposit of the performance guarantee is not required prior to site plan approval. The Township shall return any unused portion of the

deposit to the applicant in reasonable proportions to the ratio of work completed on the required improvements as work progresses.