

## **Article 4. Site Plan Review**

### **Section 4.01 Purpose**

The purpose of this chapter is to provide for review of those documents or drawings as specified in the ordinance, to ensure that a proposed land use or development activity is in compliance with this ordinance, other local ordinances, and state and federal statutes and regulations. Furthermore, its purpose is to ensure that development taking place within the Township is properly designed, safe, efficient, environmentally sound, and designed in such manner as to protect adjacent properties from substantial adverse impacts.

### **Section 4.02 Plot Plan Requirements**

The Zoning Administrator shall require that all applications for Zoning Permits, which do not require a site plan, to be accompanied by plans and specifications that must include all of the following:

1. The shape, location and dimensions of the lot, drawn to scale. The scale shall be of such size that deems adequate for the Zoning Administrator to make a judgment that the application meets the requirements of this ordinance and when necessary a survey may be required by the Zoning Administrator. Sealed plans are required for any residential building over 3500 square feet and all non-residential buildings.
2. The location, shape and size of all buildings or other structures to be erected, altered or moved onto the lot and of any building or other structure already on the lot, drawn to scale. In addition, an elevation drawing of the proposed building(s) may be required by the Zoning Administrator in order to measure the height of the proposed structures.
3. The location and configuration of the lot access and driveway, drawn to scale.
4. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
5. Other information concerning the lot or adjoining lots that may be essential for determining whether the provisions of this Ordinance are being observed.

### **Section 4.03 Site Plan Review (All Districts)**

Required 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 planned and represented by the developer.

1. Circumstances Requiring a Site Plan: Site plans are required for the following uses:
  - A. All new uses and/or structures, other than one-family or two-family residential use.
  - B. Expansion or renovation of an existing use, other than one-family or two-family residential use, which increases the existing floor space more than twenty five (25) percent.
  - C. Changes of use for an existing structure or lot.
  - D. Any special approval uses.
  - E. Any use requiring off-street parking, as stated in the off-street parking schedule of this ordinance.
  - F. Other uses as required by this Ordinance.

2. Pre-application Conference: The Zoning Administrator, Planning Commission Chair and/or Planning Commission shall have the authority to conduct a pre-application meeting with the applicant/developer to assist them in understanding the Site plan review process, and other ordinance requirements; and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.

This conference shall not be mandatory, but is recommended of small and large project alike. It is recommended for large projects that a pre-application conference be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Commission to make a proper review.

3. Site Plan Data Required: Each site plan submitted shall contain the following information unless specifically waived, in whole or in part by the Township Planning Commission. The Planning Commission may waive any or all of the below site plan requirements, when it finds those requirements are not applicable to the proposed development. The site plan requirements are:
  - A. The name and address of the property owner.
  - B. The date, north arrow, scale and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = fifty (50) feet for parcels under three (3) acres and not less than one (1) inch = one hundred (100) feet for parcels three (3) acres or more.
  - C. A certified survey of the property prepared and sealed by a professional licensed surveyor, showing at a minimum the boundary lines of the property, to include all dimensions and legal description.

- D. The location of all existing structures and all proposed uses or structures on the site, including proposed drives, walkways, signs, exterior lighting, adequate parking for the proposed uses (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, if necessary, common use areas and recreational areas and facilities. An elevation drawing of the proposed building(s) shall be required in order to review the proposed building bulk and verify height.
- E. The location and width of all abutting rights-of-way, easements and utility lines within or bordering the subject project.
- F. The location of existing environmental features, such as watercourses, wetlands, shorelines, and mature specimen trees over 16" dbh (diameter at breast height).
- G. The location and identification of all existing structures, lighting, signs, ingress/egress drives, roads, and parking within a two hundred (200) foot radius of the site, including road names.
- H. 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.
- I. The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
- J. The location, size and slope of all surface and subsurface drainage facilities.
- K. Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
  - 1) The number of units proposed, by type, including a typical floor plan for each unit.
  - 2) The area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.
  - 3) Typical elevation drawings of the front and rear of each building.
- L. 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.
- M. Generalized soil analysis data, which may include data prepared by Natural Resources Conservation District regarding the soils and their adaptability to the use. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.
- N. All site plans shall comply with Federal, State and County regulations including but not limited to as the Soil Erosion and Mackinac County Storm water Runoff Control

Ordinance, health department regulations (such as acceptable perc tests) and Michigan Department of Environmental Quality, and wetland regulations.

O. Anticipated hours of operation for proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.

P. Impact Statement

The statement shall address the following as applicable to the type of use:

- 1) A complete description of the proposed development including: areas of the site, the number of lots or units; and the number and characteristics of the population impact such as density, elderly persons, school children, tourists, family size, income, and related as applicable.
- 2) Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, emergency services, sewage for treatment, volume of water consumption related to ground water reserves, anticipated traffic volume and other factors that may apply to the particular development.
- 3) Statements relative to the impact of the proposed development on soil erosion, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise and the scale of development in terms of the surrounding environment.

4. Site Plan Review Standards

In the process of reviewing the Site Plan, the Township Planning Commission shall consider:

- A. The location and design of driveways and entrances features with respect to vehicular and pedestrian traffic. Access location and rights to the proposed development must be confirmed prior to final action on a plan, including permits from the Mackinac County Road Commission or Michigan Department of Transportation, and/or proof of the right to access a property in the form of a deed or easement stating such access is acceptable.
- B. The arrangement of uses on the property, including the orientation of buildings, parking areas, and open spaces, and the visual exposure of waste storage facilities, loading docks and service doors so as to promote public safety, protect land values, and carry out the spirit and intent of the Zoning Ordinance.
- C. The traffic circulation plan and off-street parking with respect to public safety, on-site uses and adjacent properties.
- D. Buffers, screens, fences, walls, greenbelts, and landscaping may be required by the Planning Commission in pursuance of the objectives of this Section and/or as a condition of the establishment of the proposed use.

- E. Open Spaces, right-of-ways, easements, and related site plan elements needed to serve the proposed use or development for such services as fire protection, sewage disposal systems, water supplies, and solid waste, storm drainage systems, and related. The Planning Commission may require Fire Department and Health Department approval of the plan prior to final Planning Commission action.
5. Submittal and Approval Procedures: Four (4) copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrator's office by the petitioner or property owner or his designated agent at least twenty one (21) days prior to the Planning Commission meeting at which the site plan will be considered. The Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting.

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. The location and nature of the use will not be in conflict with any principal permitted use of the district or vicinity.
- C. The use will not create any significant traffic problem or hazard.
- D. 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, lighting, or disposal of waste and sewage.
- E. The use will not discourage or hinder the appropriate development and use of adjacent premises and the neighborhood.
- F. The site plan is consistent with and meets the requirements of the Bois Blanc Township Land Use Plan.
- G. The Planning Commission may distribute the site plan to Local Emergency services, including fire and rescue, or any other agencies deemed appropriate for comment prior to consideration for approval.

Any conditions or modifications required by the Planning Commission shall be recorded in the minutes of the appropriate Planning Commission meeting.

6. Approval Site Plan: If approved by the Planning Commission, three (3) copies of the site plan shall be signed and dated by both the applicant and Planning Commission Chair or Zoning Administrator. One signed and dated site plan shall be provided to the applicant; one shall be retained by the Zoning Administrator as part of the Township's permanent zoning file, and; one copy shall be made part of the Planning Commission's permanent record of proceedings on the site plan.
7. Site Plan Amendments: An amendment to an approved Site Plan may be submitted following the provisions of Subsection 5 "Submittal and Approval Procedures".
8. Approved Site Plan Validity:
  - A. An approved Site Plan or site plan amendment will be valid for issuance of a zoning permit up to thirteen (13) months from the date the Planning Commission approved or conditionally approved the plan. Two additional six month approvals may be granted by the Planning Commission, if requested by the applicant.
  - B. Development shall, in any case, be completed within 24 months of initiation of construction unless an extension has been granted by the Zoning Administrator.