

## **SECTION 9.90 SITE PLAN REQUIREMENTS AND PROCEDURES**

The Raisin Charter Township Planning Commission shall have the authority to review and approve, approve with modifications or conditions, table or reject preliminary site plans as required in this Ordinance.

Each site is unique; it has physical features which are rarely duplicated precisely on another site. Portions of some sites may not be usable and, in certain instances, a minimum amount of buildable land should be retained for recreation or as open space. The purpose of this ordinance section is to provide the Raisin Charter Township Planning Commission with the opportunity to review the proposed use of a site in relation to surrounding uses, accessibility, pedestrian and vehicular circulation, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics, site vegetation, screening and buffering, developmental characteristics and other site elements which may have an effect upon the public health, safety, morals and general welfare, and its relationship and harmony with adopted Township ordinances and plans. Site improvements and development shall conform exactly to the approved site plans and supplemental drawings as approved by the Township Planning Commission.

### **9.90.1 DEVELOPMENTS AND USES REQUIRING SITE PLAN APPROVAL**

- A. A site plan shall be submitted to the Raisin Charter Township Planning Commission for review whenever one or more of the following conditions apply:
1. Whenever a building permit is required for the erection or structural alteration of a building (other than one-family homes, farm buildings, or accessory structures to these uses).
  2. For the construction, use, or establishment of a new or additional parking or storage area that is not to the standards of this Ordinance.
  3. For all conditional land uses, new or modifications of existing uses.
  4. The erection of, or addition to, any major utility service facilities, including towers, substation, pump stations and similar facilities.

**9.90.2** Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of a site, the Planning Commission may waive the requirements. Any and all waivers shall be recorded in the Planning Commission's minutes together with the unique circumstances and reasons for such waiver.

### 9.90.3

### GUIDELINES FOR SITE PLANNING AND REVIEW

- A. The site plan shall present the proposed use of a site in relation to surrounding uses, accessibility, pedestrian and vehicular circulation, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics, site vegetation, screening and buffering, developmental characteristics and other site elements which may have an effect upon the public health, safety, morals, and general welfare and its relationship and harmony with adopted Township ordinances and plans.
- B. All the development features, including the principal building or buildings and any accessory buildings or uses, open space, and any service roads, driveways and parking areas, shall be so located and related as to minimize the possibility of any adverse effects upon adjacent property, such as, but not limited to, channeling excessive traffic onto local residential streets, lack of adequate screening or buffering or parking or service areas, the accumulation of litter, production of noise, light, smoke, fumes, or the piling of plowed snow. Building groupings and circulation routes of traffic shall be located so as not to interfere with police or fire equipment access. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare, and to provide continuity to the public road system.
- C. If recreation areas and facilities, such as playgrounds, swimming pools and community buildings, are to be provided to the extent necessary to meet the anticipated need of the residents of the project it is designed to serve shall be shown on site plan. Provision for separate adult and tot-lot recreation areas adequately landscaped is encouraged. Recreation facilities that might be provided in a central location and should be convenient to access. In larger development, however, recreation facilities could be decentralized, if more than one, or if made part of an open space area.
- D. The site plan shall show that attention has been given to the placement of proposed buildings, parking areas, driveways, landscaping and other physical improvements to the site in relation to existing on-site natural features and vegetation such as trees, wooded areas, natural groves, and terrain features.
- E. The Planning Commission may require further landscaping, fences, walls, and berms pursuant to the objectives of this Ordinance, and such improvements shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are associated.

- F. The site plan shall show that any proposed service roads, driveways, and parking areas are so related to each other within the site, and so related to the local streets bordering the site as to promote pedestrian and vehicular safety and to minimize the likelihood of accidents.
- G. During development, building, renovating, or razing operations, the developer shall erect and maintain suitable protective barriers around all trees specified to be maintained so as to prevent damage to said trees and shall not allow storage of equipment, materials, debris or fill to be placed in this area except as may be necessary for no more than thirty (30) days, if no other storage space is elsewhere available.
- H. All site plan reviews shall use the following procedures:
1. Review by an approved architect, planner, professional land surveyor, professional engineer, the appropriate County, State, or Federal agency, or Township attorney may be obtained or required by the Planning Commission or Township Board. The cost of review will be passed along to the applicant.
  2. Twenty one (21) days after Planning Commission receipt of the site plan application, checklist and materials; the site plan shall be reviewed by the Planning Commission at their next meeting.
  3. The Planning Commission shall have the authority to review and approve, approve with modifications, conditions, table or reject preliminary site plans as required in this Ordinance.
  4. Conditions or changes stipulated by the Planning Commission shall be recorded in the minutes of the meeting and made available to the applicant in writing, if requested.
  5. One (1) copy of an approved site plan containing the signature of the Planning Commission Chairperson and the appropriate date shall be kept on file by the Township. Of the thirteen (13) site plan applications submitted, one shall be kept on file by the Planning Commission, one retained by the Township Building Inspector and one returned to the applicant.

#### 9.90.4 SITE PLAN SUBMISSION REQUIREMENTS

- A. The following information shall be provided on all site plans as applicable for the appropriate Township District when submitted for review by the Planning Commission:
1. The Site Plan Application and Checklist shall be furnished in the number of copies required by the Township, together with the same number of site plan and building drawings. Thirteen (13) copies for the site plan review process are required.
  2. The site plan shall be prepared by, and carry the seal of, the registered architect, landscape architect, community planner, professional land surveyor, or professional engineer who prepared it.
  3. The site plan shall contain the legal description, proposed address, and zoning of the particular site.
  4. The site plan shall have dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties. Front, side, and rear lot setback lines are to be shown with dimensions.
  5. The Schedule of Dimensional Requirements inclusive of Lot Width, Setback Requirements and Minimum Lot Size (Article 8) for the subject Site Plan's Zoning District is to be shown on the Site Plan.
  6. The site plan shall be drawn to a minimum scale of one inch equals twenty feet (1" = 20') for less than five (5) acres, and at one inch equals fifty feet (1" = 50') for five (5) acres or more, and shall contain scale, date, revisions, north point and size in acres. A general vicinity location map at a scale of four inches equals one mile (4" = 1 mile), giving site location, is also required on the site plan.
  7. Existing and proposed topography drawn to at least two-foot (2') contour intervals (five-foot [5'] contour intervals in areas of extreme topography) shall be shown on the site plan.
  8. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to size and whether existing or proposed. Whenever a tree or group of trees of three (3") inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the site plan in dotted outline and noted "to be removed."

9. Any site plan information as may be required by the Planning Commission or Township Board to assist in the consideration of the proposed development. Site plans may be required to provide the following information as applicable for the appropriate Township District:

- A. Net acreage figures.
- B. Designation of units by type of buildings.
- C. Interior sidewalks and sidewalks within right-of-way.
- D. Hydrant locations.
- E. Exterior lighting locations with height, intensity, type and method of shielding.
- F. Trash receptacle location, loading stops, and method of screening.
- G. Transformer pad location and method of screening.
- H. Front, side and rear yard dimensions.
- I. Building length and width dimensions.
- J. Parking spaces with typical dimensions, including handicapped parking spaces. (Section 9.40.1 through 9.40.6)
- K. Greenbelt, obscuring wall or berm locations, and cross-sections, where appropriate.
- L. A landscape plan for all unpaved areas. (Section 9.80)
- M. Dedicated road or service drive right-of-way and pavement widths and lengths.
- N. Drive or street approaches, including acceleration, deceleration and passing lanes.
- O. All utility lines serving the area located on the site.
- P. Soil borings, locations and summary report data shall be shown where soil quality may be in question.
- Q. Surface drainage and drainage plan.
- R. Location of storage, use and disposal areas, if any, for hazardous substances.
- S. List of hazardous substances used, stored or generated at the proposed facility, in accordance with procedures approved by the Planning Commission.
- T. For residential uses (Multiple-Family, Mobile Home Parks, PUD, and cluster developments), indicate the following additional information:
  - 1. Density calculations.
  - 2. Carport locations and details.
  - 3. Community building details and method of fencing the swimming pool, if applicable.
- U. In the case of nonresidential uses (i.e., Commercial, Industrial, Special Land Use), the following additional information shall be required:
  - 1. Loading and unloading area. (Section 9.40.1 through 9.40.6)
  - 2. Total and usable floor area.
  - 3. Designation of fire lanes.

4. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, and other data of all such equipment and/or machinery shall be indicated.
- V. Significant environmental features (natural and man-made) such as wetlands, shorelines, streams, wood-lots, existing trees and vegetation.
- W. Proximity to airstrips or airports, private or public.

**9.90.5** The location of all signs shall be shown on the site plan. (See ordinance section 9.100)

**9.90.6** The Building Permit may be revoked in any case where the conditions of such permit have not been or are not being complied with, in which case the Building Inspector shall give the applicant notice of intention to revoke such permit at least ten (10) days prior to review of the permit by the Planning Commission. After conclusion of such review the Planning Commission may revoke such permit if it feels that a violation in fact exists and has not been remedied prior to such hearing.

**9.90.7 SITE PLAN CHANGE**

Any structure, use, or field change added subsequent to the initial site plan approval must be approved by the Planning Commission. Incidental and minor variations of the approved site plan with the written approval of the Township Building Inspector shall not invalidate prior site plan approval. (See Section 13.70 Administrative Variance). Any fees incurred shall be the responsibility of the applicant. See Township schedule of fees.

**9.90.8 PHASED CONSTRUCTION AND EXPIRATION OF SITE PLAN APPROVAL**

**A. Phased Construction**

Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the inter-relationship of the proposed project to the future stages, including the following:

1. Relationship and identification of future structures, roadways, drainage, water, and sewer.
2. Pedestrian and vehicular circulation.
3. Time schedule for completion of the various phases of the proposed construction.

4. Temporary facilities or construction of same as required to support the stated development.

B. Expiration of Site Plan Approval

A site plan shall expire, and be of no effect, three hundred and sixty-five (365) days after the approval thereof, unless within such time the building inspector has issued a building permit for proposed work authorized under the provisions of the Zoning Ordinance. If, following issuance of a building permit, work has not been commenced, or if work ceases for a period of one hundred eighty (180) days or more, site plan approval shall expire. The Planning Commission shall be permitted to extend the period of effectiveness of a site plan approval for a period not to exceed one hundred eighty (180) days upon application made by the property owner within the period of effectiveness of the original site plan approval. Such extension may be granted upon determination by the Planning Commission that, following site plan approval, there have been no zoning ordinance changes, an extension may nonetheless be granted by the Planning Commission upon agreement by the property owner to comply with such ordinance changes, and the site plan has been modified and approved accordingly. Any fees incurred shall be the responsibility of the applicant. See Township schedule of fees