

ARTICLE 7:

PLOT PLANS AND SITE PLAN REQUIREMENTS AND REVIEW

Section 7.0 - Purpose

The purpose of this article is to specify the documents and/or drawings required for a Site Plan Review or a Plot Plan so as 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 7.1 - Plot Plan

- A. Circumstances Requiring a Plot Plan:** Plot plans shall be submitted with all applications for Zoning Permits for the following:
1. Single and Two-Family Dwelling Units.
 2. Residential Special Land Uses.
 3. All uses which do not require a site plan.
 4. Accessory buildings.
- B. All applications for Zoning Permits:** listed in §7.1.A shall be accompanied by a Plot Plan, drawn to scale, and Constructions Plans showing the following:
1. A certified survey of the property prepared and sealed by a professional licensed surveyor, showing at a minimum, the boundary lines of the property, all dimensions and a legal description is required for items 1 and 2 above. The Zoning Administrator may require a survey for items 3 and 4 above depending on the request.
 2. The shape, location and dimensions of the lot, drawn to scale. The scale of this plot drawing shall be of such size as deemed adequate by the Zoning Administrator to make a judgment that the application meets the requirements of this ordinance.
 3. Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
 4. The date, a north arrow, property owners name, the scale and the name of the individual or firm responsible for preparing the plan. The scale must be at least one (1) inch = sixteen (16) feet for all areas showing existing structures and proposed new work. Several sheets may be used to show all necessary work. The preferred sheet size is 8 ½" x 11".

5. Location of required setbacks for the appropriate zoning district.
6. The location, shape, dimensions, and height of all structures or impervious surfaces 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. In most all cases for items 1 and 2 above the elevation drawings will be required.
7. The location and configuration of the lot access and driveway, drawn to scale.
8. The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.
9. Location of existing and proposed septic system and water well.
10. 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.
11. Natural features such as forests, water bodies, wetlands, high risk erosion areas, slopes over 25%, drainage and other similar features, if determined by the Zoning Administrator to be applicable.
12. Other information concerning the lot or adjoining lots that may be essential for determining whether the provisions of this Ordinance are being observed.

Section 7.2 - Site Plan Review

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.

A. Circumstances Requiring a Site Plan: Site plans are required for the following uses:

1. All new uses and/or structures except:
 - a. single-family or two-family dwelling units
 - b. accessory structures.
2. Expansion or renovation of an existing use, other than single-family or two-family dwelling units and accessory structures thereof, which increases the existing floor space more than twenty five (25) percent.
3. Changes of use for an existing structure or lot except for the circumstances listed in subsection B (below).
4. Multiple-family dwelling units, condominiums, and site condominiums.

5. Any Special Land Use (except residential Special Land Uses such as Group Day Care Homes and Cottage Industries, which require a plot plan)
6. Planned Unit Developments.
7. Any use requiring off-street parking, except single-family or two-family dwelling units.
8. Other uses as required by this Ordinance.

B. Site Plan Waiver: The Zoning Administrator may waive site plan review requirements for permitted uses and the stated review and approval procedures by the Planning Commission in any of the following cases where he or she determines that the submission of a site plan and adherence to the stated review and approval procedures by the Planning Commission would serve no useful purpose:

1. A change in principal use where such change would not result in significant structural alterations, an increase in impervious surface, additional off-street parking, access or other external site characteristics, or create a violation of this Ordinance.
2. Seasonal Use Sales

C. 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. Except for §9.21, this conference is not mandatory, but is recommended for small and large projects alike. For large projects, a pre-application conference should 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.

D. 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 can waive any or all of the below site plan requirements, when it finds those requirements are not applicable to the proposed development.

1. Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
2. The parcel's legal description.
3. All drawings shall contain the date, a north arrow, the scale and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = sixteen (16) feet for all areas showing existing structure and areas of new construction or work..

4. A certified survey of the property prepared and sealed by a professional licensed surveyor, showing, at a minimum, the boundary lines of the property, all dimensions and legal description.
5. Boundary dimensions of environmental features such as forests, water bodies, wetlands, floodplains, high risk erosion areas, slopes over twenty-five (25) percent, drainage and other similar features.
6. The location, dimension, and height of all existing structures and all proposed uses or structures on the site, including principal building(s), accessory structures, walkways, signs, exterior lighting, proposed drives, neighboring drives, curb cuts, vehicular circulation features, size and number of parking spaces, service lanes (show the dimensions of a typical parking stall and parking lot), loading and unloading areas, common use areas, recreational areas and facilities, and any impervious surface. An elevation drawing of the proposed building(s) is required in order to review the proposed building bulk and to verify height.
7. Area of the property subject to be covered by structures (not available as open space).
8. The location and width of all abutting rights-of-way, easements, utility lines, and public open spaces within or bordering the subject project.
9. The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within a two hundred (200) foot radius of the site, including road names.
10. The front yard dimensions of the nearest building on both sides of the proposed structure.
11. The existing zoning district in which the site is located and the zoning of adjacent parcels.
12. The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
13. The location, size and slope of all surface and subsurface drainage facilities.
14. Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
15. Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).
16. Description and location of on-site wastewater treatment and disposal systems.
17. Location of existing and proposed private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.
18. The location of snow storage areas.

- 19.** 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.
- 20.** Generalized soil analysis data, which may include data prepared by the Gladwin County Soil 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.
- 21.** All site plans shall comply with the terms of the Gladwin County Soil Erosion and Sedimentation Control Ordinance and Storm Water Ordinance. It shall be the applicant's responsibility to provide documentation of compliance with these County Ordinances.
- 22.** Anticipated hours of operation for the 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.
- 23.** Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information:
 - a.** Minimum floor area of dwelling units.
 - b.** Total number of units proposed.
 - c.** Number of bedrooms per unit in multiple family developments.
 - d.** Areas to be used for open space and recreation.
- 24.** Impact Statement. The statement shall address itself to the following as applicable to the type of use:
 - a.** 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, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable.
 - b.** Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, volume of water consumption related to ground water reserves, change in traffic volume on adjacent streets and other factors that may apply to the particular development.
 - c.** 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.

E. Application Submittal Procedures:

1. Ten (10) copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrator by the petitioner or property owner or his designated agent at least thirty (30) days prior to the Planning Commission meeting at which the site plan will be considered. The Zoning Administrator will review the materials submitted to assure all information required by the Ordinance has been provided. If the application is incomplete the Zoning Administrator will send a notice with a detailed list of all deficiencies to the applicant. If the site plan, including all required additional or related information, is determined to be complete, the Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting.
2. The Planning Commission may distribute the site plan to the following agencies or any other agency deemed appropriate for comment prior to consideration for approval.
 - a. The Gladwin County Soil Erosion and Sedimentation Control Officer.
 - b. The Gladwin County Drain Commissioner.
 - c. The Gladwin County Road Commission and, if appropriate, the Michigan Department of Transportation.
 - d. District Health Department.
 - e. Local fire and ambulance service providers.
3. Application fees to cover the estimated review costs as determined pursuant to **§10.6** of this Ordinance shall be paid when the application and site plan are submitted.
4. Where the applicant is dependent upon the grant of any variances by the Zoning Board of Appeals, said favorable action by the Zoning Board of Appeals shall be necessary before the site plan approval can be granted, or the site plan may be approved subject to favorable action by the Zoning Board of Appeals.
5. The applicant or his/her representative shall be present at the scheduled review. If the applicant fails to provide representation, the review will be addressed at the next scheduled Planning Commission meeting.

F. Standards for Granting Site Plan Approval:

1. The Planning Commission shall approve, or approve with conditions, an application for a site plan only upon a finding that the proposed site plan complies with all applicable provisions of this Ordinance and the standards listed below unless the Planning Commission waives a particular standard upon a finding that the standard is not applicable to the proposed development under consideration and the waiver of that standard will not be significantly detrimental to surrounding property or to the intent of the Ordinance. The Planning Commission's decision shall be in writing and shall include findings of fact, based on evidence presented on each standard.

- a. **Public Welfare and Adjoining Properties:** The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account the size of the property, uses on the adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- b. **Topography and Natural Landscape:** All elements of the site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of elements that respect existing features of the site in relation to topography. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in smooth natural appearing slopes as opposed to abrupt changes in grade between the project and adjacent areas.
- c. **Drainage:** On site drainage shall be required. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties. Provisions shall be made to accommodate storm water and to prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.
- d. **Privacy:** The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walls, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- e. **Emergency Vehicle Access:** All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
- f. **Vehicular and Pedestrian Circulation:** Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. The pedestrian circulation system shall be as insulated as completely as reasonably possible from the vehicular circulation system. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry. Where possible, shared commercial access drives shall be encouraged.

All streets, whether public or private, shall be developed in accordance with **§3.32**.

- g. Access: Every structure or dwelling unit shall have access to a public street, private road, walkway or other area dedicated to common use.
- h. Outdoor Storage: All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened, by a vertical screen consisting of structural or plant materials no less than six feet in height.
- i. Exterior Lighting: Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of building or structures shall be minimized to reduce light pollution.
- j. Compliance with other Statutes and Regulations: Site plans shall conform to all applicable requirements of state and federal statutes and the Secord Township Master Plan, and approval may be conditioned on the applicant receiving necessary state and federal permits before the actual zoning permit is granted.

The following standards relate to groundwater protection:

- k. The project and related improvements shall be designed to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands.
- l. Storm water detention, retention, transport, and drainage facilities shall be designed to use or enhance the natural storm water system on site, including the storage or filtering capacity of wetlands, watercourses, and water bodies, and/or the infiltration capability of the natural landscape. Storm water facilities shall not cause flooding or the potential for pollution of surface or groundwater, on-site or off-site. Storm water facilities shall conform to the requirements of the Gladwin County Drain Commissioner.
- m. General purpose floor drains shall be connected to an on-site holding tank (not a septic system) in accordance with state and county requirements, unless a groundwater discharge permit has been obtained from the Michigan Department of Environmental Quality. General purpose floor drains, which discharge to groundwater, are prohibited.
- n. Sites at which hazardous substances, hazardous wastes, or potentially polluting materials are stored, used, or generated shall be designed to prevent spills and discharges of such materials to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
- o. Secondary containment facilities shall be provided for aboveground storage or hazardous substances, hazardous wastes, or potentially polluting materials in accordance with state and federal requirements. Aboveground secondary containment facilities shall be designed and constructed so that the potentially polluting material cannot escape from the unit by gravity through drains or other means directly or indirectly into groundwater.

- p. Underground storage tanks shall be registered, installed, operated, maintained, closed and removed in accordance with regulations or the Michigan Department of Environmental Quality.
 - q. Out-of-service or abandoned underground storage tanks shall be closed and removed in accordance with regulations of the Michigan Department of Environmental Quality.
 - r. Aboveground storage tanks shall be certified, installed, operated, maintained, closed or removed in accordance with regulations of the Michigan Department of Environmental Quality.
 - s. Bulk storage facilities for pesticides and fertilizers shall be in compliance with requirements of the Michigan Department of Agriculture.
 - t. Abandoned water wells (wells that are no longer in use or are in disrepair), abandoned monitoring wells, and cisterns shall be plugged in accordance with regulations and procedures of the Michigan Department of Environmental Quality and the County or District Health Department.
 - u. State and federal requirements for storage, spill prevention, record-keeping, emergency response, transport and disposal of hazardous substances, hazardous wastes, liquid industrial waste or potentially polluting materials shall be met. No discharge to surface water or groundwater, including direct or indirect discharges of waste, waste effluent, wastewater, pollutants, or cooling water, shall be allowed without approval from state, county and local agencies.
2. The Planning Commission may seek the recommendations of the Fire Chief, the Gladwin County Road Commission, the County Health Department, the Michigan Department of Natural Resources, the Michigan Department of Environmental Quality, or other agencies as appropriate, where applicable.

G. Approval of Site Plan:

- 1. Within sixty (60) days of the site plan application being found complete, the Planning Commission shall act to approve, approve with modifications and/or conditions, or disapprove the site plan in writing with reasons.
- 2. If the Planning Commission does not act on the site plan, and put its action in writing within the prescribed time, the site plan shall be conclusively presumed to have been approved. If the proprietor and the Zoning Administrator or Commission mutually agrees, the time limit may be extended.
- 3. If approved by the Planning Commission, three (3) copies of the site plan shall be signed and dated by both the applicant and Zoning Administrator or Planning Commission Chair. 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.

- H. Conformity to Approved Site Plan Required:** Following approval of a site plan by the Planning Commission, the applicant shall construct the site plan improvements in complete conformity with the approved site plan. Failure to do so shall be deemed a violation of this Ordinance.
- I. Amendment of Approved Site Plan:** Amendment of an approved site plan shall be permitted only under the following circumstances:
- 1.** The owner of property for which a site plan has been approved shall notify the Zoning Administrator of any desired change to the approved site plan. Minor changes may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design and character of the site plan, nor any specified conditions imposed as part of the original approval. All minor changes must meet all zoning ordinance requirements, setbacks, area covered, structure height etc. Minor changes shall include the following:
 - a.** Reduction of the size of any building and/or sign.
 - b.** Movement of buildings and/or signs by no more the ten (10) feet.
 - c.** Landscaping approved in the site plan that is replaced by similar landscaping to an equal or greater extent.
 - d.** Changes in floor plans that do not exceed five (5%) percent of the total floor area and which do not alter the character of the use or increase the amount of required parking.
 - e.** Internal re-arrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design.
 - f.** Changes that will preserve the natural features of the site without changing the basic site layout.
 - g.** Changes related to items (a through f) above, required or requested by Secord Township, Gladwin County, or other state of federal regulatory agencies in order to conform with other laws or regulations; provided the extent of such changes does not alter the basic design and character of the site plan, nor any specified conditions imposed as part of the original approval.
 - h.** All amendments to a site plan approved by the Zoning Administrator shall be in writing. After approval by the Zoning Administrator, the Applicant shall prepare a revised site plan showing the approved amendment. The revised site plan shall contain a list of all approved amendments and a place for the zoning administrator to sign and date all approved amendments.

2. An amendment to an approved site plan that cannot be processed by the Zoning Administrator under subsection **§7.2.I.1** shall be processed in the same manner as the original site plan application.

J. Expiration of Site Plan:

1. The site plan shall expire unless construction of an approved site plan improvement has begun within 365 days of approval. Thirty days prior to expiration of an approved final site plan, an applicant may make application to the Planning Commission for a one-year extension of the site plan at no fee. The Planning Commission shall grant the requested extension for an additional one year if it finds good cause for the extension.
2. Any subsequent re-submittal of a site plan due to expiration which has not been granted an extension shall be processed as a new request with new fees.

K. Conditional Approvals: The Planning Commission may impose reasonable conditions with the approval of a final site plan, pursuant to **§10.2** of this Ordinance.

L. Performance Guarantee Required: The Planning Commission may require an applicant to provide a performance guarantee in connection with the approval of a final site plan, pursuant to **§10.7** of this Ordinance.