

# **SITE PLAN REVIEW PROCEDURE**

Professional inquiries will be made to our attorney and our engineer to get their opinions at the compatibility of your plan to our zoning and site plan regulations. The costs of these inquiries will be passed on to you exactly as we receive them.

If you would like a copy of these reports please ASK. Sometimes these reports are not available until a day or two before your hearing.

The hearing will be held by the Planning Commission.

They either accept or reject your plan, sometimes you may need to **MAKE CHANGES OR CORRECTIONS** before you are allowed to proceed. **ALL FEES MUST BE PAID AND ALL REQUIRED PERMITS RECEIVED PRIOR TO ANY BUILDING OR CONSTRUCTION.**

# Frankenlust Township

- Minor Site Plan \$300 \*Plus
- Preliminary Site Plan \$300 \*Plus
- Final Site Plan \$300 \*Plus

# \_\_\_\_\_

Dated Applied \_\_\_\_\_

**This Application will not be accepted if incomplete. All required materials must be submitted at least 21 calendar days prior to the date of consideration of the Planning Commission.**

**APPLICANT INFORMATION:**

(If different than owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**LEGAL OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Address or Location \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_

Zone District (Current) \_\_\_\_\_

Property Size \_\_\_\_\_

Legal Description (Include on Reverse Side) \_\_\_\_\_

**REASON FOR REQUEST:** (If more space is needed, use other side.)

***Note: Include sketch and/or drawings and a detailed description of plan when applicable.***

**\* I/WE HAVE BEEN GIVEN THE PROCEDURE COVER SHEET AND AGREE TO PAY FOR ALL ADDITIONAL FEES SHOULD THEY BE NECESSARY.** I/we also hereby attest that the information on this application is, to the best of my/our knowledge, true and accurate and grant Frankenlust Township personnel, involved in reviewing this request, permission of reasonable entry onto the above property for investigation specifically related to this request.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Legal Owner)

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Legal Owner)

\_\_\_\_\_  
DEBORAH FISHER, CLERK

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Cash or Check #

**\*NOTE:** The above list consists of costs normally associated with developmental projects within Frankenlust Twp. This list is made available as a service to any potential developer to aid with the prediction of project costs. By no means is it intended to be all inclusive. There may be other expenses pertaining to a project that are specific to that particular site or development that are not listed. These costs may be increased without notice.

**Office Use Only**

Zoning Administrator Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action: \_\_\_\_\_

Planning Consultant Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action: \_\_\_\_\_

Planning Commission Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action: \_\_\_\_\_

Board of Trustees Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action: \_\_\_\_\_

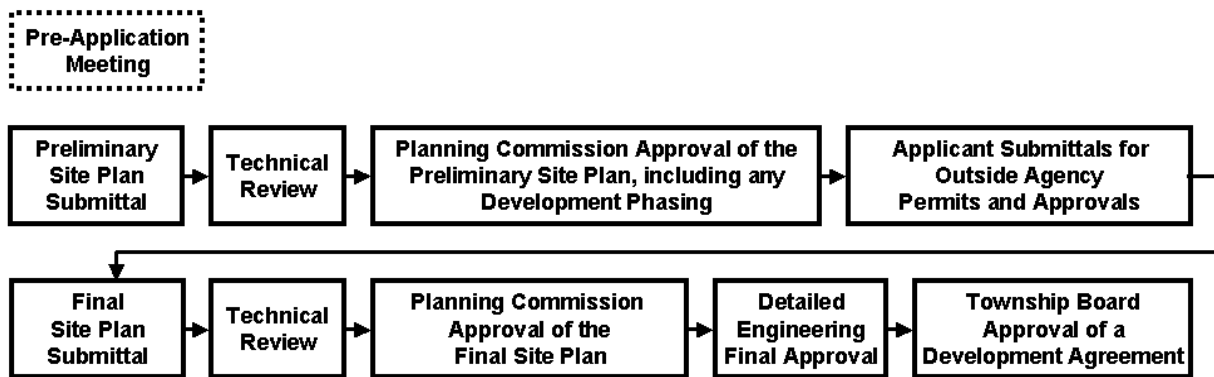
**Frankenlust Township**  
**FEES Effective August 9, 2016**

Applications:

*Administrative Site Plan Review	\$100.00
*Construction Board of Appeals	\$200.00
*Final Site Plan	\$300.00
*Minor Site Plan Review	\$300.00
*Nonconforming Use, Expansion or Substitution	\$350.00
*Planned Unit Development Area	\$675.00
*Preliminary Site Plan	\$300.00
*Rezoning	\$375.00
*Special Land Use	\$350.00
*Special Meeting	\$400.00
*Zoning Board of Appeals	\$550.00
Absentee Voter Labels	\$15.00
Absentee Voter Labels-Mailed	\$20.00
Building Permit	Per State of Michigan Formula
Colored Maps	\$4.00
Electrical Permit	Per Electrical Permit Fees
Fax	Per Page \$2.00
Master Plan	\$35.00
Mechanical Permit	Per Mechanical Permit Fees
Ordinance Book (includes Zoning Book)	\$50.00
Ordinance Book (only)	\$25.00
Plan Review:	
*Building	40% of Building Permit Fee
*Electrical	Per Hour \$65.00
*Mechanical	Per Hour \$65.00
*Plumbing	Per Hour \$65.00
Plumbing Permit	Per Plumbing Permit Fees
Recycle Bin	\$8.00
Returned Checks-NSF	As Charged by Bank
Zoning Book (only)	\$25.00

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A 1 1/2 % per month *Finance Charge* will be assessed on accounts not paid within 30 days.  
This is an *ANNUAL PERCENTAGE RATE* of 18%.



## Preliminary and Final Site Plan Approval Process



## Minor Site Plan Approval Process

### Section 17.07 Required Site Plan Information.

The following minimum information shall be included with any application for site plan approval, except where the Planning Commission determines that an item of information is not applicable or necessary for review of the site plan:

Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
<b>SITE PLAN DESCRIPTIVE INFORMATION</b>				
Name, address, and other contact information for the applicant and property owners of record, along with proof of ownership and signed consent if applicant is not the property owner.	●	●	●	●
Name, address, and other contact information of the firm or individual preparing the site plan. Site plans prepared by an architect, community planner, engineer, landscape architect or land surveyor shall bear the individual's professional seal.	●	●	●	●
A final site plan shall be prepared and sealed by an architect, engineer, landscape architect or land surveyor registered in the State of Michigan.				●

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>PUD Area Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
Location, address(es), and tax identification number(s) of subject parcel(s).	●	●	●	●
Dimensions of the site, and the gross and net land area.	●	●	●	●
Legal description(s) of the subject parcel(s).		●	●	●
Legal description of the proposed development site and any non-contiguous open space area(s), if different from the subject parcel(s), with lot line angles or bearings indicated on the plan. Dimensions, angles, and bearings shall be based upon a boundary survey prepared by a registered surveyor.			●	●
Details of existing and proposed covenants or other restrictions imposed upon land or buildings, including bylaws, deed restrictions, and articles of incorporation for a cooperative, condominium, or homeowners' association.				●
Description of applicant's intentions regarding selling or leasing of all or portions of land and dwelling units or other structures.		●	●	●
Gross and net dwelling unit density for residential projects.		●	●	●
General description of the number, size ranges, and types of proposed dwelling units; and proposed facade materials.		●		
A schedule of the number, sizes (bedrooms, floor areas), and types of dwelling units, and lot area per dwelling unit.			●	●
A detailed use statement describing proposed use(s); including land or building areas for each use, number of units, number of anticipated employees, or other applicable information to verify Ordinance compliance.	●	●	●	●
<b>SITE PLAN DATA AND NOTES</b>				
Minor site plans shall be drawn to a scale appropriate for a sheet size between 8.5 inches by 14 inches (minimum) and 24 inches by 36 inches (maximum); and of such accuracy that the Planning Commission can readily interpret the plan.	●			
Preliminary and final site plans shall be drawn to an engineer's scale not greater than 1:50 and appropriate for the required sheet size of 24 inches by 36 inches. For a large development shown in sections on multiple sheets, one overall composite sheet shall be provided for clarity.		●	●	●
Vicinity map showing the general location of the site.	●	●	●	●
Scale, north arrow, initial plan date, and any revision date(s).	●	●	●	●
Existing zoning classification(s) for the subject parcel(s) and surrounding parcels (including across road rights-of-way).		●	●	●

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>PUD Area Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
Owners' names, existing uses, and location of structures, drives, and improvements on surrounding parcels (including across rights-of-way).			●	●
Identification of all adjacent property in which the applicant(s), developer(s), or owner(s) have an ownership interest.		●	●	●
Dimensions of all property boundaries and interior lot lines.	●	●	●	●
Percentage of lot coverage, total ground floor area, and floor area ratio.			●	●
Calculations for parking and other applicable Ordinance requirements.	●		●	●
<b>EXISTING CONDITIONS</b>				
Location of existing structures, fences, and driveways on the subject property, with notes regarding their preservation or alteration.	●	●	●	●
Location of existing walls, signs, utility poles and towers, pipelines, excavations, bridges, culverts, and other site features on the subject property, with notes regarding their preservation or alteration.			●	●
<b>SITE PLAN DETAILS</b>				
Delineation of required yards, setback areas, and transition strips.	●		●	●
Identification of general location(s) and area(s) of each development phase.			●	●
Planned construction program and schedule for each development phase.			●	●
Location, width, purpose, and description of all existing and proposed easements and rights-of-way on or adjacent to the site.	●		●	●
Location, type, area, height, and lighting specifications of proposed signs.	●			●
An exterior lighting plan with all existing and proposed lighting locations, heights from grade, specifications, lamps types, and methods of shielding.				●
Location, area, and dimensions of any outdoor sales, display or storage areas.	●		●	●
Location of proposed outdoor waste receptacle enclosures; with size, elevation, and vertical cross-section showing materials and dimensions.			●	●
<b>BUILDING DESIGN AND ORIENTATION</b>				
Location, outline, ground floor area, and height of proposed structures; and of existing structures to remain on-site.	●	●	●	●

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>PUD Area Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
Dimensions, number of floors, and gross and net floor area of proposed principal buildings; and of existing principal buildings to remain on-site.			●	●
Separation distances between adjacent buildings, and between buildings and adjacent lot boundaries.			●	●
Conceptual drawings of exterior building façades for principal buildings and building additions, drawn to an appropriate scale.		●		
Detailed exterior building façade elevation drawings for all proposed dwellings, principal buildings, and additions, drawn to an appropriate scale and indicating types, colors, and dimensions of finished wall materials.			●	●
Finished floor elevations and contact grade elevations for proposed principal buildings and existing principal buildings to remain on-site, referenced to a common datum acceptable to the Township Engineer.				●
<b>ACCESS AND CIRCULATION</b>				
Locations, layout, surface type, centerlines, road pavement and right-of-way widths, and indication of public or private road status for all existing and proposed roads and access drives serving the site.		●	●	●
Conceptual locations, layout, and surface type for all parking lots, sidewalks, and pedestrian pathways within and accessing the site.	●	●	●	●
Locations and dimensions of vehicle access points, and distances between adjacent or opposing driveways and road intersections.	●		●	●
Details of the location, width, and paving of proposed sidewalks and pedestrian ways, including alignment, cross section, connections to existing or planned off-site facilities, and easement or right-of-way dedications.				●
Parking space dimensions, pavement markings, and traffic control signage.	●		●	●
Parking space angles; maneuvering aisle, island, and median dimensions; surface type; fire lanes; drainage patterns; location of loading areas; and typical cross-section showing surface, base, and sub-base materials.			●	●
Identification of proposed names for new public or private roads serving the site.			●	●
Spot elevations for existing roads on and adjacent to the subject parcel(s), including surface elevations at intersections with the internal roads and drives serving the proposed development; curve-radii and road grades; location and details of curbs, and turning lanes; and typical road cross sections showing surface, base, and sub-base materials and dimensions.				●



Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
<b>NATURAL FEATURES AND OPEN SPACE AREAS</b>				
A general description and preliminary delineation of existing natural features on and abutting the site, per Section 16.04 (Natural Resources Protection).		●	●	●
Details of all existing natural features on the site; indications of features to be preserved, removed, or altered; and proposed mitigation measures per Section 16. 16.04 (Natural Resources Protection).				●
Outdoor open space and recreation areas; location, area, and dimensions.		●	●	●
Description of the organization that will own and maintain open space and recreation areas, and a long-term maintenance plan for such areas.				●
<b>SCREENING AND LANDSCAPING</b>				
Location and size of all required transition buffers and landscape strips.		●	●	●
General layout of proposed landscaping and screening improvements; including plantings, topographic changes, and similar features.	●		●	●
A detailed landscape plan, including location, size, quantity and type of proposed plant materials and any existing plant materials to be preserved.				●
Planting list for all landscape materials, with the method of installation, botanical and common name, quantity, size, and height at planting.				●
Landscape maintenance plan, including notes regarding replacement of dead or diseased plant materials.				●
Proposed fences, walls, and other screening devices, including typical cross section, materials, and height above grade.	●		●	●
Screening methods for any waste receptacle areas, ground-mounted generators, transformers, mechanical (HVAC) units, and similar devices.	●		●	●
<b>UTILITIES, STORMWATER MANAGEMENT, AND GRADING</b>				
General layout of existing and proposed water supply systems, sanitary sewerage or septic systems, and stormwater management facilities.		●	●	●
Location and size or capacity of the existing and proposed potable water supply and sewage treatment and disposal facilities serving the site.			●	●

Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
Location, size, and slope of proposed detention or retention ponds; and location and size of underground tanks and drain lines where applicable.			●	●
Layout, line sizes, inverts, hydrants, flow patterns, and location of manholes and catch basins for proposed sanitary sewer and water supply systems.				●
Calculations for capacity of stormwater management and drainage facilities.				●
Location and size of existing and proposed telephone, gas, electric, and similar utility lines and surface-mounted equipment.				●
General areas of intended filling or cutting.		●	●	●
Directional arrows showing existing and proposed drainage patterns on the lot.	●			●
A detailed grading plan, with details of proposed filling or cutting, existing and proposed topography at a minimum of two (2) foot contour levels, stormwater runoff drainage patterns, and a general description of grades within 100 feet of the site. All finished contour lines are to be connected to existing contour lines within the site or at the parcel boundaries.				●
Locations, dimensions, and materials of proposed retaining walls, with fill materials and typical vertical sections.			●	●
Description of measures to control soil erosion and sedimentation during construction operations, and until permanent groundcover is established.				●
<b>ADDITIONAL REQUIRED INFORMATION</b>				
Other information as requested by the Township Planner or Planning Commission to verify compliance with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, and other applicable Township ordinances or state statutes.	●	●	●	●

Updated: 2/11/14 **[See Zoning Ordinance for more information.](#)**