

ARTICLE 17.0 SITE PLAN REVIEW

Section 17.01 Purpose.

The purpose of this Article is to establish procedures and standards that provide a consistent method for review of site plans; and to ensure that development in the Township conforms to all applicable standards of this Ordinance and is consistent with the adopted policies of the Township's Master Plan. Flexible review standards have been established to ensure that the type of review and amount of required information is proportional to the project's scale and use intensity. It is the further purpose of this Article to encourage cooperation and consultation between the Township and the applicant; to protect natural resources; and to minimize adverse impacts from development activity on adjacent properties and the Township as a whole.

The Planning Commission shall have the authority to review and take action on minor site plan, preliminary site plan, and final site plan applications in accordance with the standards of this Article and Ordinance.

1. **Minor site plan.** The requirements for a minor site plan submittal, as specified in Section 17.07 (Required Site Plan Information), have been reduced from that required for preliminary and final site plans to allow for efficient and economical review of a limited range of low intensity projects that do not require significant changes to topography, drainage, or other engineering details.
2. **Preliminary site plan.** The requirements for a preliminary site plan submittal, as specified in Section 17.07 (Required Site Plan Information), are less than that required for final site plans and are intended to allow for review of the general character of the proposed use(s), general site layout, and location of structures and other site improvements; and to confirm that the overall development will conform to all Ordinance requirements.
3. **Final site plan.** A final site plan is a detailed construction document based upon an approved preliminary site plan, prepared by a registered design professional, with approval from all applicable review agencies, and meeting all requirements of this Article and Ordinance.

Section 17.02 Site Plan Approval Required.

No permits shall be issued, no construction of or addition to any structure shall take place, and no land use for which site plan approval is required shall be established or expanded until all required site plans have been approved in accordance with this Article. Except as permitted in accordance with this Article, no grading, grubbing, cutting of trees or other vegetation, excavation, land-filling, or construction of improvements shall commence for any development for which site plan approval is required until all required site plans have been approved.

A. Preliminary/Final Site Plan Approval.

The following development projects and uses shall require review and approval of detailed preliminary and final site plans by the Planning Commission prior to establishment, construction, expansion or structural alteration of any structure or use:

1. Special land uses, as specified in Article 6.0 (Land Use Table), except for those eligible for minor site plan approval per Section 17.02B (Minor Site Plan Approval).
2. All RURAL USES, as specified in Article 6.0 (Land Use Table), for which site plan approval is required per Article 7.0 (Use Standards – Rural Uses). All RURAL USES subject to the Right to Farm Act shall be exempt from site plan approval.
3. All RESIDENTIAL USES, as specified in Article 6.0 (Land Use Table), for which site plan approval is required per Article 8.0 (Use Standards – Residential Uses). The following RESIDENTIAL USES shall be exempt from site plan approval:
 - a. One (1) single-family detached dwelling and customary accessory structures on an existing residential lot of record.
 - b. One (1) two-family or duplex dwelling and customary accessory structures on an existing residential lot of record.
 - c. Family day care homes; adult foster care family homes and small group homes; and child foster family homes and family group homes, as licensed by the State of Michigan.
 - d. Home occupations as listed in Section 8.07 (Home Occupations).
4. All OFFICE, SERVICE, AND COMMUNITY USES and COMMERCIAL USES, and INDUSTRIAL, RESEARCH, AND LABORATORY USES, as specified in Article 6.0 (Land Use Table).
5. All OTHER USES, as specified in Article 6.0 (Land Use Table), except accessory structures and uses, temporary construction buildings and uses, and essential service and public utility facilities.
6. Any parking lot or addition thereto of more than five (5) parking spaces.
7. Construction, expansion or alteration of a manufactured housing park shall be subject to preliminary plan approval in accordance with the procedures and standards of Section 8.08 (Manufactured Housing Parks).
8. Construction, expansion or alteration of a condominium development shall be subject to condominium site plan approval in accordance with the procedures and standards of Article 19.0 (Condominium Regulations).
9. Construction, expansion or alteration of a planned unit development project shall be subject to development plan approval in accordance with the procedures and standards of Article 20.0 (Planned Unit Development District).
10. Private roads; new construction, extensions or alterations.
11. The improvement, expansion, extension, or abandonment of any public or private overhead or underground utility or utility lines or easement.
12. Any other projects for which site plan approval is required under this Ordinance or other Township ordinances.

B. Minor Site Plan Approval.

The following projects and uses shall be eligible for review and approval of a minor site plan by the Planning Commission prior to establishment, construction, expansion or structural alteration of any structure or use:

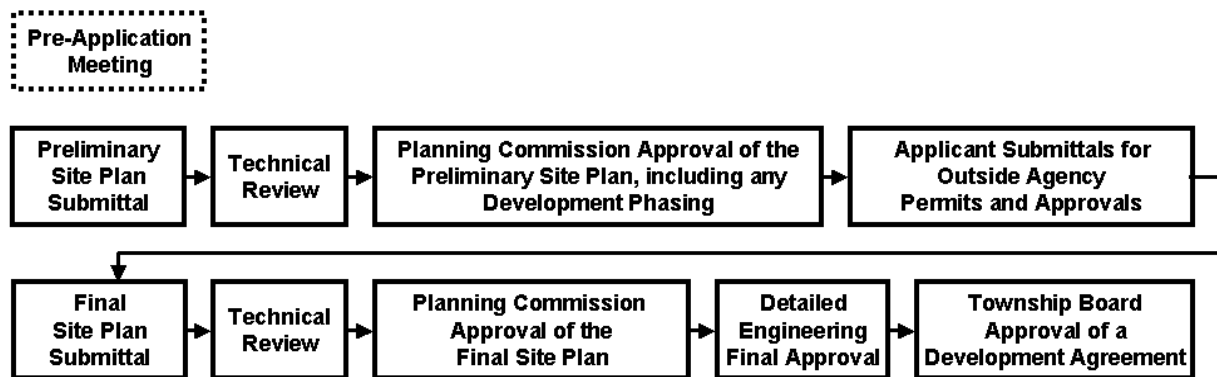
1. Farm-based tourism or entertainment activities.
2. Public or commercial riding stables.
3. Accessory dwelling.
4. Adult foster care large group home.
5. Bed and breakfast inn.
6. Child day care home, group.
7. Home occupations not listed in Section 8.07 (Home Occupations).
8. Landscaping businesses or seasonal maintenance operations in a Rural District.
9. A change of use for an existing building, construction of an addition to an existing building, or expansion of lawful land use, subject to the following:
 - a. The site has previously received site plan approval.
 - b. The proposed use will not require access changes, additional parking beyond that available on-site, or other substantial modifications to an existing building or site.
 - c. No variances to the requirements of this Ordinance are required.
 - d. The proposed addition or expansion would not increase the total square footage of the building or area occupied by the use by more than twenty percent (20%) or 2,000 square feet, whichever is less.
10. Any parking lot or addition thereto of five (5) or fewer parking spaces.
11. Land balancing, dumping or filling per Section 3.03 (Dumping or Filling of Land).
12. Similar projects and uses, as accepted by the Zoning Administrator.

The Planning Commission shall have the authority to require submittal of a preliminary and a final site plan for projects and uses otherwise eligible for minor site plan approval where, in its opinion, the complexity or size of the proposed project or use warrants a more intensive review and additional required information.

C. Administrative Approval.

The following activities are eligible for administrative review and approval by the Township Planner and Zoning Administrator. The Zoning Administrator or applicant shall have the option to request Planning Commission consideration of a project otherwise eligible for administrative approval:

1. Incidental changes during construction due to unanticipated site constraints or outside agency requirements, and minor landscaping changes or species substitutions, consistent with an approved final site plan.
2. Incidental building modifications that do not significantly alter the facade, height or floor area of a multiple-family or non-residential building.
3. Changes to a site required to comply with State Construction Code requirements.
4. Sidewalk or pedestrian pathway construction, or barrier-free improvements.
5. Construction of fences, exterior lighting improvements, or installation of screening around a waste receptacle, mechanical unit or similar equipment for a multiple-family or non-residential use.
6. Construction of one (1) accessory structure with a floor area of 500 square feet or less associated with a principal land use subject to site plan approval.
7. Re-occupancy of an existing building that has been vacant for more than 30 calendar days, provided that no variances to the requirements of this Ordinance are required and the proposed use will be conducted within a completely enclosed building, and will not require access changes or other substantial modifications to the existing site.



Preliminary and Final Site Plan Approval Process

Section 17.03 Pre-Application Meeting.



Minor Site Plan Approval Process

An applicant may request a pre-application meeting with the Zoning Administrator, Planning Commission Chair or designee, and/or Township Planner to discuss conceptual plans, submittal requirements, review procedures, and approval standards. Any required fee for this meeting shall be paid to the Township at the time of the meeting.

Conceptual plans shall include sufficient detail to determine relationships of the site to nearby land, intensity of intended uses, layout of proposed structures and site improvements, and adequacy of access, parking, and other facilities. Comments or suggestions regarding a conceptual site plan shall constitute neither approval nor a disapproval of the plan, nor shall the Township be bound by such comments or suggestions during any subsequent site plan review.

Section 17.04 Applications for Site Plan Approval.

All site plan approval applications shall be submitted and reviewed as follows:

A. Eligibility.

The application shall be submitted by the operator of the use or owner of an interest in the land or structure(s) for which site plan approval is sought, or by the owner's designated agent. If the applicant is not the owner of the property, the applicant shall submit a notarized statement signed by the owner(s) consenting to the application for site plan approval. Applications that are found by the Township Planner or Planning Commission to be incomplete or inaccurate shall be returned to the applicant without further consideration.

B. Required Fees and Escrow Deposits.

The Township Board shall establish, by resolution, fees and escrow deposits for review of site plan approval applications. Required fees and escrow deposits shall be paid to the Township at the time of the filing of the application. No fee or escrow deposit shall be required for a site plan approval application submitted by the Township.

C. Filing of Application.

A site plan approval request shall be made by filing at least eleven (11) paper copies and two (2) digital copies (in a format compatible with Township systems) of a complete and accurate application with the Township Clerk or designee, along with the required review fee and escrow deposit. Each application for site plan approval shall include all required information for the type of site plan under review, as specified in Section 17.07 (Required Site Plan Information). Any application or site plan that does not satisfy the information requirements of this Article shall be considered incomplete, and shall be returned to the applicant without further review.

D. Technical Review.

Prior to Planning Commission consideration, copies of the site plan and application materials shall be distributed to designated Township officials, the Township Planner, and other designated Township consultants for review and comment. The Zoning Administrator or Planning Commission Chair may also request preliminary comments from other officials or outside agencies with jurisdiction.

Section 17.05 Planning Commission Action.

The Planning Commission shall review the minor, preliminary, or final site plan and application materials at a public meeting, together with any reports and recommendations from Township officials, the Township Planner, other designated Township consultants, and any other officials or outside agencies with jurisdiction.

A. Standards for Site Plan Approval.

In reviewing a site plan, the Planning Commission shall determine whether the applicable standards for the type of site plan under review, as specified in Section 17.10 (Standards of Site Plan Approval), have been met by the applicant.

B. Actions.

The Planning Commission is authorized to approve, approve subject to conditions, postpone action, or deny the minor, preliminary or final site plan as follows:

1. **Approval.** Upon determination that the site plan is in 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, the site plan shall be approved.
2. **Approval subject to conditions.** The Planning Commission may approve the site plan, subject to any conditions necessary to address necessary modifications; ensure that public services and facilities can accommodate the proposed use; protect significant natural resources or site features; ensure compatibility with adjacent land uses; or otherwise meet the intent and purposes of this Ordinance.
3. **Postponement.** Upon determination by the Planning Commission that the site plan is not sufficiently complete for approval or denial, failure of the applicant to attend the meeting, or upon request by the applicant, the Planning Commission may postpone until a date certain further consideration of the site plan.
4. **Denial.** Upon determination that the site plan does not comply with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, or other applicable Township ordinances or state statutes, or would require extensive revisions to comply with such requirements, the site plan shall be denied. Failure of the applicant or agent to attend two (2) or more meetings shall also be grounds for the Planning Commission to deny site plan approval. If the site plan is denied, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for such denial.

C. Recording of Site Plan Action.

Planning Commission action on the minor, preliminary, or final site plan shall be recorded in the Planning Commission meeting minutes, stating the name and location of the project, most recent plan revision date, findings of fact and conclusions or grounds for the Planning Commission's action, and any conditions of approval.

1. The Planning Commission shall advise the applicant in writing of its actions on the site plan. Sending a copy of the meeting minutes at which action was taken by first class mail, electronic mail, or facsimile may constitute written notification.

2. After the Commission has taken action on the site plan, the Planning Commission Secretary shall mark copies of the site plan APPROVED or DENIED as appropriate, with the date that action was taken and any conditions of approval. The Secretary, applicant, and owner(s) of record or the legal representative thereof shall also sign copies of the site plan.
3. If a site plan is denied, the Secretary shall provide a written record to the applicant within ten (10) days following the action listing the findings of fact and conclusions or reasons for such denial.
4. Signed copies of the approved final site plan shall be transmitted to the Zoning Administrator, Township Clerk, and the applicant. The Secretary shall also attach a certificate of approval to the applicant's copy. At least one (1) paper copy and/or one (1) digital copy of the site plan shall be placed on file at the Township offices per State of Michigan retention guidelines.

D. Effect of Minor Site Plan Approval.

Approval of a minor site plan by the Planning Commission authorizes issuance of zoning permits to begin site work or construction, provided all construction and engineering requirements have been met. In the case of uses without structures, approval of a minor site plan authorizes issuance of a zoning permit and a certificate of occupancy, provided all other requirements for such certificate of occupancy have been met.

E. Effect of Preliminary Site Plan Approval.

Approval of a preliminary site plan by the Planning Commission shall indicate its general acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas in accordance with the standards for preliminary site plan approval specified in Section 17.10 (Standards for Site Plan Approval).

The Planning Commission may, at its discretion and with appropriate conditions attached, authorize issuance of permits by the Township for preliminary site work to begin for soils exploration and incidental site clearing. The conditions that may be attached to such permits shall include, but shall not be limited to measures to control erosion; exemption of the Township from any liability if a final site plan is not approved; and provision of a performance guarantee per Section 2.07C (Performance Guarantees) for site restoration if work does not proceed to completion.

F. Engineering and Outside Agency Approvals.

The following shall be submitted to and approved by the Township Engineer and all outside agencies with jurisdiction, prior to final site plan approval:

1. Layout, size of lines, inverts, hydrants, drainage flow patterns, and location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of retention ponds and degrees of slope of sides of ponds; and calculations for size of storm drainage facilities; and
2. Location of electricity and telephone poles and wires; location and size of surface-mounted equipment for electricity and telephone services; location and size of underground tanks, where applicable; location and size of outdoor incinerators; and location and size of wells, septic tanks, and drain fields.

If on-site water and private septic facilities are to be used, a county Health Department letter of approval or copies of required permits shall be submitted to the Planning Commission Secretary prior to final site plan approval. Approvals from all other applicable review agencies, including the county Road Commission and Water Resources (Drain) Commissioner, shall be received prior to approval of a final site plan.

G. Effect of Final Site Plan Approval.

Approval of a final site plan by the Planning Commission authorizes issuance of zoning permits associated with the project, and authorizes the execution of a Development Agreement between the Township and the property owner(s)/developer(s) per Section 16.11 (Development Agreement). Execution of the Development Agreement authorizes issuance of permits to begin site work or construction, provided all other construction and engineering requirements have been met.

In the case of uses without structures, approval of a final site plan authorizes issuance of a zoning permit and a certificate of occupancy, provided all other requirements for such certificate of occupancy have been met.

Section 17.06 Combining Preliminary and Final Site Plans.

An applicant may, at the applicant's discretion and risk and with approval of the Planning Commission, combine a preliminary and final site plan in an application for approval. The applicant shall pay the usual fees for both preliminary and final site plan review.

The Planning Commission shall have the authority to require submittal of a preliminary site plan separate from a final site plan, where, in its opinion, the complexity and/or size of the proposed development so warrant. A preliminary and final site plan shall not be combined for any development consisting of two (2) or more phases.

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
SITE PLAN DESCRIPTIVE INFORMATION				
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.				●
Location, address(es), and tax identification number(s) of subject parcel(s).	●	●	●	●

Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
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.	●	●	●	●
SITE PLAN DATA AND NOTES				
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).		●	●	●
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.	●		●	●
EXISTING CONDITIONS				
Location of existing structures, fences, and driveways on the subject property, with notes regarding their preservation or alteration.	●	●	●	●

Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
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.			●	●
SITE PLAN DETAILS				
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.			●	●
BUILDING DESIGN AND ORIENTATION				
Location, outline, ground floor area, and height of proposed structures; and of existing structures to remain on-site.	●	●	●	●
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.				●
ACCESS AND CIRCULATION				
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.				●

Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
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.				●
NATURAL FEATURES AND OPEN SPACE AREAS				
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.				●
SCREENING AND LANDSCAPING				
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.	●		●	●
UTILITIES, STORMWATER MANAGEMENT, AND GRADING				
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.			●	●
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.				●

Minimum Site Plan Information	Minor Site Plan	PUD Area Plan	Preliminary Site Plan	Final Site Plan
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.				●
ADDITIONAL REQUIRED INFORMATION				
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.	●	●	●	●

Section 17.08 Expiration of Site Plan Approval.

Planning Commission approval of a site plan shall expire in accordance with the following:

A. Expiration of Minor Site Plan Approval.

A minor site plan shall expire and be of no effect unless, within 365 calendar days of the Planning Commission’s approval, appropriate permits have been approved, construction has begun on the property, and such work is diligently pursued in conformance with the approved minor site plan.

B. Expiration of Preliminary Site Plan Approval.

Approval of a preliminary site plan shall be valid for a period of 365 calendar days from the date of approval and shall expire and be of no effect unless a application for final site plan approval for all or part of the area included in the approved preliminary site plan is filed with the Township Clerk within that time period.

If a final site plan is submitted for only part of the area included in the approved preliminary site plan, successive final site plans shall be filed at intervals no greater than two (2) years from the date of approval of the previously-approved final site plan. If such period is exceeded, the Planning Commission may declare the approved preliminary site plan invalid with respect to the remaining parts of the site. In such case, the Planning Commission may require a new preliminary site plan be submitted, unless good cause can be shown for the delay.

C. Expiration of Final Site Plan Approval.

A final site plan shall expire and be of no effect unless:

1. Within 365 calendar days of the Planning Commission's approval, a fully executed Development Agreement has been recorded and the construction drawings have received detailed engineering final approval; and
2. Within 545 calendar days following the date of approval, construction has begun on the property and is diligently pursued in conformance with the approved final site plan.

D. Extension of Site Plan Approval.

The Planning Commission may, at its discretion and upon written request and showing of good cause by the applicant, grant an extension of a minor, preliminary, or final site plan approval for up to 365 calendar days, provided that site conditions have not changed in a way that would affect the character, design or use of the site, and that the approved site plan remains in conformance with applicable provisions of this Ordinance.

Section 17.09 Phasing of Development.

The applicant may divide the development into two (2) or more phases. Phasing shall be subject to the following requirements:

1. In the case of a phased development, the preliminary site plan shall cover the entire property involved and shall clearly indicate the location, size, and character of each phase.
2. In the case of a phased development, a final site plan shall be submitted for review and approval for each phase.
3. A phase shall not be dependent upon subsequent phases for safe and convenient vehicular and pedestrian access, adequate utility services, or open spaces and recreation facilities, and shall be capable of substantial occupancy, operation, and maintenance upon completion of construction and development.
4. The Planning Commission may require the applicant to post a performance guarantee per Section 2.07C (Performance Guarantees) to ensure that vehicular and pedestrian ways, utility services, open space and recreation facilities, and other amenities and infrastructure planned for later phases of the development are completed in a timely fashion.

Section 17.10 Standards for Site Plan Approval.

In reviewing a minor, preliminary, or final site plan, the Planning Commission shall determine that the following standards are met, as applicable to the type of site plan:

Standards for Site Plan Approval	Minor Site Plan	Preliminary Site Plan	Final Site Pan
The applicant is legally authorized to apply for site plan approval, and all required information has been provided.	●	●	●
The proposed development conforms to the applicable standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, and other applicable Township ordinances or state statutes.	●	●	●
The final site plan is consistent with the approved preliminary site plan.			●
The proposed development will be harmonious with and not harmful, injurious, or objectionable to the environment or land uses in surrounding area.	●	●	●
The proposed development respects natural topography, floodways, and floodplains; and minimizes the amount and extent of cutting and filling.		●	●
Organic, wet, or other soils that are not suitable for development will be undisturbed, or modified in such fashion as to make development feasible.		●	●
The movement of the vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient.	●	●	●
The proposed development is adequately coordinated with improvements serving the area, and with other existing or planned development in the vicinity.		●	●
Satisfactory and harmonious relationships will exist between the proposed development and the existing and planned development of contiguous lands and the surrounding area, including provisions for proper extensions of public roads and sidewalks through the development in accordance with the policies of the Township Master Plan.		●	●
Development phases are in logical sequence so that any phase will not depend upon a subsequent phase for access, utilities, drainage or erosion control.		●	●
The plan, including all engineering drawings, meets Township standards for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services.			●
The drainage plan conforms to applicable drainage and stormwater management standards, and any proposed improvements are adequate to handle anticipated stormwater runoff and accommodate upstream drainage without causing undue runoff on to neighboring property or overloading of area watercourses.			●
Proposed screening, buffering, and landscaping improvements are adequate for the location and intended purpose, and conform to the standards of this Ordinance.	●		●
Exterior lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent roads.	●		●
The parking layout and vehicular circulation patterns and access points to the site are adequate to serve the proposed uses and will not adversely affect the flow of traffic on adjacent roads or crate pedestrian-vehicle conflicts.	●		●
Grading or filling will not destroy or adversely affect the character of the property, adjacent properties or the surrounding area.			●
Erosion will be controlled during and after construction and will not adversely affect adjacent or neighboring property or public facilities or services.			●
The plan meets applicable standards of governmental agencies with jurisdiction, and necessary outside agency approvals have been obtained or are assured.	●		●

Section 17.11 Compliance with an Approved Site Plan.

It shall be the responsibility of the property owner, and the owner or operator of the use(s) for which site plan approval has been granted, to develop, improve and maintain the site, including the use, structures and all site elements in accordance with the approved site plan and all conditions of approval, until the property is razed, or a new site plan is approved. Failure to comply with the provisions of this Section shall be a violation of this Ordinance and shall be subject to the same penalties appropriate for a use violation. To ensure compliance with this Ordinance, the approved site plan, and any conditions of site plan approval, the Township may require that a performance guarantee be deposited with the Township in accordance with Section 2.07C (Performance Guarantees).

Section 17.12 Amendment and Revision.

Changes to an approved minor, preliminary, or final site plan shall be prohibited, except in accordance with this Article. Requests for approval of a major or minor change to an approved site plan shall be made by the petitioner in writing to the Planning Commission. The burden shall be on the petitioner to show good cause for any requested change.

1. **Application.** The applicant shall clearly state the reasons for the request, which may be based upon changing social or economic conditions, potential improvements in layout or design features, unforeseen difficulties, or advantages mutually affecting the interest of the Township and petitioner; such as technical causes, site conditions, state or federal projects, or changes in state laws.
 - a. The request shall be filed with the Township Clerk. The Clerk shall transmit the request to the Planning Commission for review and action.
 - b. All required review fees and escrow deposits shall be paid to the Township Treasurer at the time the request is filed with the Clerk. A request submitted without the required fees and escrow deposits shall be considered incomplete, and shall be returned to the petitioner.
2. **Review.** The Planning Commission shall have the authority to determine if a proposed change is minor or major and if such change requires an amendment to an approved site plan. The Commission shall record its determinations and reasons therefore in the minutes of the meeting at which the action is taken. For minor changes to an approved site plan, the Planning Commission may require that a revised site plan or individual plan sheet be submitted showing such minor changes, for purposes of record.
3. **Amendment.** If the Planning Commission determines that a major change requires submittal of an amended site plan for approval, the applicant shall follow the same procedure outlined in this Article for a new site plan submittal.

Section 17.13 Rescinding Site Plan Approval.

A minor or final site plan approval may be rescinded by the Planning Commission upon determination that the site has not been improved, constructed or maintained in compliance with approved permits, site plans, or conditions of site plan or special use approval. Such action shall be subject to the following:

1. **Public hearing.** Such action may be taken only after a public hearing has been held in accordance with the procedures set forth in Section 2.10 (Public Hearing Procedures), at which time the property owner and the owner or operator of the use(s) for which site plan approval has been granted shall be given an opportunity to present evidence in opposition to rescission.
2. **Determination.** Subsequent to the hearing, the decision of the Planning Commission with regard to the rescission shall be made and written notification provided to said owner(s).

Section 17.14 Conforming to Construction Drawings.

The applicant shall provide drawings showing all improvements as actually constructed and installed on a site for which a final site plan was approved. One (1) paper copy and one (1) digital copy (in a format compatible with Township systems) of the drawings shall be submitted to the Zoning Administrator, which shall be subject to field verification prior to the release of any performance guarantee or part thereof for the completion of such improvements.

Conforming to construction drawings shall show, at a minimum, the exact size, type and location of pipes; location and size of manholes and catch basins; location and size of valves, fire hydrants, tees and crosses; depth and slopes of retention basins; and location and type of other utility installations. The drawings shall show plan and profile views of all sanitary and storm sewer lines and plan views of all water lines. The drawings shall be identified as "Conforming to Construction Drawings" in the title block of each drawing and shall be signed and dated by the owner of the development or the owner's legal representative and shall bear the seal of a professional engineer.

Section 17.15 Inspection.

The Zoning Administrator and Township Planner shall be responsible for inspecting all improvements for conformance with an approved site plan, along with the Township Engineer where necessary. The applicant shall be responsible for requesting such inspections. Sub-grade improvements, such as utilities, sub-base for drives and parking lots, and similar improvements shall be subject to Township inspection prior to covering.

The Zoning Administrator and Township Planner shall notify the Township Supervisor and Planning Commission Chair in writing when an approved development has passed inspection with respect to the approved final site plan. When an approved development does not pass inspection with respect to the approved final site plan, the Zoning Administrator and Township Planner shall provide periodic reports to these same officials on the steps taken to achieve compliance, and on progress toward compliance with the approved final site plan.

Section 17.16 Violations.

A site plan approved under this Article shall have the full force of this Ordinance. Any violation of such approved plan shall be grounds for the Township Board or Zoning Administrator to order that all work be stopped, and to order that permits and Certificates of Occupancy be withheld until the violation is removed or adequate guarantee of such removal is provided to the Township Board. Any violation of any provision of this Article or approved site plan, including any agreements and conditions attached to any approved plan, shall be deemed a violation of this Ordinance, as provided in Section 2.09 (Violations and Penalties).