

**Ross Township
Kalamazoo County, Michigan**

Site Plan Review Application & Information Packet

Introductory Note

The Ross Township Zoning Ordinance requires site plan review and approval before the Building Inspector can issue a building permit for any construction in conjunction with various types of land uses, including, but not limited to, all special exception uses, office and commercial buildings and developments, industrial buildings and development, multi-family dwellings, churches, and mobile home parks. The intent of this site plan requirement is to provide for consultation and cooperation between the land developer and the Ross Township Planning Commission, in order that the developer may accomplish his or her objectives in accordance with Township regulations, and with minimum adverse affect on the use of adjacent streets and on existing and future land uses in the immediate area and vicinity.

This packet has been prepared to assist you with the application and site plan review process. The packet consists of an application form, and material pertaining to sketch plan review, formal site plan review and criteria for site plan review/approval, as well as a reference to the rules concerning the term of approval of a site plan, and modification or revocation of an approved site plan. Thank you in advance for your review of and compliance with this packet.

**Ross Township
Site Plan Review Application**

1. Applicant _____ Phone _____
2. Applicant Address _____
3. Project Location _____
4. Legal Description _____

5. Zoning District _____ Parcel Size _____
6. What are you proposing to build? _____
7. What will it be used for? _____

NOTE: You must submit twelve (12) copies of this application form along with twelve (12) copies [three (3) original size copies, blue print size, and nine (9) 11" x 17" copies] of your completed site plan. When the Zoning Administrator has determined the application and site plan to be administratively complete, and the required fee had been paid, you will be notified of the date of the Planning Commission meeting at which the site plan will be formally reviewed. The applicant, or an appropriate representative, should be present at this meeting.

Applicant Signature _____ Date _____

(For Township Use Only)

Date application received _____ Fee Paid \$ _____ Check # _____

Special Exception Use Permit Required? Yes _____ No _____

Action Taken _____

Rezoning Required? Yes _____ No _____ Action Taken _____

Zoning Board of Appeals action required? Yes _____ No _____

If yes, note specific ordinance section (s) _____

Application approved _____ Denied _____ Date _____

NOTES: _____

Zoning Administrator: _____

Memorandum

TO: Site Plan Review Applicant

FROM: Ross Township Planning Commission

RE: Policy for Submitting and Scheduling Site Plans for Review

The Ross Township Zoning Ordinance requires a formal site plan approved by the Planning Commission before a building permit can be issued for certain types of land uses and developments, including but not limited to all commercial buildings and developments, and all special exception uses. The Zoning Ordinance requires a formal site plan review application to include various information about the site and the proposed development. Submitting an incomplete site plan or submitting a site plan in an untimely manner creates problems for the Township Zoning Administrator, the Planning Commission, and also the applicant/developer.

To make the site plan review process work more smoothly for all participants in the process, the Planning Commission has adopted the following policy regarding formal site plan submittal and distribution procedures, effective October 26, 1994:

1. The site plan application and all related information shall be submitted to the Township Zoning Administrator (or other designee of the Planning Commission) **at least 14 days before the Planning Commission meeting** at which the applicant would like to have the site plan reviewed. Any and all supplemental information being presented to the Planning Commission must be in the Township Office seven (7) days prior to the meeting. No additional information will be accepted or heard that does not comply with this deadline. **The agenda item will be tabled if complete data is not available.**
2. The Township Zoning Administrator (or other designee of the Planning Commission) shall initially review the site plan and all related information submitted by the applicant for "administrative completeness," and shall identify all concerns relating to the ordinance criteria for approval of the site plan.
3. **A site plan which is determined by the Zoning Administrator (or other designee of the Planning Commission) to be administratively incomplete shall not be distributed to the Planning Commission or placed on the agenda of a Planning Commission meeting.**

Site Plan Review Applications/Memorandum
Policy for Submitting and Scheduling Site Plans for Review

4. When the Zoning Administrator (or other designee of the Planning Commission) has determined a site plan to be administratively complete the Administrator shall distribute the site plan and all related information submitted by the applicant, and the Administrator's report on same, to the members of the Planning Commission no later than five (5) days prior to the Planning Commission meeting at which the applicant would like to have the site plan reviewed.

NOTE: A site plan applicant should consider submitting sketches for "preliminary plan review" to become acquainted with proper site plan procedure and to investigate the feasibility of the project before extensive and expensive site plans are prepared for formal site plan review. This preliminary plan review stage is especially advisable if the applicant intends to ask for a waiver of any of the site plan content requirements imposed by the Zoning Ordinance. This preliminary plan review stage is not subject to the above procedure for the submittal and distribution of formal site plans, and may be handled at any Planning Commission meeting.

Thank you for your compliance with these site plan submittal and distribution procedures.

Sketch Plan Review Checklist
(Optional)

Preliminary sketches of site and development plans may be submitted to the Township Planning Commission. The purpose of the sketch stage is to allow discussion between the developer and the Planning Commission as to site, building and general requirements, to allow the developer to become acquainted with proper procedure and to investigate the feasibility of the project prior to extensive engineering plans being prepared for the final site plan review procedure. All sketch plan stage applications shall include:

- _____ A. The name and address of the applicant. If a corporation, the name and address of the officers thereof. If a partnership, the names and addresses of each partner.
- _____ B. Legal description of the property.
- _____ C. Drawings showing tentative plans.

Formal Site Plan Review Checklist
(Required)

All formal site plan review applications shall include, in addition to the first two items from the sketch plan review checklist, all of the following (unless clearly not applicable or officially waived by the Planning Commission.):

- _____ A. The date, north arrow and scale; the scale shall be not less than one (1) inch equals twenty (20) feet for property under three (3) acres and at least one (1) inch equals one hundred (100) feet for those three (3) acres or more.
- _____ B. All lot and/or property lines are to be shown and dimensioned, including building setback lines.
- _____ C. The location and dimensions of all existing and proposed structures on and within one hundred (100) feet of the subject property.
- _____ D. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, parking spaces, loading and unloading areas and recreation areas, etc.
- _____ E. The location of the pavement and right-of-way width of all abutting roads, streets or alleys.
- _____ F. The name and firm address of the professional individual responsible for the preparation of the site plan (including imprint of his professional seal, if any).
- _____ G. The name and address of the property owner or petitioner.
- _____ H. The location of all rubbish receptacles and landscaping and the location, height and type of fences and walls.
- _____ I. Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems, if available.
- _____ J. Location of all fire hydrants.
- _____ K. Lot size (basis of calculation), setbacks, trailer pads, patios, and complete park layout for mobile home parks.
- _____ L. Size and location of all surface drainage facilities.

- _____ M. Property survey by registered surveyor.
- _____ N. Existing and proposed contour shall be shown on all site plans [two (2) foot intervals, minimum].
- _____ O. Elevations and floor plans for all buildings and the location of all buildings on the property.
- _____ P. A description of the operation proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of all potentially harmful or obnoxious matter or radiation.
- _____ Q. Engineering and architectural plans for the treatment and disposal of sewage and industrial waste tailings and unusable by-products.
- _____ R. The proposed number of shifts to be worked and the maximum number of employees on each shift.
- _____ S. Any other information deemed necessary by the Township Planning Commission.
- _____ T. The Planning Commission may waive any of the above enumerated requirements whenever the Commission determines that such requirement is not is not necessary for a specific site plan due to the fact that:
 - 1. The Commission finds from the evidence presented that the condition does not apply and is therefore unnecessary to evaluate the use for which approval is sought; or
 - 2. The Commission finds from the evidence that the condition can be waived or modified because there are practical difficulties or unnecessary hardships of a non-monetary nature in carrying out the strict letter of the condition, and the Commission finds as a fact that the waiver or modification is appropriate so that the spirit of the Ordinance is observed, public safety is secured, there is no detriment resulting therefrom, or a detriment is alleviated thereby.

Site Plan Approval

- A. The Township Planning Commission shall have the function, duty and power to approve or disapprove, or to approve subject to compliance with certain modifications, the site plan in accordance with the purpose and intent of the Ross Township Zoning Ordinance and after allowing reasonable time as determined by the Planning Commission for receipt from and for consideration of comments and recommendations from the Township Planning Commission, the Township Building Department, the Township Board, the Kalamazoo County Road Commission, and any other appropriate parties.

- B. Criteria for Site Plan Review:

The site plan shall be reviewed and approved by the Township Planning Commission upon a finding that:

1. The proposed use will not have a harmful effect on the surrounding neighborhood development. The provision for fencing, walls and/or landscaping may be required as a screening device to minimize adverse effects upon surrounding development.
2. There is a proper relationship between the major thoroughfares and proposed service drives, driveways and parking areas so as to insure the safety and convenience of pedestrian and vehicular traffic.
3. The adverse effects resulting from the locations of buildings and accessory structures will be minimized to the occupants of adjacent properties.
4. The proper development of roads, easements and utilities has been provided to protect the general health, safety and welfare of the citizens of the Township.
5. The natural features of the landscape, such as ponds, streams, hills, wooded areas, etc. shall be retained where they afford a barrier or buffer between adjoining properties being put to different use.
6. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

NOTE: When the Planning Commission is reviewing the site plan the applicant, or an appropriate representative, should be prepared to discuss how the site plan shows that these criteria are met.

- C. Security Deposit:

The Planning Commission has the authority to require that an acceptable form of security be deposited with the Township Clerk to ensure compliance with the Zoning Ordinance and any conditions imposed upon the approved site plan, and to ensure faithful completion of certain features of the project. (See Zoning Ordinance Section 9.96C. for additional details.)

Site Plan Modifications

Any modifications of the site plan desired by the Township shall be so stated in writing to the applicant. Site plan approval may then be granted contingent upon the revision of said site plan by the petitioner to the satisfaction of the Township Planning Commission. If any part of the approved site plan is in conflict with any section of this Ordinance in terms of set backs, parking spaces, maneuvering lanes, etc., a variance must first be obtained from the Zoning Board of Appeals. A copy of the final approved site plan, with its modifications, shall be on record in the Township offices. The copy shall have the signature of the Planning Commission Chairman. If variances are required and have been secured, the document granting variance shall show the signature of the Chairman of the Board of Appeals.

Coordination of Site Plan and Plat Approval

If approval is granted by the Township Planning Commission, the following conditions shall apply:

- A. In those instances in which platting is required by law, the owner or owners shall thereafter submit preliminary and final plats for the proposed development for approval in compliance with Acts 288, Public Acts of 1967, as amended, and with all Ordinances and regulations pertaining to the procedures and requirements for the approval of plats except to the extent that such requirements have been waived or modified by the Township Board.
- B. Such plats shall be in strict conformity with the approved site plan, the conditions attached thereto, and the provisions of this Ordinance.

Revocation of Site Plan Approval

Any site plan approval may be revoked when the construction of said development is not in conformance with the approved plans, in which case the Township Planning Commission shall give the applicant notice of intention to revoke at least ten (10) days prior to review by the Planning Commission. After conclusion of such review, the Planning Commission may revoke its approval of the development if the Commission feels that a violation in fact exists and has not been remedied prior to such hearing.

Term of Site Plan Approval

The site plan approval shall be valid for a period of one (1) year. One (1) six-month time extension may be granted after complete review of the application by the Township Planning Commission as required by the Zoning Ordinance. At the end of the six-month extension, if no building permit has been obtained and on-site development actually begun, the site plan approval becomes void, and the developer shall submit a new application for approval.