



SITE PLAN APPROVAL PROCEDURE GUIDE

This is an information guide to aid in the understanding of proper procedures for submittal of an application for site plan approval. Site plans are required for those uses specified in the Charter Township of Fort Gratiot Code of Ordinances, Chapter 38 - Zoning, Article II – Administration & Enforcement, Division I – Generally, Section 38-46 – Site Plan Review.

1. The applicant obtains the necessary application for Site Plan Approval from the Township. The application must be completed and accompanied by a site plan prepared in accordance with Section 38-46.
2. Return the completed application (original only-*no copies of application necessary*) 5 copies of the site plan (*minimum paper size: 24 x 36*) and required attachments to the Planning Department with the fee and preliminary plan review deposit. Site plans for the planning commission members and township records may be a minimum of 11"x17" if the plan is legible. Proof of payment will be presented prior to scheduling a public hearing or pre-planning meeting.

The plans will be distributed as follows:

- a. Township DPW Superintendent (1 – minimum 24" x 36")
 - b. Township Assessor, Fire Chief and Building Inspector (1 – minimum 24" x 36")
 - c. Planning Consultant (1 – minimum 24" x 36")
 - d. Engineering Consultant (2 – minimum 24" x 36")
 - e. Township record (1 – 11" x 17", where available)
 - f. Planning Commission Minute Book (1 – 11" x 17", where available)
 - g. Planning Commissioners (7 – 11" x 17", where available)
3. All required information stated above must be received per the current planning department schedule. (*Planning Commission meets the second Tuesday of each month at 7:00 p.m.*)
 4. See the attached checklist for the items which must be included on either the application or the site plan. If it is determined that one or more applicable item(s) are not included, the petitioner will be contacted, and the site plan will not be placed on the agenda until any deficiencies have been corrected.
 5. Township departments and consultants shall submit written comments to the Planning Commission and to the applicant so that they are available prior to the meeting. A pre-planning meeting is highly recommended.
 6. The Planning Commission may request comments from County, State or other local agencies and departments. If DNR approvals are necessary, they should be available prior to Planning Commission approval.
 7. Approval of a site plan by the Planning Commission shall be contingent upon a finding that:
 - a. The site plan shows that a proper relationship exists between local streets and any proposed service roads, driveways and parking areas; and encourages pedestrian and vehicular traffic safety and proper internal circulation.
 - b. All the development features, including the principal building(s) and any accessory buildings or uses, open space and any service roads, driveways and parking areas, are to be located and related to minimize the possibility of any adverse effects upon adjacent property, such as, but not limited to, channeling, excessive traffic onto local residential streets, lack of adequate screening or buffering of parking or service areas or building groupings and circulation routes located as to interfere with police or fire equipment access.

- c. Recreation areas and facilities, such as playgrounds and community buildings, shall be provided to the extent necessary to meet the anticipated needs of the residents the project is designed to serve. Recreation facilities generally should be provided in a central location and should be convenient to the project community center.
 - d. Attention shall be given in the placement of proposed buildings, parking areas, driveways, landscaping and other physical improvements of the site in relation to existing on-site natural features and vegetation such as trees, wooded areas and natural groves.
 - e. The site plan, as approved, shall become part of the record of approval and all subsequent actions relating to the land uses authorized shall be consistent with the approved site plan, unless a change, conforming to the Charter Township of Fort Gratiot Code of Ordinances, receives the mutual agreement of the landowner and the Planning Commission, in writing.
8. If the site plans are complete and the necessary reviews have been received by the Planning Commission members the Planning Commission shall review the site plan:
- a. Upon determination of the Planning Commission that a site plan is approved in compliance with the Charter Township of Fort Gratiot Code of Ordinances, as amended, and other plans or regulations, it will be so indicated on the site plan and copies will be signed and dated by the chairperson.
 - b. Upon determination of the Planning Commission that a site plan is in compliance, except with minor revisions, said changes shall be so indicated. These changes shall be made or the changes agreed to by the petitioner and signed by the chairperson.
 - c. If extensive revisions to the site plan are necessary to meet the Ordinance, plan, and regulation requirements, the site plan shall be disapproved. In this case, "*DENIED*" shall be written on the plan and reasons for denial indicated.
9. The building department may issue a building permit only after receiving the approved site plan; any necessary engineering plans; health department, road, or drain commission approvals; and after a determination by the building inspector that such structures meet the building code.
10. The site plan approval shall expire and be of no effect 365 days after the date of issuance, thereof, unless within such time the building inspector has issued a building permit for any proposed work authorized under the site plan or the petitioner has received an extension.
11. All surface water to be drained into an approved county drain, unless granted an exception by the Fort Gratiot Planning Commission. (**PASSED 10/14/97**).

SITE PLAN INFORMATION CHECKLIST

I. Site Plan Data Needed

A. General Criteria:

1. Site plan application completed
2. Zoning of site and abutting properties
3. Dimensions of all property lines
4. Proposed use of land and structures
5. Site plan drawn to scale of not greater than 1"=20' or less than 1"=200'
6. Location and dimensions of all existing and proposed structures (*includes principal and accessory buildings*) on site and within 50'
7. Location of all existing and proposed streets, roadways, service drives, sidewalks and entrances or exits on site and within 50'
8. Drive or street approaches shall include acceleration, deceleration or passing lanes, if appropriate
9. All aisles, drives, and parking areas, including handicapped parking, size of parking stall and number of parking spaces
10. Front, side, and rear yard dimensions
11. Location and dimensions for utility or storm drain easements
12. Size and location of utilities to serve the site (fire hydrants, water, sewer and storm drainage)
13. Screening, greenbelts, and/or protective walls
14. Exterior lighting and methods of shielding from adjacent properties or streets
15. Trash receptacle location and method of screening
16. Landscape plan
17. Elevations (front, side and rear views) of buildings
18. Typical floor plan(s), if applicable
19. Types and percentages of facing materials to be used on structures
20. Traffic impact study, where required

B. Specific Residential Requirements: In multiple-family, mobile home, planned neighborhood development or single family cluster development residential uses, the following additional information shall be required. (Condominium Subdivision/Subdivision developments excluded.)

1. Density calculations
2. Gross and net acreage figures
3. Number of dwelling units by type (apartment, condominiums, cooperative, etc.) and number of bedrooms
4. Sidewalks, walkways, and paths
5. Recreation areas and types of recreation equipment
6. Carport location and details, if any
7. Community building details and method of fencing swimming pool

- C. Industrial, Commercial, Office and Other Non-Residential Requirements: In the case of nonresidential uses the following additional information shall be required:
1. Loading and unloading areas
 2. Total usable floor area by type of use
 3. Designation of fire lanes
 4. Where large equipment or machinery is to be installed as part of the development, the location, and type
- D. Signs:
1. Location on site
 2. Type of construction (steel poles, wood frame, brick, entrance sign, etc.)
 3. Height of sign above the ground
 4. Surface of the sign: material, dimensions and area
 5. Method of illumination, if any

II. **Planning Commission Review**

- A. The Planning Commission review shall include the following:
1. The site is zoned appropriately for the proposed use
 2. Adequate information has been submitted upon which to review the plans
 3. Comments, which have been received from all applicable departments, consultants and agencies
 4. Height, front, side and rear-yard setbacks meet the Zoning Ordinance requirements
 5. Density or percent of lot coverage has not been exceeded
 6. Off-street parking requirements and layout
 7. Loading and unloading areas for commercial, office and industrial
 8. Sign regulations have been met
 9. The site plans and elevations of the buildings (principal and accessory) are in harmony with the general character of the area
 10. The site is not within a designated flood plain
 11. The site plan shows that a proper relationship exists between existing streets and any proposed service roads, driveways, and parking areas to encourage pedestrian and vehicular traffic safety
 12. All the development features including the principal building or buildings and any accessory buildings or uses, open trash or refuse containers and any service road, driveways and possibility of any adverse affects upon adjacent property, such as but not limited to, channeling excessive traffic onto local residential streets, lack of adequate screening or buffering of parking or service areas or building groupings and circulation routes located as to interfere with police or fire equipment access
 13. Attention has been given to the placement of proposed buildings, parking areas, driveway landscaping and other physical improvements of the site in relation to existing on-site natural features and vegetation such as trees, wooded areas and water areas
 14. Recreation areas and facilities, such as playgrounds and community buildings, shall be provided to the extent necessary to meet the anticipated needs of the residents the project is designed to serve. Recreation facilities generally should be provided in a central location
 15. All surface water to be drained into an approved county drain, unless granted an exception by the Township Planning Commission

References: State law MCL 125.286e, Site plans; Fort Gratiot Township Ordinance No. 62
The Charter Township of Fort Gratiot Code of Ordinances can be accessed at www.municode.com