

CHARTER TOWNSHIP OF CALEDONIA
APPLICATION FOR SITE PLAN REVIEW

OFFICIAL USE ONLY

Date Received: _____

Check Number: _____

The intent of site plan review is to provide for consultation and cooperation between the developer and the Township so that both parties might realize maximum utilization of land and minimum adverse effects upon the surrounding land uses, consistent with the requirements and purposes of the Zoning Ordinance. Through the application of site plan provisions, the attainment of the aims of the General Development Plan will be assured and the Township will develop in an orderly fashion.

THIS FORM MUST BE COMPLETED AND SUBMITTED IN ITS ENTIRETY, INCLUDING SUPPLEMENTAL MATERIALS AND THE APPLICATION FEE, IN ORDER TO ASSURE PROPER REVIEW. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

Applicant's Name _____ **Daytime Phone** () _____

Email Address _____

Agent's Name (if any) _____ **Daytime Phone** () _____

Email Address _____

Address _____ **Zip Code** _____

Property interest of applicant (owner, contract purchaser, etc.) _____

Name of owner (if different than applicant) _____

Property Address: _____ Parcel Number: 41-23-

Current Zoning District _____

PROJECT CHARACTERISTICS

1.) Gross site acres

2.) Gross parking area sq.ft.

3.) Gross landscape area..... sq.ft.

4.) Gross floor area of all structures sq.ft.

5.) Number of parking stalls..... _____

6.) Number of employees _____

7.) Seating capacity..... _____

8.) Number of housing units..... _____

9.) Gross open space area (acres) _____

10.) Gross road right-of-way area..... _____

11.) Site security

Fence Alarm Other (describe)

12.) Activity Description:

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehousing |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Service |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Amendment |
| <input type="checkbox"/> Other | |

APPLICANT COMPLETE:

Name of Project:

Billing Address:

Contact Person/Phone:

Describe, as specifically as possible, the operational characteristics and major types of equipment and/or procedure to be used.

I hereby certify that the above statements are true, complete, and accurate to the best of my knowledge.

Signature of Applicant **X** _____ Date **X** _____

Optional: I hereby grant permission for members of the Caledonia Township Planning Commission, Township Board and/or Township Staff to enter the above-described property for the purpose of gathering information related to the application.

Note to Applicant: This permission is optional.

Signature of Owner **X** _____ Date **X** _____

Please see "Instructions for Site Plan Review Applicants" for the list of supportive materials which must accompany this petition, and deliver or mail to the Charter Township of Caledonia, 8196 Broadmoor Ave. SE, Caledonia, MI 49316, phone (616) 891-0070.

INSTRUCTIONS FOR SITE PLAN REVIEW APPLICANTS

Site plan review and approval by the Planning Commission in accordance with the provisions of Chapter XVIII of the Caledonia Township Zoning Ordinance shall be necessary if required by the regulations for a particular District, or if rezoning is sought.

Application Fee

Each application must be accompanied by the appropriate application and escrow fees in accordance with the schedule of fees adopted by the Township Board on in October 5, 2016.

	<u>Application Fee</u>	<u>Security Deposit/Escrow Fee</u>
Residential	\$500	\$2,500
Commercial, Institutional or Industrial	\$500	\$2,500

Application and escrow security deposit fees shall be in the amount established by resolution of the Township Board of Trustees. One check may be written to cover both application and escrow fees. Application fees are not refundable. Escrow fees are considered a security deposit for the project, and will be refunded upon completion of the project. **Ongoing charges incurred during the review and processing of applications, such as engineering and legal fees, will be billed back to the applicant for payment.** Failure to pay ongoing charges will result in the withholding of project approval.

I have read and understood the Township's Security Deposit/Escrow Fee Policy:

Signature of Owner **X** _____ Date **X** _____

Site Plan Content

Section 18.4 Application for Site Plan Review. An application for site plan review shall be submitted to the Township Planner, together with a site plan complying with the requirements of this section and other applicable provisions of this Ordinance.

(a) **Contents of Site Plan.** The site plan shall consist of an accurate, reproducible drawing at a scale of 1"=100' or less, showing the site and all land within 300 feet of the site. Each site plan shall state or depict the following:

- (1) The legal description of the property.
- (2) The area (in acres) of the property shall be stated (1) as the total acreage of the entire property; and (2) the area within the property that is proposed to be developed and, secondly, the area or areas of the property that are proposed to remain undeveloped. Such undeveloped areas shall include all areas which, under the terms of this Ordinance, are not permitted to be developed, whether by reason of water bodies or wetlands, areas of steep slopes, street rights-of-way, private easements or otherwise.
- (3) Existing and proposed property lines, dimensions thereof, and building setback lines.
- (4) The location and dimensions of existing and proposed buildings and structures.
- (5) Proposed uses of buildings and other structures.
- (6) Existing and proposed topographic contours at two-foot intervals.
- (7) Location and type of existing soils and locations of soil borings.
- (8) Significant existing vegetation and other significant natural features.
- (9) Existing and proposed watercourses and water bodies.
- (10) Existing public and private streets, and street rights-of-way; existing access easements.
- (11) Proposed streets and drives; curb cuts and access easements; acceleration, deceleration and passing lanes and sidewalks.
- (12) Existing uses, buildings, structures, driveways and off-street parking areas within 300 feet of the subject property; boundaries and zoning of abutting lands.
- (13) Proposed off-street parking areas and off-street loading and unloading areas.
- (14) Existing and proposed water supply and sanitary sewage disposal facilities, including proposed septic systems and drain fields, and proposed public or community sanitary sewer and/or water supply systems and the components thereof.
- (15) Proposed storm water management systems, including storm sewers, retention and/or detention ponds, storm water discharge areas and other storm water management measures.
- (16) Public utilities on and for the site, including natural gas, electric, cable television and telephone.
- (17) Buildings and other facilities for public or community use.
- (18) Proposed landscaping including proposed size of new trees and other plantings and description and location of existing landscaping to be retained shall be indicated.
- (19) Signs, including location, size, height and drawings thereof.
- (20) Outdoor lighting, including location, type and height of fixtures, area of illumination and shielding measures used.
- (21) Fences, walls and other screening features.
- (22) Refuse and service areas, including screening measures for trash receptacles.
- (23) Open space and recreation areas.
- (24) Identification of any significant scenic views into or from the site and to or from adjoining lands.
- (25) Delineation of the 100-year floodplain and any proposed uses therein; determination of state-regulated wetlands, if any.
- (26) Typical elevation views of the front, side and rear of each building.
- (27) Preliminary architectural sketch of buildings and structures and/or a written description of the type of construction and exterior materials to be used in proposed buildings and structures.
- (28) Seal of the registered engineer, architect, landscape architect or surveyor who prepared the site plan.
- (29) Deed restrictions, master deed restrictions, and condominium bylaws as applicable.
- (30) Additional information which the Township may request and which is reasonably necessary to evaluate the site plan.

Review Standards

The Planning Commission will approve a site plan if it determines that:

- 1.) The plan complies with the requirements of the Zoning Ordinance;
- 2.) The proposed project promotes the intent and purposes of the Zoning Ordinance;
- 3.) The proposed project will be compatible with adjacent uses of land, the natural environment, and the capacities of public services and facilities affected by the proposed project; and
- 4.) The proposed project will be consistent with the public health, safety and welfare needs of the Township.

In making its determination, the Planning Commission will apply the following standards:

- (a) Landscape Preservation. The landscape will be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and any grade changes will be in keeping with the general appearance of neighboring developed areas. Berms, greenbelts or other screening may be reasonably required to enhance compatibility with adjoining properties.
- (b) Relation of Buildings to Environment. Proposed structures will be related harmoniously to the terrain and to the existing buildings in the vicinity.
- (c) Drives, Parking and Circulation. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention will be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement of parking areas that are safe and convenient and, insofar as practical, do not detract from the design of the proposed buildings and structures and the neighboring properties. Ingress and egress will be limited to no more than one two-way or two one-way driveways or access roads per parcel. Combined use of one driveway or access road by two or more parcels, and ingress and egress to and from feeder streets instead of major arteries will be provided whenever feasible or when reasonably required by the Township Planning Commission.
- (d) Surface Water Drainage. Special attention will be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Storm water will be drained away from all roofs, canopies and paved areas by means of a suitable drainage system. Surface water in all paved areas will be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in paved areas.
- (e) Utility Service. Any utility installations remaining above ground will be located so as to have harmonious relationship to neighboring properties and the site.
- (f) Signs. The size, location and lighting of all signs will be consistent with the regulation applicable to signs and will be compatible with adjoining properties.
- (g) Special Features. Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas will comply with reasonable setback requirements, screen plantings or other screening methods. Outside lighting will be designed to provide for a minimum amount of glare and spillage onto adjacent properties.

Conditions

The Planning Commission may impose reasonable conditions on the approval of a site plan. The conditions may include, but are not limited to, conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land and to promote the use of land in a socially and economically desirable manner. Conditions imposed will meet all of the following requirements:

- (a) Be designed to protect natural resources, the health, safety and welfare and the social and economic welfare of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity and the community as a whole.
- (b) Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.
- (c) Be necessary to meet the intent and purpose of the Zoning Ordinance, be related to the standards established in the Zoning Ordinance for the land use or activity under consideration, including but not limited to the standards in Section 18.4 and be necessary to ensure compliance with those standards.

The conditions imposed with respect to the approval of a site plan will be recorded in the record of the approval action, and will remain unchanged except under mutual consent of the Planning Commission and the landowner. The Planning Commission will maintain a record of conditions which are changed. The record of such conditions will be set forth in the minutes of the meetings of the Planning Commission.

Number of Copies and Review Procedure

Applications for Site Plan Review must be submitted to the Township Planner. Please attach 14 copies of all application materials (including 14 copies of the fully dimensioned site plan which depicts the land affected by the proposal) as follows:

- 5 folded 24x36 copies of full submittal package
- 9 copies of 11x17 reductions
- 1 digital copy of entire submittal in pdf format

Upon determining that the proposed use complies with the Zoning Ordinance and all other pertinent codes and ordinances of the Township, the Township Planner will cause the site plan to be placed on the agenda of a meeting of the Planning Commission and will transmit the copies of the site plan to the Planning Commission for its review in accordance with this Chapter. Upon approval of a site plan by the Planning Commission, the site plan, as approved, will become part of the record of approval and subsequent actions relating to the activity authorized will be consistent with the approved site plan, unless a change conforming to the Zoning Ordinance receives the mutual agreement of the applicant and the Planning Commission and/or Township Planner. Failure to conform to an approved site plan will constitute a violation of the Zoning Ordinance.