



SITE PLAN PROCEDURES

OVERVIEW

The attached information is a guide for assisting developers and property owners through the Site Plan Review Process. This is a *summary guide only*. **It is the applicant's responsibility to review the full standards contained within Article VI Site Plan Review within the Township Zoning Ordinance.** In addition to Ordinance, the Township has implemented a **Site Plan Process Manual** that outlines more specific information related to the site plan review process.

REVIEW PROCESS

Concept Meeting

Applicants shall present and discuss the concept site plan with Township staff prior to submitting a formal application. The concept meeting will:

- Identify the Applicant's contact information for all future communications.
- Familiarize the Applicant with policy and procedural matters.
- Identify other approvals or permits required from outside agencies.
- Allow the Applicant and Township staff to discuss the proposal and to revise the site plan concept and/or application, if needed prior to submission.
- Review submission requirements, zoning, landscaping, engineering and architectural design issues.
- Identify relevant historical, cultural, and physical land features.
- Review the overall idea and concept.
- Review the need for special steps, such as conditional use or variances.
- Identify requirements for municipal water and sewer services.

Copies of concept plans should be provided to the Township at the time of scheduling the concept meeting to allow staff time to review in advance of the meeting. Meetings are scheduled by calling the Township Office through administrative staff. Consultant and attorney fees may be required as part of a concept meeting.

<p><i>Application Submittal</i></p>	<p>Site plans will be reviewed using one of the following three (3) processes:</p> <p><u>Site Plan Review</u> in accordance with Section 36-179 and appendices 3 & 4 of the Site Plan Manual.</p> <ul style="list-style-type: none"> • Site plan approval is required for <u>all proposed uses and/or structures</u> within the Township except for detached single-family dwellings and farm buildings. • Site plan review and approval is required for <u>existing uses and/or structures</u>, except detached single-family dwellings and farm buildings. <p><u>Administrative Review</u> in accordance with Section 36-178. The Zoning Official may review site plans without submission to the Planning Commission in the following cases:</p> <ul style="list-style-type: none"> • Expansion or reduction of an existing, conforming structure or use that is 5% of the existing square footage or 2,000 SF whichever is less. • Provision for additional parking, loading/unloading spaces, and landscape improvements as required by the Zoning Ordinance. <p><u>Amendment to an Approved Site Plan</u> in accordance with Section 36-182. The Zoning Official shall have the authority to determine if a proposed change is substantive and therefore requires an amendment to the approved plan.</p>
<p><i>Planner / Staff Review</i></p>	<p>The Township Planner, Township Engineer, Utility Director and Fire Department will provide review and recommendation based upon the required standards and findings outlined in Section 36-224. This review and recommendation will be presented during the Planning Commission meeting. If upon an initial review, the site plan is not recommended for approval by the Township Planner and/or the Township Engineer, a staff meeting will be scheduled with the applicant to review outstanding items to be addressed with a resubmittal for another Planner/Staff review. This step will be repeated until the site plan items have been addressed sufficiently for Planning Commission review to take place.</p>
<p><i>Planning Commission Recommendation</i></p>	<p>Upon hearing the reviews provided by the Planner, Engineer, Fire and any other required staff and agencies, the Planning Commission will make a recommendation to the Township Board to approve, approve with conditions, or deny the site plan. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant.</p>

<i>Detail Engineering Submittal</i>	After a recommendation of approval or approval with conditions by the Planning Commission, the applicant will need to prepare and submit detail engineering plans for review and consideration by the Township Planner and Engineer. All site plan conditions and detail engineering issues including approval from outside agencies is required prior to Township Board consideration of the site plan/detail engineering submittal.
<i>Township Board Review</i>	After recommendation of the Planning Commission, and review of the detail engineering plan demonstrating all outside agency approvals have been secured, the detail engineering plan (site plan) will be placed on the next available Township Board meeting agenda.
<i>Township Board Approval</i>	The Township Board will take action to approve, approve with conditions or deny the detail engineering (site plan) request.
<i>Pre-Construction Meeting</i>	After approval of the detail engineering (site plan), the applicant will work with the Township Engineer to provide all required pre-construction information prior to scheduling a pre-construction meeting.
<i>Zoning Compliance</i>	After a pre-construction meeting is held, a zoning compliance application can be reviewed and considered by the Zoning Official. This step is necessary to submit building documents to the Washtenaw County Building Department for consideration.