

Please Use This Checklist to Prepare for All Site Plan Reviews

I have met with or reviewed my site plan with the following:

___ Assessor ___ Zoning Administrator ___ Bldg Inspector

___ Fire Chief ___ Drain Commission ___ Road Commission ___ Other

I will attend the Planning Commission meeting

My representative will attend (authorization letter required)

Provided four copies of the site plan per Section 6.3 and paid fee

This is a major project and follows requirements per Section 6.4

****A \$250.00 fee will be charged to the applicant if an additional meeting has to be scheduled, due to an incomplete application.****

**Preliminary Site Plan Application
Columbia Township
Brooklyn, MI 49230**

Please Print

Application is Hereby Made By: Owner _____
 Agent/Representative _____
 Letter of Authorization _____

Address: _____

Telephone: _____

For a site plan review by the Columbia Township Planning Commission and Township Board. I have read Article VI, Site Plan Review - Approval Section of the Columbia Township Zoning Ordinance and swear that the required information is attached and is true and correct to the best of my knowledge.

Applicant (s): _____ Date: _____

Township Clerk: _____ Fee: \$400.00 effective March 2008

Date Paid: _____

Office Use Only

Legal Description _____ _____	
Property Zoned _____	
ADP # _____	Property Address _____
Planning Commission Recommendation The Columbia Township Planning Commission, having reviewed the submitted data, does hereby recommend that the Township Board: Approve _____ Disapprove _____ the site plan for the following reasons:	
Chairman: _____	Date: _____
Site Plan Certification The Columbia Township Board, having reviewed the submitted data and the recommendation by the Planning Commission, do hereby: Approve _____ Disapprove _____ the site plan for the following reasons:	
Supervisor: _____	Date: _____
Clerk: _____	Date: _____

Article VI Site Plan Review and Approval

Section 6.1 Purpose:

It is recognized by this Ordinance that there is a value to the public in establishing safe and convenient traffic movement to higher density sites, both within the site and in relation to access streets; that there is value in encouraging a harmonious relationship of buildings and uses within a site and in relation to adjacent uses; further that there are benefits to the public in conserving natural resources. Toward this end, this Ordinance requires site plan review by the Planning Commission and approval by the Township Board for certain buildings and structures that can be expected to have a significant impact on natural resources, traffic patterns, and on adjacent land usage.

Section 6.2 Buildings, Structures, and Uses Requiring Site Plan Approval:

It is the purpose of this Article to require site plan approval for certain buildings, structures, and uses that can be expected to have a significant impact on natural resources, traffic patterns, and adjacent parcels and land uses, and on the character of future development. It is further the purpose of this Article to achieve, through site plan review, safe and convenient traffic movement, both within a site and in relation to access streets; harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites; and to conserve natural features and resources. It is further the intent of this Article to delegate certain aspects of site plan review authority to the Township Planning Commission, within the standards and requirements set forth in this Article.

A. The following buildings, structures and uses require site plan approval:

1. A multiple-family building
2. More than one multiple-family building on a lot or parcel of land, or on a combination of lots under one ownership
3. A mobile home park, as provided by The State of Michigan Mobile Home Park Regulations
4. Any building or structure in a commercial or industrial district
5. Any addition to an existing building or structure in a commercial, and industrial district, except as provided in Section 6.11 of this Ordinance
6. More than one building or structure, except a sign, on a lot or parcel, or combination of lots under one ownership, in any commercial or industrial district
7. A use permitted in any commercial and industrial district which does not involve a building, such as, but not limited to, outdoor sales, outdoor displays, and storage of wrecked vehicles.
8. Any principal non-residential building or structure permitted in residential districts and any principal building or structure, except farm buildings permitted in recreation-conservation and agriculture district
9. Public utility buildings and structures, including poles, towers, and telephone repeater buildings.
10. Conditional uses
11. PR-1, PC-1 and PI-1 developments
12. Any project undertaken under the authority of the Michigan Condominium Act, being Act No. 59, P.A. 1978, as amended

13. Commercial telecommunication facilities and associated structures. Providing further, that site plan review of such projects may not be waived by the Township Building Inspector or Zoning Administrator
14. The Zoning Administrator shall not issue a Zoning Compliance Permit for construction of, or an addition to, any of the above listed buildings or developments, until a final site plan has been reviewed by the Township Planning Commission and approved by the Township Board.
15. No construction of improvements shall commence for any development, which requires site plan approval, until a final site plan is approved and is in effect

Section 6.3 Application and Fees:

A request for a site plan review by the Planning Commission is done by filing the completed application furnished by the Clerk and payment of a fee as established by the Township Board. As an integral part of said application, the applicant shall file at least four (4) copies of a site plan.

Section 6.4 Procedures for Submission and Review of Application for Major Projects

- A. Major projects: All developments greater than 25,000 square feet of structure, larger than two (2) acres of size, and all PR-1, PC-1, and PI-1 are major projects which require site plan review by the Planning Commission pursuant to the requirements below. All other projects are subject to review and approval by the Planning Commission, which are processed pursuant to the requirements in Section 6.5 through 6.15.
- B. Submission Requirements: The applicant shall complete and submit the required number of copies of an application for Site Plan Approval, site plans, and other information where applicable. Compliance with the requirements of the Zoning Ordinance is mandatory. The applicant or their representative must be present at each scheduled review or the matter will be tabled for a maximum of two consecutive meetings due to lack of representation. The procedure for processing major project site plans includes three phases: conceptual review via a pre-application conference, preliminary site plan review, and final site plan approval.
- C. Pre-Application Conference: Prior to a hearing before the Planning Commission on a site plan, the applicant shall have a preliminary review conference with the Township Public Works Director, Township Assessor, Township Zoning Administrator, Township Building Inspector, Fire Chief, and such other inspectors and Township officials as are desired by the Township to attend such conference to review the proposed plan and determine whether it meets all of the requirements of the Township Zoning Ordinance. The applicant may be represented at such conference and shall have for review all of the exhibits, plans and documentation necessary to establish that the proposal meets the requirements of the Township Zoning Ordinance for site plan approval. Pre-application conference shall be conducted for sketch plans subject to the following criteria:
 1. The sketch plan shall be approximately to scale though it need not be to the precision of a finished engineering drawing; and it shall clearly show the following information:
 - a. Boundaries of the property
 - b. The location of the various uses and their areas in acres
 - c. The location and height of all buildings and parking facilities
 - d. The interior roadway system and all existing rights-of-way and easements, whether public or private
 - e. Delineation of the various areas and approximate percentage allocation by unit type

- f. The interior open space system
 - g. The overall drainage system
 - h. If grades exceed three percent (3%), or portions of the site have a moderate to high susceptibility to erosion, or a moderate to high susceptibility to flooding and ponding, a topographic map showing contour intervals of not more than two (2) feet of elevation shall be provided along with an overlay outlining the above susceptible soil
 - i. Principal ties to the neighborhood and community with respect to transportation, water supply, and sewage disposal
 - j. General description of the provision of other community facilities, such as schools, recreational facilities, fire protection services, and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated
 - k. A location map showing uses and ownership of abutting lands
 - l. Evidence that the proposal is compatible with the objectives of the official Land Use Plan
 - m. General Statement as to how common open space is to be owned and maintained
 - n. If the development is to be staged, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the Sketch Plan of this section shall show the intended total project
- D. The pre-application reviewers shall review the Sketch Plan and its related documents, and shall render either a favorable or unfavorable recommendation to the applicant.
1. A favorable recommendation shall include a report to the applicant to proceed with initiation of the rezoning request. The request shall be based on the following findings which shall be included as part of the recommendation:
 - a. The proposal conforms to the Comprehensive Plan
 - b. The proposal meets the intent, objectives, and general requirements of the Planned District as expressed in the Ordinance
 - c. The proposal is conceptually sound in that it meets a community need and conforms to accepted design principals in the proposed functional roadway system, land use configuration, open space system, and drainage system
 - d. There are adequate services and utilities available or proposed to be made available in the construction of the development
 - e. The proposal meets all the general requirements of the Planned District
 - An unfavorable recommendation shall state clearly the reasons therefore and, if appropriate, indicate to the applicant what might be necessary in order to receive a favorable recommendation. Within ten (10) days after receiving an unfavorable recommendation, the applicant may initiate a rezoning request which would be accompanied by an unfavorable recommendation for the Township Planning Commission.
 2. The Zoning Administrator shall certify when all of the necessary application material has been presented, and the Zoning Administrator shall submit its report to the applicant within thirty (30) days of such certification. If no report has been rendered after thirty (30) days, the applicant may proceed as if a favorable report was given.
- E. Preliminary Site Plan Review: The second phase is called preliminary Site Plan Approval. The preliminary site plan is reviewed by the Township Planning Staff and Planning Commission. The purpose of such preliminary review is to confirm compliance with Township standards, policies, and relationship to the Land Use Plan, as well as to suggest any necessary changes for the final site plan approval.

Section 6.5 Final Site Plan

- A. Application: Following approval of the preliminary site plan, if required under Section 6.2 hereof, the applicant shall submit a minimum of six (6) copies of a final site plan as well as other data and exhibits hereinafter required to the Township Clerk, the review fee, and a completed application form. The Clerk, upon receipt of the application, shall transmit the application and copies of the final site plan to the Zoning Administrator ten (10) working days prior to the Planning Commission are next regular meeting.
- B. Information Required for Review: Every final site plan submitted for review under this Article shall contain information as required by Section 6.6.
- C. Planning Commission Action: All final site plans shall be considered within sixty (60) days of placement on the first available Planning Commission agenda. Upon finding that the application and site plan meet the criteria of site plan review in Section 6.6, the Planning Commission shall:
1. Recommend approval; or
 2. Recommend approval with minor revisions, the Planning Commission may recommend approval contingent upon said revisions being made by the applicant and reviewed by appropriate Township staff and/or consultants or
 3. Tabling, upon finding that the application and site plan do not, but could, meet the criteria of Site Plan Review in Section 6.6, upon making the revisions, the Planning Commission may table its recommendation for a specified period of time not to exceed ninety (90) days, until the revised plan is resubmitted to the Planning Commission.
 4. Recommend denial, the Township may deny the application that revisions necessary to meet said criteria are so extensive as to require the preparation of a new site plan
- D. Township Board Action: All final site plans shall be considered after action is taken by the Planning Commission and within sixty (60) days of placement on the first available Township Board Agenda.
1. Approval: Upon finding that the application and site plan meet the criteria of Site Plan Review in Section 6.6, the Township Board shall approve the site plan
 2. Approval with Minor Revisions: Upon finding that the application and site plan meet the criteria of Site Plan Review in Section 6.6, except for minor revisions, the Township Board may approve the site plan contingent upon said revisions being made by the applicant and reviewed by appropriate Township staff and/or consultants.
 3. Tabling: Upon finding that the application and site plan do not, but could, meet the criteria of Site Plan Review in Section 6.6, upon the making of revisions, the Township Board may table action until the revised Plan is re-submitted.
 4. Denial: Upon finding that the application and site plan do not meet one or more of the criteria of site Plan Review in Section 6.6, and that revisions necessary to meet said criteria are so extensive as to require the preparation of a new site plan, the Township Board shall deny the site plan.
 5. Notwithstanding any language contained in subparagraph (1) hereof, no site plan approval for a site condominium project shall be final until such time as the applicant records a master deed for the project with the Jackson County Register of Deeds office.
- E. Filing of Approved Site Plan: Upon approval of the final site plan, the applicant and/or owner(s) of record, and the Township Supervisor or his designee shall sign two (2) copies of the approved plan. The Township Supervisor, or designee, shall transmit one (1) such signed copy of the approved final site plan each to the Zoning Administrator, and to the applicant.
- F. Effect of Approval: Approval of a final site plan by the Township Board authorizes issuance of a building permit or, in the case of uses without buildings or structures, issuance of a certificate

of zoning compliance. Approval shall expire and be of no effect after three hundred sixty-five (365) days following approval by the Township unless a building permit, when required, is applied for and granted, within that time period. Approval shall expire and be of no effect five hundred forty-five (545) days following date of approval, even if building permit has been issued and has not expired unless construction has begun and is being diligently pursued to completion. The Planning Commission may extend the time limits upon a showing of good cause. In the event that approval shall expire, if progress is being made, the Zoning Administrator may extend approval for a period not to exceed six (6) months. Thereafter, or absent an extension granted by the Zoning Administrator, a re-application with a showing of good cause shall be made to the Planning Commission.

Section 6.6 Criteria of Site Plan Review

The site plan shall be reviewed and approved upon a finding that the following criteria are met:

1. The proposed use will not be injurious to the general health, safety, and welfare of the Township and surrounding neighborhood.
2. The location of buildings, outside storage receptacles, parking areas, screen walls, and utility areas are such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.
3. The design of storm sewers, storm water facilities, roads, parking lots, driveways, water mains, sanitary sewers, and other site improvements meets the design and construction standards of the Township and other appropriate agencies.
4. Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides. Site features such as, but not limited to, trees and other plant materials, fences, retaining walls, berms, outdoor furniture, outdoor structures, and natural and/or artificial water bodies shall be arranged to permit adequate emergency vehicle access.
5. Site planning and design of specified improvements will accomplish, to the extent reasonably feasible, the preservation and protection of existing natural resources and features such as lakes, ponds, streams, wetlands, flood plains, steep slopes, ground water, trees, and wooded areas.
6. Waste water treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or ground water quality.
7. Sites which include storage of hazardous materials waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the air or to the ground, ground water or nearby water bodies, with a specific plan to achieve such objectives being incorporated as part of the site plan.
8. The location of buildings, parking, drives, landscaping, and other improvements on the site is appropriate and consistent with good design standards for the lot size, shape, and general location.
9. Landscaping, including grass, trees, shrubs, and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.
10. The means of ingress and egress for the site shall be planned with the objective of achieving recognized planning, engineering, and safety standards, and shall not result in an unreasonable risk of danger to persons and/or property on the site and/or off the site. In general, this standard shall be met based upon the design of ingress and egress in terms of the number, location, and design of accesses, and utilization of acceleration, deceleration, and passing lanes, and approaches. The Planning Commission shall review

the ingress and egress proposed for the purpose of promoting and protecting traffic safety, and shall require improvements accordingly.

11. The site plan complies with all Township Ordinances, other Township planning documents, other applicable ordinances and county, state, and federal statutes.

Section 6.7 Information Required on Site Plan

A site plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation as provided in this Article. Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" X 36" with plan view drawn to a scale of not less than 1" = 50' for property less than three acres or 1" = 200' for property three or more acres. Included on the site plan shall be all dimensions and the following:

A. General Information

1. Proprietors', applicants', and owners' names, addresses, and telephone numbers.
Letter of authority from owner if applicant is not owner.
2. Date (month, day, year), including revisions
3. A stake survey of the property by a registered surveyor if required by the Zoning Administrator
4. A detailed drawing of the site together with adjacent structures if required by the Zoning Administrator
5. A detailed drawing setting forth the size, location, and type of construction of any signs to be placed on the parcel if required by the Zoning Administrator
6. Location map drawn at a scale of 1"=2,000' with north point indicated if required by the Zoning Administrator
7. Architect, engineer, surveyor, landscape architect, or planner's seal
8. Existing lot lines, building lines, structures, parking areas, etc., on the parcel, and within 100' of the site
9. Proposed lot lines, property lines and all structures, parking areas, etc., and within 100' of the site
10. Centerline and existing proposed right-of-way lines of any street
11. Zoning classification of petitioner's parcel and all abutting parcels
12. Gross acreage figure and percentage of parcel coverage
13. Proximity to major thoroughfares and section corners
14. Pictures from all sides of the property

B. Physical Features

1. Acceleration, deceleration, and passing lanes and approaches
2. Proposed locations of access drives, street intersections, driveway locations, sidewalks, bike paths, curbing, and areas for public use
3. Location of existing and proposed service facilities above and below ground, including:
 - a. well sites
 - b. Septic Systems and other waste water treatment systems. The location of the septic tank and the drain field (soil absorption system) should be clearly distinguished
 - c. Chemical and fuel storage tanks and containers
 - d. Storage, loading, and disposal areas for chemicals, hazardous substances, salt, and fuels

- e. Water mains, hydrants, pump houses, standpipes, and building services and sizes
 - f. Sanitary sewer and pumping stations
 - g. Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways, and other facilities, including calculations for sizes
 - h. Location of all easements
4. Dimensional parking spaces and calculation, drives, and method of surfacing
 5. Exterior lighting locations and illumination patterns
 6. Location and description of all existing and proposed landscaping berms, fencing, and walls
 7. Trash receptacle pad location and method of screening
 8. Transformer pad location and method of screening
 9. Dedicated road or service drive locations
 10. Entrance details including sign locations and size
 11. Designation of fire lanes
 12. A report from the Jackson County Road Commission as to the traffic capacity of the public road adjacent to the site together with a statement from the Road Commission indicating current traffic volume on said road.
 13. Any other pertinent physical features

Demonstration that road right-of-ways meet Jackson County Road Commission standards, and construction meets Road Commission specifications for base and material

C. Natural Features

1. For parcels of more than one acre the existing topography to be indicated with a maximum contour interval of two feet. The topography beyond the site for a distance of one hundred (100) feet in all directions should also be indicated. A grading plan, showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling, and grading.
2. Location of existing drainage courses and associated bodies of water, on and off site, and their elevations
3. Location of existing wetlands
4. Location of natural resource features, including woodlands and areas with slopes greater than ten (10) percent (one foot of vertical elevation for every 10 feet of horizontal distance).
5. A wetlands permit from the Michigan Department of Environmental Quality if one is required by the State
6. A storm water management system and facility approved by the Jackson County Drain Commissioner that will not substantially reduce or increase the natural retention or storage capacity of any water body, or cause alterations that could increase flooding or water pollution on or off the site.
7. The owner shall present the plan and be accompanied by an engineer, architect, or contractor to fully explain the plan unless the requirement for one of the professionals is waived by the Zoning Administrator

D. Additional Requirements for Multiple Family

1. Density calculations by type of unit by bedroom counts
2. Designation of units by type and number of units in each building
3. Carport locations and details where proposed
4. Specific amount and location of recreation spaces

5. Type of recreation facilities to be provided in recreation space
 6. Details of community building and fencing of swimming pool if proposed
- E. Additional Requirements for Commercial and Industrial Developments
1. Presentation of the Site Plan must be by an owner with an architect, engineer, or contractor present unless waived by Zoning Administrator
 2. Loading and unloading areas
 3. Total and usable floor area
 4. Number of employees in peak usage

Section 6.8 Administrative Review

In the following cases, the Township may designate an administrative official to approve a site plan without submission to the Planning Commission, but subject to all of the above criteria, requirements and standards.

- A. Accessory uses incidental to a conforming existing use where said use does not require any variance or further site modifications.
- B. Provision for additional loading and unloading spaces and landscape improvements as required by Ordinance

Section 6.9 Utilities

Utility plans for a particular site which involve provided sewer or water shall be subject to the Township for review and approval. Proposed utilities shall conform with Township approved standards.

Section 6.10 Amendment of Approved Site Plan

- A. A site plan may be amended upon application and in accordance with provisions and the procedures provided in Section 6.4, herein for a final site plan. Site plans amended in order to be brought into compliance with the requirements of governmental agencies of authority, other than the Township, are subject to the provisions of this Ordinance. The Township Zoning Administrator shall have the authority to determine if a proposed change is substantive and therefore requires an amendment to the approved site plan.
- B. Minor changes of an approved final site plan may be incorporated without amendment to the approved preliminary site plan at the discretion of the Planning Commission.
- C. No deed recorded pursuant to an approved site plan may be changed, altered or amended, nor shall any document recorded pursuant to an approved site plan deviate from the site plan submitted to the Planning Commission by the alteration or changing of the area, size, dimensions, or lot lines of any lot, or unit. All such changes must be resubmitted to the Planning Commission upon application and in accordance with the provisions and the procedures provided in Section 6.4 for site plan review.

Section 6.11 Exempt Buildings, Structures, and Uses

Except as provided herein, Article VI shall not apply to the replacement, repair of, or the adding of an addition which does not exceed ten thousand (10,000) square feet or fifty (50) percent of the original structure, whichever is less, or the alteration of buildings, structures, or parking lots on commercial, industrial, or office structures, and uses where the proposed improvement meets all of

the requirements of this Zoning Ordinance, the Township Building Code, the Township Electrical Code, and the Township Plumbing Code, and where the existing use is not materially changed in nature or character. In such cases the Zoning Administrator may authorize a Zoning Compliance Permit for the construction of the improvement without a site plan review. In the event that the proposed improvement requires additional property, a conditional use, a variance, or substantially and materially changes the existing use, then the Zoning Administrator shall refer the proposed improvement to the Planning Commission for a site plan review subject to all of the criteria set forth in Section 6.5. The Zoning Administrator in his discretion shall decide whether a site plan review is necessary under this section to carry out the spirit and intent of this Zoning Ordinance. Providing, however, that such plan must be approved as if it were submitted for a building permit.

Section 6.12 Phasing of Development

An applicant may divide a proposed development into two or more phases with the approval of the Planning Commission and the Township Board. Such phasing shall be in conformance with Section 6.5 F. Future development beyond approved phases shall not appear on the approved final site plan. A phase development shall not be developed in phases exceeding a total of five (5) years for all of the phases.

Section 6.13 Inspection

All sub-grade improvements such as utilities, sub-base, and base installations for drives and parking lots, and similar improvements shall be inspected by the Township and approved prior to covering. The Zoning Administrator shall be responsible for the inspection of all improvements for conformance to the approved final site plan. The applicant shall be responsible for requesting the necessary inspections. The Zoning Administrator shall notify the Township Board, the Building Inspector, and the Planning Commission, in writing, when a development for which a final site plan was approved has passed inspection with respect to the approved final site plan. The Zoning Administrator shall notify the Building Inspector, the Township Board, and the Planning Commission, in writing, of any development for which a final site plan was approved which does not pass inspection with respect to the approved final site plan, and shall advise the Board and Commission of steps taken to achieve compliance. In such case, the Zoning Administrator shall periodically notify the Township Board and Planning Commission of progress towards compliance with the approved final site plan, and when compliance is achieved. An occupancy Permit may be issued by the Zoning Administrator prior to completion of the improvement subject to such conditions and performance guarantee as may be imposed by the Township Board.

Section 6.14 Modification during Construction

All improvements shall conform to the approved final site plan. If the applicant chooses to make any changes in the development in relation to the approved final site plan, they do so at their own risk, without any assurance that the Township Planning Commission will approve the changes. It shall be the responsibility of the applicant to notify the Zoning Administrator and the Planning Commission of any such changes. The Zoning Administrator or Planning Commission shall require the applicant to correct the changes so as to conform to the approved plan.

Section 6.15 Violations

The approved final plan shall become part of the record of approval and subsequent action relating to the site in question and shall be consistent with the approved final site plan unless the Planning Commission approves changes as provided in Article VI. Any violation of Article VI, including any improvement not in conformance with an approved final site plan, shall be deemed a violation of this Ordinance as provided in Article VI, and shall be subjected to the penalties in Article IX, 9.7(C).