



Columbia Charter Township
Jackson County, Michigan
8500 Jefferson Road
Brooklyn, MI 49230

Phone: (517) 592-2000
Fax: (517) 592-8115
www.twp.columbia.mi.us

SITE PLAN REVIEW APPLICATION

FEE: \$800

(Additional funds for Escrow may be requested by the Zoning Administrator)

If the reason for Site Plan Review is due to a Special Land Use Request, please complete that form and submit in addition to this form, additional fees for Special Land Use may also apply.

Please Note: This application must be completed in full, and 10 copies of required documents submitted to the Zoning Administrator. All questions must be answered completely. If additional space is needed, number and attach additional sheets.

Proposed Use / Project Name / Project Description (attach additional sheets describing project in detail):

Project Location (Address):

Parcel Number(s) (Tax ID): 000- - - - - 000- - - - - .

Zoning District: _____ Number of Lots Proposed: _____ Acreage of Project: _____

Owner Information:

Name: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Applicant (If different than owner):

Name: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Existing Use of Land: _____

Type of Project: - Commercial - Industrial - Residential - Multi-Family Residential

Type of Application: - Preliminary Site Plan - Final Site Plan - Combined Prelim./Final

Special Land Use Permit:

Is a Special Land Use Permit required for this project?

_____ - Yes _____ - No OR _____ - Existing Special Land Use, no change

* If yes, please attach completed Special Land Use Permit Application Form with this Site Plan Review Application Form.

The undersigned states that the foregoing statements and attachments are true and correct to the best of their knowledge and belief.

Owner Signature: _____

Applicant Signature: _____

(if different than owner)

Date: _____

Date: _____

Site Plan Submittal Checklist:

See Zoning Ordinance Article 14 (Section 14.3 Review Procedures).

A minimum of ten (10) copies of a site plan shall be submitted to the Zoning Administrator and any supporting documents and application fee.

- Format of Site Plan:** The site plan shall be of a scale not less than 1" = 100' and with a north arrow on each sheet. The site plan shall be of a scale not less than 1" = 50' where the parcel is less than three (3) acres in area.
- All information depicted shall be designed by a professional engineer, land surveyor, or landscape architect licensed in Michigan and shall bear the seal and signature of the licensed individual. The site plan shall present all necessary information in a clear and comprehensible fashion. *The Planning Commission may waive the requirement that the site plan shall be prepared by a professional engineer, land surveyor, or landscape architect, where it determines that the character of the proposed alterations to the lot are of a minimal and non-complex nature such as, by example, where no building, paved parking or grading is proposed or required.*

Site Plan Information: A site plan shall include, at a minimum, the following *except where the Planning Commission determines that the waiving of specific submittal items, due to the particular character of proposed development or site or surrounding conditions, shall not undermine the ability to effectively evaluate the extent to which the site plan complies with the standards of this Ordinance and protects the public health, safety and welfare. The Planning Commission or Township Board may subsequently void this waiver should deliberations reveal the need for additional information.*

- The applicant's full name, address and phone number, the name, address and phone number of the person and firm who prepared the plan, and the date each drawing was prepared or last revised.
- A vicinity sketch showing the location of the property subject to the application in relation to the surrounding road system for a minimum distance of one-thousand (1,000) feet in all directions; the uses and locations of all structures and buildings within one-hundred (100) feet of the property; the delineation of driveways within one-hundred (100) feet of the property; and the zoning classification of the subject parcel and all surrounding parcels.
- A property line survey, correlated with a legal description, showing property line dimensions and bearings, lot area in acres and square feet, and graphic scale.
- Existing uses, buildings, structures, roads, easements and all other existing site improvements, including dimensions thereof, with a designation as to which are to be retained, removed, or otherwise altered.
- Existing natural features on and within one-hundred (100) feet of the site including woodland areas; wetlands; drainage courses, water bodies, and 100-year flood plain areas; topography at no greater than two-foot contour intervals; and soils by type and drainage features according to the County Soil Survey or well/boring logs.
- Required front, side and rear yard setbacks for principal buildings.
- Proposed lots including area, dimensions and lot line bearings; proposed principal and accessory uses, buildings, and structures including trash storage areas and screening, signs, and lighting; the total number of dwelling units and dwelling density calculations; total and usable floor area of each non-residential building; carports and garages; proposed open spaces and type of recreation facilities to be provided; computations associated with the number of parking spaces required and provided including anticipated number of employees; and a project narrative that addresses the intended use of the property and each building proposed.
- Proposed public right-of-ways and private easements, including their widths and purposes, and deed restrictions.
- Proposed roads, drives, and alleys including widths, cross-sections and profiles; acceleration, deceleration and turn lanes; driveways, loading and unloading areas, parking spaces, and parking aisles, with an indication of the total number of spaces and typical space and aisle/driveway dimensions, the direction of travel, the inside radii of all curves including driveway curb returns, and the number of total parking spaces along with the consecutive numbering of such spaces; and sidewalks and other non-motorized travel ways. Proposed traffic control measures (including signs) shall also be indicated.
- Proposed source and location of all public and private utilities including potable water, sewage disposal, and electrical and communication lines, and the necessary easements that exist or are to be established for installation, repair and maintenance of such utilities.
- Proposed signs and light fixtures including the heights and construction type thereof.
- A graphic illustration of the location and extent to which natural features on the site shall be disturbed or otherwise cleared including those under subsection (e) above.
- Proposed landscaping/screening plan in compliance with the requirements of Article 11, including the identification of proposed fences and walls and the heights and construction type thereof.
- Proposed grading, storm drainage and storm water management plan, including soil erosion and sedimentation control measures and spot elevations to adequately portray drainage patterns and final elevations and grades. Such plan shall include the location of drainage easements, exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport storm water. The point of discharge for all drains and pipes shall be specified on the site plan as well as invert and related elevations, and pipe lengths and slope, to construct the same. Such plans shall document the extent of clearing of vegetation and the extent of other clearing, cuts, fills, or other grading, and the finished floor elevations of all buildings. Minimum two-foot contour elevations shall be delineated.
- Proposed location and specifications for any existing or proposed above or below ground storage facilities for any toxic or hazardous substances, as well as any containment structures or clear zones required by government authorities; a complete inventory of toxic or hazardous substances to be stored or used on the site, including the quantity of substances, substance names and characteristics; the proximity of such materials to ground water aquifers, wetlands, surface waters, existing and proposed wells, storm sewers, storm drains, and sanitary sewers; and a proposed storage and disposal plan for such materials including their transfer and/or transport.
- Proposed elevation drawings of all buildings, and floor plans for all buildings to be occupied.
- Proposed area of the parcel, in acres and square feet, to be dedicated to buildings, roads, access drives and parking areas, and the area of the parcel to be dedicated to landscaping and other dedicated open space areas.
- A statement identifying all federal, state, county and local permits required, if any.
- Proposed project completion schedule.
- Other information as necessary to enable designated reviewing bodies to determine whether the proposed site plan shall conform to the provisions of this Ordinance.

Property Staking: *All lot corners shall be conspicuously staked at the time a preliminary and final site plan application is submitted.*

Zoning Ordinance - Section 14.4 Site Plan Approval Standards:

A. Specific Site Development Standards: Each site plan shall conform with the specific site development standards of this Ordinance such as requirements pertaining to lot area, lot width, setbacks, heights, permitted uses, existing nonconformities, signs, road access, potable water, sewage disposal, landscaping and screening, and the specific development standards of Article 7.

B. General Site Plan Approval Standards: In addition to compliance with the standards of subsection (A) above, all site plans shall comply with the following general site plan approval standards:

1. All elements of the site plan shall be harmoniously and efficiently organized in relation to the size and character of the lot, the manner in which buildings and support facilities on the lot relate to one another, and the character of the proposal as viewed from nearby properties and roads.
2. The site plan shall be of a character that supports the purpose of the District in which the site is located.
3. The site plan shall not impede the normal and orderly development, improvement, or enjoyment of surrounding property for uses permitted in the District, including matters pertaining to visual impacts from lighting, signage, outdoor storage, utility areas, and off-street parking.
4. The site plan shall preserve the environmental character of the site insofar as practical by minimizing the removal or disturbances to on-site natural features such as trees, woodlands, soils, topography, water courses and wetlands.
5. The site plan shall provide for the removal of storm water so as to minimize on-site flood conditions and assure the well being of the users of the property, while not adversely affecting adjacent properties and public and natural drainage systems due to flooding, erosion, sedimentation, increased rates or quantities of runoff, or other negative impacts. Storm water management plans shall rely on existing drainage patterns to the greatest extent practical and minimize topographic alterations, and incorporate the necessary measures to discourage soil erosion and sedimentation and the discharge of impurities into the groundwater and nearby water courses.
6. The site plan shall provide vehicular and non-motorized circulation and parking in a manner that ensures for all users visually clear, safe, convenient and efficient travel in the site and at ingress and egress points, including minimizing congestion and conflicting turning patterns, minimizing negative impacts upon abutting properties and roads, coordinating access with the existing and planned public circulation system and improvements thereto, avoiding unnecessary curb cuts and encouraging the use of shared drives where practical, and ensuring that all buildings shall be so arranged as to permit fire emergency access by some practical means to all sides.
7. The site plan shall provide for adequate utilities, and the appropriate location of all necessary and proposed utilities. Underground facilities shall be provided to the greatest extent practical.
8. Where a project is proposed for construction in phases, the project shall be so designed that each phase, when completed, shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure protection of natural resources and public health, safety and welfare. In developments that are intended to be of a mixed-use character, the Township Board may require a phasing plan to ensure that the intended dominant character of the development is preserved, such as the specification of a number or percentage of the proposed residential units in a predominantly residential development be constructed prior to or concurrently with nonresidential components.
9. Site plans shall conform to all applicable Township planning documents including the Columbia Township Master Plan, other applicable township ordinances, and county, state and federal statutes and standards including, but not limited to:
 - a. Jackson County Department of Transportation
 - b. Jackson County Drain Commissioner
 - c. Jackson County Health Department
 - d. Michigan Dept. of Environment Great Lakes & Energy
 - e. Michigan Dept. of Transportation
 - f. Columbia Charter Township Fire Department

For Office Use Only:

PLANNING COMMISSION: This SITE PLAN REVIEW was:

- Recommended to the Township Board for APPROVAL by the Planning Commission. Date of decision: _____
Special Conditions: _____.
- Recommended to the Township Board for DENIAL by the Planning Commission. Date of decision: _____
- Minutes attached from Planning Commission meeting(s).

Planning Commission Chairperson

TOWNSHIP BOARD OF TRUSTEES: This SITE PLAN REVIEW was:

- APPROVED by the Township Board on: (Date) _____.
Special Conditions: _____.
- DENIED by the Township Board on: (Date) _____.

Township Clerk