

ARTICLE 8

SITE PLAN REVIEW

8.01 STATEMENT OF PURPOSE

The intent of this article is to provide for consultation and cooperation between the lot owner(s) and the Township in order that the lot owner(s) may accomplish their objectives in the utilization of their land within the regulations of this Zoning Ordinance and with minimum adverse effect on the use of adjacent streets and on existing and future uses in the vicinity.

8.02 APPLICABILITY

The Township Building Official shall not issue a permit for any construction or uses until a site plan, submitted in accordance with this section, shall have been reviewed and approved by the Township Planning Commission. Excepted from this provision are:

1. Single family or duplex dwellings and agricultural buildings.
2. Accessory buildings requiring no new or additional means of access thereto from adjoining streets and complying with all other applicable Zoning Ordinance requirements.

8.03 OPTIONAL SKETCH PLAN REVIEW

Preliminary sketches of proposed site and development plans may be submitted for review to the Planning Commission prior to submission for final approval. The purpose of such procedure is to allow discussions between a lot owner(s) and the Planning Commission to better inform the lot owner(s) of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval. The Township shall not be bound by any tentative approval given at this time. Such sketch plans shall include as a minimum the following:

1. The name and address of the applicant or lot owner(s), including the names and addresses of any officers of a corporation or partners of a partnership.
2. A legal description of the property.
3. Sketch plans showing tentative site and development plans.

8.04 SITE PLAN APPLICATION PROCEDURE

Requests for final site plan review shall be made by filing with the Township Clerk the following:

1. A review fee as determined by resolution of the Township Board.
2. Five (5) copies of the completed application form for site plan review, which shall contain as minimum the following:
 - A. The name and address of applicant.
 - B. The legal description of the lot.
 - C. The area of the lot stated in acres or, if less than an acre, in square feet.
 - D. The present zoning classification of the subject parcel.
 - E. A general description of the proposed development.

3. The site plan shall include as a minimum the following:

A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer; if appropriate, the topography of the site and its relationship to adjoining land; existing man-made features; dimensions of setbacks, locations, heights and size of buildings and structures and other important features; percentage of the lot covered by buildings and that reserved for open space; dwelling unit density where pertinent; location of public and private streets and easements contiguous to and within the proposed development which are planned to be continued, created, relocated, or abandoned, including grades and types of construction of those upon the site; curb-cuts, driving lanes, parking and loading areas; location and type of drainage, sanitary sewers, storm sewers, and other facilities; fences; landscaping; screening; proposed earth changes; environmental impact of the project; signs and on-site illumination; and any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be demanded by the Planning Commission.

8.05 ACTION ON APPLICATION AND PLANS

1. Upon receipt of the application and plans, the Township Clerk shall record the date of the receipt thereof and transmit three (3) copies thereof the chairperson of the Planning Commission; one (1) copy to the Township Zoning Administrator, and one (1) to be retained by the Township Clerk.

2. A hearing shall be scheduled by the chairperson of the Planning Commission for a review of the application and plans as well as the recommendations of the Township building and Zoning Administrators with regard thereto. Members of the Planning Commission shall be delivered copies of the same prior to the hearing for their preliminary information and study. The hearing shall be scheduled within thirty (30)

days following the date of the receipt of the plans and applications by the Township Clerk.

3. The applicant shall be notified of the date, time and place of the hearing on the application not less than seven (7) days prior to such date.

4. Following the hearing, and in the case of permitted uses, the Planning Commission shall have the authority to approve, disapprove, modify or alter the proposed plans in accordance with the purpose of the site plan review provisions of the Township Zoning Ordinance and criteria therein contain. Any required modification or alteration shall be stated in writing, together with the reasons therefor, and delivered to the applicant. The Planning Commission may either approve the plans contingent upon the required alterations or modification, if any, or may require a further review after the same have been included in the proposed plans for the applicant. The decision of the Planning Commission shall be made within ten (10) days of the hearing. For site plan reviews which also involve conditional use applications, the Planning Commission shall, following the hearing, submit their recommendation to the Township Board, which shall make the final determination on the conditional use permit.

5. A copy of the approved final site plan with any required modifications thereon shall be maintained as part of the Township records for future review and enforcement. One (1) copy shall be returned to the applicant. Each copy shall be signed and dated with the date of approval by the Township Clerk or Planning Commission Chairperson for identification of the finally approved plans. If any variances from the Zoning Ordinance have been obtained, the minutes concerning the variance, duly signed, shall also be filed with the Township records as a part of the site plan and delivered to the applicant for their information and direction.

8.06 CRITERIA FOR REVIEW

In reviewing the application and site plan and approving, disapproving or modifying the same, the Township shall be governed by the following standards:

1. That there is a proper relationship between the existing streets in the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to assure the safety and convenience of pedestrian and vehicular traffic.

2. That the building or structure and entryways thereto proposed to be located upon the lot are so situated and designed as to minimize adverse effects therefrom upon owners and occupants of adjacent properties, the neighborhood, and the traveling public.

3. That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters.

4. That any adverse effects of the proposed development and activities emanating therefrom upon adjoining residents or owners shall be minimized by appropriate screening, fencing or landscaping.

5. That all provisions of the Township Zoning Ordinance are complied with unless an appropriate variance therefrom has been granted.

6. That any building or structure is accessible to emergency vehicles.

7. That the plan, as approved, is consistent with the intent and purpose of zoning to promote public health, safety, morals and general welfare; to encourage the use of lands in accordance with their character and adaptability; to avoid the overcrowding of population; to lessen congestion on the public and private streets; to reduce hazards to life and property; to facilitate adequate provisions for a system of transportation, sewage disposal, safe and adequate water supply, education, recreation, and other public requirements; and to conserve the expenditure of funds for public improvements and services; to conform with the most advantage uses of land, resources and properties; to conserve property values and natural resources; and to develop each lot according its peculiar suitability for particular uses and the general and appropriate trend and character of land, building and population development.

8.07 CONFORMITY TO APPROVED SITE PLAN

1. A lot which is the subject of site plan approval must be developed in strict compliance with the approved site plan and any amendments thereto which have been approved. If construction and development does not conform with such approved plan, the approval thereof shall be forthwith revoked by the Zoning Administrator of the Township by written notice of such revocation posted upon the premises involved and mailed to the lot owner(s) at his last known address. Upon revocation of such approval, all further construction activities shall cease upon the site, other than for the purpose of correcting the violation. However, the Township may, upon application of the lot owner(s) and after a hearing before the Planning Commission, approve an amendment to the site plan to coincide with the lot owner(s)' construction provided that such construction complies with the criteria contained in the site plan approval provisions and with the spirit, purpose and intent of the Township Zoning Ordinance.

2. Approval of the site plan shall be valid for a period of one (1) year after the date of approval. If a building permit has not been obtained and on-site development actually commenced within said one (1) year, the site plan approval shall become void and a new application for site plan approval shall be required and new approval shall be required and obtained before any construction or earth change is commenced upon the site.

8.08 AMENDMENT TO SITE PLAN

A proposed material amendment, modification or alteration to a previously approved site plan shall be submitted for review in the same manner as the original application was submitted and reviewed.