

# SITE PLAN REVIEW APPLICATION



## CHOCOLAY TOWNSHIP

5010 US-41 South  
Marquette, MI 49855  
Phone: 906-249-1448 Fax: 906-249-1313  
chocolay.gov

APPLICATION NUMBER

SR-\_\_\_\_-\_\_\_\_

### PROPERTY AUTHORIZATION

Date of application \_\_\_\_\_ Project address \_\_\_\_\_

#### PROPERTY OWNER

Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Contact number \_\_\_\_\_

E-mail \_\_\_\_\_

#### APPLICANT (if different from owner)

Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Contact number \_\_\_\_\_

E-mail \_\_\_\_\_

If the applicant is not the property owner, the property owner grants permission for the applicant to act on the owner's behalf for this project.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

### PROJECT INFORMATION

Zoning district \_\_\_\_\_

Description of project

see attached

---

---

---

---

---

---

---

---

---

---

Applications must be submitted to the Township Planning Director and considered complete 21 calendar days prior to the next scheduled Township Planning Commission meeting.

**APPLICATION CONDITIONS**

1. I certify that the proposed work is authorized by the property owner of record, and that I have been authorized to make this application. I further certify that the proposed plans as shown are accurate to the best of my knowledge and contain an accurate description and specifications for all existing and proposed structures, utilities and landscaping.
2. I desire to apply for the site plan review indicated in this application with the attachments and that the information on this application is true and accurate to the best of my knowledge.
3. I certify the requested site plan review would not violate any deed restrictions attached to the property involved in the request.
4. I have read Section IX *Site Plan Review* in the Township *Zoning Ordinance* and understand the necessary requirements that must be completed.
5. I understand the fee is non-refundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date to meet with the Planning Commission and that may not be necessarily be the next scheduled meeting.
7. I acknowledge that this form is only an application for a site plan review and is valid only with procurement of applicable approvals.
8. I understand that the Zoning Administrator and the Planning Commission will review the elements on the *Site Plan Review Checklist* to determine if there are items that may require additions and / or changes to the site plan.

**Owner / Agent signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (print)** \_\_\_\_\_

**TOWNSHIP OFFICE**

**Parcel ID** 52-02-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_- **Zoning District** \_\_\_\_\_

**Application Charge** \$200.00

Date paid \_\_\_\_\_ Receipt number \_\_\_\_\_

**Application Information**

Date site plan materials complete \_\_\_\_\_

**Planning Commission Meeting Date**

*Minimum of 21 calendar days prior to the Planning Commission meeting.*

*Start of the 21 day count begins after the date that site plan materials are considered complete.*

Scheduled Planning Commission meeting date \_\_\_\_\_

**Zoning Administrator signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## ZONING ORDINANCE EXTRACT

### 9.1 APPLICATION AND REVIEW PROCEDURES

#### (A) Application Procedures

1. An application for Site Plan Review by the Planning Commission shall be submitted at least twenty one (21) days prior to the next scheduled Planning Commission meeting to the Planning Director, who will review the application materials with the Zoning Administrator to ensure that the requirements of Section 9.1, are met, then transmit it to the Planning Commission. **(#34-18-02)**
2. An application for Site Plan Review shall consist of the following:
  - a. A completed application form, as provided by the Township.
  - b. Copies of the Site Plan as requested by the Planning Director. **(#34-18-02)**
  - c. Payment of a fee, in accordance with the *Adopted Fee Schedule*. **(#34-18-02)**
  - d. Ten (10) copies of the Site Plan as outlined in Section 9.1(B)2.
  - e. Payment of a fee, in accordance with a fee schedule, as determined by Township Board resolution.
  - f. A legal description, including the permanent parcel number, of the subject property.
  - g. Other materials as may be required by this Section, the Planning Director, the Zoning Administrator or the Planning Commission.

#### (B) Site Plan Review Procedures

...

2. Final Site Plan Review
  - a. Final Site Plans shall include the following information.
    - 1) Small scale sketch of properties, streets and use of land within one quarter (1/4) mile of the area.
    - 2) A site plan at a scale not to exceed one (1) inch equals sixty (60) feet (1" = 60'). Additional copies may be requested by the Planning Director. **(#34-18-02)** The following items shall be shown on the plan:
      - a) Date of preparation/revision.
      - b) Name and address of the preparer who shall be a registered engineer, land surveyor, landscape architect, community planner, architect, or related professional.
      - c) The existing and proposed topography of the size at a minimum of two (2) foot intervals and its relationship to adjoining land.
      - d) Existing man-made features.
      - e) Locations and dimensions of property lines, setbacks; locations, heights and size of existing and proposed buildings and structures, including the locations of existing buildings or structures within one-hundred (100) feet of the boundaries of the property.
      - f) Street right-of-ways, indicating proposed access routes, internal circulation, relationship to existing rights-of ways, and curb cuts within one-hundred (100) feet of the property.
      - g) Proposed grading.
      - h) Location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, and fire hydrants.
      - i) Location, sizes, and type of fences, landscaping, buffer strips, and screening.
      - j) Proposed parking areas and drives. Parking areas shall be designated by lines showing individual spaces and shall conform with the provisions of this Ordinance found in Article VIII.
      - k) Easements, if any.
      - l) Dimensions and number of proposed lots.
      - m) Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets.
      - n) Site lighting plan including the following items:
        - i. Proposed location, mounting height, mounting angle, direction, and hours of illumination of each outdoor light fixture (new and existing), including distance from property lines;
        - ii. Description of each illumination device, luminaire, support, reflector, timing device, and other device (e.g. style, manufacturer's part number, wattage, lumens, type of bulb, photometric data);
        - iii. Manufacturer specifications including photographs of the fixtures indicating certified "cut off" characteristics. **(#34-13-03)**
      - o) Adjacent property owner zoning must be added to the site plan and presented with the application. **(#34-18-02)**
      - p) A storm water management plan, which addresses on-site surface runoff problems and how it will be integrated into a general drainage scheme for the area, shall be provided for projects in the commercial, industrial, PUD, and multi-family zoning districts to ensure against any adverse effects to neighboring or off-site property owners as well as to users of the site. **(#34-18-02)**

## ZONING ORDINANCE EXTRACT (CONTINUED)

### 9.2 SITE PLAN REVIEW STANDARDS

- (A) All Final Site plans shall be approved, approved with conditions, or denied based on the purposes, objectives and requirements of this Ordinance, and specifically, the following considerations when applicable:
1. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall be planned to take into account topography, climate considerations, size of the property, the uses on adjoining property and relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
  2. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
  3. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission or Zoning Administrator may require that landscaping, buffers, and/or green belts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
  4. The site plan shall comply with the general purposes and spirit of this Ordinance and the Township *Master Plan*. (#34-18-02)

### 9.3 APPROVED PLANS AND AMENDMENTS

- (A) Upon approval of the Final Site Plan, the Chairman of the Planning Commission shall sign three (3) copies thereof. One (1) signed copy shall be made a part of the Township's files; one (1) copy of the Final Site Plan shall be forwarded to the Zoning Administrator for issuance of a Zoning Compliance permit; and one (1) copy shall be returned to the applicant.
- (B) Each development shall be under construction within one (1) year after the date of approval of the Final Site Plan, except as noted in this Section.
1. The Zoning Administrator may grant one (1) six (6) month extension if the applicant applies for such extension prior to the date of the expiration of the Final Site Plan and provided that: (#34-18-02)
    - a. the applicant presents reasonable evidence that said development has encountered unforeseen difficulties beyond the control of the applicant; and
    - b. the site plan requirements and standards, including those of the Zoning Ordinance and *Master Plan*, that are reasonably related to said development have not changed. (#34-18-02)
  2. Should neither of the provisions of Section 9.3(B) be fulfilled, or a six (6) month extension has expired without construction underway, the Final Site Plan approval shall be null and void.
  3. Amendments to an approved Final Site Plan may occur only under the following circumstances:
    - a. The holder of a valid Final Site Plan approval shall notify the Planning Director of any proposed amendment to such approved site plan.
    - b. Minor changes, requested by the applicant, may be approved by the Zoning Administrator upon certification in writing to the Planning Commission that the proposed revision does not alter the basic design nor any specified conditions of the plan as agreed upon by the Planning Commission. In considering such a determination, the Zoning Administrator shall consider the following to be a minor change:
      - 1) Reduction of the size of any building and/or sign.
      - 2) Movement of buildings and/or signs by no more than ten (10) feet.
      - 3) Landscaping approved in the site plan that is replaced by similar landscaping to and equal or greater extent.
      - 4) Changes in floor plans which do not alter the character of the use or increase the amount of required parking.
      - 5) Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design or reduced required landscaping.
      - 6) Changes required or requested by the Township, Marquette County, or other State or Federal regulatory agency in order to conform to other laws or regulations.
    - c. Should the Zoning Administrator determine that the requested modification to the approved site plan is not minor; a new site plan shall be submitted and reviewed as required by *Section 9.1*.
- (C) Appeal
- If any person shall be aggrieved by the action of the Planning commission, appeal in writing to the Township Board may be taken within five (5) days after the date of such action. The Township Board shall set a time and place for a public hearing. The appellant shall be notified in writing of the hearing and a notice shall be published in a newspaper of general circulation ten (10) days prior to the hearing. All interested parties shall be afforded the opportunity to be heard thereat. After such hearing, the Board shall affirm or reverse the action of the Planning Commission, stating its findings and the reasons for its action. A written copy of such findings, reasons, and action shall be given to the appellant.

# SITE PLAN REVIEW CHECKLIST

## Required Elements

Location \_\_\_\_\_ Project \_\_\_\_\_

Plan Item Found				Item Description
Yes	No	N/A	Plan Sheet Number	
<b>Project Information</b>				
				Project name
				Project location
				Project description
				Vicinity map of the project
<b>Plan Preparer Information</b>				
				Date of preparation or revision
				Name and address of the preparer – must be a registered engineer, land surveyor, landscape architect, community planner, architect, or related professional
				Scale not greater than one inch equals twenty feet, nor less than one inch equals 200 feet
				Drawing is easily interpreted
<b>Property Dimensions and Legal Information</b>				
				Property owner(s), developer(s) and designer(s)
				Dimensions and number of proposed lots
				Locations and dimensions of property lines and structure setbacks
				Easements, if any
				Scale and north point
				Property legal description(s)



Plan Item Found				Item Description
Yes	No	N/A	Plan Sheet Number	
<b>Property Access</b>				
				Street right-of-ways, indicating proposed access routes, internal circulation, relationship to existing rights-of ways, and curb cuts within one hundred feet of the property
				Neighboring driveways and other vehicular circulation features within and adjacent properties, including turn lanes
<b>Existing Structure Locations</b>				
				Location of existing man-made features
				Locations of existing buildings or structures within one hundred feet of the boundaries of the property
				Locations, heights, area and dimension of existing buildings and structures
				Location of existing trash collection, outdoor storage, service and loading areas
<b>Proposed Structure Locations</b>				
				Dwelling units per acre
				Floor area of each proposed dwelling unit
				Location of proposed trash collection, outdoor storage, service and loading areas
				Locations, heights, area and dimension of proposed buildings and structures
				Proposed sidewalks, trails, roads, and other vehicle and pedestrian circulation within or adjacent to the site



Plan Item Found				Item Description
Yes	No	N/A	Plan Sheet Number	
<b>Parking</b>				
				Proposed parking and unloading areas and drives – designated by lines showing individual spaces and show all elements applicable to required parking calculations per Section 8 of the zoning ordinance, such as number of dwelling units, number of occupants, number of rooms, floor area, floor space, seating capacity, area of outdoor sales space or other applicable element
				Proposed driveways and roads
				Off-site parking
<b>Landscape and Utilities</b>				
				Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, creeks, rivers (Chocolay and Sands), flood plains, hills, slopes over 25% and similar natural assets
				Existing and proposed topography of the size at a minimum of two foot intervals and its relationship to adjoining land
				Proposed grading or fill
				Existing location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, fire hydrants and snow storage area
				Location, sizes, and type of fences, landscaping, buffer strips, and screening
				Proposed connections to existing utilities and proposed utility extension(s)
				Proposed snow storage areas



Plan Item Found				Item Description
Yes	No	N/A	Plan Sheet Number	
				Proposed alterations to the topography and other natural features
				County soil analysis
				Soil erosion and sediment control measures
<b>Groundwater Protection</b>				
				Location and size of interior and exterior areas and structures to be used for storage, use, loading / unloading, recycling, or disposal of hazardous materials
				Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wash water and other similar uses
				Location of exterior and interior drains, on-site sewage systems, dry wells, catch basins, retention / detention areas, sumps or other facilities designed to collect, store or transport stormwater or wastewater – point of discharge is shown on the site plan
				Location of water wells on the site and within 150 feet surrounding the project boundaries
				Location of septic systems and related drain fields on the site
<b>Lighting</b>				
				Description of each illumination device, luminaire, support, reflector, timing device, and other device (such as style, manufacturer’s part number, wattage, lumens, type of bulb, photometric data)
				Manufacturer specifications including photographs of the fixtures indicating certified “cut off” characteristics





Plan Item Found				Item Description
Yes	No	N/A	Plan Sheet Number	
				Proposed location, mounting height, mounting angle, direction, and hours of illumination of each outdoor light fixture (new and existing), including distance from property lines
<b>Additional Information or Documents</b>				
				Additional Township permit requirements
				Other agency permit requirements
				Any other information required by applicable sections of the Zoning Ordinance

**Comments**

Reviewed by \_\_\_\_\_ Review Date \_\_\_\_\_

