

ARTICLE XX

SITE PLANS

SECTION XX.05 – INTENT & PURPOSE

It is the intent and purpose of this Article to:

- (A) Reasonably ensure that developments and uses of land will not adversely affect the public health, safety, and general welfare;
- ~~(B) Ensure that developments or uses of land are compatible with the surrounding uses and the goals and objectives of the Master Plan;~~
- ~~(C)~~(B) Reduce the adverse impacts of developments ~~and or~~ uses of land on surrounding properties, ~~surrounding uses,~~ the area, and the Township;
- ~~(D)~~(C) Achieve safe and convenient traffic and pedestrian movement within a site and in relation to access streets;
- ~~(E)~~(D) Encourage a harmonious relationship of buildings and uses, both within a site and in relation to adjacent uses;
- ~~(F)~~(E) Reasonably Preserve natural features and resources;
- ~~(G)~~(F) Achieve-Encourage efficient use of the land;
- ~~(H)~~(G) Define the types of developments and uses that require site plan approval;
- ~~(I)~~(H) Provide a consistent and uniform method of review for site plans for developments;
- ~~(J)~~(I) Delegate the authority for review and approval of site plans;
- ~~(K)~~(J) Define the data required for site plans;
- (K) Define standards for the review of site plans;
- ~~(L) Ensure that developments or the use of land are compatible with the goals and objections of the Master Plan;~~
- (M) Encourage cooperation and consultation between applicants and the Township; and
- (N) Ensure full compliance with the provisions of this Ordinance, other ~~applicable-Township~~ ordinances, and state and federal laws.

SECTION XX.10 - AUTHORITY

- (A) **Site Plan Review:** Authority to approve, approve with conditions, or deny a site plan shall be with the Planning Commission or the Director of Planning and Zoning, as outlined in this **Article**.
- (B) **Development Agreement Review:** Authority to approve, approve with conditions, or deny a development agreement shall be with the Township Board.
- (C) **Variance Review:** Authority to approve, approve with conditions, or deny a variance associated with a site plan shall be with the Zoning Board of Appeals.

SECTION XX.15 - SITE PLANS REQUIRED

(A) **Site Plan Required:** The following ~~buildings~~, structures, sites, and uses shall require site plans:

- (1) All permitted uses in Commercial and Public Lands Districts;
- (2) All commercial or institutional uses, regardless of the zoning district in which it is located;
- (3) All special land uses;
- (4) All multiple-family dwellings;

~~(5) Accessory dwellings in Lake Residential (LR) Districts;~~

~~(6)(5) Mobile home parks;~~

~~(7)(6) Planned unit developments;~~

~~(8)(7) Site condominiums or plated subdivisions;~~

~~(9)(8) Any alteration, addition, or expansion of an existing use that requires a site plan; and~~

~~(10)(9) Any parking lot or parking lot addition.~~

(B) **Limitations:** Grading, clearing, excavation, construction, ~~and-or~~ use of ~~or for buildings~~, structures, sites, ~~and-or~~ uses requiring a site plan shall not commence until a site plan has been approved and all necessary permits have been issued, unless otherwise noted in this Ordinance.

SECTION XX.20 - GENERAL SITE PLAN PROVISIONS

INTRODUCTION OF SOME SORT HERE?

(A) **Combined Site Plan Review:** An applicant may request a combined preliminary and final site plan approval. The Planning Commission may require separate preliminary and final site plan approval if, in its opinion, the complexity or size of the proposed development makes such a separation necessary. Combined site plan review shall not be considered for a project with more than one (1) phase.

(B) **Developments with Multiple Phases:** Projects with multiple phases shall have one (1) preliminary site plan for the entire project and one (1) final site plan for each phase.

(C) **Site Plans Requiring a Variance:** Site plans that require a variance may apply for the variance before or after applying for preliminary site plan review. If the variance has not been approved at the time of Planning Commission review, the approval shall be contingent on approval of the necessary variances. All necessary variances shall be approved before submission of a final, combined, or administrative site plan application.

(D) **Site Plans for Special Land Uses:** Site plans for special land uses shall have the special land use review before or at the same time as the final, combined, or administrative site plan review.

(E) **Site Plans for Open Space Preservation Communities:** Site plans for open space preservation communities shall have the open space preservation community review before or at the same time as the final, combined, or administrative site plan review.

(F) **Changes to Preliminary Site Plan:** The Planning Commission may approve changes to an approved preliminary site plan during final site plan review.

(G) *Right to Enter Property:* Submission of a site plan application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this ~~Section~~Article.

(H) *Conditions of Approval:* The approving authority may impose reasonable conditions in granting an approval related to the following:

- (1) *Health, Safety, and Welfare:* Conditions shall be designed to protect the health, safety, ~~and~~ welfare, ~~and the social and economic~~ well-being of those who will use the site under consideration, residents and landowners immediately adjacent to the site, ~~and as well as~~ the community as a whole;
- (2) *Public Services and Facilities:* Conditions shall be designed to ensure that public services and facilities affected by a proposed activity will be capable of accommodating the resulting increased service and facility loads;
- (3) *Police Power:* Conditions shall be related to the valid exercise of the police power and purposes that are affected by the activity; or
- (4) *Compliance:* Conditions shall be necessary to ensure compliance with the standards and provisions of this Ordinance, other Township Ordinances, ~~and or~~ state and federal law.

SECTION XX.25 - GENERAL SITE PLAN REVIEW PROCEDURES

Site plans shall be reviewed as described below and in this Article.

(A) *Preapplication Meeting:* The applicant shall meet with Township Officials, other agencies, and other interested parties prior to submission of a site plan application.

- (1) *Intent:* The intent of the preapplication meeting is to inform Township Officials and other interested parties of the general concept of the proposed development and to provide the applicant with feedback and guidance concerning the application. Statements made in the course of a preapplication meeting shall not be legally-binding nor construed as representing approval or actions the approving authority may make.
- (2) *Township Attendance:* The Zoning Administrator shall invite the following individuals to attend the preapplication meeting:
 - a. Other Township Officials, including, but not limited to: the Planning Commission Chair, the Township Engineer, and the Township Attorney; and
 - b. Officials from other agencies, including, but not limited to: the Washtenaw County Road Commission, the Washtenaw County Environmental Health Department, the Washtenaw County Water Resources Commissioner, the Dexter Area Fire Department, and local schools.
- (3) *Applicant Attendance:* The applicant, or an agent, shall attend and shall be responsible for inviting individuals responsible for preparing the site plan.

(B) *Application:* The applicant shall submit a complete and accurate site plan application form provided by the Township for that purpose. The application shall include all relevant materials, as outlined in this Article, any materials request by the approving authority, and any additional materials determined by the **Director of Planning and Zoning/Zoning Administrator**. Submission of an application constitutes a representation that all the information is complete and accurate.

- (C) **Fee:** A fee, as established by the Township Board, shall be submitted at the time of application. No fee shall be required if the Township Board, Zoning Administrator, or any official or body of the Township is acting as the applicant on behalf of the Township.
- (D) **Scheduling:** Upon declaration of a complete application by the Zoning Administrator, an application for a site plan requiring review by the Planning Commission shall be placed on the next available agenda for the Planning Commission. The applicant may request it be placed on a later meeting agenda or may request a special meeting, with payment of an additional special meeting fee, as established by the Township Board.
- (E) **Preliminary Site Plan Review:** Preliminary site plan review shall be conducted by the Planning Commission at a public hearing. If a preliminary site plan is approved or approved with conditions, the applicant shall provide two (2) hard copies and a digital copy, in formats acceptable to the Township, of the approved preliminary site plan with any changes required by the Planning Commission.
- (F) **Development Agreement:** The development agreement shall be approved or the requirement to have a development agreement shall be waived by the Township Board before submission of a final site plan application.
- (G) **Master Deed and Bylaws:** Any master deed and bylaws shall be approved by the Township Attorney before submission of a final site plan application.
- (H) **Final Site Plan Review:** Final site plan review shall be conducted by the Planning Commission at a public hearing. If a final site plan is approved or approved with conditions, the applicant shall provide two (2) hard copies and a digital copy, in formats acceptable to the Township, of the approved preliminary site plan with any changes required by the Planning Commission.
- (I) **Administrative Site Plan Review:** Administrative site plan review shall be conducted by the Director of Planning and Zoning but may be referred to the Planning Commission at the Director of Planning and Zoning's discretion.
- (J) **Preconstruction Meeting:** A preconstruction meeting shall be held between the developer and Township officials and other interested parties prior to issuance of a preliminary zoning certificate of compliance/zoning permit for the project.
- (K) **Applicant's Responsibilities:** The applicant shall post a public notice sign, clearly visible from all front lot lines at least fifteen (15) days before all public hearings.
- (L) **Notice of Hearing:** The Township shall give public notice for all site plans requiring review by the Planning Commission, as outlined in Section xx of this Ordinance and STATE REFERENCE HERE.
- (M) **Contact with Planning Commissioners (Ex parte Contact):** No person shall communicate directly with any member of the Planning Commission before a public hearing with the intent to influence the member's action or decision. Written comments may be submitted to the Zoning Administrator for distribution to the Planning Commission. This shall not prohibit the Zoning Administrator from promulgating staff reports and other related materials to the Planning Commission.
- (N) **Transmission of Materials:** The Zoning Administrator or appropriate official or body shall transmit all relevant records and other materials to the Planning Commission.
- (O) **Hearing Appearance:** Any party may appear in person or by duly-authorized agent or attorney at public hearings.
- (P) **Hearing Recess:** The Planning Commission may recess public hearings from time to time with notice conforming to the requirements of the Open Meetings Act.
- (Q) **Decisions:** Decisions shall be made in a timely manner, based on the approving authority, as follows:

- (1) *Planning Commission:* The Planning Commission shall render its decision within sixty (60) days of the initial public hearing/filing date, unless a delay is agreed to by the applicant and the Planning Commission. The concurring vote of at least four (4) members of the Planning Commission shall be necessary to approve a site plan. The decision shall be final upon adoption of meeting minutes or signing of a resolution, whichever occurs first.
- (2) *Zoning Administrator:* The Zoning Administrator shall render a decision within forty-five (45) days of the filing date, unless a delay is agreed to by the applicant and the Zoning Administrator. The decision shall be final upon issuance of a letter outlining the decision by the Zoning Administrator.

(R) *Rehearing:* A rehearing shall be processed in the same manner as the original application, including a new fee, unless initiated by the Planning Commission or Township Board. A request for rehearing shall be made within thirty (30) days of the decision becoming final. The only grounds upon which a rehearing of a previously-denied site plan shall be granted is if the approving authority, upon inspection, finds one (1) or more of the following to be true:

- (1) *New Evidence:* Newly-discovered evidence is available;
- (2) *Inaccurate Evidence:* Evidence previously relied upon is found to be inaccurate; or
- (3) *Procedures:* Proper procedures were not followed.

(S) *Reapplication:* A site plan application that has been denied shall not be resubmitted for reconsideration for a period of one (1) year from the date the decision became final, unless:

- (1) *Changed Conditions:* The approving authority, upon inspection, finds proof of changed conditions that contributed to the denial; or
- (2) *Changes to Site Plan:* Substantial changes have been made to the site plan that address the reasons for denial.

(T) *Revocation:* A site plan may be revoked by the approving authority, with notice to the applicant. Upon revocation of a site plan, all activity shall cease immediately except for work related to securing the site or correcting a violation. In order to revoke an approved site plan, the approving authority shall find any of the following to be true:

- (1) The execution or use of a zoning permit related to the approved site plan is not consistent with a standard of this Ordinance as it existed at the time of approval;
- (2) The execution or use of a zoning permit related to the approved site plan is not consistent with any condition of approval;
- (3) The execution or use of a zoning permit related to the approved site plan is not consistent with any written or verbal commitment; or
- (4) The approval was a result of fraud or misrepresentation of facts.

(U) *Suspension:* An approved site plan may be suspended temporarily and immediately by the approving authority, without notice. Upon suspension of a site plan, all activity shall cease immediately except for work related to addressing the threat. In order to suspend an approved site plan, the approving authority shall find both of the following to be true:

- (1) *Threat:* A severe and imminent threat exists to the health, safety, and welfare of neighboring persons or properties; and
- (2) *Delay:* The delay required for noticing would be detrimental to efforts to mitigate or respond to the threat.

SECTION XX.30 - SITE PLAN INFORMATION

(A) **Site Plan Preparation:** All site plans shall be prepared and stamped by a professional engineer, architect, planner, landscape architect, or surveyor who is registered or licensed in the State of Michigan. All landscape plans for sites with a lot area of more than one (1) acre shall be prepared and stamped by a landscape architect licensed in the State of Michigan.

(B) **Readability:** Site plans shall include a north arrow, graphic scale, and be easily legible in the format submitted. (SCALE??)

(C) **Site Plan Data:** Site plans shall include the following information:

<i>Table xx.30(C)- Data Required for Site Plans</i>			
(1) Application	Administrative	Preliminary	Final
^a Name and address of the applicant(s) and property owner(s)	X	X	X
^b Address and common description of the site and complete legal description	X	X	X
^c Project Name	X	X	X
^d Dimensions of the site and the total acreage (gross) and lot area (net)	X	X	X
^e Zoning district of the site and all adjacent properties	X	X	X
^f Description of the proposed project or use	X	X	X
^g Name and address of the individual and/or firm that prepared the site plan	X	X	X
^h Proof of property ownership	X	X	X
(2) Site and Zoning Data	Administrative	Preliminary	Final
^a Project Name	X	X	X
^b Survey and legal description of the existing and proposed site	X	X	X
^c Location and dimensions of existing rights-of-way	X	X	X
^d Existing lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site	X	X	X
^e Proposed lot lines, buildings, parking areas, and other structures and improvements on and within 100 feet of the site, including dimensions and setbacks	X	X	X

^f All existing and proposed easements and deed restrictions, including a description	X	X	X
^g Zoning district of the site and all properties within 300 feet of the site	X	X	X
^h Existing and proposed use of the site and all properties within 300 feet of the site	X	X	X
ⁱ Total existing and proposed site acreage (gross) and proposed lot area (net)	X	X	X
^j Lot (building) coverage, as area and percentage of the lot area	X	X	X
^k Impervious surface coverage, as area and percentage of the lot area	X	X	X
^l Number or residential units for residential developments and number of bedrooms for multiple-family developments	X	X	X
^m Required setbacks	X	X	X
ⁿ North arrow	X	X	X
^o Scale, including graphic representation	X	X	X
^o Location, character, and size of each phase for multiple-phase developments	X	X	X
(3) Natural Features	Administrative	Preliminary	Final
^a Location of existing plant materials, identifying those to remain and those to be removed	X	X	X
^b Location, sizes, species, and condition of existing trees with a caliper of 6 inches or more	X	-	X
^c Location of woodland areas	X	X	X
^d Location of steep slope areas	X	X	X
^e Topography of and within 150 feet of the site at 2 foot contours or better, referenced to a USGS benchmark	X	X	X
^f Location of existing drainage courses and county drains	X	X	X
^g Location of floodplains, including the base flood elevation and FIRM panel number	X	X	X
^h Location of existing and proposed surface waterbodies	X	X	X

ⁱ Location and area of wetlands	X	X	X
^j Location and area of wetlands to be disturbed	X	X	X
^k Soil information, including the type and any restrictions on development	X	X	X
^l Groundwater information	X	X	X
^m Natural feature impact statement	X	X	-
ⁿ Natural feature protection plan	X	-	X
(4) Access, Circulation, and Parking	Administrative	Preliminary	Final
^a Location of existing and proposed streets, driveways, parking lots, sidewalks, and non-motorized pathways	X	X	X
^b Dimensions, curve radii, centerlines, and widths of existing and proposed streets, parking lots, sidewalks, non-motorized pathways, and rights-of-way	X	-	X
^c Driveways and intersections within <u>250-300</u> feet of the site	X	X	X
^d Clear-vision zones required by this Ordinance and the Washtenaw County Road Commission	X	X	X
^e Cross-sections and details of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways	X	-	X
^f Dimensions of acceleration, deceleration, and passing lanes	X	-	X
^g Calculation for number of required parking spaces, including floor area and number of employees for the largest shift, or number of dwelling units/bedrooms	X	X	X
^h Dimensions of parking spaces, islands, maneuvering lanes, and loading zones	X	-	X
ⁱ Location and dimensions of existing and proposed queuing spaces	X	X	X
^j Designation of fire lanes, including signage	X	-	X
^k Location and details of traffic regulatory signs and pavement markings	X	-	X
^l Shared parking agreement for site plans using shared parking	X	-	X
^m Construction access routes	X	-	X

(5) Landscape Plan	Administrative	Preliminary	Final
^a General landscape plan, including location and type of all proposed shrubs, trees, and other live plant materials	X	X	X
^b Existing live plant material to remain	X	X	X
^c Existing and proposed topography	X	X	X
^d Calculations used to determine the necessary amount of plantings	X	-	X
^e Planting list for all proposed landscaping materials, with caliper size or height of material, root ball type, method of installation, botanical and common names, spacing, and quantity	X	-	X
^f Irrigation system plan for watering and draining landscape areas	X	-	X
^g Location of landscape elements, such as berms, walls, ponds, retaining walls, and tree wells	X	X	X
^h Sections, elevations, plans, and details of landscape elements, such as berms, walls, ponds, retaining walls, and tree wells	X	-	X
ⁱ Proposed methods of protecting existing plant material during construction, including type and location	X	-	X
^j Proposed dates of plant installation	X	-	X
^k Landscaping maintenance plan/schedule	X	-	X
(6) Building, Structure, and Miscellaneous Information	Administrative	Preliminary	Final
^a Location, height, and exterior dimensions of all existing and proposed buildings and structures	X	X	X
^b Building floor plans, including total floor area	X	-	X
^c Finished floor level for all existing and proposed buildings	X	-	X
^d Location, size, height, and lighting details of all proposed signs	X	X	X
^e Building façade elevations for all sides	X	-	X
^f Location of exterior lighting	X	X	X
^g Details of exterior light fixtures and photometric plan	X	-	X
^h Location of trash receptacles, transformer pads, hvac equipment, generators, and screening methods	X	X	X
ⁱ Location of any outdoor sales or display area	X	X	X

^j Location of any screening or buffering	x	x	x
(7) Utilities	Administrative	Preliminary	Final
^a Location of existing and proposed sanitary sewers and/or septic systems	x	x	x
^b Size of existing and proposed sanitary sewers and septic systems	x	-	x
^c Location of existing and proposed water mains, well sites, water service, and fire hydrants	x	x	x
^d Size of existing and proposed water mains, well sites, water service, and fire hydrants	x	-	x
^e Location of existing and proposed above and below-ground gas, electric, telephone, and cable lines	x	x	x
^f Location of existing and proposed utility easements	x	x	x
^g Location of existing and proposed transformers and utility boxes	x	-	x
(8) Grading and Drainage	Administrative	Preliminary	Final
^a Proposed site grading, drainage patterns, and other stormwater management measures	x	x	x
^b Stormwater drainage calculations	x	-	x
^c Location of stormwater retention/detention pond(s)	x	x	x
^d Stormwater retention/detention pond(s) details, including grading, side slopes, high-water elevation, volume, and outfalls	x	-	x
^e Location of existing and proposed storm sewers and drains	x	x	x
^f Dimensions of existing and proposed storm sewers and drains	x	-	x
⁹ Extent of disturbed area, including square footage and percentage of lot area	x	x	x
(9) Additional Information for Site Condominiums or Platted Subdivisions	Administrative	Preliminary	Final
^a Stuff here			
^b Approved Master Deed	x	=	x

^c Approved Bylaws	<u>x</u>	=	x
(10) Additional Information for Open Space Communities	Administrative	Preliminary	Final
^a Alternative layout	x	x	-
^b Table of deviations from the standards of this Ordinance	x	x	x
^c Density bonus calculations	x	x	x

(11) Additional Information for Planned Unit Developments	Administrative	Preliminary	Final
^a Table of deviations from the standards of this Ordinance	x	x	x

(12) Additional Information/Studies	Administrative	Preliminary	Final
^a Completion schedule	x	x	x
^b Table of required permits and the issuing authority	x	x	x
^c Date/revision date of the site plans	x	x	x
^d Depiction of changes made since the previous site plan	x	-	x
^e Description and location of methods to contain any hazardous materials	x	x	x
^d Traffic study for all projects anticipated to generate 100 or more trips per day	x	x	-
^e Impact statement	x	x	-
^f Environmental assessment	x	x	-
^g Noise study	x	-	x
⁹ Others			

(D) Nonapplicable Items: If any of the required information above is not applicable to a particular site plan, a list of those items shall be included in the application or on the site plan with the reasons why the applicant believes each listed item should not be considered necessary.

(E) Waiver of Information: The approving authority may waive the requirement to include specific information from a site plan as outlined below, after consultation with the Zoning Administrator and the Township Engineer:

- (1) Criteria:** The approving authority shall make a written finding describing how the omission will not negatively impact the ability to review the site plan for compliance with the Zoning Ordinance, other Township ordinances, and state and federal law.

- (2) *Rescinding Waiver:* The approving authority may rescind the waiver if, at a later date, it determines the information is necessary for reviewing the site plan.
- (F) *Combined Site Plan:* Combined site plans shall include the information necessary for both preliminary and final site plan review.
- (G) *Amended Site Plan:* Amended site plans shall clearly illustrate what is being amended.

SECTION XX.35 - PRELIMINARY SITE PLAN REVIEW PROCESS

Preliminary site plans shall be reviewed as outlined in this Section.

(A) *Application Materials:* An application for a preliminary site plan shall include the following:

- (1) *Application Form:* A signed and completed application form;
- (2) *Fee:* A site plan application fee, as outlined in the adopted fee schedule;
- (3) *Site Plans:* Fifteen (15) hard copies of the site plan and a digital copy of the site plan, in a format acceptable to the Township; and
- (4) *Additional Materials:* Any additional information determined necessary by the Zoning Administrator.

(B) *Right to Enter Property:* Submission of a preliminary site plan application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this Section.

(C) *Review of Completeness:* Applications for a preliminary site plan shall be reviewed by the Zoning Administrator for completeness.

- (1) *Review Letter:* The Zoning Administrator shall issue a review letter within fourteen (14) days of receiving the application stating whether the application is complete or, if not, what additional materials or information is necessary for it to be considered complete. If the review letter is not issued within the above period, the site plan application shall be considered complete and shall be placed on the next available Planning Commission agenda.
- (2) *Review Letter for Wireless Communication Facilities:* The Zoning Administrator shall issue a review letter for wireless communication facilities within ten (10) days of receiving the application stating whether the application is complete or, if not, what additional materials or information is necessary for it to be considered complete. If the review letter is not issued within the above period, the site plan application shall be considered complete and shall be placed on the next available Planning Commission agenda.
- (3) *Filing Date:* The date on which the Zoning Administrator declares the application complete or the expiration of the fourteen (14) or ten (10) days described above shall be considered the filing date for the application.

(D) *Public Notice Sign:* The applicant shall post a public notice sign on the site, clearly visible from each street, at least fifteen (15) days before the public hearing.

(E) *Notice of Hearing:* The Township shall give public notice of the preliminary site plan public hearing, as outlined in Section XX of this Ordinance and STATE REFERENCE HERE.

(F) *Planning Commission Review:* Preliminary site plans shall be reviewed by the Planning Commission at a public hearing.

- (1) *Possible Action:* The Planning Commission shall approve, approve with conditions, or deny the preliminary site plan, using the standards in this Section. The concurring vote of at least four (4) members of the Planning Commission shall be necessary to approve a preliminary site plan.
- (2) *Timely Review:* The Planning Commission shall take action within sixty (60) days of the filing date, unless a delay is agreed to by the Planning Commission and the applicant.
- (3) *Approval:* If approved, the applicant shall submit two (2) hard copies and a digital copy, in a format acceptable to the Township, of the approved preliminary site plan, with any changes required by the Planning Commission and may apply for a final site plan.
- (4) *Denial:* If a preliminary site plan is denied, the Planning Commission shall cite its reasons for denial.

(G) **Decision Criteria:** The Planning Commission shall approve a preliminary site plan if it determines all of the following are true:

- (1) *Organization:* All elements of the preliminary site plan are harmoniously and efficiently designed in relation to topography, the size and type of the site, the character of the surrounding area, and the type and size of buildings;
- (2) *Landscape Preservation:* The landscape is preserved in its natural state, as much as reasonably possible, by minimizing tree, vegetation, and soil removal and by topographic modifications that result in maximum harmony with the surrounding area;
- (3) *Sedimentation and Flooding:* The development is not likely to increase off-site sedimentation or otherwise adversely impact surrounding properties due to flooding;
- (4) *Privacy:* The site is arranged to provide reasonable visual and sound privacy for all dwelling units located on it and in the surrounding area;
- (5) *Emergency Access:* All buildings shall be arranged to provide emergency access from all sides;
- (6) *Access:* Every structure or dwelling unit shall have access to a public or private street, sidewalk, or other dedicated common use area;
- (7) *Pedestrian Circulation:* There is a separate pedestrian circulation system that is insulated as much as reasonable from the vehicular circulation system;
- (8) *Lighting:* Exterior lighting shall be arranged in a manner so that it is deflected away from adjacent streets and properties;
- (9) *Circulation Arrangement:* The arrangement of streets, driveways, and trails shall respect the pattern of existing and planned streets and pedestrian improvements in the area;
- (10) *Landscaping:* There shall be adequate room on the site to provide the necessary landscaping;
- (11) *Parking:* There shall be adequate space on the site to provide for the necessary parking;
- (12) *Ordinance Standards:* The site plan shall meet or is likely to meet the provisions of this Ordinance for the proposed use; and

(13) **More.**

(H) **Expiration:** Approval of the preliminary site plan shall be valid for one (1) year from the date of approval.

- (1) *Final Site Plan Application:* An application for a final site plan shall be submitted to the Township within this time or the preliminary site plan shall be considered expired.

- (2) *Multiple-phase Developments:* An application for the final site plan of the first phase of a multiple-phase development shall be submitted to the Township within this time, and applications for the final site plans for additional phases shall be submitted according to a schedule outlined on the approved preliminary site plan.
- (3) *Effect:* Preliminary site plans that have expired shall be resubmitted for review as a new application.
- (4) *Extension Request:* If an application for an extension has been submitted prior to the expiration date, the site plan shall remain valid until the Planning Commission hears the application.
- (I) *Extension:* The Planning Commission may grant one (1) extension of an approved preliminary site plan for a period of up to one (1) year, if it determines all of the following are true:
- (1) *Application Date:* The application for an extension was submitted prior to the expiration date;
 - (2) *Applicant Effort:* The applicant has made a good-faith effort to submit a final site plan in a timely manner, and the delay was not the result of actions or inaction of the applicant;
 - (3) *Substantial Changes:* There have been no substantial changes on abutting properties since the original approval that would raise concern of the impact of the approved preliminary site plan on those properties or on the site; and
 - (4) *Current Standards:* The approved preliminary site plan shall be in substantial compliance with this Ordinance at the time of extension.
- (J) *Revocation:* An approved preliminary site plan may be revoked by the Planning Commission, following a public hearing, if it finds the following to be true:
- (1) *Fraud:* The approval was a result of fraud or misrepresentation of facts.
- (K) *Copies of Approved Preliminary Site Plan:* The applicant shall submit two (2) hard copies and a digital copy, in a format acceptable to the Township, of the approved preliminary site plan, with any modifications required for approval. The approved preliminary site plan shall be stamped and signed by **WHOM** and shall become a part of the record. Additional copies may be submitted for stamping and signing if the applicant wants a copy or copies.

SECTION XX.40 - FINAL SITE PLAN REVIEW PROCESS

Final site plans shall be reviewed as outlined in this Section.

- (A) *Application Materials:* An application for a final site plan shall include the following:
- (1) *Application Form:* A signed and completed application form;
 - (2) *Fee:* A site plan application fee, as outlined in the adopted fee schedule;
 - (3) *Site Plans:* **Fifteen (15) hard copies** of the site plan and a digital copy of the site plan, in a format acceptable to the Township. The applicant may submit one (1) copy with the application and submit the remaining copies following the review of completeness;
 - (4) *Development Agreement:* A development agreement approved by the Township Board, unless the need for a development agreement was waived by the Township Board;
 - (5) *Master Deed and Bylaws:* Master deed and bylaws approved by the Township Attorney for those developments with a master deed ~~and or~~ bylaws;

(6) *Confirmation of Submission:* Confirmation that the site plan has been submitted to other interested agencies, including, but not limited to: Washtenaw County Road Commission, Washtenaw County Environmental Health Department, Washtenaw County Water Resources Commissioner, Dexter Area Fire Department, and Multi-Lakes Water and Sewer Authority or Portage Base Lakes Area Water and Sewer Authority.

(7) *Additional Information:* Any additional information determined necessary by the Planning Commission at preliminary site plan review or the Zoning Administrator.

(B) *Right to Enter Property:* Submission of a final site plan application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this Section.

(C) *Review of Completeness:* Applications for a final site plan shall be reviewed by the Zoning Administrator for completeness.

(1) *Review Letter:* The Zoning Administrator shall issue a review within fourteen (14) days of receiving the application stating whether the application is complete or, if not, what additional information or materials is necessary for it to be considered complete. If the review letter is not issued within the above period, the site plan application shall be considered complete and shall be placed on the next available Planning Commission agenda.

(2) *Review Letter for Wireless Communication Facilities:* The Zoning Administrator shall issue a review letter for wireless communication facilities within ten (10) days of receiving the application stating whether the application is complete or, if not, what additional materials or information is necessary for it to be considered complete. If the review letter is not issued within the above period, the site plan application shall be considered complete and shall be placed on the next available Planning Commission agenda.

(3) *Filing Date:* The date on which the Zoning Administrator declares the application complete or the expiration of the fourteen (14) or ten (10) days described above shall be considered the filing date for the application.

(D) *Public Notice Sign:* The applicant shall post a public notice sign on the site, clearly visible from each street, at least fifteen (15) days before the public hearing.

(E) *Notice of Hearing:* The Township shall give public notice for the public hearing, as outlined in Section xx of this Ordinance and STATE REFERENCE HERE.

(F) *Planning Commission Review:* Final site plans shall be reviewed by the Planning Commission at a public hearing.

(1) *Possible Action on Application:* The Planning Commission shall approve, approve with conditions, or deny the final site plan, using the standards in this Section.

(2) *Timely Review:* The Planning Commission shall take action within 60 days of the filing date, unless a delay is agreed to by the Planning Commission and the applicant.

(3) *Approval:* If approved, the applicant shall submit three (3) hard copies and a digital copy of the site plan, in a format acceptable to the Township, and may apply for a zoning permit/preliminary certificate of zoning compliance.

(4) *Denial:* If a final site plan is denied, the Planning Commission shall cite its reasons for denial.

(G) *Decision Criteria:* The Planning Commission shall approve a final site plan if it determines all the following are true:

(1) *Information:* All of the required information has been supplied or waivers have been granted;

- (2) *Authorization:* The applicant is legally authorized to apply for site plan approval;
- (3) *Health, Safety, and Welfare:* The site plan will not be injurious to the general health, safety, and welfare and character of the surrounding neighborhood and the Township;
- (4) *Applicable Ordinances and Laws:* The site plan is consistent with this Ordinance, other Township Ordinances, and state and federal laws;
- (5) *Master Plan:* The site plan is consistent with the Master Plan;
- (6) *Existing and Surrounding Uses:* The development is harmonious with existing and future uses in the immediate area.
- (7) *Site Organization:* All elements of the site plan are harmoniously and efficiently designed in relation to topography, the size and type of the site, the character of the surrounding area, and the type and size of buildings;
- (8) *Privacy:* The site is arranged in a manner to provide reasonable visual and sound privacy for all dwelling units located on it and to the surrounding area;
- (9) *Landscape Preservation:* The landscape is preserved in its natural state, as much as reasonably possible, by minimizing tree, vegetation, and soil removal and by topographic modifications that result in maximum harmony with the surrounding area;
- (10) *Natural Features:* The site plan preserves and protects the existing natural features, such as lakes, ponds, wetlands, woodlands, and steep slopes, as much as reasonably possible.
- (11) *Storm Water:* The storm water management system preserves natural drainage patterns, does not increase flooding to other properties, and meets the standards of the Washtenaw County Water Resources Commissioner;
- (12) *Sedimentation:* The site will not increase off-site sedimentation;
- (13) *Access:* The site has adequate and safe access from existing public or private streets.
- (14) *Internal Circulation:* The site is organized to provide movement safe and convenient vehicular and pedestrian access within the site, including a pedestrian circulation system that is insulated as much as reasonable from the vehicular circulation system;
- (15) *Street Capacity:* The street network can adequately accommodate the anticipated traffic generated by the development.
- (16) *Streets, Driveways, and Trails:* The arrangement of streets, driveways, sidewalks, and trails respect the pattern of existing and planned streets and pedestrian improvements in the area
- (17) *Emergency Access:* The site and buildings are arranged to provide for emergency access throughout the site and to all sides of buildings;
- (18) *Lighting:* Exterior lighting shall be arranged in a manner so that it is deflected away from adjacent streets and properties;
- (19) *Water Supply:* An adequate water supply is available or approved;
- (20) *Sewage System:* An adequate sewage system is available or approved;
- (21) *Hazardous Material Storage:* Adequate provisions have been made to contain any hazardous materials that may be stored or used on the site;
- (22) *Public Service Capacity:* The site shall not place an unreasonable burden on the provision of public services, such as fire, police, schools...

(H) *Expiration:* Final site plan approval shall be valid for one (1) year from the date of approval.

- (1) *Zoning Permit Application:* An application for a zoning permit/preliminary certificate of zoning compliance shall be submitted within this time or the final site plan shall be considered expired.
 - (2) *Substantial Work Completed:* Substantial work on the project shall be completed within this time or the final site plan shall be considered expired.
 - (3) *Effect:* Final site plans that have expired shall be resubmitted for review as a new application.
 - (4) *Extension Request:* The site plan shall remain valid until the Planning Commission hears the application if an application for an extension has been submitted prior to the expiration date.
- (I) **Extension:** The Planning Commission may grant one (1) extension of an approved final site plan for a period of up to one (1) year, if it determines all of the following are true:
- (1) *Application Date:* The application for an extension was submitted prior to the expiration date;
 - (2) *Applicant Effort:* The applicant has made a good-faith effort to submit a zoning permit/preliminary certificate of zoning compliance in a timely manner, and the delay was not the result of actions or inaction of the applicant;
 - (3) *Substantial Changes:* There have been no substantial changes on abutting properties since the original approval that would raise concern of the impact of the approved final site plan on those properties or on the site;
 - (4) *Current Standards:* The approved final site plan shall be in substantial compliance with this Ordinance at the time of extension.
- (J) **Revocation:** An approved final site plan may be revoked by the Planning Commission, following a public hearing. Upon revocation of a final site plan, all activity shall cease immediately except for work related to securing the site or correcting a violation. In order to revoke an approved final site plan, any of the following must be found to be true:
- (1) *Ordinance Standard:* The execution or use of a zoning permit related to the approved site plan is not consistent with a standard of this Ordinance as it existed at the time of approval;
 - (2) *Condition of Approval:* The execution or use of a zoning permit related to the approved site plan is not consistent with any condition of approval;
 - (3) *Commitment:* The execution or use of a zoning permit related to the approved site plan is not consistent with any written or verbal commitment; or
 - (4) *Fraud:* The approval was a result of fraud or misrepresentation of facts.
- (K) **Suspension:** An approved final plan may be suspended temporarily and immediately by the Planning Commission, without notice. Upon suspension of a site plan, all activity shall cease immediately except for work related to addressing the threat. All of the following needs to be found to be true:
- (1) *Threat:* A severe and imminent threat exists to the health, safety, and welfare of neighboring persons or properties; and
 - (2) *Delay:* The delay required for noticing would be detrimental to efforts to mitigate or respond to the threat.
- (L) **Copies of Approved Final Site Plan:** The applicant shall submit two (2) hard copies and a digital copy, in a format acceptable to the Township, of the approved preliminary site plan, with any modifications required for approval. The approved final site plan shall be stamped and signed by **WHOM** and shall become a part of the record. Additional copies may be submitted for stamping and signing if the applicant wants a copy of copies.

(M) **As-built Plans:** The applicant shall submit one (1) hard copy and a digital copy, in a format acceptable to the Township, of the final site plan, as constructed or shall certify that the site was developed exactly as-shown in the approved plans.

SECTION XX.45 - ADMINISTRATIVE SITE PLAN REVIEW

Administrative site plans shall be reviewed as outlined in this Section.

(A) **Authority:** The Director of Planning and Zoning shall have the authority to review and approve administrative site plans, in consultation with other Township Officials and other agencies. The Director of Planning and Zoning may defer review and approval of administrative site plans to the Planning Commission.

(B) **Administrative Site Plan Limitations:** Administrative site plans are limited to the following:

- (1) **Minor Changes:** Minor changes, determined by the Director of Planning and Zoning, relative to an approved site plan that are required during construction due to other governmental agencies;
- (2) **Change of Use:** A change in use to a similar or less intensive use;
- (3) **Structure Relocation:** Changes in the location of any structure by up to five (5) feet from its location in an approved site plan;
- (4) **Building Height:** Changes to building height that do not add an additional floor;
- (5) **Building Reduction:** Reduction in the size of a building;
- (6) **Barrier Free Access:** Minor reconfiguration of an approved site plan or existing site to allow for barrier free access;
- (7) **Site Improvements:** The relocation or addition of accessory structures, limited to: fences, signs, sidewalks, trails, bus stops;
- (8) **Landscaping Changes:** Additions to or substitutions of approved or existing landscaping;
- (9) **Parking Increase:** An increase in the parking or loading area of up to twenty-five (25) percent of the existing parking area or the parking in an approved site plan;
- (10) **Parking Lot Reconfiguration:** Internal reconfiguration of a parking lot, provided the necessary number of spaces are still provided;

(11) **Others:** here.

(C) **Application Materials:** An application for a administrative site plan shall include the following:

- (1) **Application Form:** A signed and completed application form;
- (2) **Fee:** An administrative site plan application fee, as outlined in the adopted fee schedule;
- (3) **Site Plans:** Five (5) hard copies of the site plan and a digital copy of the site plan, in a format acceptable to the Township;
- (4) **Confirmation of Submission:** Confirmation that the site plan has been submitted to other interested agencies, including, but not limited to: Washtenaw County Road Commission, Washtenaw County Environmental Health Department, Washtenaw County Water Resources Commissioner, Dexter Area Fire Department, Multi-Lakes Water and Sewer Authority, and Portage Base Lakes Area Water and Sewer Authority.

(5) *Additional Information:* Any additional information determined necessary by the Zoning Administrator.

(D) **Right to Enter Property:** Submission of an administrative site plan application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this Section.

(E) **Review of Completeness:** *HERE???*

(F) **Review Process:** here

(G) **Expiration:** Administrative site plan approval shall be valid for one (1) year from the date of approval.

(1) *Zoning Permit Application:* An application for a zoning permit/preliminary certificate of zoning compliance shall be within this time or the administrative site plan shall be considered expired.

(2) *Substantial Work Completed:* Substantial work on the project shall be completed within this time or the administrative site plan shall be considered expired.

(3) *Effect:* Administrative site plans that have expired shall be resubmitted for review as a new application.

(4) *Extension Request:* If an application for an extension has been submitted prior to the expiration date, the administrative site plan shall remain valid until the Zoning Administrator hears the application.

(H) **Extension:** The ~~Zoning Administrator~~ Director of Planning and Zoning may grant one (1) extension of an approved administrative site plan for a period of up to one (1) year, if it determines all of the following are true:

(1) *Application Date:* The application for an extension was submitted prior to the expiration date;

(2) *Applicant Effort:* The applicant has made a good-faith effort to submit a zoning permit/preliminary certificate of zoning compliance in a timely manner, and the delay was not the result of actions or inaction of the applicant;

(3) *Substantial Changes:* There have been no substantial changes on abutting properties since the original approval that would raise concern of the impact of the approved administrative site plan on those properties or on the site; and

(4) *Current Standards:* The approved administrative site plan shall be in substantial compliance with this Ordinance at the time of extension.

(I) **Revocation:** An approved administrative site plan may be revoked by the ~~Zoning Administrator~~ Director of Planning and Zoning, with notice, if he finds any of the following to be true:

(1) *Ordinance Standard:* The execution or use of a zoning permit related to the approved site plan is not consistent with a standard of this Ordinance as it existed at the time of approval;

(2) *Condition of Approval:* The execution or use of a zoning permit related to the approved site plan is not consistent with any condition of approval;

(3) *Commitment:* The execution or use of a zoning permit related to the approved site plan is not consistent with any written or verbal commitment; or

(4) *Fraud:* The approval was a result of fraud or misrepresentation of facts.

(J) **Suspension:** An approved administrative site plan may be suspended temporarily and immediately by the ~~Zoning Administrator~~ Director of Planning and Zoning, without notice. Upon suspension of a

site plan, all activity shall cease immediately except for work related to addressing the threat. All of the following needs to be found to be true:

- (1) *Threat:* A severe and imminent threat exists to the health, safety, and welfare of neighboring persons or properties; and
- (2) *Delay:* The delay required for noticing would be detrimental to efforts to mitigate or respond to the threat.

(K) **Copies of Approved Administrative Site Plan:** The applicant shall submit two (2) hard copies and a digital copy, in a format acceptable to the Township, of the approved administrative site plan, with any modifications required for approval. The approved administrative site plan shall be stamped and signed by the ~~Zoning Administrator~~ Director of Planning and Zoning and shall become a part of the record. Additional copies may be submitted for stamping and signing if the applicant wants a copy or copies.

(L) **As-built Plans:** The applicant shall submit one (1) hard copy and a digital copy, in a format acceptable to the Township, of the ~~amended-administrative~~ site plan, as constructed or shall certify that the site was developed exactly as-shown in the approved plans.

SECTION XX.50 - AMENDMENT OF APPROVED SITE PLAN

A site plan may be amended upon mutual consent of the property owner and the approving authority as outlined in this Section.

(A) **Application Materials:** An application for an amended site plan shall include the following:

- (1) *Application Form:* A signed and completed application form;
- (2) *Fee:* An amended site plan application fee, as outlined in the adopted fee schedule;
- (3) *Site Plans:* Fifteen (15) hard copies of the site plan and a digital copy of the site plan, in a format acceptable to the Township, for amended site plans reviewed by the Planning Commission or five (5) hard copies of the site plan and a digital copy of the site plan, in a format acceptable to the Township, for amended site plans reviewed by the Director of Planning and Zoning;
- (4) *Confirmation of Submission:* Confirmation that the site plan has been submitted to other interested agencies, including, but not limited to: Washtenaw County Road Commission, Washtenaw County Environmental Health Department, Washtenaw County Water Resources Commissioner, Dexter Area Fire Department, Multi-Lakes Water and Sewer Authority, and Portage Base Lakes Area Water and Sewer Authority.
- (5) *Additional Information:* Any additional information determined necessary by the Zoning Administrator.

(B) **Right to Enter Property:** Submission of an amended site plan application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this Section.

(C) **Review of Completeness:** Applications for an amended site plan requiring review by the Planning Commission shall be reviewed by the Zoning Administrator for completeness.

- (1) *Review Letter:* The Zoning Administrator shall issue a review within fourteen (14) days of receiving the application stating whether the application is complete or, if not, what additional

information is necessary for it to be considered complete. If the review letter is not issued within the above period, the site plan application shall be considered complete and shall be placed on the next available Planning Commission agenda.

(2) *Review Letter for Wireless Communication Facilities:* The Zoning Administrator shall issue a review letter for wireless communication facilities within ten (10) days of receiving the application stating whether the application is complete or, if not, what additional materials or information is necessary for it to be considered complete. If the review letter is not issued within the above period, the site plan application shall be considered complete and shall be placed on the next available Planning Commission agenda.

(3) *Filing Date:* The date on which the Zoning Administrator declares the application complete or the expiration of the fourteen (14) or ten (10) days described above shall be considered the filing date for the application.

(D) *Approving Authority Review:* Site plan amendments shall only be ~~reviewed~~approved by the original approving authority.

(E) *Expiration:* The expiration date of the site plan shall not change as a result of a site plan amendment.

(F) *Revocation:* An approved amended site plan may be revoked by the Planning Commission, following a public hearing, or the Zoning Administrator, with notice, if the approving authority finds any of the following to be true:

- (1) *Ordinance Standard:* The execution or use of a zoning permit related to the approved site plan is not consistent with a standard of this Ordinance as it existed at the time of approval;
- (2) *Condition of Approval:* The execution or use of a zoning permit related to the approved site plan is not consistent with any condition of approval;
- (3) *Commitments:* The execution or use of a zoning permit related to the approved site plan is not consistent with any written or verbal commitment; or
- (4) *Fraud:* The approval was a result of fraud or misrepresentation of facts.

(G) *Suspension:* An approved amended site plan may be suspended temporarily and immediately by the approving authority, without notice. Upon suspension of a site plan, all activity shall cease immediately except for work related to addressing the threat. All of the following needs to be found to be true:

- (1) *Threat:* A severe and imminent threat exists to the health, safety, and welfare of neighboring persons or properties; and
- (2) *Delay:* The delay required for noticing would be detrimental to efforts to mitigate or respond to the threat.

(H) *Copies of Approved Administrative Site Plan:* The applicant shall submit two (2) hard copies and a digital copy, in a format acceptable to the Township, of the approved amended site plan, with any modifications required for approval. The approved ~~amended-administrative~~ site plan shall be stamped and signed by the ~~Zoning Administrator~~Director of Planning and Zoning and shall become a part of the record. Additional copies may be submitted for stamping and signing if the applicant wants a copy of copies.

(I) *As-built Plans:* The applicant shall submit one (1) hard copy and a digital copy, in a format acceptable to the Township, of the amended site plan, as constructed or shall certify that the site was developed exactly as-shown in the approved plans.

End of Article xx.

V10.31.2014