

**TOWNSHIP OF ARCADIA
SITE PLAN REVIEW APPLICATION
AND INFORMATION PACKET**

March 2022

**TOWNSHIP OF ARCADIA
MANISTEE COUNTY, MICHIGAN**

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Introductory Note

Chapter 19 of the Arcadia Township Zoning Ordinance requires site plan review and approval for certain land uses, including the following:

- All special land uses.
- All new commercial offices and buildings, and business uses and developments.
- All multiple family dwellings.
- All industrial buildings, uses and developments.
- All multi-lot residential developments, including site condominium projects.
- All open space preservation/clustering developments (see Chapter 21).
- Landscaping, nursery, and greenhouse businesses which are primarily retail in operation.
- An alteration of a building or property, or change in the use of a building or property, which results in an increase in the intensity of the use or results in the need for more parking spaces as required by this Ordinance.
- Any other land use or activity subject to a site plan approval requirement pursuant to any provision of this Ordinance.

Site plans submitted under Chapter 19 of the Zoning Ordinance are generally reviewed for approval by the Township Planning Commission. However, the Zoning Ordinance also provides a somewhat different site plan review and approval process administered by the Township Zoning Administrator with respect to certain land use and development requests, including private roads (Section 4.14), and accessory apartments (Section 18.3). The Zoning Administrator may also review and administratively approve a site plan submitted under Chapter 19 that involves only certain changes of a minor nature to a site plan previously approved by the Planning Commission, a site plan for expansion of an existing conforming use or building not exceeding 50% of the area of the existing building or use, a site plan for construction of a building which is accessory to a non-residential principle use, and in some other circumstances as specified in Section 19.3.

In each instance the intent of the site plan review and approval requirements is to determine compliance with the provisions of the Zoning Ordinance, to promote the orderly development of the Township, to prevent the depreciation of land value through uses or structures which do not give proper attention to siting or area protection, and to provide consultation and cooperation between the applicant and the Township so an applicant's objectives can be accomplished within the regulations of the Zoning Ordinance and in accordance with purposes of the Township Master Plan.

Wherever a site plan approval is required, whether by the Planning Commission or Zoning Administrator, the Building Inspector cannot issue any construction permits in conjunction with the proposed use or development, and the use/development cannot otherwise be initiated, until the requisite site plan has been approved and any other relevant zoning approvals have been obtained.

This packet has been prepared to assist you with the application and site plan review process. The remainder of this packet consists of an instruction sheet, an application form, checklists pertaining to preliminary site plan review and final site plan review, and the criteria for site plan review/approval, along with references to the rules concerning the term of approval of a site plan, and modification or revocation of an approved site plan.

Thank you in advance for your review of this packet and compliance with all applicable requirements.

Applicant Instructions for a Proper Site Plan Submittal

1. Read this entire packet before preparing any aspect of your site plan submittal.
2. Complete the site plan review application form.
3. If you intend to submit an optional preliminary site plan pursuant to Section 19.4 of the Zoning Ordinance, refer to the Preliminary Site Plan Review Checklist and the related information on that sheet of this packet.
4. For a final site plan submittal required pursuant to Section 19.5 of the Zoning Ordinance, refer to the Final Site Plan Review Checklist and the related information in this packet.

Note: if you believe any of the site plan content requirements on the checklist are not relevant to your site plan you should indicate an “NA” in front of that item on the checklist and attach an explanation of why you believe the requirement is not relevant. However, only the Zoning Administrator (and Planning Commission) have the legal authority to waive any requirements relating to a site plan submittal.

5. Assemble your complete site plan submittal, including the application form, a copy of your checklist, the site plan itself, and any supporting materials that are required or that you otherwise intend to submit.
6. File **eight complete sets of the entire site plan submittal** with the Zoning Administrator, along with payment of the required site plan application fee.
7. The Zoning Administrator will initially review your submittal to determine if it is

complete, and then notify you of any deficiencies or other problems, or to inform you when the site plan will be reviewed for approval. **If the Zoning Administrator determines a site plan submittal is not administratively complete, it will not be placed on a meeting agenda or reviewed by the Planning Commission.** The Zoning Administrator (or Planning Commission) may refer your site plan submittal for review by the Township Fire Chief, Planner, Engineer, or other officials, and request a subsequent report to the Planning Commission. The Zoning Administrator will send one set of your site plan submittal to the Township Office to be available for public review.

Disclaimer: this packet is intended to provide general guidance to site plan review applicants. It is not intended to be a substitute for or supercede the relevant provisions of the Township Zoning Ordinance applicable to any particular proposed land use/development. Site plan review applicants may purchase the entire Zoning Ordinance or selected parts by contacting the Township office. The complete Zoning Ordinance is also available for review at the Township office, without charge, and is available on the Township website: www.townshipofarcadia.org.

(Optional) Preliminary Site Plan Review Checklist

Preliminary sketches of site and development plans may be submitted to the Planning Commission, but are generally not required. The purpose of this optional preliminary site plan opportunity is to encourage discussion between the developer and the Planning Commission as to site, building, and general requirements; to allow the developer to become acquainted with the mandatory final site plan review process; and to investigate the feasibility of the project prior to extensive plans being prepared for the final site plan review procedure. This preliminary site plan review opportunity is also especially advisable if the applicant intends to ask for a waiver of any of the final site plan content requirements imposed by Section 19.5.2 of this Ordinance, as only the Planning Commission has authority to waive such content requirements, in certain circumstances, as addressed by Section 19.5.5. All preliminary site plan applications shall include the application form, and the preliminary site plan shall be drawn at a scale of not more than 1"=100', and shall contain the following information unless specifically waived by the Zoning Administrator or Planning Commission:

- 1. Existing adjacent streets and proposed streets (public or private), and all existing development within 100 feet of the site.
- 2. Parking lots and access points.
- 3. Proposed buffer strips and screening devices.
- 4. Significant natural features and other natural characteristics, including but not limited to open space, stands of trees, waterways, ponds, floodplains, hills,

wetlands, and similar natural assets.

- ___ 5. Existing and proposed buildings.
- ___ 6. General topographical features, including existing contour at intervals not greater than ten feet.
- ___ 7. Proposed method of providing public or private utilities, and surface water management.
- ___ 8. Small scale sketch of properties, streets, and uses of land within one-quarter (1/4) mile radius of the site.

Upon reviewing a preliminary site plan the Planning Commission may be expected to provide guidance to the applicant with respect to the proposed project, but will generally not take any action to formally approve or disapprove a preliminary site plan.

Note: this checklist applies to a preliminary site plan prepared under Chapter 19 of the Zoning Ordinance. Other provisions of the Zoning Ordinance may impose other requirements for a preliminary site plan associated with a particular type of development.

(Required) Final Site Plan Review Checklist

A final site plan shall include the application form, and a site plan drawn at a scale of not more than 1"=100', and shall include all of the following information **unless specifically waived by the Zoning Administrator or Planning Commission:**

- ___ A. The date on which the site plan was prepared.
- ___ B. The name, address and professional seal of the architect, landscape architect, engineer or professional surveyor who prepared the plan.
- ___ C. A north arrow and legal description based upon the most current survey.
- ___ D. Property lines, dimensions, and building/structures setback distances within 100 feet of the site.
- ___ E. Existing and proposed topographic elevations at five feet intervals on the site and to a distance of 50 feet outside the boundary lines of the site.
- ___ F. Direction of surface water drainage and how surface water runoff will be managed, including the location and size of all existing and proposed exterior drains, drywells, catch basins, retention/detention areas, sumps, and other facilities designed to collect, store or transport surface water, including the point of discharge for all associated drains, pipes, or other outflows.
- ___ G. Location of existing and proposed buildings, their intended use, the length, width and height of each building, and the square footage and finished floor elevation of each building (front, rear, and sides).
- ___ H. Location and width of existing and proposed abutting/internal streets, rights-of-way, service drives, driveways, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site.
- ___ I. Location and dimensions of existing outdoor display and storage areas, and recreation areas.
- ___ J. Location and size of all existing and proposed water and sanitary sewer lines, septic tanks and drainfields, and utility easements.
- ___ K. Location of municipal or private fire hydrants on and within 100 feet of the site.
- ___ L. Location and type of all existing and proposed sidewalks, bike paths, and other non-motorized vehicle and pedestrian ways.
- ___ M. Location, type and size of any existing and proposed walls, fences, and other screening devices.

- ___ N. Location and type of all significant existing vegetation, and all proposed new landscape materials, including size and type of plantings. Existing vegetation which is proposed to be retained, or not retained, shall be designated accordingly.
- ___ O. Location, size and height of all existing and proposed accessory structures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices and methods of screening same, and existing and proposed utility poles.
- ___ P. Proposed parking areas and access drives showing the number and dimensions of spaces and aisles, loading/unloading areas, handicapped access ramps, the type of surface proposed for such areas, and all calculations used to determine the minimum required number of off street parking spaces required by this Ordinance.
- ___ Q. Location and type of all existing and proposed exterior lighting fixtures, the area proposed to be illuminated by each exterior lighting fixture, and verifying the means of compliance with all exterior lighting requirements of the Zoning Ordinance, including Section 4.12.
- ___ R. Location of all water courses, and water bodies, including county drains and manmade surface drainage ways, floodplains, and wetlands, on and within 100 feet of the subject property.
- ___ S. Location of existing and proposed slopes with a grade of 20% or more.
- ___ T. The zoning classification (Zoning Map) and the planning classification (Master Plan) of the subject property and all properties adjacent to the subject property.
- ___ U. Location of any existing and proposed floor drains.
- ___ V. Location and dimensions of all existing and proposed interior and exterior areas and structures (including above ground and below ground storage tanks) to be used for the collection, storage, use, loading/unloading, recycling, or disposal of any chemicals, fuels, flammable materials, contaminated surface water or wash water, or hazardous materials.
- ___ W. Engineering and architectural plans for the treatment and/or disposal of industrial waste or other unusable by-products of proposed manufacturing or other activities on the site.
- ___ X. Small-scale sketch of properties, streets and uses of land within a one-quarter mile radius of the site.

The Planning Commission may require written statements relative to the effects of the proposed use on the traffic capacity and safety of existing streets, and the proposed development's impact on schools, existing utilities, the environment and natural features; additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan pursuant to the standards for final site plan approval and any other requirements of the Zoning Ordinance; additional elevation drawings of a building and cross-section drawings of the site; and complete floor plans for all multiple-family dwelling buildings, or such other information as is sufficient to show compliance with the applicable minimum gross floor area per dwelling unit square foot requirement. Note: the Planning Commission may also require complete floor plans with respect to other types of developments where deemed necessary to properly evaluate compliance with the standards for site plan approval.

Note: this checklist applies to a final site plan prepared under Chapter 19 of the Zoning Ordinance. Other provisions of the Zoning Ordinance may impose other requirements for a final site plan associated with a particular type of development, such as Chapter 21 with respect to open space preservation/clustering developments, and Section 4.15 with respect to a site plan for mineral mining.

Site Plan Approval

The Planning Commission is required to review the site plan according to the following standards for approval, and any other applicable provisions of the Zoning Ordinance:

- A. The development of the site as designed will not have a harmful affect on the surrounding neighborhood.
- B. Any adverse affects resulting from the locations of buildings and accessory structures, or the proposed use thereof, will be minimized to the occupants of adjacent properties.
- C. The site design provides reasonable visual and sound privacy for all adjacent conforming or lawful nonconforming dwellings.
- D. Fencing, walls and/or landscaping have been made part of the site design as required by this Ordinance or otherwise appropriate to minimize adverse affects upon surrounding development.
- E. The site is designed to achieve a proper arrangement of internal proposed streets, surface drives, driveways, parking areas, sidewalks or other pedestrian walkways, and bicycle paths, so as to provide for the safety and convenience of pedestrian and vehicular traffic.
- F. Public or common ways for vehicular and pedestrian circulation are arranged to be connected to existing or planned streets and pedestrian/bicycle pathways in the area; and the site design provides for access between adjoining parcels where practicable.
- G. The proper development of roads, easements and utilities has been provided for to protect the general health, safety and welfare of the residents of the Township.
- H. The natural features of the landscape, such as ponds, streams, hills, wooded areas, etc. have been retained where they afford a barrier or buffer between adjoining properties being put to different use.
- I. The landscape of the site is preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes are in keeping with the general appearance of neighboring developed areas.
- J. The site design retains and protects in their natural state insofar as practical all areas of natural drainage such as swales, wetlands, ponds, and swamps to preserve drainage patterns, maintain the natural characteristics of the land, and provide areas for natural habitat.

- K. The site design includes appropriate measures sufficient to provide for the management of surface waters without adversely affecting neighboring properties or the public stormwater drainage system. All paved areas are designed to collect surface waters in a manner sufficient to not obstruct the flow of vehicular or pedestrian traffic or create ponding areas. The surface water management system uses catch basins and/or other technologies sufficient to prevent contaminants from being discharged to the natural drainage system.
- L. All areas and structures where chemicals, fuels, flammable materials, contaminated surface water or washwater, or hazardous materials are to be collected, stored, used, loaded/unloaded, recycled, generated or disposed of have been designed and located to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers and wetlands, except as may be specifically permitted by a state or federal governmental agency.
- M. All floor drains have been approved by the responsible governmental agency for connection to an on-site closed holding tank, or, where appropriate, to a septic system or public sewer system, or regulated through a State of Michigan groundwater discharge permit.
- N. The height and location of all portions of buildings and structures are accessible to available emergency personnel. The arrangement of all buildings or groups of buildings enables necessary emergency vehicle access by the Township Fire Department and any other emergency services providers.
- O. All exterior lighting on the site complies with all applicable requirements of the Zoning Ordinance, including Section 4.12.
- P. All loading and unloading areas and outside storage areas, including areas for the storage of trash, are located or screened by structural or plant materials so as to not be visible at ground level from a public street or any adjoining residential property.
- Q. The development plan is consistent with the purpose of zoning regulation in the Township as set forth in Section 1.2 of the Zoning Ordinance, and all relevant goals and objectives of the Township Master Plan.
- R. If the final site plan is approved and implemented, the resulting proposed development will comply with all applicable provisions of this Ordinance, and all other applicable ordinances, laws, rules, and regulations.

Note: When the Planning Commission is reviewing the site plan the applicant, or an appropriate representative, should be prepared to discuss how the site plan shows these standards are met.

The Planning Commission will approve a site plan upon determining all relevant approval standards and requirements have been shown to be satisfied. As part of an approval of any site plan the Planning Commission may impose conditions or limitations necessary to insure that the standards for site plan approval are met.

The Planning Commission has authority to require that an acceptable form of security be deposited with the Township to ensure compliance with the Zoning Ordinance and any conditions imposed upon the approved site plan, and to ensure faithful completion of certain features of the project. (See Zoning Ordinance Section 20.4, and *MCL 125.3505* for additional details).

Term of Site Plan Approval

A site plan approval is valid for one year, unless extended. Upon written application, filed prior to the termination of the one-year approval period, the Planning Commission may grant a one-year extension of the site plan approval, based on a showing of good cause and evidence from the applicant that the approved project will begin and be substantially completed within the period of the extension. If the project is not commenced and substantially completed during the one year term of final site plan approval, or the term of an extension of same, the site plan approval becomes void and the development must submit a new application for site plan approval in order to further proceed with the project.

Amendments to an Approved Site Plan

A project subject to a site plan review requirement must be undertaken in accordance with the approved site plan, and the Zoning Ordinance requires notification to the Zoning Administrator of any proposed amendment to an approved site plan. A proposed site plan amendment is subject to the same approval procedure as the original site plan; except certain "minor changes" may be administratively approved by the Zoning Administrator, as specified in Section 19.9.2 of the Zoning Ordinance.

**TOWNSHIP OF ARCADIA
FINAL SITE PLAN REVIEW APPLICATION FORM**

1. Applicant name: _____ Phone: _____

2. Applicant mailing address: _____

3. Applicant email address: _____

4. Is applicant the owner of record of the subject property? _____yes _____ no

(Attach copy of deed or other proof of ownership, or proof of other legal/financial interest in the property.)

5. Name/address/phone number of owner(s) of record if different than the applicant: _____

6. Common address of the property/project location: _____

7. Parcel ID number _____

8. Legal description (indicate here, or attach): _____

9. Zoning District: _____ Parcel size: _____

10. Describe the proposed use/project: _____

Applicant signature: _____ Date: _____

Property owner signature (if different than applicant): _____

.....
(For Township Office use only)

Date application received by Zoning Administrator: _____

Application fee amount: \$ _____ Check #: _____ Date paid: _____

Date Zoning Administrator determined submittal to be administratively complete: _____

Date administratively complete application submittal referred to Township Planning Commission: _____
