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SITE PLAN REVIEW

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ARTICLE 18: SITE PLAN REVIEW

SECTION 18.01: PURPOSE

The purpose of site plan review is to ensure that a proposed land use or activity is in compliance with local ordinances and state and federal statutes. The term “Site Plan” includes all documents, plans, and drawings associated with a site plan as required by the Zoning Ordinance. The site plan should specifically denote the detailed intent of the petitioner. The specified standards and required procedures contained herein are intended to promote the orderly development of the Township, assure compliance with all applicable federal, state, and local ordinances, promote the public, health, safety, and welfare of Township residents and the public at large, preserve taxable values, pedestrian and traffic safety, and move the Township towards sustainability.

SECTION 18.02: EXCEPTIONS

Wherever conflict may arise between the *Required Information* to be provided with an application for site plan review as stated in *Section 18.06 of this Article*, with the requirements as set forth in *Public Act 96 of 1987, as amended*, relative to mobile home parks, the state statute shall prevail. All other required information items noted in this section shall, however, be provided as stated herein.

SECTION 18.03: REQUIRED PLAN APPROVALS

Site plan review is required for all proposed land uses and activities containing at least 10,000 sf of impervious surface, or impervious surface occupying at least 50% of a lot, whichever is less. An exception to the above shall be that plot plan review and not site plan review is required for Trails (non-motorized), regardless of the amount of impervious surface. Other proposed land uses and activities, involving at least 500 sf of impervious surface, shall be shown on a plot plan in accordance with the following requirements:

A. PLOT PLANS.

The following information shall be submitted to the Zoning Administrator for review.

1. A legal description or survey map of the site.
2. All lot lines and dimensions of the lot.
3. All existing and proposed buildings/building uses on the lot, showing exterior dimension and closest distance to lot lines.
4. For buildings set back 100’ or more from a public street right-of-way accessible by motor vehicles, the location of any driveway access to a street or lot line, sufficient to show compliance with *Section 21.07, Emergency Vehicle Access*.
5. The location of any road or easement on or adjacent to the site.
6. Natural features affecting development (rock, bluff, water, wetland).

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SECTION 18.03: REQUIRED PLAN APPROVALS – (Cont.)

7. All well and septic locations, or water and sewer lateral locations, as applicable.
8. If bufferyards are required, a landscaping plan showing compliance with *Section 19.04, Bufferyards*.
9. For non-residential uses containing at least one principal building and for multi-family developments of five or more units, the following additional information:
 - a. The location of all existing and proposed drives and parking area sufficient to show compliance with *Section 21.06, Design Standards*.
 - b. The location of proposed planting and screening, fencing, and signs.
 - c. For sites of an acre or more in size, the surface water drainage pattern, and any existing and proposed surface water impoundments.
10. For trails (non-motorized) an accurate map, which identifies the trail locations by points with 100' intervals. The trail shall be accurately shown on the map with the method of determining the accuracy and the margin of error stated on the map.

B. PLOT PLANS REVIEWED BY THE PLANNING COMMISSION.

The following types of land use, development, or changes shall be submitted through the Zoning Administrator for review by the Planning Commission. The Zoning Administrator shall review other plot plans.

1. New trails (non-motorized) which equal one mile or more in length.
2. Relocation of existing trails (non-motorized), or a portion thereof, equaling one mile or more in length.

SECTION 18.04: SITE PLAN REVIEW AND APPROVAL AUTHORITY

The Township of Marquette, with the assistance of its designated Zoning Administrator, is the legal entity charged with review and approval of all site plan documents, except that the Planning Commission is the official designated legal entity charged with the review and approval of all site plan documents for the following types of developments:

- A. Developments involving one or more special uses as specified in *Article 17 Special Land Uses of this Ordinance*.
- B. New developments or redevelopments containing:

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SECTION 18.04: SITE PLAN REVIEW AND APPROVAL AUTHORITY – (Cont.)

1. A gross floor area of 5,000 square feet or more in one or more principal buildings. This does not apply to single-family residential home construction unless Section 18.04B.4 does apply.
2. Expansion of one or more existing principal buildings by 1,000 square feet or more, if the expanded gross floor area combined with the existing gross floor area will total 5,000 square feet or more. This does not apply to single-family residential home and accessory building construction unless Section 17.04B.4 does apply.
3. Service stations.
4. Lots proposed to contain five (5) or more single-family detached dwellings, and lots proposed to contain fewer than five (5) such dwellings which necessitate the dedication of a new public or private street, right-of-way, or access easement.
5. Extraction of earth products.
6. Trails (snowmobile), and Trails (all terrain vehicles).
7. All developments or redevelopments in which Article 14 Access Management Regulations, Section 14.01.B. applies to except that single-family detached dwellings shall be a plot plan reviewed by the Zoning Administrator.

Certain specific items of required information may be waived by the Zoning Administrator, if determined to be inapplicable to a specific site or site development proposal. Site Plan Review and not merely a plot plan review, shall be required for all developments listed in this Section 18.04B and shall be in accordance with Section 18.06: Required Information.

SECTION 18.05: PROCEDURES FOR SITE PLAN REVIEW

- A. Upon request, an application form shall be provided to the petitioner by the Zoning Administrator. All questions on the form shall be completed, signed by the petitioner or representative, and returned to the Zoning Administrator. The proposed site plan, specifications, and the required payment of a non-refundable fee, as outlined in *Article 26, Section 26.14, Fees*, shall accompany the application.

If the Zoning Administrator determines that the site plan submission does not include all of the required information, a written notice of denial, including the reasons for rejection, along with instructions for revising the submission to make it acceptable, will be provided to the petitioner within thirty (30) days of the original submission.

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SECTION 18.05: PROCEDURES FOR SITE PLAN REVIEW – (Cont.)

It shall be the responsibility of the Zoning Administrator to forward the completed application along with all other final plan documents to the Planning Commission in those site plan reviews for which the Planning Commission has jurisdiction for review and consideration at their next regularly scheduled meeting if all of the required information has been received at least ten (10) days prior to the date of the next regularly scheduled meeting. To help assure full disclosure of relevant information to all potentially impacted review and/or approval agencies having jurisdiction within the proposed site development area, the Zoning Administrator shall direct one (1) copy of the complete site plan to be transmitted to each of the following agencies determined necessary for their review and comment:

1. Marquette County Road Commissioner.
2. Marquette County Health Department.
3. Marquette County Drain Commissioner.
4. Michigan Department of Transportation.
5. School District – Superintendent of Schools.
6. Charter Township of Marquette Fire Chief.
7. Chief of the local law enforcement agency.
8. Affected utility companies.
9. Nearby operating railroads which may be affected by the proposed plan.
10. Charter Township of Marquette Department of Public Works.
11. Other federal, state, county, or local agencies which may be impacted by the proposed development.

The Zoning Administrator or, in those site plan reviews for which the Planning Commission has jurisdiction, the Planning Commission shall base its review and evaluation of the site plan upon the *Appropriate Schedule of District Regulations and Minimum Performance Standards, Sections 19.13 through 19.20, and the General Standards for Site Plan Approval, Section 18.07.*

SECTION 18.06: REQUIRED INFORMATION

- A. Every application will be accompanied by the following applicable informational requirements as determined by the Zoning Administrator or the Planning Commission.
 1. An application form as provided by the Zoning Administrator fully completed and signed by the petitioner or representative.
 2. A minimum of four (4) full-size hard copies of all plans, documents and/or drawings, and one digital set containing the following information and data for all proposed land uses and activities as determined necessary by the Zoning Administrator.
 3. A complete legal description of the parcel(s) as it appears on the deed and the total site area of the proposed site in acres.

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SECTION 18.06: REQUIRED INFORMATION – (Cont.)

4. A fully dimensioned map/drawing, at a scale of 1"=50' or less, showing all relevant data including buildable setbacks, spatial relationship of all buildings, scale, directional arrow, original dates, revision dates, if any, and a vicinity sketch or location map (1"=500' or less) showing all abutting properties, and properties directly across the street(s) up to 500' from the site's property line, and property owner names for any such properties.
5. The name of the proposed project/development/activity.
6. The name, address, and telephone number of all fee interest holders and type of ownership/interest.
7. Any deed restrictions or covenants affecting the proposed plan and future on or off-site development.
8. The size, shape, location, and use of all existing and proposed structures.
9. The location of all existing and proposed driveways, curb cuts, and points of ingress and egress.
10. The location, names, and widths of all existing and proposed public or private rights-of-way including roads, railroads, easements, clear view triangles, utility licenses, and the jurisdiction or ownership status of each.
11. The existing and proposed zoning classification and/or land use intensity of the plan site and all adjacent or abutting properties, and if platted, the liber and page numbers of records plats.
12. The designated access locations for fire vehicles and emergency apparatus along with fire lane widths, type of road surfacing, and any turnaround areas along with all relevant dimensions.
13. The existing and proposed pavement widths, condition, and type, and the location of any acceleration or deceleration lanes existing or proposed.
14. The existing or proposed vehicular, bicycle, and pedestrian circulation systems including all relevant dimensions; parking space sizes and numbers; designated handicapped parking areas and numbers; customer/employee parking areas, and all such other information as required in *Article XX*.
15. The location, size, and depth as may be required for all public or private utility lines, individual service leads, storage tanks, and fire hydrants existing and/or proposed to service the project.

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SECTION 18.06: REQUIRED INFORMATION – (Cont.)

16. The definition, location, and relevant dimensions of all loading areas, truck docks, service drives, and truck wells.
17. The location of all permanent or temporary signs, existing or proposed, including their design, area, size, height, illumination, and the type of construction.
18. A complete landscaping plan, including the location of all greenbelts and bufferyards, fencing, or screening, with specific indication of all landscape materials to be utilized.
19. The location of all proposed trash and refuse receptacles and the method to be used for screening these areas.
20. A complete set of architectural floor plans including all relevant square footage calculations, exterior building elevations, and the existing and proposed building grades and heights. Multiple unit proposals shall include all density and area calculations.
21. Any existing and/or proposed exterior lighting plans for parking areas, and general information regarding maximum illumination and candlepower of proposed lighting systems.
22. The existing and proposed topography of the site with elevations based upon North American Vertical Datum of 1988 and mapped utilizing two (2) feet minimum contour intervals; five (5) foot intervals may be used where grades are in excess of ten (10) percent. All benchmark locations, descriptions, and elevations shall be noted.
23. The notation of any significant or distinctive features which may be desirable to protect as natural features including all beaches, bluffs, dunes, shorelands, ravines, ravine buffers, and steep slopes.
24. The location and names of all existing and proposed water courses, water bodies, floodplains, wetland surface drainageways, basins and facilities, either natural or manmade.
25. All available information on sub-surface water table depths or elevations, along with the quantity and quality of potential potable water supplies as required.
26. All available information relative to on-site soil conditions, profiles, inventories, borings, and the source of all related reference material.
27. The nature, size, type, and specific location of any forest or vegetative cover.

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SECTION 18.06: REQUIRED INFORMATION – (Cont.)

28. If the application relates to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase.
29. All applicable calculations in accordance with *Article 19, Performance Requirements*, referring the basic information cited in *Section 19.03, Performance Standards*.
30. The seal of the licensed engineer, architect, landscape architect, surveyor, or planner who prepared the plan.
31. Any such other information as may be required and/or deemed necessary by the Planning Commission or Zoning Administrator to properly and adequately evaluate the proposed project site plan or land use activity, and to assure the public health, safety and welfare of the existing and future residents and businesses.

SECTION 18.07: GENERAL STANDARDS FOR SITE PLAN APPROVAL

- A. The following general standards for site plan approval shall be utilized by the Zoning Administrator and, for site plan reviews under its jurisdiction, by the Planning Commission as part of the review process.
 1. The site plan shall be organized into a document reflecting adequate consideration of the various design alternatives in accommodating the physical site characteristics and constraints. The site plan shall further reflect the use of lands in accordance with their character and adaptability providing for orderly development within the framework of this Ordinance.
 2. The proposed land use and activity will be established in conformance with the requirements of the existing or proposed zoning district for the site, and shall be developed in such manner as to maximize the harmony and compatibility with the surrounding area.
 3. Any adverse effects created on-site by the proposed land use or activity shall be minimized utilizing effective landscaping design and screening techniques.
 4. The natural features of the site shall be protected and preserved in their original state in so far as practical wherever they can be utilized to enhance the development of the site.
 5. The proposed plan shall reflect a proper relationship between existing and proposed streets and highways within the vicinity. Every structure shall have adequate pedestrian access to public right-of-way, walkway, or other common use areas.

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SECTION 18.07: GENERAL STANDARDS FOR SITE PLAN APPROVAL – (Cont.)

6. All buildings and structures within the proposed site plan shall be accessible on all sides to emergency vehicles and emergency apparatus systems unless otherwise determined acceptable by the Marquette Township Fire Chief. Emergency vehicle access shall be available to the site by a public street and provided through the site for general and emergency vehicular access.
7. To complete the Site Plan Review (SPR) process, and to assure compliance with the requirements of the Township Life Safety and Pre-Fire Plan Review, the applicant shall submit three (3) complete sets of the final electrical/mechanical plans for all proposed on-site buildings, as submitted to the Marquette County Building Codes Department, to the Township Zoning Administrator for review and comment by the Township Fire Marshall. A written response, within ten (10) days from the date of submission, from the Township Fire Marshall to the applicant with copies provided to the Zoning Administrator and the Planning Commission shall be required prior to final Site Plan Approval by the Planning Commission.
8. Physical improvements to the site, including vehicular and pedestrian circulation systems, water and sewer service, storm drainage, electric power, and telephone utilities, as well as land balance, grading, and erosion control measures shall be designed and constructed in accordance with the requirements of the individual, federal, state, county, or local agencies adopted standards and specifications.
9. Adequate measures shall be taken to control and minimize adverse impacts to neighboring areas due to on-site land uses or activities. Nuisance controls, addressing problems of noise, vibration, smoke, odor, glare, light, heat, and drifted or fugitive materials shall be incorporated into the plan as required and in accordance with *Article XVIII, Performance Requirements, and the Schedule of District Regulations and Minimum Performance Standards for each District*.
10. A storm water management plan, which addresses on-site surface runoff problems and which can be integrated into a general drainage scheme for the area, shall be provided to assure against any adverse affects to neighboring or off-site property owners as well as to users of the site. Such plan shall indicate that no water run-off will occur onto any abutting property, greater than that occurring prior to development, unless appropriate riparian rights are secured from any such abutter. For any property located within the Whetstone Creek Drainage District or within a platted subdivision outside the Badger Creek Drainage District, all on-site water run-off greater than that occurring prior to development, shall be accommodated on the site itself.
11. Accessibility (ingress and egress) to the site shall be designed to assure safety and convenience to the general public. All parking areas located within the proposed site plan shall be in compliance with the requirements set forth in *Article 21, Off-Street Parking Requirements*.

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SECTION 18.07: GENERAL STANDARDS FOR SITE PLAN APPROVAL – (Cont.)

12. Exterior lighting plans shall anticipate adverse impact to adjacent properties; therefore, adequate design considerations shall be required to deflect or limit excessive light and glare which could impede the vision of drivers on adjacent roads or become a nuisance to adjacent property owners.
13. All development in Marquette Township is strongly encouraged to use green building and site design techniques. Green building and site design techniques are techniques that significantly reduce or eliminate the negative impact of building and site development on the environment and on the building occupants. Green building and site design and construction practices address sustainable site planning, protection of water and water efficiency, energy efficiency, conservation of materials and resources, and indoor environmental quality.

SECTION 18.08: ZONING ADMINISTRATOR/PLANNING COMMISSION REVIEW

Upon receipt of the complete site plan submission along with the receipt of comments from any affected federal, state, county, or local approving agencies, the Zoning Administrator or the Planning Commission for site plan review under its jurisdiction shall proceed with the review of the site plan documents to determine compliance with the requirements and general intent of the Zoning Ordinance. The Planning Commission for site plan reviews under its jurisdiction may, at its option may schedule and conduct a public hearing prior to the final approval of any site plan required by this Ordinance.

Within forty-five (45) days (unless extended by the Zoning Administrator) of the complete site plan submission, the Zoning Administrator or, for site plan reviews under its jurisdiction, the Planning Commission through the Zoning Administrator shall respond to the petitioner with a written approval, approval with conditions of modification, or disapproval. If approved, the Zoning Administrator and additionally the Planning Commission Chairperson, for site plan reviews under its jurisdiction shall sign and date three (3) complete sets of the site plan. One (1) approved, signed and dated set shall be returned to the petitioner and the other two (2) copies shall be retained by the Township for record purposes. If the site plan is disapproved, the reason(s) will be set forth in writing and forwarded to the petitioner by the Zoning Administrator.

SECTION 18.09: REVISIONS-MODIFICATIONS-CORRECTIONS-EXPANSIONS TO AN APPROVED SITE PLAN

Once a site plan has been reviewed and approved by the Zoning Administrator or, for site plan reviews under its jurisdiction, by the Planning Commission, it shall become a part of the record of approval. Subsequent actions relating to the authorized activity shall be consistent with the approved site plan unless a minor change, conforming to the procedures set forth in this Ordinance, is mutually agreed upon by the petitioner and the Zoning Administrator or Planning Commission. Any major changes requested specifically by the petitioner shall require a resubmission of the revised site plan in accordance with *Section 18.06 of this Article*, and will require payment of an additional review fee. Any expansion of an approved site plan and/or existing development involving 10,000 sf or more of impervious surface shall require submittal of a site plan for such expansion. If such expansion involves at least 500 sf, but less than 10,000 sf

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of impervious surface, a plot plan shall instead be submitted, in accordance with *Section 18.03 of this Article*.

SECTION 18.10: FINANCIAL GUARANTEES

To ensure compliance with certain provisions of the Zoning Ordinance requiring bufferyards and landscaping, and with any conditions imposed thereunder by the Planning Commission or Zoning Administrator, the Planning Commission or Zoning Administrator shall require that a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the Township in the amount of one percent of the 1% of the estimated cost of improvements associated with a project or aspect thereof for which site plan approval is sought be deposited with the Township Clerk to insure faithful completion of the affected improvements.”

The performance guarantee shall be deposited at the time of the issuance of the zoning compliance permit authorizing the activity or project. The Township may not require the deposit of the performance guarantee prior to the time when the Township is prepared to issue the permit. The Township shall establish procedures whereby a rebate of any cash deposits in reasonable proportion to the ratio of work completed on the required improvements will be made as work progresses.

SECTION 18.11: FINAL APPROVAL OF PROJECT

When the site has been substantially developed in compliance with the approved site plan documents, the petitioner shall request an on-site inspection by the Zoning Administrator. The joint on-site inspection shall require the review and approval of all the required plan elements to the satisfaction of the Zoning Administrator in accordance with the requirements as set forth in this Ordinance. After the joint field inspection has been completed, and the site has been approved by the Zoning Administrator, a letter of acceptance will be forwarded to the petitioner. If there are deficiencies on the site and the improvements are not in compliance with the approved site plan documents, a similar letter setting forth the reasons for such denial shall be sent to the petitioner. Until such time as the stated deficiencies are corrected, an official letter of acceptance will not be authorized.

SECTION 18.12: TIME LIMIT TO IMPLEMENT APPROVED SITE PLAN

The approved site plan shall be implemented and all required improvements completed no later than two (2) years after the date of initial approval. The Zoning Administrator or, for site plan reviews under its jurisdiction, the Planning Commission, at its option, may authorize a one (1) year extension to the initial approval if extenuating circumstances justify an extension of time.

SECTION 18.13: ORDINANCE INTERPRETATION AND APPEALS

An individual aggrieved by an action of the Zoning Administrator or Planning Commission in the approval, or denial of a site plan submission may appeal any interpretations of this Ordinance to the Township Zoning Board of Appeals for their review and final determination. The factual basis for the appeal must be specific, in writing and filed with the Township Clerk within seven (7) days after the date of the decision of the Planning Commission. An appeal shall stay action on the issuance of any permit pursuant to an approved site plan.

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SECTION 18.14: ZONING BOARD OF APPEALS PROCEDURE

The Zoning Board of Appeals shall review the record of action taken on the final site plan and shall determine whether the record supports the action taken. No new evidence shall be presented. The

Zoning Board of Appeals shall approve the final site plan if the requirements of this Section and other applicable ordinance requirements are met. The Zoning Board of Appeals shall make written findings in support of its opinion on the appeal.

SECTION 18.15: AS-BUILT SITE PLAN

Upon completion of the installation of required improvements as shown on the approved site plan, the property owner shall submit to the Zoning Administrator one (1) reproducible copy of an “as-built” site plan, certified by a licensed professional as noted in *Section 18.06, Required Information, Item 30*, at least ten (10) days prior to the anticipated occupancy of any building.

SECTION 18.16: LAND CLEARING

Grading, clearing, cutting and filling, excavating or tree removal associated with site development shall be consistent with an approved site plan pursuant to *Article 18, Site Plan Review, Section 18.08: Zoning Administrator/Planning Commission Review*, including any required bufferyards and landscaping that are part of an approved site plan. Such activity shall not proceed without first obtaining any necessary soil erosion and sedimentation control permits, wetland permits or floodplain permits, as applicable.