

## **ARTICLE XV SITE PLAN REVIEW**

Section 15.01. SCOPE. A site plan shall be prepared and submitted for every construction project requiring a building permit and for every proposed change in land use, except that no site plan shall be required for single-family residences, farm buildings, or buildings which are accessory to single-family residences.

Section 15.02. PROCEDURE. All site plans shall be submitted first to the Zoning Administrator, who shall review the plans for compliance with the requirements of the Zoning Ordinance. The Zoning Administrator shall then refer the site plan to the Planning Commission for review and decision. Once a site plan is approved by the Planning Commission, it shall not be altered without the consent of the Planning Commission.

Section 15.03. SITE PLAN PREPARATION. The applicant shall prepare, or have prepared, a site plan in accordance with the following requirements. All site plans shall be drawn to the correct engineer scale, except floor plans and exterior building wall elevation drawings, which shall be drawn to the correct architect scale. All drawings shall contain all applicable information as set forth in Section 15.04 herein. Site plan submittals shall include:

- A. An existing condition drawing.
- B. A plan view drawing.
- C. Exterior building wall elevation drawings and floor plans.
- D. Detail cross section drawings, as required; and,
- E. Site engineering drawings, if required by the Township.

Section 15.04. SITE PLAN INFORMATION. All site plans submitted to the Township for review shall contain the following applicable information on uniform paper sheets not exceeding 24 inches by 36 inches in size.

- A. All sheets. All site plan drawings shall contain the following information:
  - 1. Name of the proposed development.
  - 2. Name, address, telephone and facsimile number of:
    - a) The developer.
    - b) The legal owner; and
    - c) Site plan design firm(s); and
    - d) Scale of drawing.
- B. Existing conditions drawing. An existing conditions drawing shall be prepared at an engineer scale of not less than 1/2-inch equals 50 feet, and shall include the following information:

1. The north point.
  2. The designer's registration number and seal.
  3. A complete legal description of the premises.
  4. A vicinity sketch showing the location of the site and its surrounding area. This drawing need not be drawn to scale.
  5. All buildings and/or structures existing on the site.
  6. All underground and above-ground public utility easements and what they are.
  7. All underground storage tanks, buried foundations, abandoned wells, etc. on site.
  8. Any private easements and a reference as to where the easement is recorded.
  9. Topography at two-foot intervals.
  10. The outline of any wetland or woodland areas; and
  11. All boundary site dimensions.
- C. Plan View Drawing. A plan view drawing shall be drawn to an engineer scale of not less than 1/2-inch equals 50 feet, and shall include the following information:
1. The north point.
  2. The designer's registration number and seal.
  3. The location and width of all proposed in-ground and above-ground public and private utility easements.
  4. The existing zoning classification of the site.
  5. The existing zoning classification of abutting properties.
  6. The existing land use of abutting properties.
  7. All existing buildings and structures within 100 feet of the development site.
  8. The location of proposed structures to be constructed on the site.
  9. The dimensions of all setbacks to demonstrate compliance with Article XIV.
  10. The location of all off-street parking spaces, including required handicapped parking spaces, and vehicle maneuvering lanes.
  11. The location of loading and unloading facilities.
  12. The location of all driveways, drives, turning lanes, acceleration, and deceleration lanes.

13. The locations of all drives, driveways, and intersections across adjacent streets from the development site.
14. The names of all adjacent streets, along with their pavement widths, center lines and projected right-of-way lines.
15. The location of all sidewalks.
16. The location of all landscape features (trees, shrubs, lawn area, ponds, etc.) existing on the site at the time of development which are to be retained.
17. The location of all new landscape planting materials proposed for the site.
18. The name of all new plant materials (common and botanical), their size (height and diameter or caliper for trees, and height and spread for shrubs), and, in the instance of a landscape screen wall, the on-center distance between planting screen materials.
19. A statement as to how all plant materials are to be watered and maintained, i.e., by an in-ground irrigation system or other means.
20. Critical site dimensions:
  - a) Along property lines.
  - b) Between all structures.
  - c) Between structures and property lines.
  - d) Between off-street parking and structures.
  - e) Between off-street parking and property lines.
  - f) Off-street parking bay length and width.
  - g) Vehicle maneuvering lane widths.
  - h) Curb radius at entrances.
  - i) Between structures or parking spaces and storm water detention or retention ponds or basins.
  - j) The location of any outdoor storage area(s).
  - k) The location of any trash receptacle(s).
  - l) The location of all peripheral screen walls or earth berm screens, including trash receptacle screen walls.
  - m) The location of any free-standing signs; and
  - n) The location of all exterior lighting fixtures, including information regarding the height of the fixture, the type of luminary to be used and its wattage.

- D. Exterior building wall elevation drawings and floor plans. Exterior building wall elevation drawings and floor plans shall be prepared at an architect's scale of not less than one-eighth of an inch equals one foot and shall include the following information. Exterior building wall elevation drawings shall be prepared for all exterior walls of the building or buildings proposed for the site, and for all accessory buildings.
1. Floor plans for all floors, including basements.
  2. Dimensions showing the height of buildings.
  3. The type and color of all exterior building wall materials to be used on each wall.
  4. The location of all wall signs. The display area of each wall sign shall be provided on the drawing in square feet; and,
  5. The location, type and wattage of all wall-mounted exterior lighting fixtures.
- E. Detail cross-section drawings. Detail cross-section drawings shall be prepared at an appropriate engineer or architectural scale and shall include detail cross-sections of:
1. All earth berm treatments, including information identifying angle (steepness) of side slopes, width of base, berm height and width of berm crest.
  2. All screen walls, including footings, type of materials to be used in the screen walls and dimensioned height.
  3. All free-standing signs, including the height of the sign and the total amount of display area in square feet for each sign.
  4. Wall signs, including the total amount of display area in square feet for each sign; and,
  5. Exterior free-standing light fixtures, including its total dimensioned height.
  6. If insufficient room is available on other site plan drawings for detail drawings, they shall be provided on a separate sheet.

Section 15.05. STANDARDS. In determining whether to approve, modify, or deny a site plan, the Planning Commission shall consider the following:

- A. Adequacy of traffic ingress, egress, circulation, and parking.
- B. Adequacy of landscaping to protect adjoining properties and enhance the environment of the community.
- C. Location and design of proposed structures so as to ensure that detrimental effects on adjacent properties will be minimized.
- D. Adequacy of storm drainage.
- E. Location and design of signs so as to prevent highway visibility obstructions, driver distractions, encroachments, and adverse impacts on the community environment.

Section 15.06. SITE PLAN AMENDMENTS. Requested amendments to an approved site plan must follow the same procedures as Section 15.02 herein.

Section 15.07. AGENCY APPROVALS. Prior to the approval of a site plan by the Arcadia Township Planning Commission, all other governmental agency approvals must be obtained, and proof of these approvals provided to the Planning Commission. These approvals may include, but are not necessarily limited to, the Lapeer County Road Commission, Lapeer County Health Department, Lapeer County Drain Commission, Lapeer County Soil and Sedimentation, Michigan Department of Environmental Quality, Michigan Department of Natural Resources, Michigan Department of Transportation, etc.

Section 15.08. BOND. A cash deposit, letter of credit, certificate of deposit, or surety bond shall be posted with the Township as a guarantee that the project will be completed in accordance with the approved site plan. Upon the completion of the project in accordance with the approved site plan, the bond shall be released. The amount of bond shall be the full construction cost for the infrastructure within the development.

Section 15.09. TIME FOR COMPLETION. Each site plan shall be valid for a period of twelve (12) months following the approval by the Planning Commission. Any site plan which is presented for re-approval by the Planning Commission or for an extension of time may be modified as a condition of such re-approval or time extension. All site plan requirements shall be fully complied with, and construction completed within eighteen (18) months of the date the building permit for the project is issued. If no building permit is required, the completion shall be done within eighteen (18) months of the date on which the site plan is approved. (Ord. No. 101 eff. 01-19-94)