

**LODI TOWNSHIP**  
**3755 Pleasant Lake Road**  
**Ann Arbor, MICHIGAN 48103**

*NOTICE TO ALL PETITIONERS AND APPLICANTS*

**FILING APPLICATIONS OR PETITIONS**

You must call and schedule an appointment with the Township Clerk to file a petition or application. This includes special use petitions, rezoning petitions, site plan review application, etc. Applications or petitions cannot be filed or accepted without an appointment.

**AGENDA DEADLINES (PLANNING COMMISSION ONLY)**

Agenda deadlines are 12:00 noon on Monday four (4) weeks prior to the meeting date. In order to be eligible for inclusion on the agenda, you must file prior to the deadline. Filing prior to the deadline does not necessarily ensure placement on the agenda if the agenda is lengthy.

**COMPLETENESS OF APPLICATION**

You are hereby advised that it is your responsibility as a petitioner to review all applicable sections of the Lodi Township Zoning Ordinance and the Land Use Development Plan. It is also the responsibility of the petitioner to supply all information required by the applicable Ordinance sections.

Your comprehensive understanding of the Ordinance and the Land Use Development Plan, and your submission of all required information, will help expedite review of your application or petition.

The Planning Commission or Zoning Board of Appeals cannot take action on incomplete submission.

**APPLICATION FEES**

Processing and review fees must be paid when you file your petition, application or appeal. Fees are applied to the Township's costs for publication of legal notices, professional reviews, etc., and are non-refundable. The Lodi Township Fee Schedule lists the base fees required for each application/petition. Petitions and applications that require professional reviews in excess of the number of base hours provided for in the base fee shall be billed for additional hours as outlined in the Fee Schedule.

*Zoning Text Amendment \$1,000.00 application fee, \$3000.00 escrow deposit, hourly billing applies*  
*Zoning Land (map) Amendment \$1,000.00 application fee, \$3000.00 escrow deposit, hourly billing applies*

**SITE VISITS**

Filing a petition or application gives implied consent for Township Officials and/or consultants to visit the subject site.

**PETITIONER'S ACKNOWLEDGEMENT**

*I hereby acknowledge that I have read the above, and that I have been given a copy of this notice and a copy of the appropriate fee schedule.*

**Upon receipt of this signed application, access to subject property is hereby granted to Lodi Township and/or their agents.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

*Any additional Owners please attach signature and date signed to application.*

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN APPROVAL AND/OR**  
**PRELIMINARY PLAT APPROVAL**

NAME OF APPLICANT \_\_\_\_\_

- APPLYING FOR \_\_\_\_\_ Preliminary Site Plan  
\_\_\_\_\_ Final Site Plan  
\_\_\_\_\_ Combined Preliminary and Final Site plan  
(Combination is at discretion of Planning Commission)  
\_\_\_\_\_ Tentative Preliminary Plat  
\_\_\_\_\_ Final Preliminary Plat  
\_\_\_\_\_ Final Plat  
\_\_\_\_\_ Minor Site Plan Revision  
\_\_\_\_\_ Conventional, Manufactured Home, Commercial  
or Industrial Site Plan  
\_\_\_\_\_ Meets and Bounds Site Plan

WILL PROJECT BE PHASED? \_\_\_\_\_ Yes \_\_\_\_\_ No

**IF PROJECT IS PHASED COMPLETE THE FOLLOWING:**

- Total Number of Phases \_\_\_\_\_
- Phase Number of Current Application \_\_\_\_\_
- Name and Date of Preliminary Site Plan Approval \_\_\_\_\_
- Date of Previous Phase Approvals:  
Phase # \_\_\_\_\_ Date \_\_\_\_\_  
Phase # \_\_\_\_\_ Date \_\_\_\_\_  
Phase # \_\_\_\_\_ Date \_\_\_\_\_  
Phase # \_\_\_\_\_ Date \_\_\_\_\_

SEEKING ADDITIONAL APPROVAL FOR A CONDITIONAL USE \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature of the Clerk or Designee

\_\_\_\_\_  
Date Sent to the Planning Commission

\_\_\_\_\_  
Date of Receipt of Application

\_\_\_\_\_  
Date Transferred to Engineer & Planner

Amount of Fee: \_\_\_\_\_

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW AND/OR PLAT REVIEW**

**GENERAL INFORMATION**

- **NAME OF PROPOSED DEVELOPMENT** \_\_\_\_\_
- **ADDRESS OF PROPERTY** \_\_\_\_\_
- **CURRENT ZONING DISTRICT CLASSIFICATION OF PROPERTY** \_\_\_\_\_
- **HAS THIS PROPERTY BEEN THE SUBJECT OF A REZONING REQUEST, ZONING BOARD OF APPEALS PETITION OR OTHER TOWNSHIP ACTION WITHIN THE PAST FIVE YEARS?** \_\_\_ YES \_\_\_ NO
- **TAX I.D. NUMBER(S) OF PROPERTY** \_\_\_\_\_  
**PART OF SECTION** \_\_\_\_\_

**SITE LOCATION** Property is located on (circle one) N S E W side of \_\_\_\_\_  
Road between \_\_\_\_\_ and \_\_\_\_\_ Roads

- **LEGAL DESCRIPTION OF PROPERTY) PLEASE ATTACH A SEPARATE SHEET)**

Where a meets and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.

- **SITE AREA (ACREAGE) AND DIMENSIONS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **ARE THERE ANY EXISTING STRUCTURES ON THE PROPERTY?**  
\_\_\_ YES \_\_\_ NO

**PLEASE EXPLAIN:**

\_\_\_\_\_  
\_\_\_\_\_

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN REVIEW AND/OR PLAT REVIEW**

**PROPOSED LAND USE**

\_\_\_\_\_ **RESIDENTIAL** \_\_\_\_\_ **OFFICE** \_\_\_\_\_ **COMMERCIAL**  
\_\_\_\_\_ **OTHER (PLEASE SPECIFY)** \_\_\_\_\_

- **NUMBER OF UNITS** \_\_\_\_\_
- **TOTAL FLOOR AREA OF EACH UNIT** \_\_\_\_\_
- **GIVE A COMPLETE DESCRIPTION OF THE PROPOSED DEVELOPMENT**  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COSTS**

- **BUILDINGS AND OTHER STRUCTURES** \_\_\_\_\_
- **SITE IMPROVEMENTS** \_\_\_\_\_
- **LANDSCAPING** \_\_\_\_\_
- **TOTAL** \_\_\_\_\_

**ESTIMATED DATES OF CONSTRUCTION**

- **INITIAL CONSTRUCTION** \_\_\_\_\_
- **PROJECT COMPLETION** \_\_\_\_\_
- **INITIAL CONSTRUCTION OF PHASES (IF APPLICABLE)** \_\_\_\_\_
- **COMPLETION OF SUBSEQUENT PHASES (IF APPLICABLE)** \_\_\_\_\_
- **ESTIMATED DATE OF FIRST OCCUPANCY** \_\_\_\_\_

**IDENTIFY EACH DRAWING SUBMITTED BY NAME OF PLAN OR  
DRAWING, DATE AND DRAWING NUMBER (ATTACH ADDITIONAL SHEET  
IF NECESSARY)**

_____	_____
_____	_____
_____	_____
_____	_____

**LODI TOWNSHIP**  
**APPLICATION FOR SITE PLAN APPROVAL AND/OR**  
**PRELIMINARY PLAT APPROVAL**

**APPLICANT INFORMATION**

• **APPLICANT'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

• **PROPERTY OWNER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

• **DEVELOPER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

• **ENGINEER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

• **ARCHITECT/PLANNER'S NAME:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

The applicant indicated above must sign this application. All correspondence regarding the application and plan will be directed to the applicant. If the application is not the property owner, the owner's signed consent must be provided with this application.

**APPLICANT'S DEPOSITION**

I hereby depose and certify that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of my knowledge.

**APPLICANT'S PRINTED NAME** \_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Signature of Owner (if other than applicant):** \_\_\_\_\_

Sworn to before me this: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(Acting in the County of Washtenaw, Michigan)

## **ARTICLE 44.0**

### **SITE PLAN REVIEW**

#### **Section 44.01 Purpose.**

It is the intent of this Article to establish procedures and standards that provide a consistent method for review of site plans. The purpose of this Article is to ensure that land use activity or development in the Township conforms to all applicable requirements and standards of this Ordinance, other applicable ordinances, and state and federal statutes; and is consistent with the adopted policies of the Township's Master Plan and other statutorily authorized and properly adopted planning documents.

Flexible review standards have been established to ensure that the type of review and amount of required information is proportional to the project's scale and use intensity. It is the further purpose of this Article to encourage cooperation and consultation between the Township and the applicant; to protect natural resources; and to minimize adverse impacts from land use or development activity on properties in close proximity and the Township as a whole.

#### **Section 44.02 Site Plan Approval Required.**

In accordance with the requirements of this Article and Ordinance, site plan review and approval shall be required prior to establishment, construction, expansion or structural alteration of any structure or use. Three (3) separate review processes (preliminary/final site plan, minor site plan, and administrative approval) have been established in keeping with the purpose of this Article. Until all required site plans have been approved in accordance with this Article, the Zoning Administrator shall not issue a Zoning Compliance Permit for construction of or addition to any structure, or a Certificate of Occupancy for the establishment or expansion of any land use or development activity for which site plan approval is required. Except where authorized per Section 44.05.E. (Effect of Preliminary Site Plan Approval), no grading, cutting of trees or other vegetation, excavation, land-filling, or construction of improvements shall commence for any land use or development activity for which site plan approval is required until all required site plans have been approved.

##### **A. Exempt from Site Plan Approval.**

The following land use or development activities are exempt from the requirement for site plan approval under this Article, but remain subject to all other applicable requirements of this Ordinance:

1. Rural Uses for which site plan approval is not expressly required by the applicable provisions of Article 40.0 (Use Standards).
2. The following Residential Uses shall be exempt from site plan approval:
  - a. One (1) single-family detached dwelling and customary accessory structures on an existing zoning lot of record zoned for residential use.
  - b. One (1) two-family or duplex dwelling and customary accessory structures on an existing zoning lot of record zoned for residential use.

- c. Family day care homes; adult foster care family homes and small group homes; and child foster family homes and family group homes, as licensed by the State of Michigan.
3. Temporary construction buildings and uses not otherwise subject to site plan approval under this Article and Ordinance.
4. Essential service and public utility facilities not otherwise subject to site plan approval under this Article and Ordinance.
5. Accessory structures and uses not otherwise subject to site plan approval under this Article and Ordinance.
6. Any other land use exempted from the requirement for site plan approval under this Article by a provision of state law or this Ordinance.

**B. Administrative Site Plan Approval.**

The following land use or development activities are eligible for administrative review and approval by the Township Planner and Zoning Administrator. The applicant shall have the option to apply for minor site plan approval of a project otherwise eligible for administrative approval. Upon determination that the proposed scope of work would exceed the allowable range of activities for administrative approval, the Zoning Administrator shall return the application and direct the applicant to apply for minor site plan approval or preliminary/final site plan approval, as appropriate to the project.

1. Incidental changes during construction due to reasonably unanticipated site constraints or outside agency requirements, or minor landscaping changes or species substitutions, provided that the change or substitution is consistent with the approved final site plan and any conditions of site plan or special use permit approval.
2. Incidental building modifications that do not otherwise require minor site plan approval or preliminary/final site plan approval under this Article, and that would not result in alteration of the facade materials, height, architectural character or floor area of a multiple-family or non-residential building.
3. Changes to a site required to comply with State Construction Code requirements, provided that the change is consistent with the approved final site plan and any conditions of site plan or special use permit approval.
4. Incidental alterations to sidewalks or pedestrian pathways, or barrier-free improvements.
5. Incidental alterations to a previously approved private road such as paving of the roadway surface from a gravel surface to a paved surface, provided that the Township and its employees, officials, and representatives shall be held harmless from and against any loss, damage or liability arising out of or in any manner relating to the alterations. Such paving shall not include or require any physical access changes, either to parcels accessing the subject roadway or to adjacent roadways. [as amended by Ord. No. 2019-006]



6. Construction of accessory structures or fences, exterior lighting improvements, or installation of screening around a waste receptacle, mechanical unit or similar equipment for a multiple-family or non-residential use, provided that minor site plan approval or preliminary/final site plan approval is not otherwise required under this Article.
7. Addition or replacement of antennae and associated equipment on a previously approved communication tower.

**C. Minor Site Plan Approval.**

The following land use or development activities requiring site plan review and approval are eligible for review and approval of a minor site plan in accordance with the requirements of this Article and Ordinance:

1. Farm-based tourism/entertainment activities.
2. Boarding stable or riding arena.
3. Adult foster care large group home.
4. Bed and breakfast inn.
5. Child day care home, group.
6. Home occupations, General.
7. Landscaping businesses in the AG (Agricultural) District.
8. Food trucks subject to site plan approval on a zoning lot that has previously received site plan approval and has been developed with customary parking and access improvements for Commercial Uses.
9. A change of use for an existing building, construction of an addition to an existing building, or expansion of lawful land use, subject to the following:
  - a. The site has previously received site plan approval.
  - b. The proposed use will not require access changes, additional parking beyond that available on-site, or other substantial modifications to an existing building or site.
  - c. Any variances to the requirements of this Ordinance have been previously approved.
  - d. The proposed addition or expansion would not increase the total square footage of the building or area occupied by the use by more than twenty percent (20%) or 2,000 square feet, whichever is less.

The Planning Commission shall have the authority to require preliminary and final site plan approval for projects and uses otherwise eligible for minor site plan approval upon determination that the complexity or size of the proposed project or use warrants a more intensive review and the additional required information. The Planning

Commission's determination shall be recorded in the meeting minutes. Upon making this determination, the Planning Commission shall review and act on the application under the standards for preliminary site plan approval.

**D. Preliminary/Final Site Plan Approval.**

The following land use or development activities shall require review and approval of detailed preliminary and final site plans in accordance with the requirements of this Article and Ordinance:

1. Special uses not otherwise eligible for minor site plan approval per Section 44.02.C. (Minor Site Plan Approval).
2. Rural Uses for which site plan approval is required per Article 40.0 (Use Standards) that are not otherwise eligible for minor site plan approval per Section 44.02.C. (Minor Site Plan Approval).
3. Residential Uses for which site plan approval is required per Article 40.0 (Use Standards) that are not otherwise eligible for minor site plan approval per Section 44.02.C. (Minor Site Plan Approval).
4. Construction, expansion or alteration of a manufactured housing park, as defined in Section 2.03 (Definitions), shall be subject to site plan approval in accordance with the procedures and standards of Section 40.206 (Manufactured Housing Parks).
5. Construction, expansion or alteration of a condominium development, as defined in Section 2.03 (Definitions), subject to the condominium site plan procedures and standards of Article 45.0 (Condominium Regulations).
6. Construction, expansion or alteration of a Special District development requiring site plan approval, consistent with the approved Area Plan and standards of Article 42.0 (Special District Regulations).
7. All other land use or development activities allowed under this Ordinance that are not otherwise addressed in this Section.
8. Any other projects for which site plan approval is required, unless otherwise stated, under this Ordinance or other Township ordinances.

**Section 44.03 Pre-Application Meeting.**

Applicants are encouraged to request a pre-application meeting with the Township Planner, Township representative, and designated Township consultants to discuss a conceptual site plan, site issues, and application of Ordinance standards, prior to submitting a site plan application for formal review.

1. Conceptual plans shall include sufficient detail to determine relationships of the site to nearby land, intensity of intended uses, layout of proposed structures and site improvements, and adequacy of access, parking, and other facilities.

2. The Township may establish a required fee or escrow deposit to cover the costs of a pre-application meeting in accordance with Section 57.08 (Fees and Performance Guarantees).
3. Comments or suggestions regarding a conceptual site plan shall constitute neither approval nor a disapproval of the plan, nor shall the Township be bound by such comments or suggestions during any subsequent site plan review.

### **Section 44.04 Applications for Site Plan Approval.**

Any person with a legal interest in a lot may apply for site plan approval. If the applicant is not the fee simple owner of the property, the applicant shall submit a statement signed by all of the owners consenting to the application for site plan approval.

#### **A. Application Submittal.**

Application shall be made by filing the completed application form, site plans, and other application materials with the Township Clerk, along with payment of required review fees and escrow deposits to the Township Treasurer.

1. For preliminary and final site plans, and for minor site plans with a sheet size exceeding 12-inches by 18-inches, at least five (5) full-size (24-inch by 36-inch) sets of site plan drawing(s) and seven (7) reduced-size (12-inch by 18-inch) sets of site plan drawing(s) shall be required at the time of application.
2. For minor site plans with a sheet size that does not exceed 12-inches by 18-inches, at least 12 sets of sets of site plan drawing(s) shall be required at the time of application.
3. The Township Clerk, upon receipt of all required application materials and required fees, shall forward the site plan and application materials to the Planning Commission, with copies to the Township Planner and other designated Township officials and consultants.
4. Preliminary and final site plans shall be prepared by an architect, community planner, engineer, landscape architect, or land surveyor registered or licensed in the State of Michigan and shall bear the professional seal of the preparer.

#### **B. Information Required.**

Each application for site plan approval shall include all required information for the type of site plan under review, as specified in Section 44.08 (Required Site Plan Information).

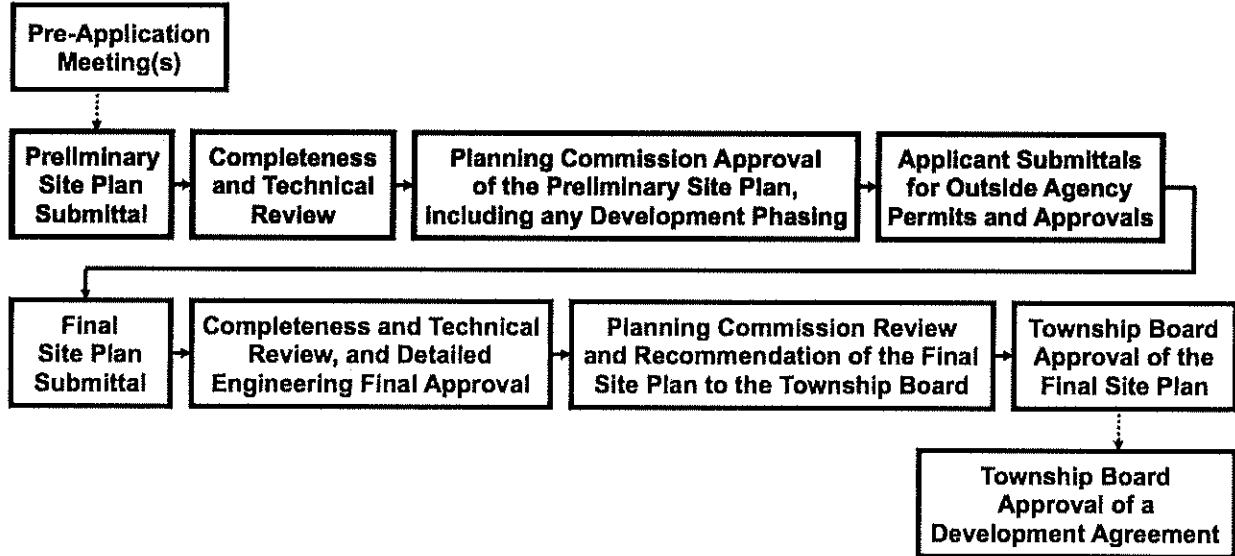
#### **C. Completeness and Technical Review.**

Prior to Planning Commission consideration, copies of the site plan and application materials shall be distributed to designated Township officials, the Township Planner, and other designated Township consultants for review and comment.

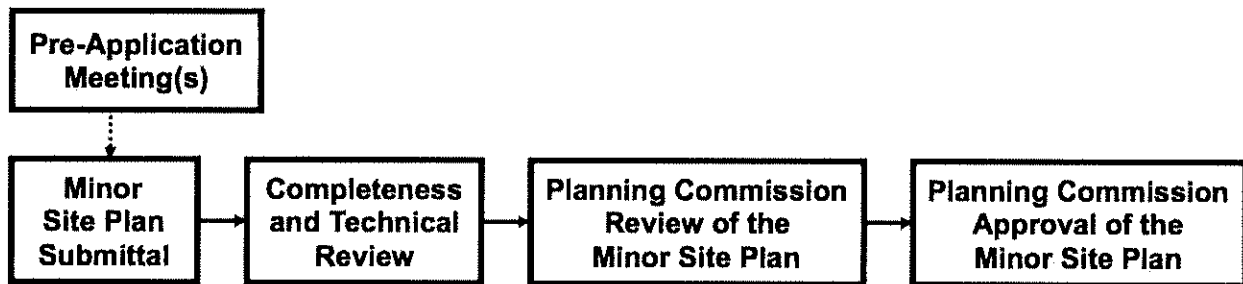
**D. Review Processes.**

The following are summaries of the site plan approval processes under this Article:

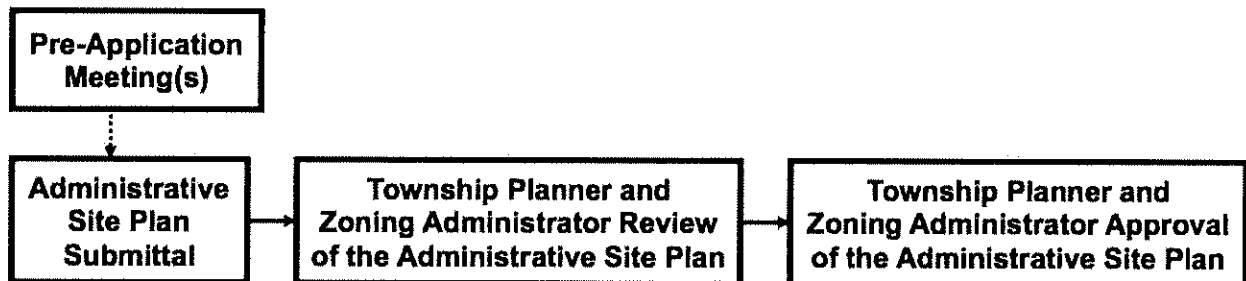
**Preliminary/Final Site Plan Approval Process**



**Minor Site Plan Approval Process**



**Administrative Site Plan Approval Process**



## Section 44.05 Planning Commission Action.

In accordance with this Article and Ordinance, the Planning Commission shall have authority to review and take action on all preliminary site plan and all minor site plan applications, and to review and make recommendation to the Township Board on final site plan applications. The Commission shall review the application materials and site plan at a public meeting, together with any reports and recommendations from Township officials, the Township Planner, other designated Township consultants, and other officials or outside agencies with jurisdiction.

### A. Standards for Site Plan Approval.

In reviewing a site plan, the Planning Commission shall determine whether the applicable standards for the type of site plan under review, as specified in Section 44.11 (Standards of Site Plan Approval), have been met by the applicant.

### B. Actions.

The Planning Commission is authorized to postpone, approve, approve subject to conditions, or deny a preliminary and minor site plan, and to make recommendation for such action to the Township Board on a final site plan, as follows:

1. **Postpone.** Upon determination by the Planning Commission that the site plan is not sufficiently complete for action or recommendation to the Township Board, failure of the applicant to attend the meeting, or upon request by the applicant, the Planning Commission may postpone until a date certain further consideration of the site plan.
2. **Denial.** Upon determination that the site plan does not comply with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, or other applicable Township ordinances or state statutes, or would require extensive revisions to comply with such requirements, the Planning Commission shall deny approval of the minor site plan or preliminary site plan, or recommended denial of the final site plan to the Township Board. Failure of the applicant or agent to attend two (2) or more Planning Commission meetings where the site plan is being considered as an agenda item, shall also be grounds to deny site plan approval. If the site plan is denied or recommended for denial, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for such action.
3. **Approval.** Upon determination that the site plan is in compliance with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, and other applicable ordinances, regulations, or state statutes, the Planning Commission shall approve the preliminary site plan, or the minor site plan or recommend approval of the final site plan to the Township Board.
4. **Approval subject to conditions.** The Planning Commission may approve a preliminary site plan, minor site plan, or recommend approval of a final site plan to the Township Board, subject to any conditions necessary to address necessary modifications, ensure that public services and facilities can accommodate the proposed use, protect significant natural resources or site features, ensure

compatibility with adjacent land uses, or otherwise meet the intent and purposes of this Ordinance.

**C. Recording of Planning Commission Action.**

Planning Commission action on the minor, preliminary or final site plan shall be recorded in the meeting minutes, stating the name and location of the project, most recent plan revision date, findings of fact and conclusions or grounds for the action, and any conditions of approval.

1. The Planning Commission shall advise the applicant in writing of its action on the preliminary site plan, the minor site plan, or final site plan by first class mail, electronic mail, or facsimile.
2. After final action on the preliminary site plan or minor site plan, the Clerk shall mark three (3) copies of the site plan APPROVED or DENIED as appropriate, with the date that action was taken and any conditions of approval. The Clerk, applicant, and owner(s) of record or the legal representative thereof shall sign all three (3) copies of the site plan.
3. One (1) signed copy of the approved preliminary site plan or minor site plan shall be transmitted to the Zoning Administrator, and one (1) signed copy each to the Township Clerk and to the applicant.
4. The Clerk's signed copy shall be placed on file at the Township offices to be retained per State of Michigan retention guidelines.
5. If the preliminary site plan or minor site plan is denied, the Planning Commission Secretary shall provide a written record to the applicant listing the findings of fact and conclusions or reasons for such denial.
6. The Planning Commission's secretary shall notify the Township Clerk of the Planning Commission's recommendation regarding a final site plan.

**D. Effect of Minor Site Plan Approval**

Approval of a minor site plan by the Planning Commission authorizes issuance of a Zoning Compliance Permit to begin site work or construction, provided all other construction and engineering requirements have been met. In the case of uses without structures, approval of a minor site plan authorizes issuance of a Zoning Compliance Permit and a Certificate of Occupancy, provided all other requirements for such Certificate of Occupancy have been met.

**E. Effect of Preliminary Site Plan Approval.**

Approval of a preliminary site plan by the Planning Commission shall indicate its general acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas in accordance with the standards for preliminary site plan approval specified in Section 44.11 (Standards for Site Plan Approval).

## **Section 44.06 Township Board Action.**

After review by the Planning Commission, the final site plan shall be forwarded to the Township Board with the Commission's findings, conclusions, and recommendation(s) for action. The Township Board shall study the final site plan and approve, deny, or refer the plan or portions of the plan back to the Planning Commission for additional review on designated items within a specified period of time. After the Township Board's review, action shall be taken, at a public meeting, to approve or deny the final site plan.

### **A. Recording of Final Site Plan Action.**

Upon Township Board approval of the final site plan, the Clerk shall mark three (3) copies of the site plan APPROVED, with the date that action was taken and any conditions of approval. The Clerk, applicant, and owner(s) of record or the legal representative thereof shall also sign all three (3) copies of the site plan.

1. One (1) signed copies of the approved final site plan shall be transmitted to the Zoning Administrator, and one (1) signed copy each to the Township Clerk and to the applicant.
2. The Township Clerk shall attach a certificate of approval to the copy to be sent to the applicant.
3. The Clerk's signed copy shall be placed on file at the Township offices to be retained per State of Michigan retention guidelines
4. If the final site plan is denied, the Clerk shall provide a written record to the applicant listing the findings of fact and conclusions or reasons for such denial.

### **B. Effect of Final Site Plan Approval.**

At the discretion of the Township Board, approval of a final site plan may authorize the execution of a Development Agreement between the Township and the property owner(s)/developer(s) per Section 54.20 (Development Agreement). If no Development Agreement is requested by the Township Board, approval of the final site plan shall authorize issuance of a Zoning Compliance Permit. If a Development Agreement is requested by the Township Board the execution and recording of the Development Agreement shall authorize issuance of a Zoning Compliance Permit. No site work or construction shall begin prior to the issuance of the Zoning Compliance Permit and any required building permits.

In the case of uses without structures, approval of a final site plan authorizes issuance of a Zoning Compliance Permit and a Certificate of Occupancy, provided all other requirements for such Certificate of Occupancy have been met.

## **Section 44.07 Combining Preliminary and Final Site Plans.**

An applicant may, at the applicant's discretion and risk and with approval of the Planning Commission, combine a preliminary and final site plan in an application for approval. The applicant shall pay the usual fees for both preliminary and final site plan review. The Planning Commission shall have the authority to require submittal of a preliminary site plan separate

from a final site plan, where, in its opinion, the complexity and/or size of the proposed development so warrant. A preliminary and final site plan shall not be combined for any development consisting of two (2) or more phases.

**Section 44.08 Required Site Plan Information.**

The following minimum information shall be included with any application for site plan approval, except where the Planning Commission determines that an item of information is not applicable or necessary for review of the site plan:

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
<b>SITE PLAN DESCRIPTIVE INFORMATION</b>			
Applicant and developer's name(s), signatures, address(es), telephone and facsimile numbers, e-mail, and interest in the property, and property owner's name, address, telephone number, and signed consent if applicant is not the owner.	●	●	●
The name, address, telephone, facsimile numbers, and e-mail of the firm or individual preparing the site plan. If the site plans were prepared by an architect, engineer, landscape architect or land surveyor registered or licensed in the State of Michigan, the plans shall bear the individual's professional seal.	●	●	●
Location, address(es), and tax identification number(s) of subject parcel(s).	●	●	●
Dimensions of the site, and the gross and net land area.	●	●	●
Legal description(s) of the subject parcel(s).	●	●	●
Legal description of the land use or development site and any non-contiguous open space area(s), if different from the subject parcel(s), with lot line angles or bearings indicated on the plan. Dimensions, angles, and bearings shall be based upon a boundary survey prepared by a registered surveyor.		●	●
Details of existing and proposed covenants or other restrictions imposed upon land or buildings, including bylaws, deed restrictions, and articles of incorporation for a cooperative, condominium, or homeowners' association.			●
Description of applicant's intentions regarding selling or leasing of all or portions of land and dwelling units or other structures.		●	●
Gross and net dwelling unit density for residential projects.		●	●
General description of the number, size ranges, and types of proposed dwelling units; and proposed facade materials.			
A schedule of the number, sizes (bedrooms, floor areas), and types of dwelling units; and the gross and net lot areas per dwelling unit. [as amended by Ord. No. 2019-006]		●	●



<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
A detailed use statement describing proposed use(s); including land or building areas for each use, number of units, number of anticipated employees, or other applicable information to verify Ordinance compliance.	●	●	●
<b>SITE PLAN DATA AND NOTES</b>			
Minor site plans shall be drawn to a scale appropriate for a sheet size between 8.5 inches by 11 inches (minimum) and 24 inches by 36 inches (maximum); and of such accuracy that the Planning Commission can readily interpret the plan.	●		
Preliminary and final site plans shall be drawn to an engineer's scale not greater than 1:50 and appropriate for the required sheet size of 24 inches by 36 inches. For a large development shown in sections on multiple sheets, one overall composite sheet shall be provided for clarity.		●	●
Vicinity map showing the general location of the site.		●	●
Scale, north arrow, initial plan date, and any revision date(s).	●	●	●
Existing zoning classification(s) for the subject parcel(s) and surrounding parcels (including across road rights-of-way).		●	●
Owners' names, existing uses, and location of structures, drives, and improvements on surrounding parcels (including across rights-of-way).		●	●
Identification of all adjacent property in which the applicant(s), developer(s), or owner(s) have an ownership interest.		●	●
Dimensions of all property boundaries and interior lot lines.	●	●	●
Percentage of lot coverage, total ground floor area, and floor area ratio.		●	●
Calculations for parking and other applicable Ordinance requirements.	●	●	●
<b>EXISTING CONDITIONS</b>			
Location of existing structures, fences, and driveways on the subject property, with notes regarding their preservation or alteration.	●	●	●
Location of existing walls, signs, utility poles and towers, pipelines, excavations, bridges, culverts, and other site features on the subject property, with notes regarding their preservation or alteration.		●	●
<b>SITE PLAN DETAILS</b>			
Delineation of required yards, setback areas, and transition strips.	●	●	●
Identification of general location(s) and area(s) of each development phase.		●	●
Planned construction program and schedule for each development phase.		●	●
Location, width, purpose, and description of all existing and proposed easements and rights-of-way on or adjacent to the site.	●	●	●
Location, type, area, height, and lighting specifications of proposed signs.	●		●

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
An exterior lighting plan with all existing and proposed lighting locations, heights from grade, specifications, lamps types, and methods of shielding.			●
Location, area, and dimensions of any outdoor sales, display or storage areas.	●	●	●
Location of proposed outdoor waste receptacle enclosures; with size, elevation, and vertical cross-section showing materials and dimensions.		●	●
<b>BUILDING DESIGN AND ORIENTATION</b>			
Location, outline, ground floor area, and height of proposed structures; and of existing structures to remain on-site.	●	●	●
Dimensions, number of floors, and gross and net floor area of proposed principal buildings; and of existing principal buildings to remain on-site.		●	●
Separation distances between adjacent buildings, and between buildings and adjacent lot boundaries.		●	●
Conceptual drawings of exterior building façades for principal buildings and building additions, drawn to an appropriate scale.			
Detailed exterior building façade elevation drawings for all proposed dwellings, principal buildings, and additions, drawn to an appropriate scale and indicating types, colors, and dimensions of finished wall materials.		●	●
Finished floor elevations and contact grade elevations for proposed principal buildings and existing principal buildings to remain on-site, referenced to a common datum acceptable to the Township Engineer.			●
<b>ACCESS AND CIRCULATION</b>			
Locations, layout, surface type, centerlines, road pavement and right-of-way widths, and indication of public or private road status for all existing and proposed roads and access drives serving the site.		●	●
Conceptual locations, layout, and surface type for all parking lots, sidewalks, and pedestrian pathways within and accessing the site.	●	●	●
Locations and dimensions of vehicle access points, and distances between adjacent or opposing driveways and road intersections.	●	●	●
Details of the location, width, and paving of proposed sidewalks and pedestrian ways, including alignment, cross section, connections to existing or planned off-site facilities, and easement or right-of-way dedications.			●
Parking space dimensions, pavement markings, and traffic control signage.	●	●	●
Parking space angles; maneuvering aisle, island, and median dimensions; surface type; fire lanes; drainage patterns; location of loading areas; and typical cross-section showing surface, base, and sub-base materials.		●	●
Identification of the proposed name(s) for new public or private road(s) serving the site.		●	●

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
Spot elevations for existing roads on and adjacent to the subject parcel(s), including surface elevations at intersections with the internal roads and drives serving the proposed development; curve-radii and road grades; location and details of curbs, and turning lanes; and typical road cross sections showing surface, base, and sub-base materials and dimensions.			●
<b>NATURAL FEATURES AND OPEN SPACE AREAS</b>			
A Natural Features Determination, with a general description and preliminary delineation of existing natural features on and abutting the site, per Section 54.08 (Natural Features Protection and Preservation).		●	●
A Natural Features Impact Statement, with details of all existing natural features on the site; indications of features to be preserved, removed, or altered; and proposed mitigation measures per Section 54.08 (Natural Features Protection and Preservation).			●
Outdoor open space and recreation areas; location, area, and dimensions.		●	●
Description of the organization that will own and maintain open space and recreation areas, and a long-term maintenance plan for such areas.			●
<b>SCREENING AND LANDSCAPING</b>			
Location and size of required landscape strips, if applicable.		●	●
General layout of proposed landscaping and screening improvements; including plantings, topographic changes, and similar features.	●	●	●
A detailed landscape plan, including location, size, quantity and type of proposed plant materials and any existing plant materials to be preserved.			●
Planting list for all landscape materials, with the method of installation, botanical and common name, quantity, size, and height at planting.			●
Landscape maintenance plan, including notes regarding replacement of dead or diseased plant materials.			●
Proposed fences, walls, and other screening devices, including typical cross section, materials, and height above grade.	●	●	●
Screening methods for any waste receptacle areas, ground-mounted generators, transformers, mechanical (HVAC) units, and similar devices.	●	●	●
<b>UTILITIES, STORMWATER MANAGEMENT, AND GRADING</b>			
General layout of existing and proposed water supply systems, sanitary sewerage or septic systems, and stormwater management facilities.		●	●
Location and size or capacity of the existing and proposed potable water supply and sewage treatment and disposal facilities serving the site.		●	●
Location, size, and slope of proposed detention or retention ponds; and location and size of underground tanks and drain lines where applicable.		●	●

<b>Minimum Site Plan Information</b>	<b>Minor Site Plan</b>	<b>Preliminary Site Plan</b>	<b>Final Site Plan</b>
Layout, line sizes, inverts, hydrants, flow patterns, and location of manholes and catch basins for proposed sanitary sewer and water supply systems.			●
Calculations for capacity of stormwater management and drainage facilities.			●
Location and size of existing and proposed telephone, gas, electric, and similar utility lines and surface-mounted equipment.			●
General areas of intended filling or cutting.		●	●
A detailed grading plan, with details of proposed filling or cutting, existing and proposed topography at a minimum of two (2) foot contour levels, stormwater runoff drainage patterns, and a general description of grades within 100 feet of the site. All finished contour lines are to be connected to existing contour lines within the site or at the parcel boundaries.			●
Locations, dimensions, and materials of proposed retaining walls, with fill materials and typical vertical sections.		●	●
Description of measures to control soil erosion and sedimentation during construction operations, and until permanent groundcover is established.			●
<b>ADDITIONAL REQUIRED INFORMATION</b>			
Other information as requested by the Township Planner or Planning Commission to verify compliance with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, and other applicable Township ordinances or state statutes.	●	●	●

**Section 44.09 Expiration of Site Plan Approval.**

Approval of a site plan shall expire in accordance with the following:

**A. Expiration of Administrative Approval.**

Administrative approval of incidental changes during construction consistent with an approved final site plan shall not alter the original expiration date for the final site plan. Any other site plan subject to administrative approval under this Article shall expire and be of no effect unless, within 365 calendar days of administrative approval, all work associated with the approved plan has been completed.

**B. Expiration of Minor Site Plan Approval.**

A minor site plan shall expire and be of no effect unless, within 365 calendar days of the Planning Commission’s approval, appropriate permits have been approved, substantial construction has begun on the property, and such work is diligently pursued in conformance with the approved minor site plan.

**C. Expiration of Preliminary Site Plan Approval.**

Approval of a preliminary site plan shall be valid for a period of 365 calendar days from the date of approval and shall expire and be of no effect unless a complete application for final site plan approval for all or part of the area included in the approved preliminary site plan is filed with the Township Clerk within that time period.

If a final site plan is submitted for only part of the area included in the approved preliminary site plan, successive final site plans shall be filed at intervals no greater than three (3) years from the date of approval of the previously-approved final site plan. If such period is exceeded, the preliminary site plan shall expire and be of no further effect with respect to the remaining parts of the site.

**D. Expiration of Final Site Plan Approval.**

A final site plan shall expire and be of no effect unless:

1. Within 365 calendar days of the Township Board's approval, a fully executed Development Agreement, when required, has been recorded and the construction drawings have received detailed engineering final approval; and
2. Within 545 calendar days following the date of approval, substantial building construction has begun on the property and is diligently pursued in conformance with the approved final site plan.

**E. Extension of Site Plan Approval.**

The Planning Commission may, at its discretion and upon written request and showing of good cause by the applicant, grant an extension of a minor, preliminary, or final site plan approval for up to 365 calendar days, provided that current, applicable provisions of this Ordinance are met.

**Section 44.10 Phasing of Development.**

The applicant may divide the development into two (2) or more phases. Phasing shall be subject to the following requirements:

1. In the case of a phased development, the preliminary site plan shall cover the entire property involved and shall clearly indicate the location, size, and character of each phase.
2. In the case of a phased development, a final site plan shall be submitted for review and approval for each phase.
3. A phase shall not be dependent upon subsequent phases for safe and convenient vehicular and pedestrian access, adequate utility services, or open spaces and recreation facilities, and shall be capable of substantial occupancy, operation, and maintenance upon completion of construction and development.
4. The Planning Commission may require the applicant to post a performance guarantee per Section 57.08 (Fees and Performance Guarantees) to ensure that vehicular and pedestrian ways, utility services, open space and recreation

facilities, and other amenities and infrastructure planned for later phases of the development are completed in a timely fashion.

**Section 44.11 Standards for Site Plan Approval.**

In reviewing a minor, preliminary, or final site plan, a determination shall be made whether the following standards are met, as applicable to the type of site plan and required approval process:

Standards for Site Plan Approval	Minor Site Plan	Preliminary Site Plan	Final Site Plan
The applicant is legally authorized to apply for site plan approval, and all required information has been provided.	●	●	●
The proposed land use or development activity is in compliance with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, and other applicable Township ordinances or state statutes.	●	●	●
The final site plan conforms to the approved preliminary site plan.			●
The proposed land use or development activity will be harmonious with and not harmful, injurious, or objectionable to the environment or land uses in surrounding area.	●	●	●
Preservation and/or mitigation of natural resources conform to the standards of Section 54.08 (Natural Features Protection and Preservation), and the development as proposed will not cause soil erosion or sedimentation.		●	●
The proposed land use or development activity respects natural topography, floodways, and floodplains; and minimizes the amount and extent of cutting and filling.		●	●
Organic, wet, or other soils that are not suitable for development will be undisturbed, or modified in such fashion as to make development feasible.		●	●
The movement of the vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient.	●	●	●
The proposed land use or development activity is adequately coordinated with improvements serving the area, and with other existing or planned development in the vicinity.		●	●
Satisfactory and harmonious relationships will exist between the proposed land use or development activity and the existing and planned development of contiguous lands and the surrounding area, including provisions for proper extensions of public roads and sidewalks through the development in accordance with the policies of the Township Master Plan.		●	●

Standards for Site Plan Approval	Minor Site Plan	Preliminary Site Plan	Final Site Plan
Development phases are in logical sequence so that any phase will not depend upon a subsequent phase for access, utilities, drainage or erosion control.		●	●
The plan, including all engineering drawings, meets Township standards for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been approved by the Fire Chief and Township Engineer.			●
The drainage plan conforms to the standards of the Washtenaw County Water Resource Commissioner, and any stormwater management improvements are adequate to handle anticipated stormwater runoff and accommodate upstream drainage without causing undue runoff on to neighboring property or overloading of area watercourses.			●
Outside storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance.	●		●
Exterior lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent roads.	●		●
The parking layout and vehicular circulation patterns and access points to the site are adequate to serve the proposed uses and will not adversely affect the flow of traffic on adjacent roads or create pedestrian-vehicle conflicts.	●		●
Grading or filling will not destroy or adversely affect the character of the property, adjacent properties or the surrounding area.			●
Erosion will be controlled during and after construction and will not adversely affect adjacent or neighboring property or public facilities or services.			●
The plan meets applicable standards of governmental agencies with jurisdiction, and necessary outside agency approvals have been obtained or are assured.	●		●

**Section 44.12 Compliance with an Approved Site Plan.**

It shall be the responsibility of the property owner, and the owner or operator of the use(s) for which site plan approval has been granted, to develop, improve and maintain the site, including the use, structures and all site elements in accordance with the approved site plan and all conditions of approval, until the property is razed, or a new site plan is approved. Failure to comply with the provisions of this Section shall be a violation of this Ordinance and shall be subject to the same penalties appropriate for a use violation.

To ensure compliance with this Ordinance, the approved site plan, and any conditions of site plan approval, the Township may require that a performance guarantee be deposited with the Township Treasurer in accordance with Section 57.08 (Fees and Performance Guarantees).

### Section 44.13 Amendment and Revision.

Changes to an approved minor, preliminary, or final site plan shall be prohibited, except in accordance with this Article. Requests for approval of a major or minor change to an approved site plan shall be made by application in writing to the Township Clerk. The burden shall be on the petitioner to show good cause for any requested change.

1. **Application.** The applicant shall clearly state the reasons for the request, which may be based upon changing social or economic conditions, potential improvements in layout or design features, unforeseen difficulties, or advantages mutually affecting the interest of the Township and petitioner; such as technical causes, site conditions, state or federal projects, or changes in state laws.
  - a. The application, containing specific and detailed information, shall be filed with the Township Clerk, who shall transmit the complete application to the Planning Commission for review and action.
  - b. All required review fees and escrow deposits shall be paid to the Township Treasurer at the time the application is filed with the Clerk. An application submitted without the required fees and escrow deposits shall be considered incomplete, and shall be returned to the petitioner.
2. **Review.** The Planning Commission shall have the authority to determine if a proposed change is minor or major and if such change requires an amendment to an approved site plan. The Commission shall record its determinations and reasons therefore in the minutes of the meeting at which the action is taken. For minor changes to an approved site plan, the Planning Commission may require that a revised site plan or individual plan sheet be submitted showing such minor changes, for purposes of record.
3. **Amendment.** If the Planning Commission determines that a major change requires submittal of an amended site plan for approval, the applicant shall follow the same procedure outlined in this Article for a new site plan submittal.

### Section 44.14 Rescinding Site Plan Approval.

A final site plan approval may be rescinded by the Township Board upon recommendation of the Planning Commission, upon determination that the site has not been improved, constructed or maintained in compliance with approved permits, site plans, or conditions of site plan or special use approval. Such action shall be subject to the following:

1. **Public hearing.** Such action may be taken only after a public hearing has been held by the Planning Commission in accordance with the procedures set forth in Section 57.10 (Public Hearing Procedures), at which time the property owner and the owner or operator of the use(s) for which the site plan approval has been granted shall be given an opportunity to present evidence in opposition to rescission.
2. **Determination.** After the hearing, the decision regarding the minor site plan rescission by the Planning Commission, or final site plan rescission, as



recommended by the Planning Commission to the Township Board, shall be made and written notification provided to the owner(s).

### **Section 44.15 Construction Record Drawings.**

The applicant shall provide as-built drawings showing all improvements as actually constructed and installed on a site for which a final site plan was approved. The drawings shall be submitted to the Zoning Administrator and shall be subject to field verification by the Township Planner and Township Engineer prior to the release of any performance guarantee or part thereof for the completion of such improvements. The drawings shall be identified as "Construction Record Drawings" in the title block of each drawing and shall be signed and dated by the owner of the development or the owner's legal representative and shall bear the seal of a registered professional engineer.

### **Section 44.16 Inspection.**

The Zoning Administrator shall be responsible for inspecting all improvements for conformance with an approved site plan. The applicant shall be responsible for requesting all necessary inspections.

1. All sub-grade improvements, such as utilities, sub-based installations for drives and parking lots, and similar improvements shall be inspected and approved prior to covering.
2. The Zoning Administrator shall obtain inspection assistance from the Township Planner, Fire Chief, and Township Engineer, where applicable.
3. The Zoning Administrator shall notify the Township Supervisor and Planning Commission Chair in writing when:
  - a. An approved development has passed inspection with respect to the approved final site plan; or
  - b. An approved development does not pass inspection with respect to the approved final site plan. The Zoning Administrator shall report on the steps taken to achieve compliance, on progress toward compliance with the approved final site plan, and when compliance is achieved.

### **Section 44.17 Violations.**

A site plan approved under this Article shall have the full force of this Ordinance. Any violation of such approved plan shall be grounds for the Township Board or Zoning Administrator to order that all work be stopped, and to order that permits and Certificates of Occupancy be withheld until the violation is removed or adequate guarantee of such removal is provided to the Township Board. Any violation of any provision of this Article, and any violation of any plan approved under this Article, including any agreements and conditions attached to any approved plan, shall be deemed a violation of this Ordinance, as provided in Section 57.09 (Violations and Penalties).

