

TOWNSHIP OF FOREST
ZONING ORDINANCE

ARTICLE 8: Site Plan Review Requirements

Section 8.01 - Scope

A site plan shall be prepared and submitted for any condominium project or for any project requiring condition use permit approval and every construction project, except that no site plan shall be required for single-family residences, farm buildings, or buildings which are accessory to single-family residences.

Section 8.02 - Procedure

All site plans shall be submitted to the Zoning Administrator, at least two weeks prior to the Planning Commission meeting at which they are to be reviewed; the Zoning Administrator shall review the plans for compliance with the requirements of the Zoning Ordinance. If the site plan does not comply with the Zoning Ordinance requirements, the site plan shall be submitted back to the applicant. If the application complies with the ordinance, the Zoning Administrator shall refer the site plan to the Planning Commission for review and decision. The Zoning Administrator may submit copies of the site plan to other agencies for review prior to the Planning Commission meeting as they determine necessary.

Section 8.03 - Content

Each site plan shall be drawn at an identified scale and shall include the following:

- A. Area of the site to demonstrate compliance with minimum lot area and maximum lot coverage requirement.
- B. Date, north point, and scale to allow commission members to better understand the site plan.
- C. Dimensions of all property lines to demonstrate compliance with minimum lot width and lot area requirements.
- D. Location and dimensions of all existing and proposed structures on the property or on adjacent properties within 100 feet of the property lines to demonstrate compliance with setback evaluation of impacts on adjacent property.
- E. Location and dimensions of all existing and proposed roads (including rights-of-way), driveways, sidewalks, and parking areas to allow evaluation of traffic access, pedestrian circulation and arrangement of parking.
- F. *Location of all existing and proposed utility lines, wells, septic systems, and storm drainage to demonstrate the adequacy of proposed utilities.
- G. *Location, dimensions and details of proposed plantings, greenbelts and landscaped areas (see Article 13) to demonstrate compliance with landscaping requirements.
- H. Exterior drawings of proposed new buildings or existing buildings to which major additions are proposed to allow evaluation of the proposed project's aesthetic characteristics.
- I. Location, dimensions, and drawings of existing and proposed signs (see Article 15) to demonstrate compliance with sign regulations.
- J. Name, address, and telephone number of the person who prepared the site plan to permit the township to contact them if they have any questions.

- K. Residential density to demonstrate compliance with density requirements.
- L. Loading/unloading areas to demonstrate compliance with loading requirements.
- M. Required and proposed setbacks to demonstrate compliance with setback requirements.
- N. *Storm drainage calculations to allow evaluation of proposed storm drainage system.
- O. Storm water drainage flow arrows, to allow evaluation of proposed site drainage.
- P. Location and intensity of proposed lighting to demonstrate compliance with lighting requirements.
- Q. Outdoor storage or activity areas to allow evaluation of potential impact on surrounding properties.
- R. *Existing and proposed grades at 2' intervals extending 100' from site to allow evaluation of drainage, clear vision at entrances, and potential impact on adjacent parcels.
- S. Height of buildings to demonstrate compliance with maximum height requirements.
- T. Cross section of proposed drives and parking areas to allow evaluation of adequacy of proposed pavement based on use.
- U. Location of trash receptacles to allow evaluation of adequacy of trash collection and disposal on site.
- V. Designation of fire lanes to allow fire department to evaluate adequacy of fire lane layout.
- W. Type, quantity, location and secondary containment of hazardous materials to evaluate any potential hazard to ground water.
- X. Other information determined necessary by the Planning Commission to determine compliance with this ordinance.
- Y. Planning Commission may waive information requirements by general rule or on a case by case basis when it determines the information is not necessary to determine compliance with this ordinance.
- Z. Information with an asterisk (*) is not required if the applicant is submitting a plan for preliminary review only.**

Section 8.04 - Planning Commission Review

- A. Site plans are reviewed by the Planning Commission in a two step process. The preliminary review is intended to identify Zoning Ordinance issues not related to site engineering issues such as storm drainage. This is to prevent the applicant from investing in development on detail site plans when the site does not meet basic ordinance requirements. Following preliminary approval, the applicant is responsible for preparing more detailed plans for final site plan approval. The two step process is at the option of the applicant, who may wish to submit a full site plan for the Planning Commission's initial meeting in the hope of getting approval in one meeting.
- B. Site plans approved by the Planning Commission shall be designated by the signature of the Planning Commission Chairperson. If the site plan is approved with conditions requiring changes to the site plan, a revised site plan meeting the conditions shall be provided to the township and signed by the Planning Commission Chairperson.
- C. Once a site plan is approved by the Planning Commission, all development shall be in compliance with that plan unless an amendment to the site plan is approved by the Planning

Commission following the process outlined above or a minor change is approved by the Zoning Administrator. A minor change is any that:

1. does not increase building size by over 100 square feet;
2. does not require a variance;
3. does not result in an increase in the number of required parking spaces, and
4. does not affect a condition of approval.

Section 8.05 - Standards

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

- A. Adequacy of pedestrian and vehicular traffic ingress, egress, circulations, and parking.
- B. Adequacy of landscaping to protect adjoining properties and enhance the environment of the community and compliance with landscape requirements.
- C. Location and design of proposed structures so as to ensure that detrimental effects on adjacent properties will be minimized.
- D. Adequacy of all proposed utilities including storm drainage and sanitary sewer.
- E. Location and design of signs so as to prevent highway visibility obstructions, driver distractions, encroachments, and adverse impacts on the community environment.
- F. Compliance with all provisions of the Zoning Ordinance including design standards.
- G. The site will be designed to minimize the threat from the storage, handling or processing of hazardous materials.
- H. Compliance with all federal, state, county or local ordinance or regulation pertinent to the site plan.

Section 8.06 - Performance Guarantee

The Planning Commission may require a performance guarantee to ensure completion of improvements determined necessary to meet the requirements of this ordinance. The guarantee is not intended to ensure completion of the complete project. Examples of improvements for which a performance guarantee might be required include paving an access road or parking lot, landscaping improvements or reclamation of a gravel mining site. A cash deposit, certificate of deposit, bank letter of credit or surety bond shall be posted with the Township as a guarantee that the improvement will be completed in accordance with the approved site plan. The bond shall be for 110% of the estimated cost of the improvement. The zoning administrator may release 50% of the bond with 60% of the work has been completed, with the remainder of the bond released when the improvement has been finished and approved.

Section 8.07 - Time For Completion

For projects that do not require a building permit, the approved use must have commenced within one year of approval for the site plan to remain valid. For projects that require a building permit, the permit must be applied for and granted within one year of approval of the site plan. Each site plan shall be fully complied with and all construction completed within one (1) year of the date the building permit is issued unless an extension has been granted by the Planning Commission. For multi-phase projects expected to take several years to approve, the Planning

Commission may grant conceptual approval of the overall project and final approval of the portion expected to be completed in the first phase. Concept approval gives long term approval over the general layout and arrangement of the site but each phase must meet the zoning ordinance requirements in place when final site plan approval for that phase is requested.