

Site Plan Review

Introduction

Site plan review provides the Village with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and Village planning. Site plan review also provides the Village with an opportunity to review the relationship of the plan to surrounding uses, accessibility, on and off-site pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety and general welfare.

A site plan is required for review by the Planning Commission whenever one (1) or more of the following conditions apply:

- Whenever a building permit is required for the erection or structural alteration of a building (other than single-family homes, farm buildings, or accessory structures to these uses).
- For the construction, use, or establishment of a new or expanded parking or storage area.
- For all special land uses.
- For any change in use or class of use as determined significant by the Village.

Site Plan Submission Requirements

Listed below are the basic submission requirements for all Site Plan applications.

- Applicable fee (If additional reviews are required, additional fees will be collected)

Ten (10) copies of the following:

- Application (completed and signed)
- Site Plan (signed, sealed and dated by an appropriate professional, and folded)
- Landscaping Plan
- Development Impact Statement (if applicable)
- Any other information required by the Zoning Ordinance (i.e. legal documents, etc.)
- Signage for the project may be included on the site plan thus eliminating the need to obtain it separately.

- ***Incomplete submissions will not be accepted.***
- ***If you have any questions prior to submitting your application, please contact the Village Clerk at (810) 688-2620 or the Building Department at (810) 688-3031***

Site Plan Review Process

- The initial application for site plan review must be received by the Village a minimum of fourteen (14) days prior to the next regularly scheduled Planning Commission meeting to be eligible for placement on that meeting.
- Upon submission of a complete application, the site plan and all associated documents are forwarded to the applicable reviewing agencies, Departments and professionals for comment and review.
- The application will be placed on the next available agenda of the Planning Commission.
- All reviews completed for the application will then be submitted to the Village in a timely fashion for distribution to the Village Planning Commission. A copy of all reviews will also be forwarded to the applicant for their review.
- The Planning Commission will make a decision to approve, deny or postpone the decision on an application at its regularly scheduled meeting.
- If the Planning Commission makes a motion to approve the site plan, the plan approval shall be valid for twelve (12) months from the date of approval. If physical improvement of the site is not in actual progress at the expiration of the approval and diligently pursued to completion, the approval shall be null and void, unless renewed or extended by specific Planning Commission action. Any request for an extension shall be made in writing. If approval is not extended before expiration of the twelve-month period, then a new application and a new approval shall be required before a building permit may be issued.
- Once approved, the applicant is eligible to proceed to Engineering review and approval (as necessary) or apply for building permits through the Building Departments.
- If an application is approved with conditions, all conditions of approval must be met prior to proceeding to Engineering review or Building permits being issued.

Village Information:

The Village is Located at:
4018 Huron Street, P.O. Box 704, North Branch MI 48461

The Village Contact Numbers:
Phone: (810) 688-2620
Fax: (810) 688-4521

The Village's Hours are:
Monday - Thursday 9 a.m. - 5 p.m. (closed Fridays)

Planning Commission Dates:

The Planning Commission holds its regularly scheduled meeting on the 3rd Tuesday of each month at 6:00 p.m. unless otherwise posted

All meetings are held at Village Hall unless otherwise posted.

Possible Planning Commission Decisions:

- Approve as presented; or
- Approve subject to conditions being met; or
- Postpone (Table) to allow the applicant time to address issues raised at the meeting; or
- Denial of the application as presented

F.A.Q.

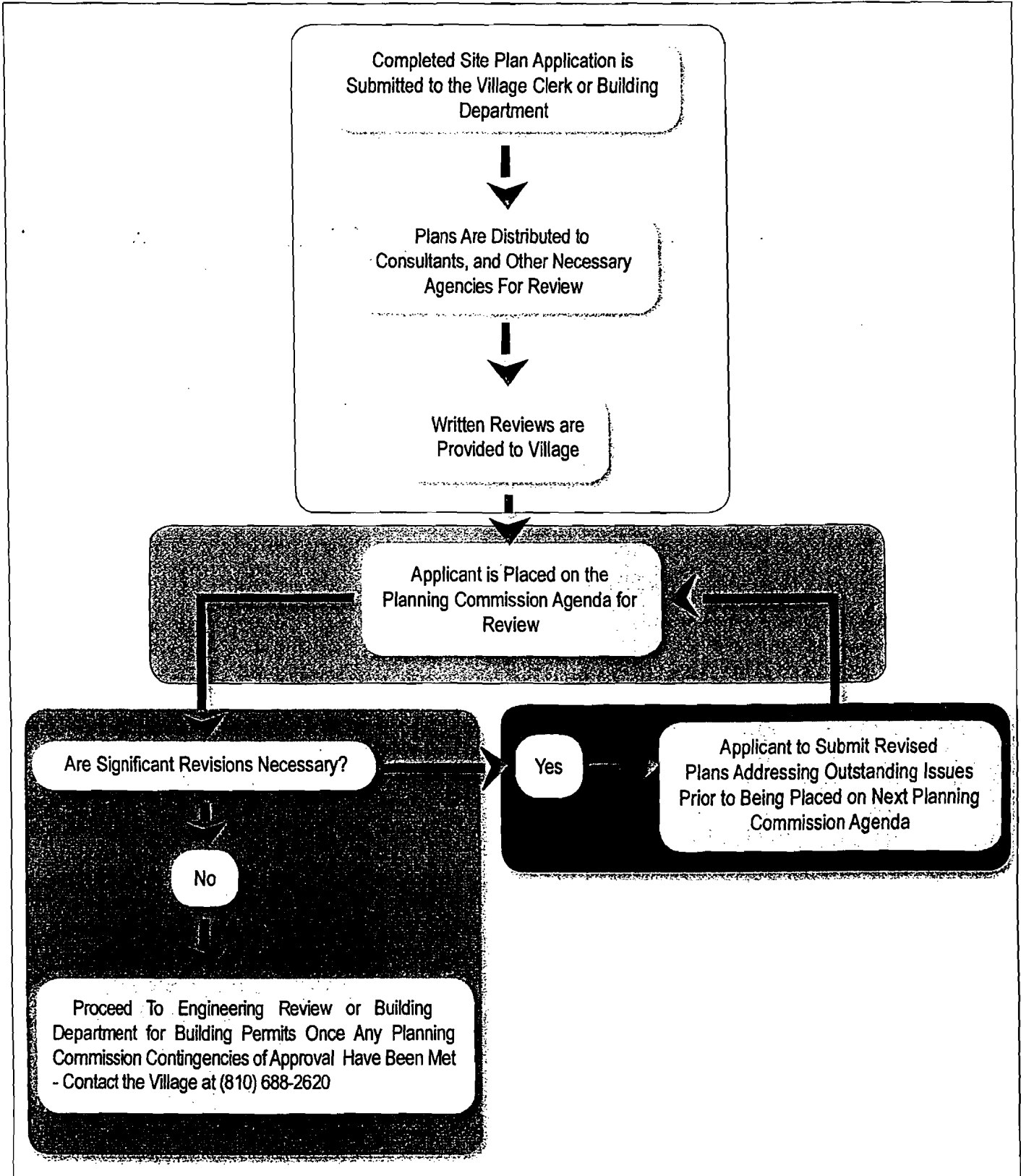
Once I receive review comments can I resubmit site plans prior to a planning commission meeting or the night of.

No, once plans have been distributed, and reviewed, revised plans will not be accepted.

Site Plan Review Process (Planning Commission Review)

- After being placed on a Planning Commission agenda, the Planning Commission will review the proposed site plan and all associated material with the application for compliance with the Village Zoning Ordinance.
- In addition to the strict criteria of the Zoning Ordinance, the Planning Commission will also review the proposed application for compliance with the following general planning standards:
 - ***Vehicular access and circulation.***
 1. **Access.** The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation, taking into consideration such issues as proper driveway alignment, driveway spacing and internal connectivity between sites. The Planning Commission shall require public streets adjacent or through a proposed development when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. In those instances where the Planning Commission determines that there are an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.
 2. **Circulation.** On-site circulation shall be clearly indicated on the plan. Access lanes, maneuvering lanes, parking stalls, stacking lanes, loading/unloading bays and doors, shall be designed in a manner that promotes the general safety, convenience, and interaction of both vehicles and pedestrians. The relationship to and the impacts upon adjacent properties shall also be considered.
 - ***Relationship to surrounding property.*** All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the Planning Commission shall review the plan for negative conditions, such as, but not limited to:
 1. Channeling excessive traffic onto local residential streets.
 2. The lack of adequate screening of parking, maneuvering, or service areas.
 3. Excessive visual pollution caused from lighting and debris.
 4. The building structure and use shall be generally consistent in size, scale, and intensity with the adjacent uses.
 5. The impediments to the access of emergency vehicles.
 - ***Relationship to natural features.*** All buildings, driveways, parking lots, and site improvements shall be designed to be compatible with all natural features on-site. The site buildings and improvements shall not encroach into the physical characteristics of the site, such as wetlands, floodplains and natural drainageways, and shall minimize the impact on environmental features, including, but not limited to, woodlands, slopes and sensitive soils. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area. In no way shall natural drainageways or other natural water retention bodies be altered in a manner that reduces or significantly alters the current drainage location, patterns or volumes.
 - ***Infrastructure.*** The Planning Commission shall consider the Department of Public Work's and/or the Village Engineer's evaluation of the adequacy of public or private utilities proposed to serve the site, including water, sanitary sewers and stormwater retention.

Site Plan Review Process Flowchart



Village of North Branch Offices
4018 Huron Street, P.O. Box 704
North Branch MI 48461

phone: (810) 688.2620 fax: (810) 688.4521

TYPE OF REVIEW:

Site Plan

Special Land Use

Date: _____

Fee: _____

Receipt #: _____

APPLICANT'S NAME: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

PROPOSED DEVELOPMENT: _____ Parcel #: _____ Lots: _____

Acreage: _____ Existing Zoning: _____ Zoning of Surrounding Property: _____

(please provide the complete legal description & attach separately or provide on site plan).

Site Location/Address: _____

SITE PLAN PREPARER: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

DEVELOPER: (If not same as applicant) _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

LEGAL OWNER: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

The applicant or representative must be present at the Planning Commission meeting if Planning Commission review is required.
The undersigned deposes that foregoing statements and answers and accompanying information are true and correct

Signature of Applicant
Please type or print your name below

Signature of Legal Owner
Please type or print your name below

Site Plan Submission Requirement Checklist

The site plan checklist on the following pages is provided to assist in ensuring that an application is complete. It should not act as a substitute for the full submission requirements outlined in the Village's Zoning Ordinance.

GENERAL SITE DATA	COMPLETE	INCOMPLETE	COMMENTS
Seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it.			
Dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements.			
Northpoint and scale should customarily be provided at one (1) inch = twenty (20) feet, or one (1) inch = thirty (30) feet.			
Complete legal description			
Parcel identification number			
Size of the site			
Location map showing major roads, nearby cross-streets and property lines, where necessary.			
Zoning of site and all surrounding property. If the site has split zoning, show the line between the districts.			
Proposed address, if available.			
Location of existing structures and improvements. (Indicate if any such structure or improvement is to be removed).			
Location of proposed structures and improvements.			
Yards/setbacks and critical dimensions between buildings and other site improvements.			
Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within two hundred (200) feet of all property lines.			
Topography at two-foot contours (existing and proposed).			
Benchmarks.			
Recorded easements and rights-of-way with liber and page numbers.			

BUILDING PLANS	COMPLETE	INCOMPLETE	COMMENTS
All architectural building elevations (front, sides and rear).			
Type of surface material and design of all exterior surfaces.			
Dimensioned floor plans (principal and accessory buildings).			
Decks and/or patios (dimensions, location, height and materials).			
All exterior appliances, such as cooling towers, dust collectors, condensers, evaporators and the like, and method of screening.			
ACCESS, PARKING & CIRCULATION	COMPLETE	INCOMPLETE	COMMENTS
Existing and proposed rights-of-way for all abutting roads.			
Location and dimensions of all driveways and street approaches.			
Indicate the type of surface (paving) and provide curb and gutter details.			
Parking spaces (location, number, dimensions, aisle dimensions and surface material).			
Site circulation pattern (direction of pedestrian and vehicular traffic flow if one-way or not obvious from the arrangement).			
Identification of all fire lanes.			
Sidewalks, interior walks and their connection. Interior sidewalks shall provide a connection to the eight-foot exterior sidewalk.			
Sidewalks, eight-foot asphalt along all exterior roadways.			
Carport locations and details (including architectural elevations).			
Location of emergency access roads.			
ENVIRONMENTAL FEATURES	COMPLETE	INCOMPLETE	COMMENTS
Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.			
Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to size, type and whether existing or proposed.			
Whenever a tree or group of trees is to be removed as part of the planned improvements, their location should be shown on the site plan in dotted outline and noted "to be removed."			
Greenbelts, walls and/or berm details. (Provide at least one (1) cross-section for each type used.)			
Site irrigation (sprinklers). Indicate all areas to be irrigated.			

ENVIRONMENTAL FEATURES (CONT.)	COMPLETE	INCOMPLETE	COMMENTS
Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).			
Trash receptacles and method of screening.			
Site lighting details (location, height, type, intensity, method of shielding, and a ground level illumination plan (if required)).			
Wetlands shall be indicated on the plan if wetlands are suspected or known to exist on a site, or if a general wetlands map indicates the potential presence of a wetland in the area of the site.			
Environmental impact statement (as applicable).			
OTHER INFORMATION	COMPLETE	INCOMPLETE	COMMENTS
Location of all proposed site utilities including fire hydrants or dry hydrants.			
Site drainage characteristics and improvements.			
Park and/or recreation areas (show boundary and size in square feet).			
Fences, screen walls, or other similar structures (location and details).			
Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., One (1) bedroom, two (2) bedrooms and three (3) bedrooms), if any; and the total gross acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown.)			
Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, and other data of all such equipment and/or machinery shall be indicated.			
Location of storage, use and disposal areas, if any, for hazardous substances, and evidence of approval by the applicable Federal, State or local review agency.			
List of hazardous substances used, stored or generated at the proposed facility, in accordance with procedures of the Planning Commission.			
If phasing is proposed or intended, it shall be clearly shown on the site plan.			
Sign information.			
Legal documents: e.g. Master Deed, Cross Access Easements, etc.			