

Review Process & Submittal Requirements

Review Process

1. A site condominium plan and the private road is reviewed administratively by Township staff and approved by the Board of Trustees, upon recommendation from the Planning Commission.
2. The process includes the following steps:
 - Concept plan review
 - Final site plan review
 - Outside agency review
3. Upon completion by all Township reviewers, administrative review comments are returned to the project representative.
4. If applicable, revisions are made and resubmitted. Township staff completes administrative reviews until all the non-discretionary requirements are met.
5. Administratively complete plans will be placed on the next available Planning Commission meeting agenda. The Planning Commission meets on the last Tuesday of each month at 7:00 P.M.
6. Review letters will be provided to the applicant the Friday before the meeting.
7. Review comments will be discussed at the Planning Commission meeting and if applicable, revised plans shall be submitted after the Planning Commission takes action (revised plans will not be accepted before, or on the night of, the Planning Commission meeting).
8. Any conditions by the Planning Commission shall be incorporated into the plans prior to the plans being placed on the next regularly scheduled Board of Trustees meeting. The Board of Trustees meets the third Thursday of each month at 7:00 P.M.
9. To complete the review process, five (5) sets of plans shall be submitted for signatures.

Submittal Requirements

1. Six (6) copies of the site plan and related documentation for administrative reviews.
2. Ten (10) copies of the site plan and related documentation for Planning Commission and Board of Trustees.
3. The copies must be folded with the printed side out. Sheet size shall not exceed 24" x 36".
4. An electronic PDF version of the site plan is required for the Planning Commission and Board of Trustees.

SUBMISSION REQUIREMENTS - TO BE COMPLETED BY APPLICANT
CONCEPT PLAN

This checklist is provided as a general guide for plan submittal. Please reference Chapter 170, Article 35 (Site Condominium) for detailed submission requirements. Only complete plans will be reviewed. Incomplete submissions, or inconsistent information among plan sheets, will be returned to the applicant before the plan review takes place.

REQUIREMENTS	PROVIDED	NOT APPLICABLE
General Information		
Proof of ownership or authorization from the land owner to submit the development proposal		
The legal description of the property		
A site location map		
Professional seal, signature, address and phone number of professional(s) involved in preparation of the plan		
Dimensions of project boundaries		
Existing Site Information		
Site analysis map depicting slopes, drainage courses, water bodies, natural features and sight distance limitations		
Existing and proposed property lines within 200' of the proposed site		
Zoning district classification for all parcels within and adjacent to the site		
Existing buildings or other structures on or within 100' of the proposed site		
Boundaries of wetlands regulated by the MDEQ (established by a qualified wetland consultant)		
Topography drawn at two (2') foot intervals or less for the subject site and a general description of topography within 100' of the site, topography shall be based on U.S.C. and G.S. Datum		
Lot Information		
Number, dimensions and square footage of each lot		
Identify limits of ownership, general common elements and limited common elements		
Identify front, side and rear yard setbacks (i.e., building envelopes)		
Dimension distances from a shoreline or wetland boundary		
Conventional plan alternative (for lot clustering option)		
Streets		
Traffic impact study, if applicable, per Article 32 of the Zoning Ordinance (Impact Assessment)		
Name, location and right-of-way/easement widths of existing or proposed public or private streets in or within 250' of the proposed site		
Proposed street names		
Connection to adjoining street system		
Lighting		
Street light locations and fixture detail		
Lighting information per Article 21 of the Zoning Ordinance (Lighting Standards)		

SITE CONDOMINIUM APPLICATION
The Charter Township of Northville

Landscape & Woodlands Replacement		
A landscape plan illustrating greenbelts, street trees, detention and other applicable landscape requirements		
Limits of grading identified		
Identify all trees 8" DBH or greater by size, common and botanical name and general condition		
Table identifying trees by number, species and size and whether they are to remain, be removed or be transplanted		
Woodland replacement trees shall be graphically distinguished from landscape requirements		
Utilities		
General layout of water and sanitary lines		
General plans for stormwater		
General plans for storm drainage		
Non-Motorized Circulation		
Locations of proposed sidewalks, bike paths, and similar facilities		
Miscellaneous		
Proposed location and detail of mail box clusters (if provided)		
Proposed entrance features including walls, signs or lighting		

FINAL SITE PLAN

REQUIREMENTS	PROVIDED	NOT APPLICABLE
Detailed engineering plans		
Street design details including curve radii, cross sections, gradients, distance, etc.		
Documentation of dedication or reservation		
Location and sizes of sewer lines, or location of septic fields for sewage disposal by a method approved by the Wayne County Health Department or the MDNR - Utility information shall be shown for the plat, plus 200' outside of the plat.		
Location and sizes of water lines, or location of wells for proposed water supply by a method approved by the Wayne County Health Department - Utility information shall be shown for the project and for a distance 200' outside of the project.		
Location, sizes, and other information on existing and underground utilities - Utility information shall be shown for the project, plus 200' outside of the project.		
Planned Unit Development (PUD) Agreements and Open Space Community Development Agreements, if applicable		
Master deed and bylaws		