

**ARTICLE 33**  
**Site Plan Review**

**§ 170-33.1. Intent**

The intent of this article is to provide a consistent and uniform method of review for proposed development plans to ensure full compliance with: regulations and standards contained in this chapter, with other applicable ordinances and laws, efficient use of land, protect natural resources and to prevent adverse impacts on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and communication with the applicant in facilitating the development process in accordance with the Township's land use objectives

**§ 170-33.2. Applicability**

A. Site plan review is classified into four types.

- 1) Exempt. Select projects are exempt from site plan review given their relatively low impact on adjacent land uses and that compliance with applicable zoning regulations can be addressed through the building permit review process. A building permit is required.
- 2) Administrative. Certain smaller projects, conditional site plan approvals, building/site expansions or minor changes in use may be reviewed administratively by the Planning Department and/or building official. At the discretion of the Director of Community Development, certain administrative reviews may be submitted to the Planning Commission.
- 3) Sketch plan. The process for smaller scale projects, expansions or changes in use where the applicant is permitted to provide less detailed information than a full site plan. The level of information required is only what is deemed necessary to verify compliance with applicable standards.
- 4) Full site plan. The process for larger and more intense projects including most new developments, larger expansions and redevelopment of an existing site.

B. A zoning compliance permit may be required for certain uses that do not require site plan review as described in § 170-42.1

**SITE PLAN REVIEW REQUIREMENTS**

DEVELOPMENT ACTIVITY	REQUIRED REVIEW			
	Full Site Plan	Sketch Plan	Admin.	Exempt
<b>NEW DEVELOPMENT</b>				
Single family dwelling and accessory structures on a single residentially zoned lot				•
Residential developments, excluding platted subdivisions	•			
Construction of any nonresidential building or use	•			
Accessory buildings and structures up to 100 square feet in all zoning districts except R-1 through R-4				•
Accessory buildings and structures greater than 100 square feet in all zoning districts except R-1 through R-4			•	
Construction of essential public service buildings and storage areas	•			
<b>EXPANSIONS OR BUILDING ALTERATIONS</b>				
Addition to a single family dwelling unit				•
An increase up to 1,000 square feet or ten (10) percent of the existing floor area, whichever is less		•		
An increase in the floor area greater than that specified above	•			
An increase in parking or loading area of up to ten (10) percent or 6,000 square feet of pavement area				
An increase in parking or loading area over ten (10) percent or 6,000 square feet of pavement area		•		
Changes to building height that do not add additional floor area			•	
Architectural changes to a non-single family residential structure		•		
Internal construction or change in the floor plan that does not increase usable floor area, increase the intensity of use or affect parking requirements and meets all site design standards of the ordinance				•
Barrier-free design improvements to a non-single family residential structure			•	
<b>CHANGE IN USE</b>				
Any change in the use of land or a building to a more intensive use, in terms of parking, noise, traffic volumes and similar impacts	•			
A change in use for a site that does not comply with current site design standards such as landscaping, signage, lighting or drainage		•		
A change in use to a similar or less intense use provided the site shall not require any significant changes such as parking, landscaping, lighting, signs, bike paths or sidewalks			•	
Improvements to outdoor recreation uses and parks				

DEVELOPMENT ACTIVITY	REQUIRED REVIEW			
	Full Site Plan	Sketch Plan	Admin.	Exempt
A change from a nonconforming use, building or site to a more conforming situation		•		
<b>OTHER TYPES OF PROJECTS</b>				
Accessory open air businesses		•		
Pathway or sidewalk construction or relocation			•	
Construction of an entrance feature associated with a non-single family residential use (walls, landscaping, etc.)			•	
Fences associated with a non-single family residential use			•	
Grading, excavation, filling, soil removal, creation of ponds or clearing of vegetation within an area up to 100 square feet, provided such activity is normally and customarily incidental to an existing single family use				•
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees other than that specified above			•	
Home occupations			•	
Landscape changes that are consistent with the intent of the ordinance and an approved site plan			•	
Minor modifications to an approved site plan as defined in 33.XX Site Plan			•	
Parking lot modifications provided there is not a reduction in the total number of spaces			•	
Residential care facilities licensed by the state that require special land use approval		•		
Sign relocation or replacement provided it meets applicable dimensional and location standards of the sign Ordinance, the materials are consistent with the building and fits into the overall landscape plan			•	
Site improvements such as walls, fences, lighting or curbing consistent with ordinance standards			•	
Utility system improvements				•
Relocation of a waste receptacle to a more inconspicuous location or installation of screening around the waste receptacle			•	

**§ 170-33.3. Procedures**

- A. If an ordinance interpretation or variance is needed from the zoning board of appeals, action from the zoning board of appeals shall be obtained prior to initiating site plan review process.

- B. The site plan shall be prepared in accordance with the provisions of this article, including all appropriate information identified on the site plan application. A site plan that does not meet the stipulated requirements shall be considered incomplete and shall not be eligible to begin the review process.
- C. The complete site plan submittal will be distributed to all applicable township reviewers for administrative review. Written reports will be prepared to identify deficiencies and make appropriate recommendations necessary to comply with township standards. Review comments will be complied and returned to the applicant to revise and resubmit the plan, if required.
- D. Upon satisfying all non-discretionary items, the application will be placed on the next available planning commission meeting agenda for action by the planning commission.
- E. The planning commission shall review the site plan in relation to applicable standards and the intent and purpose of this ordinance. The commission shall consider the comments and recommendations from the various township reviewers.
- F. The planning commission is authorized to approve the site plan, approve the site plan with conditions, deny or postpone action as follows.
  - (1) Postpone. Upon determination by the planning commission that a site plan is not sufficiently complete for approval or denial, upon a request by the applicant, the Planning Commission may postpone consideration until a later meeting.
  - (2) Denial. Upon determination that a site plan does not comply with standards and regulations set forth in this Ordinance, or extensive revisions are necessary to comply with said standards and regulations, the site plan shall be denied.
  - (3) Approval. Upon determination that a site plan is in compliance with the requirements of this Ordinance and other applicable ordinances and laws, the site plan shall be approved. All final site plans shall be signed by the Director of Community Development prior to proceeding with construction/engineering plan submittal.
  - (4) Approval subject to conditions. The Planning Commission may approve a site plan, subject to one or more conditions necessary to address minor modifications to the site plan, ensure that public services and facilities can accommodate the proposed use, protect significant natural features, ensure compatibility with adjacent land uses or otherwise meet the intent and purpose of this Ordinance. Revised plans reflecting the planning commission conditions shall be submitted for review. Upon addressing all planning commission conditions, the final site

plans shall be signed by the Director of Community Development prior to proceeding with construction/engineering plan submittal.

G. Optional Meetings

- (1) The applicant may request a pre-application meeting with appropriate staff to discuss the project, applicable standards, technical issues, submittal requirements and review procedures. The applicant shall submit a meeting request form, plans to describe the scope of the project and a list of specific questions.
- (2) The applicant may request to be placed on the Planning Commission agenda at a regularly scheduled meeting, if time permits, to introduce the site plan concept and receive informal comments or direction from the Planning Commission.

**§ 170-33.4. Site plan submittal requirements**

In addition to the site plan application and required fee, the information identified on the following site plan application checklist shall be submitted to the planning department to initiate the site plan review process. The proposed site plan shall comply with the applicable standards contained in this chapter.

<b>General Information</b>
Proof of ownership or authorization from the land owner to submit the development proposal
The legal description of the property
Plan(s) developed using 1983 State plane coordinates
A location map illustrating the subject parcel(s), surrounding parcels and the street system
Professional seal, signature, address and phone number of professionals involved in preparation of the site plan
A boundary survey and lot dimensions in accordance with PA132 of 1970
Notation of any variances received
If public sanitary sewer system is not proposed, health department approval is required
<b>Existing Site Conditions Information g Existing Site Condition Information</b>
Gross and net acreages
Site analysis map depicting slopes, drainage flow, water courses, natural features, sight distance limitations, etc.
Elevations on USC & GS datum, provided at 2’ maximum intervals and extending 100’ beyond the site boundary
Surface configuration/elevation of land and roads
Elevation and details of bridges and culverts which provide passage of storm water onto or away from the site, and under abutting roads, including details of sections, length and elevation

All recorded and unrecorded easements
Details of streets/roads abutting the site (width, surface, plantings within the R.O.W., etc.)
All public and private roads, existing and proposed R.O.W., easements and driveways within 250' of site
The 100 year floodplain elevation
Existing utilities and associated structures including storm and sanitary sewers, water mains, electric and telephone lines located adjacent to the site including relationship to R.O.W. or easement lines
Limits of wetlands regulated
Locations of concentrated storm water in flow into the site
Any other special or unusual conditions which might significantly affect the site design
<b>Lighting (Article 21)</b>
Photometric plan and fixture details
<b>Tree and Woodland Protection (Article 23)</b>
Limits of grading identified
Tree inventory identifying all trees 8" DBH or greater by size, common and botanical name and general condition.
A table identifying trees by number, species and size and whether they are to remain, by removed or be transplanted
Trees to be removed graphically identified on plan. Replacement calculations provided
Landscape plan graphically distinguishes woodland replacement trees from landscape requirements
Landscape (Article 24)
Greenbelt, buffer, parking lot, detention, entranceway and interior landscaping requirements identified in a table and graphically on plan(s)
Dimensions for height and length of any walls or fences
Plant schedule indicating number, size and species of all proposed plant material
A note that all planting areas are to be irrigated
Location, detail and method of screening waste receptacles
<b>Parking / Loading (Article 26)</b>
Identify turning radii of the largest anticipated vehicle to verify adequate geometry has been provided to accommodate turning movements through the site
Dimensions of typical parking spaces, aisles and islands. Islands shall be 2 ft. shorter than adjacent parking space.
Location of directional signs and pavement markings
Location, size and screening details for loading/unloading areas
Parking calculations based on proposed use. Banked parking or proposed modifications to required number of parking spaces shall be clearly identified
Net usable floor area calculation supported by floor plan(s)
Provide access for fire apparatus
<b>Site Access (Article 27)</b>

Identify access points within 500’ of site, on both sides of street
Evidence indicating sight distance requirements of MDOT or Wayne County are met, as applicable
Provide shared access with adjacent uses, where appropriate (including shared access easement and agreements)
Dimensions for driveways including width, radii, throat length, length of any deceleration lanes or tapers and all curb radii within site
<b>Public Streets / Private Roads (Article 28)</b>
Traffic impact assessment or study, if required per Article 32, Impact Assessment
Location and dimensions of streets/roads, including pavement width, radii, tangent length
Pavement cross section details
Proposed road names
<b>Architecture</b>
Elevations and material sample board
Rooftop equipment will be screened from public view
Details of rooftop equipment screening
<b>Non-Motorized Circulation</b>
Alignment, type and width of sidewalks or pathways required per the Township pathway plan
Provision of appropriate pedestrian circulation and facilities within the site
Sidewalks adjacent to parking spaces shall be in a minimum of 8’ wide

**§ 170-33.5. Sketch plan submittal requirements**

Sketch plan approval shall follow the same procedures for site plan review. The intent of this section is to require the upgrade of existing sites that do not conform to current site plan standards. Conformity with current site plan standards is expected when it is feasible.

In addition to the sketch plan application and required fee, information identified on the sketch plan application checklist shall be submitted to the planning department to initiate the sketch plan review process. The proposed site plan shall identify the applicable submittal items identified in the table below and comply with the applicable standards contained in this chapter.

<b>General Information</b>
Proof of ownership or authorization from the land owner to submit the development proposal
The legal description of the property
Plan(s) developed using 1983 State plane coordinates
A location map illustrating the subject parcel(s), surrounding parcels and the street system
Professional seal, signature, address and phone number of professionals involved in preparation of the site plan
A boundary survey and lot dimensions in accordance with PA132 of 1970
Notation of any variances received

If public sanitary sewer system is not proposed, health department approval is required
<b>Existing Site Conditions</b>
Gross and net acreages
Site analysis map depicting slopes, drainage flow, water courses, natural features, sight distance limitations, etc.
Elevations on USC & GS datum, provided at 2’ maximum intervals and extending 100’ beyond the site boundary
Surface configuration/elevation of land and roads
Elevation and details of bridges and culverts which provide passage of storm water onto or away from the site, and under abutting roads, including details of sections, length and elevation
All recorded and unrecorded easements
Details of streets/roads abutting the site (width, surface, plantings within the R.O.W., etc.)
All public and private roads, existing and proposed R.O.W., easements and driveways within 250’ of site
The 100 year floodplain elevation
Existing utilities and associated structures including storm and sanitary sewers, water mains, electric and telephone lines located adjacent to the site including relationship to R.O.W. or easement lines
Limits of wetlands regulated
Locations of concentrated storm water in flow into the site
Any other special or unusual conditions which might significantly affect the site design

**§ 170-33.6. Architecture requirements**

- A. Building architecture shall meet the criteria identified below. It is the applicant’s responsibility to submit construction plans that conform to the approved site plan.
- (1) Elevations shall illustrate the building design, height, and description of all construction materials. Elevations shall be provided for all sides of the building, and each elevation shall provide a finished appearance. Particular attention shall be provided to elevations visible to the public or from adjacent properties. Color renderings of the building shall be submitted for Planning Commission review and approval.
  - (2) Building and sign materials and colors shall relate well and be harmonious with the surrounding area. Proposed materials and colors shall be specified on the plan and by the material samples provided.
  - (3) Buildings shall consider the scale and proportion of existing structures in the area. Roof configuration and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape character.

- (4) Buildings shall possess architectural variety, but respect the overall community character. All buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked rooflines or towers. Building walls over 100 feet in length shall be broken up with varying rooflines, varying building lines, recesses, projections, wall insets, arcades, windows, architectural accents, bands of complementary building materials and trees. Building entrances shall utilize windows and awnings; provide unity of scale, texture and color; and provide a sense of place. Rear facades shall be constructed to a finished quality comparable to the front facade.
- (5) Awnings or other building details shall be consistent with the overall building design and provide uniform appearances as part of multiple tenant developments, rather than being specific to individual tenants.
- (6) The primary building material shall be brick. A minimum 80% of all building facades, excluding the roof and windows, shall consist of masonry products such as brick, cut stone, integral colored split face block, native field stone, cast stone, limestone, granite or equivalent as determined by the Planning Commission. The Planning Commission may modify the 80% exterior finish requirement for facades not visible from a public street provided they are adequately screened from adjoining land uses. The remaining maximum 20% of the facade may utilize other materials for architectural detailing such as fiberglass reinforced concrete, cement board siding, stucco, polymer plastic (fypon) or EIFS, provided they are not located at the base of the building. These accent materials shall be darker tones in order to maintain a cleaner appearance and to reduce maintenance issues.
- (7) Front building facades shall provide a minimum of 15% glass windows but shall not exceed 80% glass. Calculations are exclusive of the roof area. Reflective glass is not permitted on any facade.
- (8) Rooftop equipment shall be illustrated on the plans and shall be screened from view by parapet walls or other architectural elements that complement the overall building design. A note that all rooftop equipment will be screened must be provided on the plans.
- (9) Standing seam metal roofs shall only be permitted if compatible with the overall character of the building, compatible with the surrounding area and architectural elements are used to significantly reduce the roof mass when viewed from the street.

- (10) Overhead doors shall not face directly onto a main road. If due to site constraints no other feasible location exists, or overhead doors are visible to the public, the design must include architectural elements to reduce the visual appearance of the doors.
- (11) Any interior play place associated with a restaurant or lodging facility shall be designed in accordance with the above standards.
- (12) Overhead canopies for gas stations or other uses shall be ~~designed to be~~ compatible with the architectural characteristics of the principal building such as incorporating design elements or materials that match or complement the primary building materials. Lighting fixtures shall be recessed into the canopy.

### § 170-33.7. Standards for Approval

The following standards shall form the basis for site plan or sketch plan review and approval, approval with conditions or denial.

- A. **Adequacy of information and compliance with Ordinance requirements.** The site plan includes all required information in a complete and understandable form, and provides an accurate description of the proposed uses, structures and site improvements. The site plan complies with all applicable ordinance requirements.
- B. **Site design characteristics.** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, parcel configuration, adjoining property, traffic operations, adjacent streets and driveways, pedestrian access and the type and size of buildings. The site is designed in a manner to promote normal and orderly development of surrounding property for uses permitted by this chapter.
- C. **Site appearance and coordination.** Site elements are designed and located to be aesthetically pleasing and harmonious with adjacent existing or future developments. All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities and open space shall be coordinated with adjacent properties.
- D. **Pedestrian access and circulation.** Pedestrian circulation systems shall connect to existing or planned non-motorized facilities and are designed to be reasonably insulated from the vehicular circulation system.
- E. **Vehicular access and circulation.** Drives, streets, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets and promote safe and efficient traffic circulation within the site.

- F. **Building design and architecture.** Building design and architecture relate to and are harmonious with the surrounding area with regard to texture, scale, mass, proportion, materials and color.
- G. **Parking and loading.** Off-street parking lots and loading zones are arranged, located and designed to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, enhance the character of the area and promote shared-use of common facilities by adjoining properties.
- H. **Landscaping and screening.** Landscaping and screening are provided in a manner to adequately buffer adjacent land uses and screen off-street parking, mechanical equipment, loading and unloading areas and storage areas from adjacent residential areas and public rights-of-way.
- I. **Exterior lighting.** All exterior lighting fixtures are designed, arranged and shielded to minimize glare and light trespass, prevent night blindness and vision impairments and maximize security.
- J. **Impact upon public services.** The impact upon public services will not exceed the existing or planned capacity of such services, and adequate public services, including but not limited to, utilities, streets, police and fire protection, public schools and sidewalks/bicycle paths are available or provided to the site, and are designed with sufficient capacity and durability to properly serve the development.
- K. **Emergency access.** All sites and buildings are designed to allow convenient and direct emergency access.
- L. **Project Phasing.** All phases of development shall be designed in logical sequence to insure that they function independently in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
- M. **Non-conforming sites.** Redevelopment of existing sites shall be brought into conformance with all site improvement provisions of this chapter relative to and proportionate to the extent of redevelopment, as determined by the Planning Commission or Township reviewers.

### § 170-33.9. Engineering Requirements

No person shall start building or constructing anything without site plan or sketch plan approval required by this Ordinance or until there has been compliance with the requirements of this Section. The department of public services shall have jurisdiction to enforce the provisions of

this section. Any and all construction and development on a site requiring site plan or sketch plan approval shall be consistent with the approved site plan.

- A. After final site plan or sketch plan approval, and before commencement of construction, detailed drawings for roads, parking areas and utilities shall be approved by the engineering department.
- B. The applicant shall be required to obtain all other necessary agency permits, including but not limited to the Michigan Department of Environmental Quality, the Wayne County Office of Public Services, the Wayne County Department of the Environment and applicable utility companies. Copies of applications and approvals from all applicable outside agencies shall accompany engineering plan submittal.
- C. Construction of any improvements shall not begin until the required Township fees have been paid and a preconstruction meeting has been held.
- D. If changes made during the engineering review conflict with requirements and conditions of the approved site plan or sketch plan, the revisions shall be reviewed and approved by the township staff or the planning commission as defined by this Article.

#### **§ 170-33.10. Building Requirements**

- A. Any structure to be erected in pursuance of an approved final site plan or sketch plan shall be subject to the Township requirements for submission of architectural plans, code compliance, inspection and inspection fees.
- B. A building permit for a structure located within a proposed condominium project shall not be issued until master deed has been reviewed and approved by the Township and the Township has received a recorded copy from the applicant. Prior to recording the master deed, the Township may issue permits for site grading. No permit shall be issued, or work undertaken, prior to recording of the master deed pursuant to this section shall grant any rights or any expectancy interest in the approval of the master deed.

#### **§ 170-33.11. Performance guarantee**

Whenever the Township Board permits or requires a performance guarantee as security for required improvements, the performance guarantee shall be in the form of a letter of credit, certified check or cash escrow. Any such security shall be in an amount equal to 120% of the estimated cost of completion of the required public improvements, including lot improvements. The issuer of the letter of credit or the escrow agent, as applicable, shall be acceptable to the Township Attorney.

**§ 170-33.12. Use and property maintenance in accordance with an approved plan**

No owner, tenant, occupant or person shall use or allow to be used a part or all of any property which is the subject of an approved site plan or sketch plan, other than as set forth on the approved plan.

- A. The owner, tenant, occupant or person responsible for any property which is the subject of an approved site plan or sketch plan shall maintain the property and the improvements thereon in accordance with the approved site, sketch plan or an approved amendment thereof. This responsibility shall include the duty to maintain in a condition substantially similar as approved, including the duty to replace, if necessary, all improvements such but not limited to, healthy landscaping, walls, fences, pavement, pavement markings, signs, lighting, building exterior, drainage facilities and all other elements of a site. Any owner, tenant, occupant or person who fails to so maintain a structure or land consistent with an approved site plan shall be deemed in violation of the use provisions of this chapter and shall be subject to the same penalties appropriate for a use violation.
- B. For condominium projects, the master deed shall contain provisions describing the responsibilities of the condominium association, condominium owners, and public entities, with regard to maintenance of the property in accordance with the approved site plan on a continuing basis. The master deed shall further establish the means of permanent financing for required maintenance and improvement activities which are the responsibility of the condominium association. Failure to maintain a structure or land consistent with an approved site plan shall be deemed in violation of the use provisions of this chapter and shall be subject to the same penalties appropriate for a use violation.

**§ 170-33.13. General Provisions**

- A. **Expiration of Site or Sketch Plan.** Final site plans or sketch plans shall expire 365 days after the date of approval, unless construction has commenced. The date of approval is established by the most recent date stamp on the final plans. If construction has commenced, the final site plan or sketch plan approval shall continue for a period of five (5) years from the date thereof. If such construction lapses for more than 180 contiguous days, said approval shall expire immediately.
- B. **Extension of Site or Sketch Plan Approval.** Upon written request received by the township prior to the expiration date, the Director of Community Development may grant a single extension of up to 365 days provided the plan complies with current standards, including any amendments to this chapter since the site plan was approved.

- C. **Resubmission.** A site plan that has been denied shall not be resubmitted for a period of 365 days from the date of denial, except on grounds of new evidence or the applicant has made material modifications to the site plan.
- D. **Appeals.** The zoning board of appeals shall not have the authority to consider appeals of site plan determinations.
- E. **Modifications to approved plans.** Minor changes to the approved final site plan or sketch plan may be approved administratively by the Director of Community Development provided such changes do not materially alter the approved site design, intensity of use or demand for public services. Minor changes include items such as, but not limited to, adjustments to building location, modifications to approved plant material provided the intent of the landscape plan is maintained, adjustment to pathway location, modification to approved building material provided it does not result in a visual change to the appearance of the building, modification to building size or interior floor plan provided the changes do not result in the need for additional parking and changes required or requested by the Township, county, state or federal agencies. Modifications that are not determined to be minor shall be reviewed by the planning commission as an amended site plan or sketch plan, as defined in the Article.
- F. **Rescinding Approval.** Approval of a site plan or a sketch plan may be rescinded by the planning commission upon determining the site has not been constructed or maintained in compliance with approved permits, site or sketch plans or special land use approval. Such action shall be subject to the following:
- (1) A public hearing, in accordance with Article 40, Public Notice, is required prior to rescinding an approval. At the hearing, the land owner, or the owner’s designated agent, shall be given an opportunity to present evidence in opposition to the rescission of the site plan or sketch plan that was previously approved.
  - (2) After the public hearing, the planning commission shall make a decision with regard to rescinding the approval. Written notice of the decision shall be made to the owner or the owner’s designated agent.
- G. **Fees.** The applicant shall be responsible for payment of all fees associated with the processing and review of a submittal required per this Article, as established by the Township Board of Trustees.

**§ 170-33.14. Landfill permit.**

If the grading for an approved final site plan involves filling the site with a quantity of more than 10,000 cubic yards of earth procured from off the site, a landfill permit shall be obtained in accordance with the provisions of Chapter 101, Landfills.