



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

Site Plan Review

Application

Applications will not be accepted unless containing all the following information:

- 1) Completed application form with owner's signature
- 2) A site plan with all required information
- 3) Escrow Policy with escrow amount as determined by Planner (any and all unused escrow funds will be returned per the escrow agreement)
- 4) Payment of an application fee (\$775)

Applications are to be submitted 30 days prior to the Planning Commission meeting. Regular meetings are the 3rd Tuesday of each month.

Charter Township of Elmwood
Application for Site Plan Review

Applicant

Name

Street Address

City State Zip

Phone Number

Email Address

Owner (if different)

Name

Street Address

City State Zip

Phone Number

Email Address

Engineer

Name

Street Address

City State Zip

Phone Number

Email Address

Surveyor

Name

Street Address

City State Zip

Phone Number

Email Address

Contact Person (All communications from the Township will be sent to this individual regarding the submitted application) ___ Applicant ___ Owner ___ Engineer ___ Surveyor

Property Information:

Property Address: _____

Parcel Number: 45-004- _____ - _____ - _____ Current Master Plan Designation _____

Zoning District: _____ Current Use of Property: _____

Adjacent Property Zoning AND Use(s): North: _____

East: _____

South: _____

West: _____

Other Remarks: _____

As required by Section 8.5 of the Zoning Ordinance, all applications for site plan approval shall be reviewed against the standards and requirements of this Ordinance. Only when satisfied that the application meets all standards and requirements shall the Planning Commission approve, or approve with conditions, an application for site plan approval to ensure the health, safety, and welfare of the residents of Elmwood Township.

The Planning Commission must make a finding that specific standards are met prior to approving a site plan. To aid their determination, please detail (with additional pages as necessary) how the proposed project meets the following standards:

<u>Site Plan Review Standard</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. All required site plan and application information has been provided as specified in this Article.		
2. All required permits and approvals from outside agencies have been secured, or have been made a condition of site plan approval.		
3. Adequate essential facilities and services including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools are available, or the provision of such facilities and services has been assured.		
4. All applicable standards of agencies including, but not limited, to the Township Fire Department, Michigan Department of Transportation, Leelanau County Road Commission, Leelanau County Drain Commission, Health Department, and the Michigan Department of Environmental Quality (MDEQ) have been met.		
5. Compliance with all non- zoning ordinances adopted by the Township, including, but not limited to the private road ordinance.		
6. All buildings and structures shall be designed, constructed, operated, and maintained so as to be harmonious,		

compatible, and appropriate in appearance with the existing or intended character of the general vicinity.		
7. The buildings, structures, and entryway thereto proposed are situated, designed, and screened/buffered so as to minimize any adverse effects upon owners and occupants of adjacent properties and the neighborhood.		
8. All buildings and structures are accessible to emergency vehicles.		
9. Complete and safe pedestrian, non-motorized and vehicular circulation is provided.		
10. The percentage of impervious surface has been limited on the site to the extent practicable.		
11. Efforts have been made to protect the natural environment to the greatest extent possible.		
12. There exists within the site plan sufficient protection to accommodate storm water runoff on the site location.		
13. The proposal furthers the goals and objectives of the Master Plan.		

SECTION 8.4 REQUIREMENTS FOR SITE PLAN APPROVAL

The Ordinance requires specific information be included in each application for Site Plan Approval. Please use the following table to ensure that you have included the required information either on your plan (which must be drawn at a scale of one (1) inch equals one hundred feet (1"=100') or less) or included elsewhere in your application. Please use additional pages, as necessary.

<u>Site Plan Review Requirement</u>	<u>Applicant Review</u>	<u>Office Use Only</u>
1. Applicant's name, address, and telephone number.		
2. Property owner's name, address, telephone number, and signature.		
3. Proof of property ownership, and whether there are any options or liens on the property.		
4. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent.		
5. The address and/or parcel number of the property, complete legal description and dimensions of the property, width, length, acreage, and frontage.		
6. Seal of the registered engineer, architect, and landscape architect who prepared the plan, as well as their names, addresses, and telephone numbers.		
7. Project title or name of the proposed development.		
8. Statement of proposed use of land, project completion schedule, and any proposed development phasing.		
9. Statements regarding the project impacts on existing infrastructure, including traffic, schools, existing utilities, and the natural environment on and adjacent to the site.		
10. Total number of units, employees, bedrooms, offices, total and usable floor area, amount and type of recreation or		

open space proposed, and similar information required to evaluate compliance with the Ordinance.		
11. A vicinity map showing the area and road network surrounding the property.		
12. The gross and net acreage of the parcel.		
13. Land uses, zoning classification, and existing structures on the subject parcel and adjoining parcels.		
14. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations.		
15. Existing topographic elevations at two (2) foot intervals, except at five-foot intervals where slopes exceed 18%.		
16. The location and type of existing soils on the site, and any certifications of borings.		
17. Location and type of significant existing vegetation.		
18. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, wetlands, and sand dunes.		
19. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building or building envelope.		
20. Proposed location of all proposed structures, buildings, equipment, and uses.		
21. Elevation drawings of typical proposed structures and accessory structures.		
22. Location of existing public roads, rights-of-way, easements of record, and abutting streets.		
23. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes, including those within 100 feet of the property.		

24. Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof.		
25. Location, size, and characteristics of all loading and unloading areas.		
26. Location and design of all sidewalks, walkways, bicycle paths, and area for public use.		
27. Location of water supply lines and or wells, including fire hydrants and shut off valves; and the location and design of storm sewers, retention or detention ponds, waste water lines, and clean-out locations; and connection points and treatment systems (including septic system if applicable).		
28. Location of all other utilities on the site, including, but not limited to, natural gas, electric, cable TV, telephone, and steam.		
29. Proposed location, dimensions, and details of common open spaces, and common facilities such as community buildings or swimming pools, if applicable.		
30. Location, size, and specifications of all signs and advertising features, including cross-sections.		
31. Exterior lighting locations, with area of illumination illustrated as well as the type of fixtures and shielding to be used.		
32. Location and specifications for all fences, walls, and other screening features, with cross sections shown.		
33. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. The proposed sizes of landscape materials (not previously existing) must be indicated. All vegetation to be retained on		

site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate.		
34. Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities.		
35. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state, or federal government authorities.		
36. Identification of any significant site amenities or unique natural features, and whether they will be preserved.		
37. North arrow, scale, and date of original submittal and last revision.		



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The applicant will forward copies of the site plan to the Leelanau County Road Commission, Leelanau County Drain Commissioner, Benzie-Leelanau District Health Department, the Elmwood Township Fire Department, Department of Public Works and Michigan Department of Transportation, as applicable, for their review and comments. Any review comments will be forwarded to the Zoning Administrator. Comment letters shall be provided to the Zoning Administrator prior to application being placed on the Planning Commission agenda for consideration.

Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained and the information submitted are in all respects true and correct. In addition, the undersigned represents that he/she or they is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request.

Owner Signature Date

Applicant Signature Date

OFFICE USE ONLY:

Case Number: _____ Fee: _____ Paid: _____

PC Decision: _____ Date: _____

Charter Township of Elmwood Escrow Policy

Accordingly, the procedure for the handling and processing of escrow deposits henceforth shall be as follows:

- A. In connection with any application for a special land use, site plan approval, zoning amendment, cluster residential development review, site condominium review, planned unit development review, appeal, interpretation, variance, or other application as required by this Ordinance, the Township may require the applicant to pay in advance into an escrow fund established to cover the reasonable costs of reviewing the application. These costs may include staff costs or consultant fees covering planning, engineering, environmental analysis, wetland delineation, legal review, and other professional and technical services required for a proper and thorough review of the application. No application shall be reviewed further or considered complete, and no permit shall be issued, until all costs have been paid and/or the escrow fund has been replenished as outlined below. The Township shall account for the expenditure of all escrow funds, and the Township Clerk shall refund any unexpended funds within sixty (60) days of final action.

- B. Should the escrow fund ever dip below fifty (50%) of the original fund amount, the applicant shall be advised and required to replenish said escrow fund to the full original amount within five (5) business days of having been so notified by the Township Clerk.

- C. The applicant may seek an accounting from the Township Clerk of expenditures from the escrow fund when a request is made by the Township to replenish the fund and/or after a final decision on the application has been made. However, the applicant has no authority to approve or deny expenditures.

Amount of Escrow Deposit Required: _____

Amount of Escrow Deposit Received: _____

Date: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____
