

CLEVELAND TOWNSHIP

APPLICATION FOR SITE PLAN REVIEW

Required for Business-1, Business-2, Commercial Resort, Commercial Campgrounds, and Recreational Zones¹. *All single family residential developments are exempt from site plan review, except as noted below.*

GENERAL REQUIREMENTS:

The intent of this Application is to provide for consultation and cooperation between the developer and the Planning Commission so that both parties might realize maximum utilization of land and minimum adverse effects upon the surrounding land uses consistent with the requirements and purposes of this Ordinance.

PROCESSING PROCEDURE:

In order to expedite your request, it is important that you submit certain basic information to allow the Planning Commission members the opportunity to properly understand and consider your request. When providing the required information, you may also attach any additional information that you feel will be useful in considering your application.

One (1) original and two (2) copies of this application, which contains all the information as required by the Zoning Ordinance, shall be submitted to the Zoning Administrator. *Seven (7) total copies are preferred.*

Prior to any final decision, the Planning Commission may seek the recommendations of the Leelanau County Inspections Department, Planning Director, appropriate community fire chief, the Leelanau County Road Commission, Leelanau County Health Department, Leelanau County Drain Commissioner, the Michigan Department of Transportation, the Michigan Department of Natural Resources where applicable, and any other agency or official deemed necessary and having jurisdiction in the area of the proposed development. The Planning Commission, for use in reviewing the Site Plan, shall take such reports under advisement. A favorable report from any of the above entities shall not constitute grounds for automatic approval of any site plan if the Commission feels that additional information is required, or if the report fails to adequately assess any threats to the health and safety of Township residents, or threats to quality of the environment.

The Planning Commission may require additional review by independent environmental consultants or engineers, or legal counsel to be hired by the Township and paid for by the Applicant, to assess the likely impacts of the proposed development.

¹ Site Plan Review also required when:

- (i) Any use or development for which the submission of a site plan is required by any provision of this Ordinance.
- (ii) Any development, except single-family residential, for which off-street parking areas are provided as required in this Ordinance.
- (iii) Any proposed multifamily or nonresidential use lying contiguous to or across a street from a single-family residential district and/or use or agricultural district and/or use.
- (iv) Any use except single-family residential which lies contiguous to a major thoroughfare or collector street.
- (v) All conditional uses in the agricultural and residential districts.
- (vi) All site condo and condominium subdivisions developed pursuant to the Condominium Act (MCLA 559.101 et seq).
- (vii) All other developments, except single family residences, in which ownership interests in land are transferred for the purpose of development of a physical structure and which do not fall under the requirements of the Subdivision Control Act of 1967 as amended (MCLA 560.101 et seq).
- (viii) All developments in wetlands or 100 year floodplains, including individual single family homes for which a permit is required by the DNR.
- (ix) All additions to existing non-conforming uses.
- (x) All private access roads serving five (5) or more residential lots or units.

SITE PLAN REVIEW AND AUTHORIZED APPROVAL:

Upon receipt of a complete application by the Zoning Administrator, and after holding any required public hearing(s), the Planning Commission shall apply the standards for granting Site Plan Approval listed in Section 4.16, et seq., of the Zoning Ordinance, and:

- 1) Review and recommend approval to the Township Board, or
- 2) Review and recommend to the Township Board approval with conditions, or
- 3) Review and recommend denial to the Township Board of all site plans submitted under this application.

**THE TOWNSHIP BOARD SHALL HAVE THE FINAL AUTHORITY
TO APPROVE, DENY, OR APPROVE WITH CONDITIONS THOSE
DEVELOPMENT APPLICATIONS RECOMMENDED BY THE PLANNING COMMISSION.**

REQUIRED DEVELOPMENT AND PROPERTY INFORMATION:

Project Title: _____

**Subject Property Address(es) or
PIN:** _____

**Property Tax ID Number(s)-PIN: 45-
00** _____
-

Current Zoning: _____

Gross acreage of all parcels in Project. _____

Net Acreage of all Parcels in Project: _____

**Gross square footage of all structures in
Project:** _____

**Owner of Record (proof of ownership including
any options on the property, or any liens
against it):**

Name _____

Address _____

City _____ State _____ ZIP _____

Phone: _____

Date Received by Zoning Administrator _____ Amount of Fee Paid _____ Check # _____

**Owner
Signature:** _____
(Also required if applicant is not the owner of record)

**Applicant
Signature:** _____
I state that I am officially acting on the owner's behalf.

Applicant:
Name _____
Address _____

City _____ State _____ ZIP _____
Phone: _____

**Developer - if different from Applicant (may be
included on Survey or Plan):**

Name _____
Address _____

City _____ State _____ ZIP _____
Phone: _____

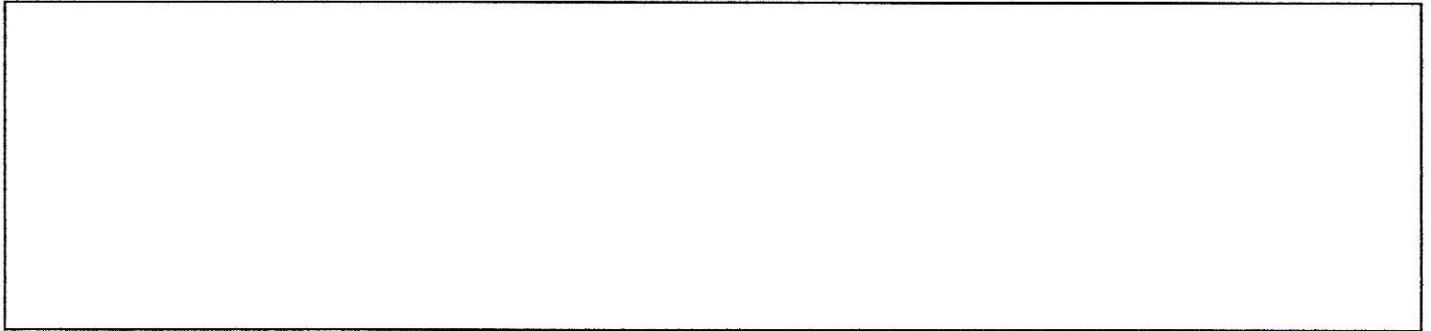
**Engineer, Architect and/or Land Surveyor (may
be included on Survey or Plan):**

Name _____
Address _____

City _____ State _____ ZIP _____
Phone: _____

PROJECT DESCRIPTION:

Include the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by the zoning ordinance. Use additional sheet(s) as necessary. If multiple sheets are used, each shall be labeled and the preparer identified



VICINITY MAP DRAWING: (drawn at a scale of 1"=2000' with north point indicated)

An accurate, reproducible drawing at a scale of 1"=100' or less, showing the site and all land within 150' of the site shall be provided. Use additional sheet(s) as necessary. If multiple sheets are used, each shall be labeled and the preparer identified.

- Land uses and zoning classification on subject parcel(s)
- Land uses and zoning classification on adjoining parcel(s)
- Existing structures on subject parcel(s)
- Existing structures on adjoining parcel(s)
- Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations.
- Existing topographic elevations at two foot intervals, proposed grades and direction of drainage flows.
- The location and type of existing soils on the site and any certifications of borings.
- Location and type of significant existing vegetation.
- Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains and wetlands.
- Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building.
- Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where applicable.
- Location of existing public roads, rights-of-way and private easements of record and abutting streets.
- Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development. Details of entryway and sign locations should be separately depicted with an elevation view.
- 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.
- Location, size, and characteristics of all loading and unloading areas.
- Location and design of all sidewalks, walkways, bicycle paths and areas for public use.
- 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, clean out locations, connection points and treatment systems, including septic systems if applicable.
- Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam.
- Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.
- Location, size and specifications of all signs and advertising features with cross sections.

- Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
- Location and specifications for all fences, walls, and other screening features with cross sections.
- Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.
- Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
- Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
- Identification of any significant site amenities or unique natural features.
- Identification of any significant views onto or from the site to or from adjoining areas.
- North arrow, scale and date of original submittal and last revision.
- Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, if same is required to secure a building permit.

WRITTEN STATEMENTS: Written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands.

Attach Deed restrictions, Master Deed restrictions, and bylaws as applicable, for Township review to insure that the condominium subdivision, or any use or development which requires site approval, its Master Association, and the applicant have provided for the continual maintenance of the development's services and facilities, to insure protection of the natural environment; compatibility with adjacent uses of land; and general upkeep of the subdivision's land in a socially and economically desirable manner. Use additional sheet(s) as necessary. If multiple sheets are used, each shall be labeled and the preparer identified

PROJECT COMPLETION SCHEDULE/DEVELOPMENT PHASES: Use additional sheet(s) as necessary. If multiple sheets are used, each shall be labeled and the preparer identified