

Article XI: Procedures For Site Plan Review

Section 13.1 Requirements for Site Plan

Site Plan Review and approval of all development proposals listed below is required by the provisions of this Section. All single family residential developments are exempt from site plan review, except as noted in A below. The intent of this Section 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. One or more provisions of this Section may be waived by the Planning Commission if, in the opinion of the Planning Commission, those provisions are not applicable to the proposed development. Through the application of the following provisions, the attainment of the aims of the Centerville Township Master Plan will be assured and the Township will develop in an orderly fashion.

A. Uses Requiring Site Plan Review.

A site plan shall be submitted to the Planning Commission for approval of any use in the Business, Commercial Resort, **Agricultural**, Recreational and R-II zones, and shall also be required in the following situations:

- a. All Special Land Uses in all districts.
- b. Any use of development for which the submission of a site plan is required by any provision of this Ordinance.
- c. All site condo and condominium subdivisions developed pursuant to the Condominium Act (MCLA 559.101 et seq.) and all development which falls under the requirements of the Michigan Land Division Act of 1994, as amended (MCLA 560.101 et seq.).
- d. All additions to existing non-conforming uses except for single-family residential.

B. Application for Site Plan Review.

An application for Site Plan Review shall be submitted to the Zoning Administrator. The detailed site plan presented for consideration shall contain all information required in this Ordinance. The Zoning Administrator shall determine that the Site Plan Application is administratively complete before submitting it to the Planning Commission.

- a. Each submittal for Site Plan Review shall be accompanied by an application and site plan in the quantities specified in E of this Section. The application shall at a minimum, include the following:
 1. The applicant's name, address, e-mail, and phone number in full.
 2. Proof of property ownership, and whether there are any options on the property, deed restrictions, or any liens against it.
 3. A signed statement that the applicant is the owner of the property or officially acting on the owners behalf.
 4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).
 5. The address and property tax number of the property.

6. Name, phone number, e-mail, and address of the developer (if different from the applicant).
7. Name, phone number, e-mail, and address of the engineer, architect and/or land surveyor.
8. Project title.
9. Project description, including 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, hours of operation if applicable and related information as pertinent or otherwise required by this Ordinance.
10. A vicinity map drawn at a scale of 1" = 2000' with north point indicated.
11. The gross and net acreage of all parcels in the project.
12. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels.
13. Project completion schedule/development phases.
14. Written impact statement relative to reasonably foreseeable project impacts on public safety (including traffic safety), existing infrastructure (including traffic capacity of streets, schools, existing water and septic treatment services (if any), and existing utilities) and on the natural environment of the site and adjoining lands and/or waters. This required impact statement shall also detail how the proposed site plan complies with Michigan's Environmental Protection Act, P.A. 17 of P.A. 451 of 1994, as amended, which prohibits Township approval of site plans and special land uses that may pollute, impair or destroy the air, water and other natural resources of the State.
15. **Written accessibility statement relative to site design, structures and amenities, pathways and connectors, service plans, employment practices, communications, signage, lighting, private or public passenger vessels, parking, etc. This required accessibility statement shall also detail how the proposed site plan complies with the Americans with Disabilities Act of 2010, as amended, Title III, Standards for Accessible Design, and Standards for Effective Communication which prohibits the discrimination on the basis of disability in public accommodation and commercial facilities including services and site design, and ensures that communication with people with vision, hearing or speech disabilities is equally effective as communication with people without disabilities.**

b. The site plan shall consist of an accurate, reproducible drawing at a scale of 1" =100' or less, showing the site and all land within 300' of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following unless previously waived by the Centerville Township Planning Commission:

1. Location of proposed and/or existing property lines, dimensions, legal description, setback lines and monument locations.
2. Existing topographic elevations at two-foot intervals, proposed grades and direction of drainage flow.
3. The location and type of existing soils on the site and any certifications of borings.
4. Location and type of significant existing vegetation, including an inventory of existing trees (i.e., trees are 3 inches or more in diameter at breast height).

5. Location and elevations of existing watercourses and water bodies, including county drains and man-made or natural surface drainage ways, floodplains and wetlands.
6. Location of existing and proposed buildings and structures and existing and/or intended uses thereof, as well as the length, width, and height of each building and distance in feet from any other existing or proposed building or structure.
7. Proposed and/or existing 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, and the distance in feet from any other existing or proposed building or structure.
8. Location of existing public roads, right-of-ways and private easements of record and abutting streets or roads.
9. Location of and dimensions of proposed streets, drives, curb cuts, roads, 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.
10. 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.
11. Location, size, and characteristics of all loading and unloading areas.
12. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.
13. Location of water supply lines and/or wells, including fire hydrants and shut off valves, and the location and design of storm sewers, retention and detention ponds, waste water lines, clean-out locations, connection points and treatment systems, including septic and/or sewage treatment systems if applicable.
14. Location of all other utilities on the site including but not limited to natural gas, electric, cable, telephone and fiber optic.
15. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings and recreation facilities swimming pools if applicable.
16. Location, size and specifications of all signs and advertising features with crosssections.
17. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
18. Location and specifications for all fences, walls, and other screen features with crosssections.
19. A seventy-five (75) foot minimum perimeter buffers consisting of native vegetation shall be established and maintained for any new or modified uses within the commercial resort district and for all proposed agricultural tourism land uses. 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 native 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.
20. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.

21. 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.
22. Identification of any site amenities, cultural or natural features.
23. Identification of any views onto or from the site to or from adjoining parcels and areas, including from adjacent public water bodies or water ways, if applicable.
24. North arrow, scale and date of original submittal and last revision.
25. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan.
26. 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 ensure 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.
27. **Identification of accessible features including but not limited to parking, pathways and connectors, entrances, signage, etc.**
28. **Proof of Review and Approval by a qualified professional, of ADA compliance in site design and services in the form of a seal, official letter, etc.**

G. Standards for Granting Site Plan Approval.

- a. Each site plan shall conform to all applicable provisions of this Zoning Ordinance and the standards listed below:
 1. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 2. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
 3. Site plans shall fully conform with the published surface water drainage standards of the Leelanau County Drain Commissioner.
 4. Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring property owners.
 5. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein and adjacent parcels. Fences, walks, barriers and landscaping.
 6. **Site plans shall fully comply with the ADA Standards.**

L. Amendments to Approved Site Plans.

- a. Amendments to an approved site plan may be made by the Planning Commission provided that such changes conform to the Zoning Ordinance and the landowner agrees. Minor changes to an approved site plan may be approved by the Zoning Administrator after construction has begun provided no such change results in any of the following.
 1. A significant change in the use or character of the development.
 2. An increase in overall coverage of structures.
 3. A significant increase in the intensity of use.
 4. A reduction in required open space.
 5. A reduction in required off-street parking and loading.
 6. A reduction in required pavement widths or utility pipe sizes.
 7. A significant increase in traffic on neighborhoods or public streets or an increase in the burden on public utilities or services.
 8. **A significant reduction in accessibility features.**

b. Minor amendments include, but are not limited to, the following:

1. Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved building(s). Relocation of building entrances or exits, or shortening of building canopies.
2. Changing to an equal or more restricted use provided there is no reduction in the amount of off-street parking **or accessibility features** as originally provided.
3. Changing the angle of parking or aisle width provided there is no reduction in the amount of required off-street parking or in reduction of aisle width below ordinance **and ADA** requirements.
4. Moving of ingress or egress drives a distance of not more than 100 ft if required by the appropriate state, county or other local road authority with jurisdiction.
5. Substituting landscape plan species provided a nurseryman, landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effect.
6. Changing type and design of lighting fixtures provided an engineer or architect certifies there will be no change in the intensity of the light at the property boundaries.
7. Increase peripheral yards.