



APPLICATION FOR SITE PLAN REVIEW

**City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464**

Date: ____/____/____

File No: _____

Fee Received: _____ Receipt No: _____

NOTICE TO APPLICANT:

Regular meetings of the Swartz Creek Planning commission are held on the first Tuesday of each month at 7:00 PM, at the City Hall, 8083 Civic Dr. Application for site plan review shall be filed at least twenty (20) days before the scheduled meeting date.

Applicant should be familiar with all aspects of the City's Zoning Appendix A pertinent to the site plan application, including but not limited to: the appropriate level of site plan review, the site plan process, review standards, performance guarantees, use restrictions, landscaping, parking, design standards, fees, and enforcement.

TO THE PLANNING COMMISSION:

I, (We), the undersigned, do hereby respectfully make application and petition the Planning Commission to recommend approval of the attached site plan as hereinafter requested, and in support of this application, the following facts are shown.

Furthermore, I (We) have attached proof of ownership, information regarding the number of peak employees anticipated to accompany the site plan uses, and the names, addresses, and telephone/fax numbers of any and all engineers, attorneys, architects, and other professionals associated with this project.

The property is located and described, as follows:

Assessment Roll Description No. 58-____-____-____,

Address: _____

Other description: _____

It has a frontage of: _____ feet and a depth of: _____ feet. Total acreage is: _____

PRESENT ZONING: _____

If the property is in acreage, and is not therefore a part of a recorded plat: The subject property is located and described as follows: (indicate total acreage also).

Assessment Roll Description No. 58-____-____-____,

SITE PLAN APPLICANT INFORMATION:

Name:

Address:

Phone Number:

Email Address:

SUBJECT PROPERTY IS OWNED BY:

Name:

Address:

Phone Number:

It is proposed that the property will be put to the following use:

It is proposed that the following building(s) will be constructed (note gross sq. ft of each):

Signature of Applicant: _____ Phone Number: _____

Email Address: _____

Signature of Owner: _____ Phone Number: _____

Level of review required (Circle one): Full Limited Administrative

A. Action Taken by the Planning Commission:

1. Date application: ____/____/____
2. Date of Public Hearing: ____/____/____
3. Findings of Planning Commission:

4. Recommendation:

B. Action Taken by the City Council:

1. Date of Public Hearing: ____/____/____
2. Findings of the City Council:

3. Action of the City Council:

By: _____
 City Clerk

Date: ____/____/____

Section 29.04 -- CRITERIA FOR FULL SITE PLAN REVIEW

- A. The Planning Commission (and City Council) shall review the site plan to insure that it complies with all of the criteria below:
- a) The proposed use will not be injurious to the surrounding neighborhood.
 - b) The location of buildings, outside storage receptacles, parking areas, fences or obscuring walls, and utility areas will minimize adverse effects of the proposed use for the occupants of that property and the tenants, owners, and occupants of surrounding properties.
 - c) There is a proper relationship between major thoroughfares and proposed service drives, driveways, and parking areas to encourage the safety and convenience of pedestrian and vehicular traffic. The site plan includes the minimum number of driveways required to provide reasonable access. Driveways are spaced as far apart from intersections and other driveways as practical to reduce accident and congestion potential. Sharing with adjacent uses is encouraged. The Planning Commission may require a Traffic Impact Study.
 - d) The site plan provides for proper development of roads, easements, and public utilities and protects the general health, safety, and welfare of the City and its residents.
 - e) Building architecture, materials, roof line, colors, windows and similar elements shall be consistent with the majority of other buildings in the City, as determined by the Planning Commission. Brick construction or brick trim, varying facade depths and peaked roofs, is encouraged. Stark white or bold colors and reflective glass are discouraged. The intent of this standard is to provide a harmonious, unified community to help create a sense of place and contribute to the image and quality of life in the City.
 - f) The proposed site plan complies with all City codes and ordinances. Site plans for Mobile Home Park Districts shall comply with the preliminary plan requirements established in the Michigan Mobile Home Commission Acts.

Section 29.05 -- SITE PLAN REVIEW PROCESS

The City Clerk shall refer the site plans to the City Planning Commission for processing. After considering all information, the Planning Commission shall forward its recommendations of the site plans and all other pertinent data to the City Council. The City Council shall then make its determination of approval, approval with conditions, denial. Upon approval of the site plans by the City Council, an application for a building permit shall be made by the petitioner in accordance with provisions of Article 21 of this Ordinance.

- A. Upon approval of a site plan by City Council, construction consistent with said site plan shall be commenced within one year of the date said site plan was approved. In the event construction is not so commenced said site plan approval shall become void and of no force and effect.

- B. Upon a site plan approval becoming void pursuant to the provisions hereof no construction may commence upon said site unless and until the site plan approval process has been reinstated and completed. In such event all applicable fees shall be paid.
 - 1. The applicant shall submit the required number of copies of an application for site plan approval, site plans, and other information where applicable. The number of copies required will be determined by the Zoning Administrator. The applicant or the applicant's representative must be present at the scheduled reviews or the matter will be tabled.
 - 2. If the site plan is in order and contains the required information, the site plan shall be placed on the agenda of a regular or special Planning Commission meeting.
 - 3. The Planning Commission shall make a recommendation on the site plan and Special Land Uses, with the final action by the City Council.
 - 4. The Planning Commission shall take action no sooner than fourteen (14) days and within seventy (70) days of the meeting at which the application first appeared on the agenda.
 - 5. The Planning Commission, as a condition of its approval of a site plan, may require reasonable modifications relating to: the location, height, number of stories, and size of dwellings, buildings, and other structures; the area of the yards, courts, and other open spaces; and the sanitary, safety, and protective measures which shall be required for such dwellings, buildings, and structures; and any other changes to meet the standards and intent of this Zoning Ordinance and other Ordinances, laws and regulations.
 - 6. For any approval with condition(s), the applicant shall submit a revised plan within sixty (60) days illustrating compliance with all conditions for approval by the Zoning Administrator. No permits shall be issued until such revised plan is submitted and approved.
 - 7. The applicant shall be responsible for the cost of preparing all site plan submittal information and for the evaluation of the site plan and related documents by consultants selected by the City.

Section 29.06 -- APPLICATION FOR FULL SITE PLAN REVIEW

The detailed site plan presented for consideration shall contain all information required in this Ordinance.

1. Application Form

An application form provided by the City and required fee established by resolution of the City Council, shall include the following:

- a) Applicant's name, address and telephone/fax number(s).
- b) Name and address of property owner, if different from applicant.
- c) Common description of property and complete legal description including the Tax Identification number.
- d) Dimensions of land and total acreage.
- e) Existing zoning.
- f) Proposed use of land and name of proposed development, if applicable.
- g) Proposed buildings to be constructed, including square feet of gross floor area.
- h) Proof of property ownership.
- i) Anticipated number of employees at peak shift.
- j) Names, addresses, and telephone/fax number(s) of engineers, attorneys, architects, and other professionals associated with the project.

2. Site Plan Drawings and Illustrations (Fully Dimensioned):

Site plans shall contain all of the required data prior to approval of such plans by the City. Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36", with the plan view drawn to a scale of 1" = 50' for property less than three (3) acres or 1" = 100' for property of three (3) or more acres.

3. Descriptive and Identification Data

The following descriptive and identification information shall be included on all site plans:

- a) Applicant's name, address and telephone/fax number(s).

- b) Title block indicating the name of the development.
- c) Scale.
- d) Northpoint.
- e) Dates of submission and revisions (month, day, year).
- f) Location map drawn to scale with northpoint.
- g) Legal and common description of property.
- h) The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
- i) A schedule for completing the project, including the phasing or timing of all proposed developments.
- j) Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
- k) Written description of proposed land use.
- l) Zoning classification of applicant's parcel and all abutting parcels.
- m) Proximity to driveways serving adjacent parcels.
- n) Proximity to section corner and major thoroughfares.
- o) Notation of any variances which have or must be secured.
- p) Net acreage (minus rights-of-way) and total acreage, to the nearest 1/10 acre.

4. Site Data

- a) Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
- b) Front, side, and rear setback dimensions.
- c) Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.
- d) Proposed site plan features, including buildings, roadway widths and names, and parking areas.

- e) Dimensions and centerlines of existing and proposed roads and road rights-of-way.
- f) Acceleration, deceleration, and passing lanes, where required.
- g) The proposed location and design of driveways providing vehicular ingress to and egress from the site, in relation to the street giving access to the site.
- h) The traffic circulation features and location of automobile parking areas within the site. The site plan should demonstrate features or improvements that will assure:
 - (1) Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets.
 - (2) Satisfactory and harmonious relationship between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
- i) Typical cross-section of proposed roads and driveways.
- j) Location of existing drainage courses, floodplains, lakes and streams, with elevations.
- k) Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
- l) Location of sidewalks within the site and within the right-of-way.
- m) Exterior lighting locations and method of shielding lights to prevent off site glare.
- n) Trash receptacle locations and method of screening, if applicable.
- o) Transformer pad location and method of screening, if applicable.
- p) Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing involving state and federal barrier-free requirements.
- q) Information needed to calculate required parking in accordance with Zoning Ordinance standards.
- r) The location of lawns and landscaped areas, including required landscaped greenbelts.

- s) Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
- t) Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot off the ground, before and after proposed development.
- u) Cross-section of proposed berms.
- v) Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
- w) Designation of fire lanes.
- x) Loading/unloading area.
- y) The location of any outdoor storage of materials and the manner by which it will be screened.

5. Building and Structure Details

- a) Location, height, and outside dimensions of all proposed buildings or structures.
- b) Indication of the number of stores and number of commercial or office units contained in the building.
- c) Building floor plans.
- d) Total floor area (gross floor area and usable floor area).
- e) Location, size, height, and lighting of all proposed signs.
- f) Proposed fences and walls, including typical cross-section and height above the ground on both sides.
- g) Building facade elevations, drawn to a scale of one (1) inch equals four (4) feet, or another scale approved by the Zoning Administrator and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type of building materials, proposed colors, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers.
- h) Samples of building materials and colors are required for review and approval by the Planning Commission.