



ROBINSON TOWNSHIP
 Ottawa County
 12010 – 120th Avenue, Grand Haven, Michigan 49417

SITE PLAN REVIEW APPLICATION

Instructions

Persons requesting site plan approval should comply with the following instructions.

1. Complete and sign the attached form.
2. Submit to the Township Clerk at the Township Hall 15 copies of the completed and signed application form.
3. Attach the appropriate fee.

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Fourth Tuesday of every month
- **Application Deadline:** Twenty-one (21) calendar days prior to the fourth Tuesday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least seven (7) business days prior to said meeting for consideration.

**DO NOT DISCARD THIS PAGE
 YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

 For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____



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SITE PLAN REVIEW APPLICATION

APPLICATION FEE: \$100.00 + ESCROW FEE

(Escrow fees cover additional Township expenses. Unused portion of an escrow account is returned to the applicant)

Complete the following information:

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Location of Proposed Development: _____
(Attach a legal description of the property)

Permanent Parcel Number: _____

Current Zoning Classification: _____

Description of Development: _____ New _____ Addition to Existing

Name of Development/Project: _____

Instructions for site plan review application:

GENERAL INFORMATION

Chapter 31 of the Robinson Township Zoning Ordinance calls for Site Plan Review of:

- any building or structure or any parking area or other topographical alteration within the A-2, E-1, B-1, B-2, I-1 or I-2 Zoning District;
- any special use and any planned unit development; and
- such other buildings or structures and topographical alterations as the Township Board may from time to time specify by amendment to the Zoning Ordinance.

Application and Escrow Fees are required to be paid by the applicant.

APPLICATION PROCESS

- Step One: The Applicant fills out the Application form and submits the application fee along with the required copies of the Preliminary Sketch Plan. (See application form for requirements.)
- Step Two: The Planning Commission reviews the Preliminary Sketch Plan and advises the Applicant in writing of areas of concern.
- Step Three: Following Planning Commission review and advice, the Applicant prepares a Detailed Site Plan and submits it with the required copies to the Township. (See application form for Detailed Site Plan requirements.)
- Step Four: Planning Commission conducts a review of the Detailed Site Plan and makes a recommendation to the Township Board.
- Step Five: The Township Board takes action on the Detailed Site Plan.

PRELIMINARY SKETCH PLAN REQUIREMENTS

Fifteen copies shall be submitted to the Township.

The preliminary sketch plan shall comply with the following requirements:

- (A) It shall provide the general description, location, size and shape of the property involved.
- (B) It shall be drawn in such a manner and to such scale as will adequately reflect the general shape, size, elevation, and location of proposed buildings, structures, and topographical alterations. In addition, it shall include location of existing and proposed buildings, structures and improvements, location of existing and proposed public streets serving the property, and natural features including general topography.
- (C) It shall also include a vicinity sketch and show land use of adjoining properties.

DETAILED SITE PLAN REQUIREMENTS

Fifteen copies shall be submitted to the Township.

The detailed site plan shall comply with the following requirements:

- (A) The Detailed Site Plan shall be of a scale not greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, of such accuracy that the Planning Commission can readily interpret it, and shall include more than one (1) drawing if required for clarity.
- (B) The Detailed Site Plan shall identify the site by lot lines and location, including dimensions, angles and size, correlated with the legal description of the property. If the Planning Commission or the Township Board is unable to interpret the Detailed Site Plan, either may require that it be redrawn. The Detailed Site Plan shall further include the name(s) and address(es) of the property owner(s), developer(s), engineer(s), and architect(s).
- (C) The Detailed Site Plan shall show the scale; north point; boundary dimensions; natural features such as wood lots, streams, rivers, lakes, shorelines, floodplains, wetlands, drains and topography (at least two [2] feet but not more than five [5] feet contour intervals); and similar features of the site.
- (D) The Detailed Site Plan shall show existing man-made features such as buildings, structures, easements, streets, driveways, sidewalks, parking spaces, high tension towers, pipe lines, excavations, bridges, culverts, drains, docks, paths, and other improvements relative to the site.
- (E) The Detailed Site Plan shall identify properties adjacent to the site, the uses of those properties, and any structures within one hundred (100) feet of the site's boundaries.
- (F) The Detailed Site Plan shall show the location, proposed finished floor and grade line elevations and size of proposed principal and accessory buildings; their relation to each other and to any existing structures to remain on the site and to the shoreline, if applicable; and the heights of all buildings and structures.
- (G) The Detailed Site Plan shall show the proposed streets, driveways, curb cuts, access easements, acceleration lanes, deceleration lanes, passing lanes, sidewalks, walkways, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site. The Detailed Site Plan shall also show the location, size and number of parking spaces in the off-street parking areas and the identification of service lanes, service parking and loading/unloading zones.
- (H) The Detailed Site Plan shall show the proposed location, use and size of open spaces and the location of any landscaping, screening, buffering, fences or walls on the site. Any proposed alterations to the topography, vegetation and other natural features of the site shall be indicated.
- (I) The Detailed Site Plan shall show the location and size of all existing utilities (public and private) serving the site, as well as the location and size of all proposed utilities, specifically including without limitation existing and proposed water lines or wells, sewer lines or septic systems, telephone lines, gas lines, electric lines and cable television lines.
- (J) The Detailed Site Plan shall include a vicinity map showing the location of the site in relation

to the surrounding street system, and to the shoreline if applicable.

- (K) The Detailed Site Plan shall show the location and design of storm sewers and any retention or detention ponds.
- (L) The Detailed Site Plan shall show the elevation and location of existing and proposed storm water drainage courses and county drains.
- (M) The Detailed Site Plan shall show the location and type of existing soils on the site and any certification of borings.
- (N) The Detailed Site Plan shall show the location and type of existing vegetation.
- (O) The Detailed Site Plan shall show the location and any applicable screening of all proposed structures on the site, including but not limited to flagpoles, lightpoles, docks, transformers, air conditioners, generators, etc.
- (P) The Detailed Site Plan shall show the location, dimensions and details of common open spaces and common facilities on the site.
- (Q) The Detailed Site Plan shall show the location, size and specifications of all signs and advertising features on the site.
- (R) The Detailed Site Plan shall show exterior lighting locations, the area of illumination and the type of fixtures and shielding to be used.
- (S) The Detailed Site Plan shall show the location, size and specification for screening of all trash receptacles and other solid waste disposal facilities.
- (T) The Detailed Site Plan shall show the 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 contaminant structures or clear zones required by governmental authorities.
- (U) The Detailed Site Plan shall specify its date of preparation and the dates of all revisions to it.
- (V) The Detailed Site Plan shall include proof of property ownership, and information concerning any options on or liens against the property.
- (W) The Detailed Site Plan shall include the name of the project, as well as a project description. The latter shall 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 recreational facilities to be provided and related information as pertinent or otherwise required by this Ordinance.
- (X) The Detailed Site Plan shall include a construction schedule, including any development phases and the timing of those phases.

- (Y) The Detailed Site Plan shall include written statements relative to the impact of the project on existing infrastructures (e.g. traffic capacity of streets, schools, existing utilities, etc.) and on the natural environment of the site of the project and the surrounding property.
- (Z) The Detailed Site Plan shall include preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in any proposed buildings and other structures. The height and the area of proposed buildings and other structures shall be described.
- (AA) The Detailed Site Plan shall show the one hundred (100) year flood plain and any proposed uses thereon.
- (BB) The Detailed Site Plan shall show the method of financing or proof of ability to obtain financing for the project.
- (CC) The Detailed Site Plan shall include any other information deemed necessary by the Planning Commission or the Township Board.

Signature of Applicant

Signature of Applicant

Dated: _____

Dated: _____

APPLICANT'S STATEMENT

If the Detailed Site Plan is approved by the Robinson Township Board, the Detailed Site Plan shall be binding on the Applicant and any heirs and assigns.

Signature of Applicant

Signature of Applicant

Dated: _____

Dated: _____