



ROBINSON TOWNSHIP
12010 - 120th Avenue, Grand Haven, MI 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:** Thirty (30) 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: \$ _____ Escrow Fee \$ _____ Cash or Check



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APPLICATION FEE: \$100.00 + ESCROW FEE

(PLEASE NOTE ESCROW FEES ON APPLICATIONS)

The Board adopts an application fee to cover normal Township expenses such as clerical and Zoning Administrator costs and a specified number of meetings of the appropriate board. In addition to the nonrefundable application fee, the Board requires an applicant to reimburse the Township for all out-of-pocket expenses incurred by the Township in processing any application (including but not limited to publication expenses; mailing expenses; engineering expenses; attorney expenses; additional Board, ZBA or Planning Commission meeting expenses; any other professional expenses; etc.). This shall be done by the collection of an escrow fee at the time an application is submitted. Any unused portion of the escrow fee shall be refunded to the applicant. In the event that the escrow amount needs to be increased, the applicant shall be notified and must replenish the escrow account in the amount determined by the township supervisor before any additional action will be taken.

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: _____

GENERAL INFORMATION

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

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-2,1-1 or 1-2 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 PROCESS

A request for a site plan review by the Township Planning Commission may be made by filing with the Township Clerk the completed application and payment of the application fee. The applicant shall file at least three (10) copies of a Preliminary Sketch Plan which shall conform to the following Requirements.

REQUIRED DATA FOR PRELIMINARY SKETCH PLAN. Every Preliminary Sketch Plan submitted to the Planning Commission shall be in accordance 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.

Upon receipt of such application and fee, the Township Clerk shall transmit the application and Preliminary Sketch Plan drawing(s) to the Planning Commission prior to its next regularly scheduled meeting. The Planning Commission shall review the same and shall give its approval or disapproval of the Preliminary Sketch Plan. The Planning Commission shall advise the applicant, in writing, of any violations of this Ordinance found in the Preliminary Sketch Plan that need to be corrected to achieve conformity to the standards specified in the Ordinance.

Following approval of the Preliminary Sketch Plan by the Planning Commission:

1. Applicant submits 3 sets of applications and all required documents including Detailed Site Plans. Every Detailed Site Plan submitted shall be in accordance with the Detailed Site Plan Requirements.
2. Robinson Township staff will take 5 - 7 working days to review application and required documents for accuracy and completeness.
3. A summary of the review will be provided to the applicant in writing.
4. If the summary determines that the application is complete and accurate, applicant will move to step 5. If deficiencies exist, applicant fixes the deficiencies in the application and returns to step 1 with no additional application fee required.
5. Applicant submits ten (10) completed and approved sets of documents for the Planning Commission along with required Escrow. Complete, approved documents must be received a minimum of thirty (30) calendar days prior to a meeting to be considered.

The Planning Commission shall review the complete application and Detailed Site Plan and will submit its recommendation for approval or disapproval of the Detailed Site Plan to the Township Board for its review and approval or disapproval at the Township Board's next regular meeting. Advance written notice shall be sent to the applicant stating the time and place of review of the Detailed Site Plan by the Planning Commission.

DETAILED SITE PLAN REQUIREMENTS

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.

STANDARDS FOR SITE PLAN REVIEW.

Approval of the Detailed Site Plan shall be granted only if it meets all applicable requirements set forth. Unless a more specific design standard is provided for in this Ordinance, all uses, sites, and structures subject to site plan review shall comply with the following standards.

(A) Master Plan and M-231 Sub-Area Plan. Proposed uses and development activity shall be substantially consistent with the Robinson Township Master Plan, as supplemented by the M-231 Sub-Area Plan.

(B) Connectivity. Pathways for bicycles and pedestrians shall be incorporated throughout the development and along all perimeter streets to ensure connectivity between internal uses and with adjacent properties.

(C) Traffic Circulation. The number, location, size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site. In reviewing traffic features, the number, spacing, and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.

(D) Interior Street Connectivity. Streets or private roads may be required to be extended to exterior lot lines in order to allow connection to existing or planned streets on adjacent Chapter 31 - Page 6 parcels, to provide for secondary access, to establish continuity of the circulation system, and to reduce traffic and impact to the transportation network.

(E) Natural Resource Preservation. Site design shall prioritize the preservation of natural features, such as steeper slopes, wetlands, significant hardwood tree stands, streams, and other significant site characteristics. Applicants must demonstrate how alternatives were considered during the planning process and shall provide justification for the selected development alternative.

(F) Stormwater. Stormwater detention and drainage systems shall be designed so the removal of surface waters will not adversely affect neighboring properties or public stormwater drainage systems and shall maintain or improve predevelopment conditions.

(G) Landscaping. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping may be required to ensure that the proposed uses will be adequately buffered from one another internally and from surrounding property.

(H) Screening. Where commercial uses abut residential uses, appropriate screening consisting of attractively designed, opaque fencing or equivalent landscaping shall be provided to shield residential properties from noise, headlights, and glare.

(I) On-site Treatment. Outside of utility service areas or prior to sanitary sewer availability, land use intensity shall be scaled appropriately based on the capability of on-site systems to adequately accommodate usage. On-site treatment systems shall be designed to protect groundwater and surface water quality to the maximum extent possible.

(J) Utility Service. All utility service shall be underground, unless deemed impractical by the Township, on the basis of the size of the development, the cost of placing utility service underground, the character of the area, and such other factors as are deemed important by the Township.

(K) Exterior Uses. Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties, and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

(L) Emergency Access. All buildings and structures shall be readily accessible to emergency vehicles. Prior to approval or as a condition of approval, building layouts, internal circulation, and other site characteristics that affect life safety shall be reviewed and approved by the appropriate public safety official or fire marshal. Chapter 31 - Page 7

(M) Water and Sanitary Sewer. Water and sanitary sewer installations shall comply with all Township, County and State specifications and requirements, and the utility service area policies outlined in the M-231 Sub-Area Plan, as applicable.

(N) Signs. Signs shall be located to avoid the creation of distraction and visual clutter. They shall be designed to be visually compatible with the architecture of the principal structure. Sites with multiple signs should incorporate common design theme.

(O) Building Design. To the maximum extent reasonable, new or substantially remodeled buildings shall be reasonably compatible in appearance with, or shall enhance, the established general character of other buildings in the immediate vicinity or development.

(P) Civic Space. At least one (1) civic space shall be provided per development, including but not limited to small parks, playgrounds, fountains and sitting areas, or other similar elements. The developer shall provide civic space that is designed and sized commensurate with the scale of the proposed development, intended user, level of public access, occupant load, and type of lot.