

# **City of Caro**

## **SITE PLAN REVIEW**

### **Procedural Manual**

#### **WHAT IS SITE PLAN REVIEW?**

Site Plan Review procedures provide an opportunity for the City Planning Commission to review the proposed use of a site in relation to the requirements of the Zoning Ordinance and other site related issues such as drainage, pedestrian and vehicular circulation, off-street parking, structural relationships, public utilities, landscaping, lighting, accessibility and other design elements.

#### **WHEN IS A SITE PLAN REQUIRED?**

Site Plans are required to be submitted under any of the following circumstances:

- 1) Prior to the construction of any principal structure other than a single family or duplex residence.
- 2) As part of an application for special use permit.
- 3) As part of an application for approval of a condominium development.
- 4) Prior to construction of any accessory structures that increase the required number of parking spaces.
- 5) Prior to any change in use that increases the required number of parking spaces.

#### **WHO REVIEWS SITE PLANS?**

Requests for Site Plan Review are received by the City Zoning Administrator, who checks the application to ensure that it is complete. The City Zoning Administrator then forwards one (1) copy to each member of the Planning Commission, the Police Department, Fire Department, Department of Public Works, Building Inspector, and Michigan Department of Transportation (in the case of development along a State Highway) for review and comments. Their comments are considered by the City Planning Commission, who is responsible for approving all site plans.

#### **WHAT IS A PRELIMINARY SKETCH PLAN?**

Preliminary sketches of proposed site plans may (at the developer's option) be submitted for review to the Planning Commission prior to submitting a complete site plan. The purpose of such procedure is to allow discussion between a developer and the Planning Commission of the acceptability of the proposed plans prior to incurring the cost necessary for developing a complete site plan. The requirements for a preliminary sketch are listed in Section 2400(3). The Planning Commission is not bound by any tentative approvals given at this time.

#### **STANDARDS FOR SITE PLAN APPROVAL**

In reviewing the site plan and approving, disapproving or modifying the same, the Planning Commission shall be governed by the following standards (see Section 2400):

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- 1) That there is proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways, and parking areas to insure the safety and convenience of pedestrian and vehicular traffic.
- 2) That the buildings and structures proposed to be located upon the premises are so situated as to minimize adverse effects upon owners and occupants of adjacent properties.
- 3) That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood.
- 4) That any adverse effects of the proposed development and activities emanating therefrom which effect adjoining residents or owners shall be minimized by appropriate screening, fencing, landscaping, setback and location of buildings, structures and entryways.
- 5) That the layout of buildings and improvements will minimize any harmful or adverse effect which the development might otherwise have upon the surrounding neighborhood.
- 6) Adequate precautions to protect groundwater and other natural features from hazardous materials will be provided including:
  - A. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
  - B. Secondary containment for above ground areas where hazardous substances are stored or used shall be provided. Secondary containment shall be sufficient to store the substances for maximum anticipated period of time necessary for the recovery of any released substance.
  - C. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a State of Michigan groundwater discharge permit.
  - D. State and federal agency requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances shall be met. No discharges to groundwater, including direct and indirect discharges, shall be allowed without required permits and approvals.
  - E. That shared access drives will be used where possible to reduce the number of driveways along State Highways.
  - F. That all provisions of the City Zoning Ordinance are complied with unless an appropriate variance therefrom has been granted by the Zoning Board of Appeals.

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### ***HOW LONG IS SITE PLAN APPROVAL VALID?***

An approved site plan is valid for one (1) year. If a building permit has not be obtained and on-site development actually commenced within one year, site plan approval expires. New approval would then have to be obtained before any construction or earth change would take place upon the site.

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### **SITE PLAN REVIEW CHECKLIST**

**Disclaimer:** This checklist is intended to assist the applicant in meeting the site plan submittal criteria and not to be a substitute for the Zoning Ordinance or Engineering Design Standards. Rather, it is intended to be used as a guide with the Zoning Ordinance and Engineering Design Standards. Each applicant is responsible for ensuring compliance with all Zoning Ordinance and Engineering Design Standards requirements.

#### ***REQUIREMENTS FOR A SITE PLAN APPLICATION***

- Review fee paid in advance.
- Fifteen (15) copies of the completed application for site plan review.
- Fifteen (15) copies of the completed site plan which contains all of the information listed in Section 2400(4)(c).

#### ***INFORMATION REQUIRED ON THE SITE PLAN***

- The plan shall be drawn to a scale of not greater than one (1) inch equals 20 feet for a development of not more than three (3) acres and a scale of not less than one (1) inch equals 100 feet for a development in excess of three (3) acres.
- The plan shall show an appropriate description legend, north arrow, scale, date of preparation and the name and address of the individual or firm preparing the same.
- The property shall be identified by lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property.
- The topography of the site with at least two (2) foot contour intervals and all natural features such as wood lots, streams, rivers, lakes, wetlands, unstable soils, and similar features shall be shown.
- Existing man-made features upon the site and within 100 feet of the same shall be disclosed.
- The location, proposed finished floor and grade line elevations, size of proposed main and accessory buildings, the relationship of buildings to one another and to any existing structures on the site, the height of all buildings and square footage of floor space therein shall be disclosed. Site plans for multiple family residential development shall also include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of such units.
- All proposed and existing streets, driveways, sidewalks, and other vehicle or pedestrian circulation features upon and adjacent to the site shall be shown, and driveways within 150' of the site, together with the location, size and number of parking spaces in off-street parking areas, service lanes thereto, and service parking and delivery or loading areas.

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- The location, use and size of open spaces together with landscaping, screening, fences, walls and proposed alterations of topography or other natural features shall be indicated.
- The proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants. Any potential demands for future community services will also be described, together with any special features which will assist in satisfying such demands.
- Any earth-change plans required by state law, including sedimentation control plans, shall also be submitted with the application.
- On site lighting, surface water drainage for the site and proposed sanitary sewage disposal and water supply shall be included in the plans.
- Location of any areas or structures designed for the storage, loading/unloading, recycling or disposal of hazardous waste.
- Location of any areas which are known or suspected to be contaminated together with the status of any site cleanup.
- Such other information as may be determined to be necessary by the Planning Commission because of any peculiar features of the proposed development.

#### **ZONING DISTRICT OF THE SUBJECT SITE**

##### **Existing Zoning**

- RA-1 (Article 4)
- RA-2 (Article 5)
- RB (Article 6)
- RC (Article 7)
- RD (Article 8)
- OS-1 (Article 9)
- B-1 (Article 10)
- B-2 (Article 11)
- I-1 (Article 12)
- I-2 (Article 13)
- P-1 (Article 14)
- RA-1 with Office (Article 15)
- RA-1 with Office and Community Business (Article 15)
- RA -2 with office (Article 15)
- RA-2 with Office and Community Business (Article 15)
- RB-2 with Office (Article 15)
- RC-2 with Office (Article 15)

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## SITE PLAN REVIEW

Date \_\_\_\_\_  
Application No. \_\_\_\_\_  
Review Fee \_\_\_\_\_

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Parcel Identification No. \_\_\_\_\_

Name of Proposed Development \_\_\_\_\_

Use of Proposed Development \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Size (in square feet) \_\_\_\_\_

Legal owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Phone** \_\_\_\_\_

## Site Plan Preparer

If applicant is not the owner, state basis for representation (i.e., attorney, representative, etc.)

Fifteen (15) copies of the complete site plan application form and site plan shall be submitted to the Zoning Administrator. Members of the Planning Commission shall be delivered copies of the application and site plan at least seven (7) days prior to the meeting for their preliminary information and study. The meeting shall be scheduled within not more than forty-five (45) days following the date of the receipt of the plans and application by the Zoning administrator.

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

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**Signature of Applicant**

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Date

**Please print type name below signature**

Signature of Legal owner (if not applicant)

Date

**Please print type name below signature**

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**FOR OFFICE USE ONLY – NOT TO BE COMPLETED BY APPLICANT**

Zoning Administrator's Verification of application completeness

\_\_\_\_\_  
Date

**Does the proposed use require any additional applications? (Check, if applicable)**

Special Use Permit \_\_\_\_\_

Interpretation by ZBA \_\_\_\_\_

Variance \_\_\_\_\_

Zoning Text Amendment \_\_\_\_\_

Rezoning \_\_\_\_\_

**Copies sent to**

**Date or N/A**

Planning Commission \_\_\_\_\_

Fire Department \_\_\_\_\_

**Action Taken**

Approved \_\_\_\_\_

Approved w/conditions \_\_\_\_\_

Denied \_\_\_\_\_

Date of final decision \_\_\_\_\_

Date final decision was mailed to applicant \_\_\_\_\_

Attach copies of all Planning Commission meetings at which this site plan was an agenda item.

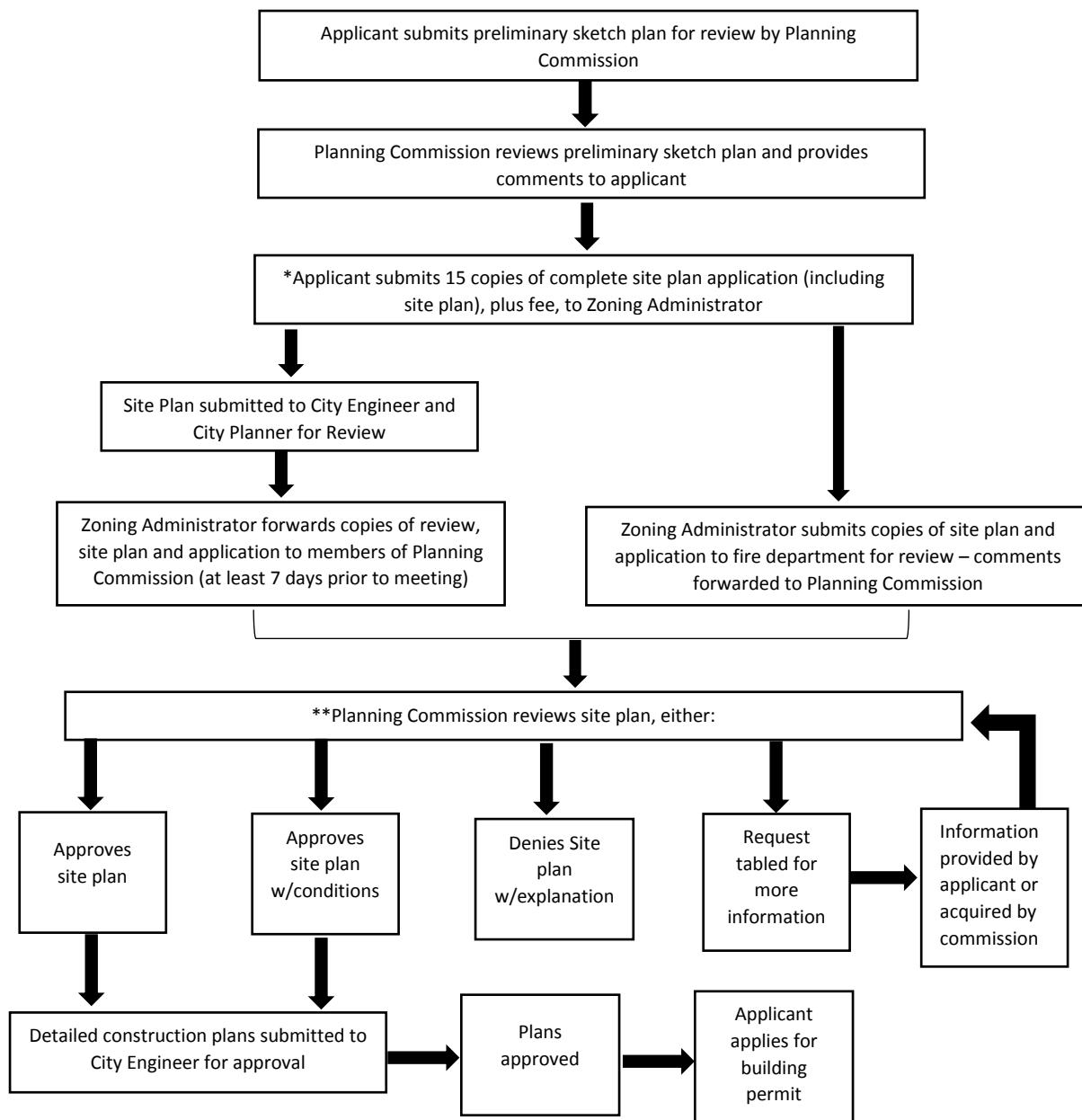
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### SITE PLAN REVIEW PROCESS

NOTE: It may be determined that an application for site plan review is not in compliance with zoning ordinance provisions and could require a variance, interpretation, rezoning or text amendment.



\*Meeting scheduled within 45 days of receipt of complete site plan application by Zoning Administrator.

\*\*Decision made within 100 days of receipt of complete site plan application by Zoning Administrator