

SECTION 305. SITE PLAN REVIEW

A. Whenever a development requires site plan approval by the Planning Commission prior to issuance of a building permit, the procedures listed below shall be followed and the use shall comply with the requirements and standards listed below. Any new construction, significant change in an existing use, modification to a structure other than routine maintenance and upkeep, significant change in floor plans, significant modification of parking or landscaping, or any other significant change in any existing development or use, other than an individual single family home used as a residence, requires site plan approval by the Planning Commission. A "significant change", as used above, will be determined by the Planning Commission after consideration of the potential impacts of the proposed change in relation to the requirements of the Lenox Township Zoning Ordinance and other applicable Township regulations

B. Requirements - The required number of copies of the Site Plan Review and/or Special Land Use application (obtainable from the Township Clerk) together with the same number of copies of all required drawings and illustrations and the Administration, Planning, and Engineering Review Fees established by resolution of the Township Board shall be presented to the Township Clerk 21 days prior to the next regular meeting of the Planning Commission, to be forwarded to the Community Planner, Township Engineer and/or Township Attorney where necessary. The application shall include the fee for site plan review established by resolution of the Township Board. Resubmission of revised plans shall include a re-review fee equal to seventy-five (75%) percent of the original site plan review fee. All of the following detailed information must be submitted:

Application Form Requirements	Preliminary Site Plan/ Engineering Feasibility Plan	Final Site Plan	Final Engineering Plan
1. Applicant's name and address.	X	X	X
2. Name of the proposed development.	X	X	X
3. Common description of the property.	X	X	X
4. Complete legal description,	X	X	X
5. Dimensions of land, width, length and acreage.	X	X	X
6. Existing zoning and zoning of adjacent properties.	X	X	X
7. Proposed use of land.	X	X	X
8. Name, address, city and phone number of the firm or individual who prepared site plan.	X	X	X
9. Name and address of applicant if not the legal owner.	X	X	X

10. Signature of the legal owner, if not the applicant, and proof of ownership.	X	X	X
11. Completion of the form titled "Groundwater Protection Information for Site Plan Review" provided by the Township.	X	X	X

Site Plan Drawings and Illustrations (fully dimensioned)	Preliminary Site Plan/ Engineering Feasibility Plan	Final Site Plan	Final Engineering Plan
12. Location map drawn at scale of 4"=1 mile (show nearest major intersection).	X	X	X
13. Location of all existing and proposed structures and uses.	X	X	X
14. All aisles, drives and parking areas (include the number of spaces in each).	X	X	X
15. Screening and/or protective walls. (See Performance Guarantee, Section 324)		X	X
16. Location of existing and proposed rights-of-way, widths of all abutting streets, alleys and easements. Include off-site driveways within 200 feet.	X	X	X
17. Types of proposed facing materials to be used on structures in accordance with Section 326.		X	X
18. Elevations (front, side and rear views) of all sides of the building(s).	X	X	X
19. Typical floor plans(s).	X	X	X
20. Seal of Registered Architect, Landscape Architect, Land Surveyor, Professional Planner or Civil Engineer who prepared the plan. In cases of minor structural alterations where professional services are not required, the Planning Commission may waive this requirement.	X	X	X
21. Density calculations.	X	X	X
22. Existing buildings or improvements on the site and all land adjacent to the site within 100 feet.	X	X	X
23. Designation of units by type of buildings.	X	X	X
24. Interior sidewalks within right-of-way.		X	X
25. Exterior lighting locations and methods of shielding.		X	X
26. Trash receptacle location, method of screening (masonry wall or pressure treated wood fence).		X	X
27. Landscape plan (Bond requirement Sec. 300.F)		X	X
28. Drive or street approaches including acceleration, deceleration and passing lanes, if appropriate.	X	X	X
29. All utilities located on or serving the site.	X	X	X
30. Loading/unloading area - must demonstrate safe access by all intended delivery vehicles, especially large trucks.	X	X	X

31. Total floor area.	X	X	X
32. Designation of fire lanes.	X	X	X
33. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, noise, vibration, and emission levels and other data of all such equipment or machinery.	X	X	X

Site Plan Drawings and Illustrations (fully dimensioned)	Preliminary Site Plan/ Engineering Feasibility Plan	Final Site Plan	Final Engineering Plan
34. Location and extent of development of recreation areas, where necessary.	X	X	X
35. General location of all proposed stormwater drainage and retention facilities shall be shown on the site plan drawings.	X	X	X
36. Location of existing drainage courses, floodplains lakes or streams.	X	X	X
37. Existing topography drawn to at least ten (10) foot contour intervals based on USGS data. Benchmarks for the elevations shown on the drawing shall be properly indicated if available.		X	X
38. A plan for storm water drainage and retention facilities clearly indicating that the development will not adversely affect adjoining properties.		X	X
39. Indication of where trees and shrubs exist or where such vegetation will be planted prior to occupancy will be shown. All such trees and shrubs shall be labeled as to size and whether existing or proposed. Whenever a tree or group of trees of six (6) inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the site plan in dotted outline and noted "to be removed".	X	X	X
40. The boundaries of all wetlands on the subject property shall be identified and located based upon MDNR, USGS, and / or National Wetlands Inventory data. Such lands are subject to Section 321 of this Ordinance.	X	X	X
41. All interior and exterior areas to be used for storage, loading / unloading, recycling, use or disposal of hazardous substances and polluting materials.		X	X
42. Proposed location of all underground and aboveground storage tanks for such uses as fuel storage, waste oil holding tanks, collection of contaminated stormwater, and all similar uses.		X	X
43. Location of existing underground storage tanks to be removed.		X	X
44. Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport stormwater or wastewater. The point of discharge for drains and pipes shall be specified on plans.	X	X	X

45. Existing trees and woodlands on-site shall be inventoried in accordance with Tree Survey requirements of Section 331 F.		X	X
46. Regulated wetlands must be flagged by a certified wetlands consultant.		X	X
47. Detail required by the Township's Sewer and Water Ordinance and Land Development Ordinance.			X

48. Sign Information. Separate drawings of the proposed sign(s) to be erected on the site may be submitted at the time of preliminary site plan review or at a later date (final site plan). The location of all signs shall be shown on the site plan but the following detailed information may be deferred until later as part of a sign review by the Commission.

- a. Height of Sign above grade.
- b. Surface of the sign (Materials and dimensions).
- c. Area of sign surface.
- d. Lettering / content of sign including dimensions of the proposed lettering.
- e. Method of illumination, if any.

49. Development Agreements when required shall include the following information for review by the Township planner and attorney for final approval by the Township Board:

- a. A legal description and survey of the total site(s) proposed for development.
- b. Names and addresses of all owners and persons with legal or equity interest in the property proposed for development.
- c. A development schedule, including any individual stages or phases, and the anticipated beginning and completion dates.
- d. Phasing information shall include information regarding the street layout and number and type of dwelling units for residential phases, the building footprint, square footage and location and number of parking spaces shall be specified for non-residential phases
- e. An affirmative representation that the proposed uses(s) will not exceed the performance criteria of the ordinance.
- f. Descriptive detail regarding the proposed architecture including proposed materials and architectural renderings.
- g. A schedule of Development Regulations detailing the requested dimensional standards including a reference to the zoning district they are based upon. All conditions and stipulations as set forth by the Township Board. Provisions satisfactory to the Township attorney dealing with maintenance of the property, as well as maintenance, repair, and replacement of any common facilities servicing any portion of the property. Any provisions deemed necessary by the Township attorney, planning consultant, or engineer regarding on-site and off site easements required to service the property.
- h. A statement incorporating by reference in the agreement all representations, warranties, and information provided in a submission by the applicant and confirming the Township's reliance on those representations, warranties and information.
- i. Enforcement provisions satisfactory to the Township Attorney.
- j. A statement allowing recording of the agreement or a notice of existence of the agreement at the office of the Macomb County Register of Deeds.
- k. Any other provisions deemed necessary by the Township attorney,

engineer or planning consultant to meet the intent and purposes of the applicable ordinances.

C. Procedures - A site plan petition submitted in accordance with the provisions of Section 305 B will be placed on the agenda of a meeting of the Planning Commission and consideration for acceptance, revision or disapproval will be given.

1. The Planning Commission shall consider the following factors in exercising its discretion over preliminary and final site plan approval:

a) Whether the use proposed for the site is a use permitted in the district and complies with all applicable requirements of the Lenox Township Zoning Ordinance and any other applicable code or ordinance.

b) Whether traffic access to the site is such that vehicular congestion or other impairment of traffic may result from access to and from the site. When evaluating traffic impact, the Planning Commission will examine such factors as driveway/street location(s), driveway spacing, internal circulation, parking layout, and pedestrian safety. The Planning Commission shall have a goal of limiting the number of driveways and curb cuts on a public street to the minimum number for safe and efficient ingress and egress.

c) Whether the development of the site is such that it does not serve as a physical barrier or detriment to the development of adjacent land.

d) Whether the location of activities on the site, including the arrangement of buildings and parking areas is such that activities may create noise, odor, excess light, or other nuisances that would be a detriment to existing or future uses of abutting lands.

e) Based on the preliminary engineering feasibility plan, whether the preliminary site plan layout is feasible from an engineering standpoint with regard to utility conflicts, adequate drainage outlets and detention basin locations.

2. Upon determination of the Planning Commission that the preliminary site plan and preliminary engineering feasibility plan is in compliance with the Zoning Ordinance as amended, and other plans or applicable regulations, action shall be taken to approve the preliminary site plan and engineering feasibility plan.

3. Upon determination of the Planning Commission that a site plan is in compliance except with minor revisions, said changes shall be so indicated in the Planning Commission motion. When these changes have been adequately provided, the petitioner may resubmit the revised site plan for review. All revised site plan review submittals, following the initial preliminary site plan review, shall include a response letter detailing the changes made to the plan since the previous submittal.

4. If extensive revisions to the site plan are necessary to meet the Ordinance, plan and regulations requirements, the site plan shall be disapproved for reasons noted in the Planning Commission's motion and the petitioner shall be requested to prepare an alternate site plan.
 5. If the applicant desires to prepare an alternative plan, the same procedure as outlined under subsection A "Requirements" above must be met.
 6. Following Planning Commission approval of the preliminary site plan including intended use, design, layout, parking, landscaping, screening, lighting and preliminary engineering feasibility, the applicant shall submit his final site plan and final engineering plans to the Township for review and consideration by the designated approving body prior to approval of a building permit.
- D. Approval valid for one (1) year - Upon approval of a final site plan by the Planning Commission, a building permit shall be requested by the applicant within twelve (12) months or the site plan shall be declared to be invalid. Extensions may be granted at the discretion of the Planning Commission. Upon receipt of a building permit, reasonable construction shall be commenced within six (6) months, and reasonably continued, or the site plan and building permit shall be declared to be invalid, unless the applicant requests and obtains a renewed building permit from the Building Inspector.