

PLEASANTON ZONING ORDINANCE ARTICLE 94: SITE PLAN

9401.-PURPOSE:

It is recognized by this Ordinance that there is a value to the public in establishing safe and convenient traffic movement to higher density sites, both within the site and in relation to access streets; that there is value in encouraging a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses; further that there are benefits to the public in conserving natural resources. Toward this end, this Ordinance requires site plan review by the Planning Commission under the provisions of a Special Use Permit and provides for the option of site plan review by the Administrator.

9402. - SITE PLAN REVIEW:

- A. Every application for a zoning permit shall include a site plan, drawn according to the specifications of this article. (A demand for appeal before the Appeals Board shall include a site plan drawn according to the specifications of this article.) The Administrator shall review the site plan prior to issuing a zoning permit, or the Administrator shall transmit the site plan to the Commission for their review.
- B. There shall be three (3) levels of site plans, for different complexities of proposed land uses.
 1. A Basic Site Plan (Section 9404), for dwellings additions to dwellings and construction of accessory structures to dwellings. These site plans shall only be subject to review by the Administrator.
 2. A Medium Site Plan (Section 9405), for any permitted use, which is not a dwelling, addition to a dwelling, construction of accessory structures to dwellings and for any matter before the Appeals Board which would not need a Detailed Site Plan. The Commission shall publish policy for when a Medium Site Plan, not drawn for purposes of an Appeal, shall be required to be reviewed by the Commission and/or a committee of the Commission, or the Administrator.
 3. A Detailed Site Plan (Section 9406), for any Special Use, Planned Unit Development. These site plans shall only be subject to review by the Commission.
- C. Whenever possible site plan review by the Administrator and Commission shall be coordinated and done simultaneously with other reviews by the Administrator and Commission on the same application.

9403. - OPTIONAL SKETCH PLAN REVIEW:

Prior to submitting an application, or site plan, for a Zoning Permit an applicant may choose to submit a sketch plan for review by the Administrator and/or Commission. The sketch plan shall be superimposed on an air photo or the parcel or shall be a scaled drawing of the parcel showing the location of existing and proposed parcel, parcel boundaries, all structures, natural features, all improvements, streets, sidewalks, easements and drainage systems. The review shall be informal and advisory only, and not constituting any form of approval or authorization of granting any type of permit. The review shall be done without cost to the applicant, but must be scheduled as an item of business on the Commission's agenda if the sketch plan is to be reviewed by the Commission.

9404. - REQUIRED DATA FOR A BASIC SITE PLAN:

The Basic Site Plan shall be a sketch, drawn to scale, or superimposed on an air photo, or superimposed on a survey of the parcel. The following shall be shown on the Basic Site Plan:

- A. The property, identified by parcel lines and location and size.
- B. Name and address of property owner(s), developer(s), and designer(s) and their interest in said properties.
- C. The scale, north point.
- D. Natural features such as woodlots, water bodies, wetlands, high-risk erosion areas, slopes over 25% beach, sand dunes drainage and similar features.
- E. The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings and square footage of floor space.
- F. The proposed driveway, if any.
- G. Show any changes or modifications required for any applicable regulatory agency's approvals. (Site plan or design plan changes required after the Commission issues a Special Use Permit shall also be changed in accordance with procedures established in this Ordinance for minor adjustments or amendments to Special Use Permits).
- H. Setbacks from all property boundaries.

9405. - REQUIRED DATA FOR A MEDIUM SITE PLAN:

The site plan shall be drawn to scale and shall be on paper, which measures at least 8.5 by 11 inches, but not more than 36 by 42 inches. The drawing shall be such that the administrator can readily interpret the site plan, and shall include more than one drawing where required for clarity and shall include the following information, unless specifically waived by the administrator upon the determination that the requirements to be waived are not reasonably related to the proposed use.

- A. All the data required for Basic Site Plan, spelled out in Section 9404 of this Ordinance.
- B. The parcel's legal description.
- C. Boundary dimensions of natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
- D. Location dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer and sanitary sewer lines, storm water drainage and retention lines.
- E. Neighboring driveways, and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and the identification of service lines, service parking and snow storage areas.
- F. Any proposed alterations to the topography and other natural features shall be indicated.
- G. Any proposed location of connections to existing utilities and proposed extensions thereof.
- H. A description of the proposed development.
- I. A vicinity map showing the location of the site in relation to the surrounding street system.

9406. - REQUIRED DATA FOR A DETAILED SITE PLAN:

A site plan which shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the commission can readily interpret the site plan, and shall include more than one drawing where required for clarity and shall include the following information, unless specifically waived by the administrator upon the determination that the requirements to be waived are not reasonably related to the proposed use. The Commission, upon initial review of the site plan, may act to require any information specifically waived by the administrator to be submitted. Such site plan shall be designed and prepared by a registered professional architect, landscape architect, engineer, land surveyor or community planner (or, if acceptable to the Commission, owner or other qualified individual).

Unless so waived, all site plans shall include the following information:

- A. All the data required for a Basic Site Plan, set forth in section 9404 of this Ordinance and for Medium Site Plan, set for the in section 9405 of the Ordinance.
- B. The proposed location of any open spaces, landscaping and buffering features such as greenbelts, fences, etc.
- C. The location, proposed finished floor and grade line elevations.
- D. Site plans for residential development shall include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each unit type.
- E. Any proposed roads, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site.
- F. Topography information based on USGS datum, or selected on-site elevations. More detailed information may be required where the Commission determines that the site and use warrant a more critical review of topography.
- G. Generalizes soil analysis data, which may include data prepared by the Manistee County Soil Conservation District or Manistee County Planning Department regarding the soils and their adaptability to the use. More detailed information may be required where the Commission determines that the site and use warrant a more critical review of soils.
- H. Soil erosion and sediment control measures that shall include preventative soil erosion devices or measures, both during and after any site work related to the development, when required.

9407. - REQUIRED DATA FOR A SITE PLAN INVOLVING SPECIAL GROUNDWATER PROTECTION PROVISIONS.

- A. Applicability of this additional site plans content for groundwater protection. Facilities which use or generate hazardous substances:
 1. In quantities greater than one hundred (100) kilograms (approximately two hundred twenty (220) pounds) per month or ninety-five (95) liters (approximately twenty-five (25) gallons), per month, whichever is less or
 2. Stores greater than one hundred (100) kilograms (approximately two hundred twenty (220) pounds) or ninety-five (95) liters (approximately twenty-five (25) gallons), whichever is less shall be subject to site plan review requirements.
- B. In addition to all the data required for a Basic Site Plan, set forth in Section 9404, Medium Site Plan set forth in Section 9405, or Detailed Site plan set forth in Section 9406 of the Ordinance whichever is applicable, the following shall also be shown in the site plan:
 1. Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.
 2. Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated storm water or wastewater, and all similar uses.
 3. Location of exterior and interior drains, on-site sewage system, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect,

- store or transport storm water or wastewater. The point of discharge for all drains and pipes shall be specified on the site plan.
4. Location of all water wells **on** the site and within one hundred fifty (150) feet surrounding the parcel's property boundaries.
 5. Delineation of areas on the parcel which are known or suspected to be contaminated, together with a report on the status of site cleanup.
 6. Submission of the "Hazardous Substances Report Form for Site Plan Review".
 7. Submission of the "State/County Environmental Permits Checklist"
 8. If the area covered by the site plan includes territory within a Wellhead Protection Overlay Zone submit a site plan review report prepared by a Manistee County Groundwater Staff Review Group (c/o Manistee County Planning Department). The site plan review report shall be a written document reporting on a county review of the same site plan prepared for this section. If the area covered by the site plan does not include territory within a Wellhead Protection Overlay Zone a site plan review report prepared by the Manistee County Groundwater Staff Review Group may be submitted at the option of the applicant or may be required at the option of the Commission or Administrator, whichever is applicable.

9408. - SUBMISSION OF A SITE PLAN:

Three (3) copies of a site plan shall be submitted with a zoning permit application to the Administrator. In the case where a committee of the Commission or the Commission is reviewing the site plan, eight (8) copies of the site plan shall be submitted to the Administrator.

9409. - REVIEW FOR COMPLETENESS:

The Administrator shall review the site plan received to insure it is complete, and contains all the elements required by this Ordinance. Such finding shall be done concurrently with similar required findings that a zoning application is complete.

- A. If the site plan is not found to be complete, the Administrator shall return the site plan to the applicant with a written list of items needed to make the site plan complete.
- B. If the site plan is found to be complete, the Administrator shall:
 1. Only as applicable, forward copies of the site plan to the Township Engineer, County Road Commission, Township Department of Public Works, County Soil Erosion Inspector, County Drain Commissioner, County Health Department, Michigan Department of Highways, for their recommendations to be subsequently forwarded with the site plan, and
 2. Determine if the site plan is to be reviewed and acted upon by him/her, and then do so, or
 3. Determine if the site plan is to be reviewed and acted upon by the Appeals Board, and then forward the copies of the site plan to each member of the Appeals Board a week prior to their meeting, or
 4. Determine if the site plan is to be reviewed and acted upon by the Commission or a committee of the Commission, and then set up a site plan review meeting and forward the copies of the site plans to each member of the Commission (or a committee of the Commission) a week or more prior to the commission's meeting.

9410. - STANDARDS FOR SITE PLAN REVIEW:

The Commission and Administrator to review site plans shall use the following standards:

- A. All applicable regulations of this Ordinance, which apply generally to all districts, and all applicable regulations of this Ordinance, which apply to the specific zoning district, to any conditions imposed with the granting of a Special Use Permit or Variance, shall be shown on the site plan as being complied with.
- B. All utility easements shall be distributed on site in a manner, which is least harmful to surrounding properties. Electric, telephone, coaxial cable and other lines shall be located underground unless this requirement is specifically waived by the Administrator, Commission or Appeals board upon review of the site plan.
- C. Water lines, sewer lines, all provisions of surface water drainage shall be approved by the Township and designed in compliance with any applicable federal and state statute, township and county ordinance.

9411. - APPROVAL AND COMPLIANCE:

- A. In cases where the Administrator reviews the site plan pursuant to Section 9402, within seven (7) days of the site plan being found complete, as specified in Section 9409, the Administrator shall act to approve, approve with modifications, or disapprove the site plan in writing with reasons.
- B. In cases where the Commission, or a committee of the Commission, reviews the site plan, within sixty (60) days of the site plan being found complete, as specified in Section 9409, the Commission shall act to approve, approve with modifications, or disapprove the site plan in writing with reasons.
- C. The action shall be recorded in a record of the zoning application and shall be filed with the Administrator. The Administrator or Commission shall notify the applicant in writing of its decision. If rejected, the reasons for rejection and, if approval is possible, the requirements for approval, shall be given to the applicant, in writing, attached to the rejection. If the Administrator or Commission does not act on the site plan, and put its action in writing within the prescribed time, the site plan shall be conclusively presumed to have been approved. If the proprietor and Administrator or Commission mutually agrees, the time limit may be extended.

9412. - CONDITIONS OF SITE PLAN APPROVAL:

- A. A site plan can be approved with conditions necessary to comply fully with the intent of this Ordinance. All conditions shall be shown on the approved site plan and/or shall be in writing.
- B. Reasonable conditions may include conditions necessary to:
 - 1. Insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facilitate loads caused by the land use or activity,
 - 2. Protect the natural environment and conserve natural resources and energy,
 - 3. Insure compatibility with adjacent uses of land, and
 - 4. Promote the use of land in a socially and economically desirable manner.
- C. Conditions imposed shall meet all of the following requirements:
 - 1. Be designed to protect natural resources, the health, safety, and welfare and the social and economic well being of those who will use the land-use or activity under consideration, the residents and landowners immediately adjacent to the proposed land-use or activity, and the community as a whole.

2. Be related to the valid exercise of the police power, and purposes that are affected by the proposed use or activity.
3. Be necessary to meet the intent and purpose of the Zoning Ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

9413. - SECURITY REQUIREMENT:

- A. To insure compliance with the site plan and Ordinance and any conditions, limitations or requirements imposed by the Administrator or Commission as necessary to protect natural resources or the health, safety and welfare of the residents of the Township and future users or inhabitants of the proposed project or project area, the Administrator or the Commission may require:
 1. A cash deposit.
 2. Certified check.
 3. Irrevocable bank letter of credit or
 4. Surety bond in an amount and under the conditions permitted by law.
- B. Such security shall be deposited with the Township Clerk at the time of the issuance of the permit authorizing the commencement of such project. Where the project will take more than ninety (90) days to be completed, the Administrator or Commission may authorize a rebate of any cash deposit in reasonable proportion to the ratio of the work completed as the work progresses.
- C. Such security shall not exceed the estimated cost of the required conditions, limitations, requirements for which the security is designed to insure compliance.

9414.-FILE COPIES:

At least two (2) copies of the site plan, all-accompanying documents, record of approval, list of conditions, security shall be kept by the Township for its records.

9415. - ZONING PERMITS:

No zoning permit or Michigan Construction Code, building permit, issued pursuant to Public Act 230 of 1972, as amended, being the State construction Code Act, MCL 125.1501 et. seq., shall be issued or otherwise authorized until after the site plan has been approved and any required securities have been received.

9416. - AMENDMENT OF SITE PLAN:

An application may be considered to amend an existing site plan, and shall be handled in the same manner as the initial site plan review prescribed by Section 9401 of this Ordinance. By mutual agreement between the Township and applicant, minor non-substantive changes may be made to an existing approved site plan if such changes are sought prior to the issuance of an occupancy permit for work authorized by the Special Use Permit.