

# PRELIMINARY SITE PLAN

## Whiteford Township Application Checklist

Owner Name: \_\_\_\_\_

DAC Job# \_\_\_\_\_

Address: \_\_\_\_\_

Rec. Dwgs. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Engineering Firm of Record:  
(name, address, phone) \_\_\_\_\_

\_\_\_\_\_

Any person with legal interest in a lot may make an application for preliminary site plan approval therefore by filing completed forms, payment of the review fee, and eight (8) copies of the preliminary site plan drawings (s) with the Township Clerk. The Clerk, upon receipt of the application, shall transmit the preliminary site plan drawings to the Planning Commission prior to its next regular meeting.

<b>ZONING ORDINANCE #68 SECTION 7.04 Preliminary Site Plan</b>		Yes	No	N/A	Page
<b>1</b>	<b>Application</b> - Any person with legal interest in a lot may make an application for preliminary site plan approval therefore by filing completed forms, payment of the review fee and eight (8) copies of the preliminary site plan drawing(s) with the Township Clerk. The Clerk, upon receipt of the application shall transmit the preliminary site plan drawings to the Planning Commission prior to its next regular meeting.				
<b>2</b>	<b>Information Required</b> - Each preliminary site plan submitted for review shall provide the following information:				
<b>2.1</b>	Location/description of site; dimensions and area				
<b>2.2</b>	General Topography, Soil Information				
<b>2.3</b>	Property owner's name/address; applicant's name, address and interest in property; owner's signed consent for preliminary site plan approval application if applicant is not the owner.				
<b>2.4</b>	Scale, north arrow, date of plan, section number				
<b>2.5</b>	Proposed buildings/structures: location, outline, general dimensions, distances between, floor area, number of floors, height, number and type of dwelling units (if applicable)				
<b>2.6</b>	Location and size of open areas, recreation area				
<b>2.7</b>	Proposed streets/drives; general alignment, right of way (where applicable), surface type and width				
<b>2.8</b>	Proposed parking; location/dimension of lots, dimension of spaces and aisles, angle of spaces, surface type, # of spaces				
<b>2.9</b>	Existing zoning classification of property; required yards; dwelling unit schedule, density of development and lot area per dwelling unit for residential projects; lot coverage (%) and floor area ratio; location/size of required transition and landscape strips, if applicable.				

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 \_\_\_\_\_

		Yes	No	N/A	Page
<b>2.10</b>	Areas of intended filling, cutting; outline of existing buildings/ structures and drives; existing natural and manmade features to be retained or removed.				
<b>2.11</b>	Adjacent land uses; location of adjacent buildings and roads				
<b>2.12</b>	Location, area of development phases; building program for each phase; projected schedule of development, by phase, if applicable.				
<b>2.13</b>	Location and width of easements on site				
<b>2.14</b>	General description of proposed water, sanitary sewer and storm drainage systems				
<b>2.15</b>	Approval from the Whiteford Township fire chief(s) that the development as proposed allows proper access for firefighting equipment and the fire suppression systems is adequate.				
<b>3a</b>	Environmental Impact Analysis (EIA) natural environment: 1) Surface water impacts 2) Groundwater impacts 3) Air quality 4) Soil engineering Index and features				
<b>3b</b>	Traffic Impact Study (TIS) when: 1) The request is located along any corridor identified or a Minor Arterial and above in the Whiteford Township Master Plan and/or 2) The request would permit uses that would generate 100 or more directions, trips during peak hours or at least 750 trips per day.				
<b>3c</b>	Government Approvals - Applicant shall also attach to their application for preliminary site plan approval proof of granted permits and approvals from the Monroe County Road Commission, Monroe County Drain Commission, Monroe County Health Department, Michigan Department of Environmental Quality and any other federal, state or county permits and/or approvals for the construction and operation of the proposed project.				

4	<p><b>Site Plan Submission Deposit</b></p> <p>Each applicant submitting a preliminary site plan to the planning commission for review shall post a cash deposit. The required deposit amount shall be determined by the Township engineer and will vary depending upon the size, complexity and projected construction cost of the project to be reviewed. The applicant's deposit will cover the Township's expense in review of the preliminary site plan by township professionals. The cost of this review will be drawn from the deposit made by the applicant and either billed from time to time during the review and construction, refunded upon project completion or transferred to the cash bond required under the final site plan review process.</p>			
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5	<p><b>Standards for Review</b></p> <p>In reviewing a preliminary site plan the Planning Commission shall consider the following standards:</p>			
5a	That all required information has been provided and the applicant has complied with the Township Building and Site Plan Submittal Guide;			
5b	That the proposed development as shown in the preliminary site plan conforms to all regulations of the zoning ordinance district(s) in which it is located;			
5c	That the applicant is legally authorized to request site plan review;			
5d	That the movement of the vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient;			
5e	That the proposed development will be harmonious with and not harmful, injurious, or objectionable to, existing and future uses in the immediate area;			
5f	That natural resources will be preserved to a maximum feasible extent and that the development as proposed will not cause soil erosion or sedimentation; and			
5g	That the proposed development is adequately coordinated with improvements serving the subject property and with other developments.			

6	<p><b>Planning Commission Action</b></p> <p>The Planning Commission shall study the plan and shall, within sixty (60) days of the filing date, recommend approval or denial of the preliminary site plan. The Planning Commission shall transmit a report to the Township Board with its recommendation, setting forth the conclusions of its study and the reasons for its recommendation. The time limit may be extended upon a written request by the applicant and approval by the Planning Commission.</p>			
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7	<p><b>Effect of Approval</b></p> <p>Approval of a preliminary site plan by the Planning Commission shall indicate its acceptance of the proposed layout of building, streets, drives, parking areas, and other facilities and areas, and of the general character of the proposed development. The Township Board may, at its discretion, and with appropriate conditions attached authorize issuance of permits by the Building Official for grading and foundation work on the basis of an approved preliminary site plan. The conditions to be attached to such permit issued for grading and foundation work shall include, but are not limited to, provisions for control of possible erosion, for exempting the Township from any liability if a final site plan is not approved, and for furnishing a bond for restoration of the site if work does not proceed to completion.</p>			
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**8 Expiration of Approval**

Approval of a preliminary site plan shall be valid for a period of 180 days from the date of approval by the Planning Commission and shall expire and be of no effect unless an application for a final site plan for all or part of the area included in the approved preliminary site plan is filed with the Township Clerk within that time period. The Clerk shall, within ten (10) days of the date of approval of the preliminary site plan by the Planning Commission, transmit a written certification of such approval to the applicant. If a final site plan is submitted for only a part of the area included in the approved site plan, successive final site plans shall be filled at intervals no longer than two (2) years from the date of approval of the previously approved final site plan. If such period is exceeded, the Planning Commission may declare the approved preliminary site plan invalid with respect to the remaining parts of the site. In such case the Planning Commission may require a new preliminary site plan be submitted, unless good cause can be shown for the delay.

<u>Item No.</u>	<u>Explanation:</u>