

## **Whiteford Township Site Plan Submittal Guide**

Welcome to Whiteford Township. This packet was assembled to help you better understand the Township Site Plan submittal process. Whether you are adding on to an existing building or starting a new construction project, the information within this packet will assist you in the approval process of your project.

The applicant should contact the Supervisor at 734.854.2416 to schedule an appointment with the Township Representatives to begin the Site Plan Review process. The applicant will also be required to complete the attached application and pay a Planning Commission meeting application fee of \$400.00

The Township engineering consultant, David Arthur Consultants, Inc., David A. Kubiske P.E. is available by appointment only at 110 Main Street, Dundee, MI 48131 or by phone 734.823.5080.

**Whiteford Township Planning Commission**

Application for Site Plan Review

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Name of Developer \_\_\_\_\_ Address of Developer \_\_\_\_\_

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Parcel ID Number \_\_\_\_\_

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

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Property Owner (if different than Developer) \_\_\_\_\_ Telephone \_\_\_\_\_

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

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Name of Engineer or Architect \_\_\_\_\_ Telephone \_\_\_\_\_

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Description of Development \_\_\_\_\_

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Current Zoning of Parcel \_\_\_\_\_ Pre-application conference date to be scheduled with township \_\_\_\_\_

I, \_\_\_\_\_, owner of the above-mentioned property, hereby grant permission for members of the Whiteford Township Planning Commission staff and consultants to enter the above mentioned property for the purpose of gathering information related to this application. (Note: Failure to grant permission to enter this property will not effect any decision regarding your application.)

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

**Whiteford Township**  
**Site Plan Approval Procedure**

I. Pre-application Conference

Prior to the start of the site plan design approved process, the applicant is encouraged to schedule a pre-application conference with the Township Supervisor, Township Building Official and Township Engineer. The purpose of this meeting is to guide the applicant through the preliminary site plan development and review process. Contact the Township for the required fee for this meeting.

II. Zoning

It is important that the Developer or Contractor confirm the project under construction is allowed by the current zoning of the property pursuant to the Whiteford Township Zoning Map and amendments. If the property is not properly zoned for the use, a request for rezoning of the property must be completed in writing by the property owner and accompanied by the appropriate fees to the Township. The Township will publish this request in the local paper and will schedule a public hearing. The Township Planning Commission will discuss the request and make a recommendation. The request is then sent to the Monroe County Planning Commission for their recommendation. It is then returned to the Whiteford Township Board for a final action of the zoning change request. This process usually takes three (3) to six (6) months.

III. Site Plan Review and Approval

- A. The developer obtains and completes the Site Plan Application. Return the completed application to the Township Supervisor along with the appropriate review fees, which are based on size and complexity of the project and 3 complete sets of the Site Plan prepared in accordance with the Township ordinance to the Building Inspector and Township Engineer. The Township Engineer will notify the developer and the Township in writing of any deficiencies in the Site Plan. This is usually a one (1) or two (2) week process. Any deficiencies must be corrected and corrections verified by the Township Engineer. Once the Engineer has recommended approval, ten (10) complete sets of the revised Site Plan are to be submitted to the Township along with copies of **written** approvals from the following agencies:

Monroe County Road Commission  
Monroe County Drain Commission for drainage  
Monroe County Drain Commission for Soil Erosion and Sedimentation Control  
Monroe County Health Department (if applicable) (well test passes)  
Michigan Department of Environmental Quality (if applicable)  
Michigan Department of Transportation (if applicable)

These approval letters are required to be in the Whiteford Township officials' office **prior to scheduling** review by the Planning Commission.

- B. Upon presentation of a conforming Site Plan, the Township Planning Commission may recommend Site Plan approval, recommend Site Plan approval with conditions or recommend denial to the Township Board.
1. If approval is recommended, the applicant may continue the final Site Plan review process by submitting 8 sets for review consideration by the Township Board.

2. If approved with conditions, the Site Plan deficiencies must be rectified prior to being resubmitted. The applicant must revise the Site Plan in accordance with the conditions established prior to submitting to the Township Board for final plan review consideration.
3. If a denial is recommended, and the applicant wishes to discuss the project further, they may request in writing to the Township Supervisor to be added to the Township Board meeting agenda to discuss the project further.

#### IV. Final Site Plan Review

Once recommendation of approval is obtained from the Township Planning Commission and the Township Board. Prior to the project commencement the Township Engineer will organize a pre-job conference.

*Special Notice: If the project is located within the 100+/- acres east of the US 23 Highway, south of Sterns Road, including any portion of the north of Sterns Road, additional submittals are required to comply with the Whiteford Township Sewer District #1 requirements. A predesigned meeting with the Township representatives is strongly recommended. Sewer tap and fee schedule will be available from the Township with a procedure guide from the Monroe County Drain Commission for access to the sewer district.*

*The Township is required to send the Site Plan to the City of Sylvania to verify the type of effluent and sewer rate. Prior to final approval, Whiteford Township must receive in writing from Sylvania that this development is approved and is allowed into the sewer district.*

#### V. Miscellaneous Site Plan Information Necessary for Review

- A. The drawing vertical elevation needs to refer to an accepted datum. NAVD88 or NGVD29 will be acceptable. USGS provide maps, they are not a datum.
- B. Two benchmarks that will remain throughout the project need to be called out.
- C. Landscaping Plan is required by ordinance and is part of the final submittal process.
- D. Lighting Plan with photometric is also required. This must be submitted as part of the site design set package.
- E. Rock Removal/Blasting – It is important the developer discuss the rock removal process intended during the pre-application conference. Some areas within the Township have a high rock shelf due to the Karst formation. If any rock removal and/or blasting are required for your project, you must inform the Township as part of the submittal process.
- F. Once all requirements are met and approvals given by all agencies, contact the Building Inspector to make sure you are not in a “well-first” area. This must be confirmed with the Building Inspector. A building permit will be given at the discretion of the Building Inspector following the Site Plan Review.