

Napoleon Township

Uses Requiring a Site Plan

Criteria and Approval Process

And

Information Required for a

Site Plan Review

Site Plan Information

A site plan review and approval is needed for certain structures and uses which can be expected to have a significant impact on natural resources, traffic patterns, adjacent land and land uses, and on the character of future development.

A "site plan" is a sketch or drawing that shows existing and proposed buildings, as well as natural features. Site plans are usually required by ordinance to be drawn to scale, showing the arrangement of a proposed development project.

"Site plan review" is the process of reviewing the submitted documents and drawings to determine compliance with the Zoning Ordinance and state and federal statutes. It becomes a legal document when approved, requiring the developer to comply with all provisions as shown on the document. Any change would require approval.

Criteria for Site Plan Review

- ❑ The proposed use will not be injurious to the general health, safety and welfare of the Township and surrounding neighborhood.
- ❑ The location of buildings, outside storage receptacles, parking areas, screen walls and utility areas is such that the adverse effects of such uses will be minimized for the occupants of those use and surrounding areas.
- ❑ The design of storm sewers, storm water facilities, roads, parking lots, driveways, water mains, sanitary sewers and other site improvements meets the design and construction standards of the Township and other appropriate agencies.
- ❑ Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides. Site features such as, but not limited to, trees and other plant materials, fences, retaining walls, berms, outdoor furniture, outdoor structures, and natural and artificial water bodies shall be arranged to permit adequate emergency vehicle access.
- ❑ Site Planning and design of specified improvements will accomplish, to the extent reasonably feasible, the preservation and protection of existing natural resources and features such as lakes, ponds, streams, wetlands, flood plains, steep slopes, ground water, trees and wooded areas.
- ❑ Wastewater treatment systems, including on-site septic systems will be located to minimize any potential degradation of surface water or ground water quality.
- ❑ Sites which include storage of hazardous materials waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the air or to the ground, ground water or nearby water bodies, with a specific plan to achieve such objectives being incorporated as part of the site plan.
- ❑ The location of buildings, parking, drives, landscaping and other improvements on the site is appropriate and consistent with good design standards for the lot size, shape and general location.
- ❑ Landscaping, including grass, trees, shrubs and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.
- ❑ The means of ingress and egress to and from the site shall be planned with the objective of achieving recognized planning, engineering and safety standards, and shall not result in an unreasonable risk of danger to persons and/or property on the site and/or off the site. In general, this standard shall be met based upon the design of ingress and egress in terms of the number, location and design of access (es), and utilization of acceleration, deceleration and passing lanes and approaches. The Planning Commission shall review the ingress and egress proposed for the purpose of promoting and protecting traffic safety, and shall require improvements accordingly.
- ❑ The site plan complies with all Township Ordinances.

Uses Requiring Site Plan Approval

- ❑ A multiple-family building.
- ❑ More than one multiple-family building on a lot or parcel of land or on a combination of lots under a single ownership.
- ❑ A mobile home park. As provided for by The State of Michigan Mobile Home Park Regulations.
- ❑ Any building or structure in a commercial, office and industrial district.
- ❑ Any addition to an existing building or structure in a commercial, office, and industrial district, except as provided in the Zoning Ordinance.
- ❑ More than one building or structure, except a sign, on a lot or parcel, or combination of lots under a single ownership, in any commercial, office, and industrial district.
- ❑ A use permitted in any commercial and industrial district which does not involve a building, such as, but not limited to, outdoor sales, outdoor displays, and storage of wrecked vehicles.
- ❑ Any principal non-residential building or structure permitted in residential districts and any principal building or structure, except farm buildings permitted in recreation-conservation and agriculture district.
- ❑ Public utility buildings and structures, including poles, tower, and telephone repeater buildings.
- ❑ Conditional uses.
- ❑ Planned Unit Developments.
- ❑ Any project undertaken under the authority of the Michigan Condominium Act, being Act No. 59
- ❑ Commercial telecommunication facilities and associated structures. Providing further, that the Township Building Inspector or Zoning Administrator may not waive site plan review of such projects.

Uses Requiring Site Plan Approval - Including Special Land Uses

- ❑ Preliminary/Administrative site plan review and approval for all required conditional land uses as set forth in the Conditional Land Use Provisions of the Ordinance.
- ❑ Additional Development Requirements (Special Land Uses) as specified in the Zoning Ordinance.
- ❑ The applicant shall complete and submit the required number of copies of an application for Site Plan Approval, site plans, and other information where applicable. The applicant or his/her representative must be present at each scheduled review. The procedure for processing major project site plans includes three phases: conceptual review via a pre-application conference, preliminary site plan review and final site plan approval.
- ❑ Prior to a hearing before the Planning Commission on a site plan, the applicant shall have a preliminary review meeting with Township Officials to review the proposed plan and determine whether it meets all of the requirements of the Township Zoning Ordinance. The applicant may be represented at such meeting, and shall have with him, if not previously provided, all of the exhibits, plans and documentation necessary.

Utilities

Utility plans for a particular site which will involve Township provided sewer or water shall be submitted to the appropriate Department of Public Works for review and approval.

Administrative Review

In certain cases the Township has designated administrative officials to approve a site plan without submission to the Planning Commission, but subject to all of the criteria, requirements, and standards.

Amendment of Approved Site Plan

- ❑ A site plan may be amended upon application and in accordance with provisions and procedures provided in the ordinance. Site plans amended in order to be brought into compliance with the requirements of governmental agencies of authority, other than Napoleon Township, are subject to the provisions of this Ordinance.
- ❑ Minor changes of an approved final site plan may be incorporated without amendment to the approved preliminary site plan at the discretion of the Planning Commission.
- ❑ No deed recorded pursuant to an approved site plan may be changed, altered or amended, nor shall any document recorded pursuant to an approved site plan deviate from the site plan submitted to the Planning Commission by the alteration or changing of the area, size, dimensions or lot lines of any lot or unit. All such changes must be re-submitted to the Planning Commission.

Modification During Construction

All improvements shall conform to the approved final site plan. If the applicant chooses to make any changes in the development in relation to the approved final site plan, he/she shall do so at his/her own risk, without any assurance that the Township Planning Commission will approve the changes. It shall be the responsibility of the applicant to notify the Zoning Administrator and the Planning Commission of any such changes. The Zoning Administrator or the Planning Commission may require the applicant to correct the changes so as to conform to the approved final site plan.

Phasing of Development

An applicant may divide a proposed development into phases as provided for in the Zoning Ordinance.

Inspection

All sub-grade improvements including, utilities, sub-base and base installations for drives and parking lots, and similar improvements shall be inspected by Township approved, department(s), individual, consultant, engineer, or other similar qualified person(s) who shall approve improvements in writing or on an approved form prior to covering.

Fees

Fees for the review of site plans are as established by the Napoleon Township Board of Trustees.

Violations

The approved final site plan will become part of the record of approval. Subsequent action relating to the site plan will be consistent with the approved final site plan unless the Planning Commission approves changes. Any violation, including any improvement not in conformance with an approved Final site plan, shall be deemed a violation of this Ordinance as provided, and shall be subjected to penalties.

Site Plan Check List

Check List Must Be Returned Completed With Required Prints

Site Plan Print Requirement

A site plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation. The Township Supervisor and Clerk and Planning Commission Chairman and Secretary must sign a minimum of three copies on all sheets. Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36" with plan view drawn to a scale of not less than 1" = 50' for property less than three acres or 1" = 200' for property three or more acres. Included on the site plan shall be all dimensions. For mailing purposes and distribution to the Planning Commission, a maximum sheet size of 11" x 17" shall be provided. An electronic version of the site plan including any required pictures shall be supplied on a CD in a PDF format.

Sketch Plan Requirements - Major and Special Land Uses

The sketch plan shall be approximately to scale though it need not be to the precision of a finished engineering drawing; and it shall clearly show the following information

- Boundaries of the property.
- The location of the various uses and their areas in acres.
- The location and height of all buildings and parking facilities.
- The interior roadway system and all existing rights of way and easements, whether public or private.
- Delineation of the various areas and approximate percentage allocation by unit type.
- The interior open space system.
- The overall drainage system.
- If the grades exceed three percent (3%), or portions of the site have a moderate to high susceptibility to erosion, or a moderate to high susceptibility to flooding and ponding, a topographic map showing contour intervals of not more than two (2) feet of elevation shall be provided along with an overlay outlining the above susceptible soil.
- Principal ties to the neighborhood and community with respect to transportation, water supply and sewage disposal.
- General descriptions of the provisions of other community facilities, fire protection services, and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated.
- A location map showing uses and ownership of abutting lands.
- Evidence that the proposal is compatible with the objectives of the official Comprehensive Plan.
- General statement as to how common open space is to be owned and maintained.
- If the development is to be staged, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the Sketch Plan of this section shall show the intended total projects.
- The second phase is called Preliminary Site Plan Approval. At this step a preliminary site plan, meeting the submittal requirements of this Ordinance, is reviewed by the appropriate Township department(s) and if necessary be reviewed by the Planning Commission. The purpose of such preliminary review is to confirm compliance with Township standards, policies and relationship to the Land Use Plan, as well as to suggest changes necessary, if any, for the final site plan approval.

Final Site Plan Requirements - All Uses

This information must be addressed or stated as non-applicable.

- Proprietors', applicants', and owners' names, addresses and telephone numbers. Letter of authority from owner if applicant is not owner.
- Date (month, day, year), including revisions.
- A stake survey of the property by a registered surveyor if required by the Zoning Administrator.
- A detailed drawing of the site together with adjacent structures if required by the Zoning Administrator.
- A detailed drawing setting forth the size, location and type of construction of any signs to be placed on the parcel if required by the Zoning Administrator.
- Location map drawn at a scale of 1" = 2,000' with north point indicated if required by the Zoning Administrator.

- Architect, engineer, surveyor, landscape architect, or Planner's seal.
- Existing lot lines, building lines, structures, parking areas, etc., on the parcel, and within 100' of the site.
- Proposed lot lines, property lines and all structures, parking areas, etc., and within 100' of the site.
- Centerline and existing proposed right-of-way lines of any street.
- Zoning classification of petitioner's parcel and all abutting parcels.
- Gross acreage figure and percentage of parcel coverage.
- Proximity to major thoroughfares and section corners.
- Pictures from all sides of the property - may use a video or other digital formats (preferred).
- Acceleration, deceleration and passing lanes and approaches.
- A proposed location of access drives, street intersections, driveway locations, sidewalks, bike paths, curbing and areas for public use.
- Location of existing and proposed service facilities above and below ground, including:
 - Well sites.
 - Septic systems and other waste water treatment systems. The location of the septic tank and the drainfield (soil absorption system) should be clearly distinguished.
 - Chemical and fuel storage tanks and containers.
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - Water mains, hydrants, pump houses, standpipes and building services and sizes.
 - Sanitary sewers and pumping stations.
 - Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.
 - Location of all easements.
 - All structures with dimensioned floor plans, setback and yard dimensions and typical elevation views.
 - Dimensional parking spaces and calculation, drives and method of surfacing.
 - Exterior lighting locations and illumination patterns.
 - Location and description of all existing and proposed landscaping berms, fencing and walls.
 - Trash receptacle pad location and method of screening.
 - Transformer pad location and method of screening.
 - Dedicated road or service drive locations.
 - Entrance details including sign locations and size.
 - Designation of fire lanes.
 - A report from the Jackson County Road Commission as to the traffic capacity of the public road adjacent to the site together with a statement from the Road Commission indicating current traffic volume on said road.
 - Any other pertinent physical features.
 - Road right-of-ways shall meet Jackson County Road Commission standards, and construction shall equal Road Commission specifications for base and material.

Natural Features

- On parcels of more than one acre, existing topography with a maximum contour interval of two feet.
- Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Jackson County, Michigan", 1981
- Topography on and beyond the site for a distance of one hundred (100) feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
- Location of existing drainage courses and associated bodies of water, on and off site, and their elevations.
- Location of existing wetlands.
- Location of natural resource features, including woodlands and areas with slopes greater than ten (10) percent (one foot of vertical elevation for every 10 feet of horizontal distance).
- A wetlands permit from the Michigan Department of Environmental Quality if one is required by the State.
- A storm water management system and facility approved by the Jackson County Drain Commissioner that will not substantially reduce or increase the natural retention or storage capacity of any water body, or cause alterations that could increase flooding or water pollution on or off the site.
- The owner shall present the plan and be accompanied by an engineer, architect, or contractor to fully explain the plan unless the Zoning Administrator waives the requirement for one of the professionals.

Additional Requirements for Multiple - Family

- Density calculations by type of unit by bedroom counts.
- Designation of units by type and number of units in each building.
- Carport locations and details where proposed.
- Specific amount and location of recreation spaces.
- Type of recreation facilities to be provided in recreation space.
- Details of community building and fencing of swimming pool if proposed.

Additional Requirements for Commercial and Industrial Developments

- Presentation of the Site Plan must be by an owner with an architect, engineer or contractor present unless waived by Zoning Administrator.
- Loading and unloading areas.
- Total and usable floor area.
- Number of employees in peak usage.

Letters and Documents

Required

- Jackson County Road Commission and or Michigan Department of Transportation (MDOT)-Traffic, Roads.
- Jackson County Drain Commission - Storm Water.
- Napoleon Township Assessing Department - Land Splits - Legal Description.
- Napoleon Township Treasurer - Status of Property Taxes.

Where Applicable Approval Letters

- Jackson County Health Department - Well and Septic.
- Michigan Department of Environmental Quality (DEQ) - Wetland Issues.
- Leoni or Summit Township Department of Public Works - Water and Sewer.
- Napoleon Township Fire Department - Fire Protection Issues - Burning Permit Requirements.
- A copy of any easement(s) as recorded with the Jackson County Register of Deeds.
- A copy of any Flow Agreement(s) as required by the Jackson County Drain Commission and recorded with the Jackson County Register of Deeds.
- Site Condo Projects - all documentation required by the Napoleon Township Assessing Department i.e. Master Deed.
- Any other documents as required by the Ordinance or Zoning Administrator i.e. Special Land Uses.

The Zoning Administrator shall not issue a Zoning Compliance Permit for construction of, or an addition to, any of the above listed buildings or developments, until a final site plan has been reviewed by the Township Planning Commission and approved by the Township Board. A Zoning Compliance Permit is included as part of the Building Permit Application process.

No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development, which requires site plan approval, until a final site plan is approved and in effect.