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**IOSCO TOWNSHIP ZONING**

**ARTICLE 9**

**SITE PLANS**

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# IOSCO TOWNSHIP ZONING

## ARTICLE 9

### SITE PLANS

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#### **Section 9.1 Purpose and Intent**

The Site Plan Review process is intended to provide a means of development in Iosco Township that assures development within the Township will be orderly, in compliance with the Master Plan and that the public health, safety, welfare and environment will be taken into consideration. The Site Plan Review process is to be an aid in the consultation and cooperation between the developer and the Township.

#### **Section 9.2 Authority for Site Plan Review**

- 9.2.1 The Iosco Township Planning Commission shall have the authority to review and approve or reject preliminary and final site plans as required in this Article, unless modified within application specific Zoning Articles or General Ordinances that specifically require the approval process to include the Township Board.
- 9.2.2 The requirements of this Article are to be considered an addition to the requirements in other specific Zoning Ordinance Articles and General Ordinances that identify a Site Plan Review as a requirement within their context. If a direct conflict results, the specific Zoning Ordinance or General Ordinance requirements shall override this Article.
- 9.2.3 The Planning Commission shall have the authority to waive any site plan requirements they consider to be clearly unnecessary for substantial review.

### **Section 9.3 Development and Uses Requiring Site Plan Review**

The construction, alteration, addition, expansion, change or conversion of the following buildings, structures and uses require site plan review and approval:

- A) Manufactured home park.
- B) Any principal non-residential structure permitted in residential districts; and any principal structure (except single-family residences and all farm structures) permitted in Resource Conservation and Agricultural Districts.
- C) Any residential development proposed under the PUD Zoning Ordinance or as a Platted Subdivision.
- D) Any additions thereto, in any commercial district.
- E) More than one (1) building or structure, on a lot or parcel, or combination or lots under one ownership in any commercial district.
- F) Any principal use of a lot in any commercial district which does not involve a building, such as, but not limited to outdoor sales, outdoor displays and storage of vehicles.
- G) Public utility buildings and structures, but not including public utility poles and towers.
- H) Any parking lot or addition thereto containing five (5) or more parking spaces when not a part of a development, or use, for which site plan review and approval is required elsewhere in this section.
- I) Special land uses. See Article 3, Administration and Enforcement.
- J) Group foster care homes.
- K) Special Family Situation-Temporary dwellings.
- L) Class 'A' and 'B' Private Roads per Iosco General Ordinance #22
- M) Any use that is not specifically allowed elsewhere within the Township Zoning Ordinance's without a Site Plan Review.

#### **Section 9.4 Issuance of Zoning Compliance Certificate**

The Zoning Administrator shall not issue a Zoning compliance certificate for construction of or addition to, any of the uses listed in Section 9.3, until a final site plan has been approved and is in effect.

#### **Section 9.5 Commencement of Activity**

No grading, excavating, landfilling or construction of improvements shall commence for any development which requires site plan approval until a final site plan is approved and is in effect, except as otherwise provided in this Article.

#### **Section 9.6 Phasing of Development/Plan**

The applicant may divide the proposed development/plan into two or more phases. In such case, the preliminary site plan shall cover the entire property involved and shall clearly indicate the location, size, and character of each phase. A separate final site plan shall be submitted for review and approval on each phase.

#### **Section 9.7 Procedure for Preliminary Site Plan Review**

9.7.1 ***Preliminary Site Plan Information Required*** - The preliminary site plan shall be prepared in accordance with the standards set forth in this Section, in addition to the requirements from other Articles or General Ordinances that may apply to the specific application. Plans shall consist of an overall plan for the entire development. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet, nor less than one (1) inch equals one hundred (100) feet, and of such accuracy that the Planning Commission can readily interpret the plan. A copy of the preliminary site plan shall be permanently on file with the Township and the application shall include all dimensions and the following:

- A) Location (vicinity map) and legal deed description of site; dimensions and area.
- B) A detailed description of the proposed use, including all regulations and requirements as may be outlined in the Article 5 “General and Supplemental Regulations”.

- C) Name and address of designer. The detailed site plan shall be prepared, signed and sealed by an architect, landscape architect, engineer, or land surveyor, unless waived by the Planning Commission.
- D) Name, address, and phone number of the property owner(s) and applicant; interest of applicant in property and signed consent for application if applicant is not the owner. Name, address, and phone number of the developer.
- E) General topography; soil information.
- F) Scale, north arrow, date of plan.
- G) Proposed buildings/structures: location, outline, general dimensions, distances between, floor area, number of floors, height, floor plans and elevations, number and type of dwelling units (where applicable).
- H) Location and size of open areas, recreation areas.
- I) Proposed streets/drives: general alignment, right-of-way, (where applicable), surface type, and width.
- J) Proposed parking: location and dimension of lots, dimensions of spaces and aisles, angle of spaces, surface type, and number of spaces.
- K) Existing zoning classification of property; required yards; dwelling unit schedule, density of development, and lot area per dwelling unit for residential projects; lot coverage (percent) and floor area ratio; location and size of required transition and landscape strips, if applicable.
- L) Areas of intended filling, cutting; outline of existing building/structures and drives; location of all existing easements, including but not limited to, utilities and county drains; outline of the 100 year flood plain; existing natural and man-made features to be retained or removed.
- M) Adjacent land uses and zoning; location of adjacent buildings; drives/streets.
- N) Location, area of development phases; building program for each phase; projected schedule of development, by phase.
- O) Location and width of easements on site, observing the Iosco Township adopted Right-of-Way Requirements, as applicable.

- P) General description of proposed water, sanitary sewer, and storm water catchment and drainage systems.
- Q) All adjacent property owned or controlled by the applicant, or owner of the subject property.

## **Section 9.8 Final Site Plan Requirements**

***Final Site Plan Information Required*** - The final site plan shall be prepared in accordance with the standards set forth in this Section, in addition to the requirements from other Articles or General Ordinances that may apply to the specific application. Plans shall consist of an overall plan for the entire development. The site plan shall be of a scale not greater than one (1) inch equals twenty (20) feet, nor less than one (1) inch equals one hundred (100) feet, and of such accuracy that the Township can readily interpret the plan. A final site plan shall include all dimensions and the following:

- A) Scale, north arrow, name and date of plan; date of any revisions thereto.
- B) Name, address, and phone number of the property owner(s) and applicant; interest of applicant in property and signed consent for application if applicant is not the owner. Name, address, and phone number of the developer.
- C) Name, address, and phone number of the designer. The site plan shall be prepared, signed and sealed by the applicants architect, landscape architect, engineer, or land surveyor, unless waived by the Township Planning Commission.
- D) A vicinity map; legal description of site; dimensions and lot area. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan and the lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor, and shall correlate with the legal description.
- E) Topographical map of site at two (2) foot contour intervals extending to a minimum of fifty (50) feet outside of the site boundaries.
- F) A mapping of all existing natural features, including but not limited to trees, wooded areas, streams, marshes, ponds and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by an approximate outline of the total canopy, individual deciduous

trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, not a part of a group of trees, are to be accurately located on the plan.

- G) Description of existing and planned tree varieties.
- H) Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts; clear indication of all improvements to remain and to be removed; deed restrictions, if any.
- I) Owner, use, and zoning classification of adjacent properties; location and outline of buildings, drives, parking lots, other improvements on adjacent properties, located within 100 feet of perimeter of the site plan.
- J) Name of existing streets, on or adjacent to the property, and associated rights-of-way as designated by Iosco Township's adopted right-of-way requirements, surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of the proposed development.
- K) Zoning classification of the subject property; location of required yards; total site area and floor area; total ground floor area and lot coverage (percent); floor area ratio.
- L) Grading plan, showing proposed contours at two (2) foot intervals as correlated with existing contours so as to clearly indicate cut and fill required. All proposed contour lines are to be connected to existing contour lines at or before the property lines.
- M) Location and exterior dimensions of all proposed buildings and structures, location to be referenced to property lines or to a common base point; distances between buildings; height in feet, and number of stories; finished floor elevations and contact grade elevations.
- N) Location and alignment of all proposed streets and drives; rights-of-way where applicable; surface type and width, and typical cross section of same showing surface, base, and sub-base materials, dimensions, and slopes; location and typical details of curbing; turning lanes (where applicable) with details; location, width, surface elevations and grades of all entries and exits; curve-radii.

- O) Location and dimensions of proposed parking lots; number of spaces in each lot; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-base materials; angle of spaces.
- P) Location, width, and surface of proposed sidewalks and pedestrian ways.
- Q) Location, use, size and proposed improvements of open spaces and recreation areas; maintenance provisions for such areas.
- R) Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions.
- S) Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosure, showing materials and dimensions.
- T) Location, type, size, area, height, and sketch of proposed signs.

For all existing and proposed features listed below, indicate: Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed utilities; location and size of detention/retention ponds and degrees of pond side slope, calculations for sizing of storm drainage facilities; location of electric and telephone poles and wires; location and size of surface mounted equipment for electric and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields, if on-site facilities are to be used.

At the discretion of the Planning Commission, final engineering drawings for all site improvements such as but not limited to: water, sanitary sewer and storm sewer systems, streets, drives, parking lots, retention ponds and other ponds or lakes and retaining walls, shall be submitted to and approved by the Engineering Consultant prior to Planning Commission approval of the Final Site Plan. A letter of approval for on-site water and/or sewer facilities from the Livingston County Health Department shall be submitted prior to Planning Commission approval of the Final Site Plan.

- U) Landscape plan showing location and size of plant materials.
- V) Description of measures to control soil erosion and sedimentation during grading and construction operations, until a permanent ground cover is established. Recommendations for such measures may be obtained from the Livingston County Drain Commissioner.

- W) Location of proposed retaining walls, and dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.
- X) Location, type, direction, and intensity of outside lighting.
- Y) Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted, dedication of right-of-way where applicable shall be executed, or provisions made for same, prior to approval of the final site plan by the Planning Commission.
- Z) Construction Schedule.
- AA) Additional Requirements for Residential Developments include:
  - i) Density calculations by type of unit by bedroom counts.
  - ii) A complete schedule of the number, site, lot area per dwelling unit and type of dwelling units.
  - iii) Carport locations and details where proposed.
  - iv) Specific amount and location of recreation spaces.
  - v) Type of recreation facilities to be provided in recreation space.
  - vi) Details of Community Building and fencing of swimming pool if proposed.
- BB) Additional Requirements for Commercial Developments.
  - i) Loading/unloading areas.
  - ii) Total and usable floor area.
  - iii) Number of employees at peak usage.

## **Section 9.9 Combining Preliminary and Final Site Plans**

An applicant may, at the applicant's discretion and risk, with approval of the Township Planning Commission, combine a preliminary and final site plan in the application for approval. The Township Planning Commission shall have the authority to require submittal of a preliminary site plan separate from a final site plan, where, in its opinion, the complexity and/or size of the proposed development so warrants. A preliminary and final site plan shall not be combined for any development consisting of two (2) or more phases.

## **Section 9.10 Minor Amendment of Approved Site Plan**

9.10.1 *Causes for Amendments* - Amendments to an approved Preliminary or Final Site Plan may occur only under the following circumstances:

- A) An applicant or property owner who has been granted approval shall notify the Zoning Administrator of any proposed amendment to such approved site plan.
- B) Minor changes may be approved by the Zoning Administrator upon certification in writing to the Township Board that the proposed revision does not alter the basic design, compliance with the standards of Article 9 "Site Plan", nor any specified conditions of the plan as agreed upon by the Board. In considering such a determination, the Zoning Administrator shall consider the following to be a minor change:
  - i) For residential buildings, the size of structures may be reduced, provided that the overall density of units does not increase and the minimum size is not in conflict with any other Township zoning restrictions.
  - ii) The proposed addition constitutes less than 1,000 square feet or not more than 20 percent of the existing floor area.
  - iii) Square footage of non-residential buildings may be decreased up to ten percent (10%).
  - iv) Change of building height may be altered by up to five percent (5%), but in no case shall height limitations be exceeded.
  - v) Movement of a building or buildings by no more than five (5) feet provided required setbacks are met.

- vi) The modification or change of use does not require additional off-street parking.
- vii) The building or site modification does not encroach upon an existing parking lot or loading areas.
- viii) The building or site modification is not adjacent to single-family properties, or properties in residential use.
- ix) Designated "Areas not to be disturbed" may be increased.
- x) Plantings approved in the Final Site Plan landscape plan may be replaced by similar types and sizes of landscaping which provides a similar screening effect on a one-to-one or greater basis.
- xi) Improvements to site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc.
- xii) Changes in floor plans which do not alter the character of the use.
- xiii) Slight modification of sign placement or reduction of size, with movement restricted to ten (10) feet and only if movement is not toward any road right-of-way or easement.
- xiv) Relocation of sidewalks and/or refuse storage stations.
- xv) Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design. This shall assume that all parking regulations are met.
- xvi) Changes required or requested by the Sheriff or local fire department for safety reasons which do not affect site layout shall be considered a minor change.

9.10.2 ***Zoning Administrator Action*** - Should the Zoning Administrator and/or Planning Consultant determine that the requested modification to an approved plan is not minor, the Township Board shall be notified in writing that the site plan has been suspended, and, if construction has been initiated, a stop work order shall be issued for the section of the project deemed not to be in compliance. Thereafter, the applicant may revise the final site plan; and submit it to the Zoning Administrator for re-submission to the Planning Commission.

- 9.10.3 **Township Board Action** - Should the Planning Commission determine that the modifications to the site plan significantly alter the intent of the site plan, a new submittal shall be required in accordance with final site plan review, Section 7.8.

## **Section 9.11 As-Built Drawings**

**General Requirements** - The applicant shall provide as-built drawings of all roads, sanitary sewer, water, and storm sewer lines or detention areas and all appurtenances which were installed on a site for which a final site plan was approved. The drawings shall be submitted to the Zoning Administrator, and shall be approved by the Engineering Consultant prior to the release of any performance guarantee or part thereof covering such installation.

- 9.11.1 **Specific Requirements** - The as-built drawings shall show, but shall not be limited to, such information as: the exact size, type and location of pipes; location and size of manholes and catch basins; location and size of valves, fire hydrants, tees and crosses; depth, slopes and volume of detention/retention basins; and location and type of other utility installations. The drawings shall show plan and profile views of all roads, sanitary and storm sewer lines.

- 9.11.2 **Verification Requirements** - The as-built drawings shall show all work as actually installed and as field verified by the applicants professional engineer or a representative thereof. The drawings shall be identified as "As-Built Drawings" in the title block of each drawing and shall be signed and dated by the owner of the development or the owner's legal representative and shall bear the seal of a professional engineer.

## **Section 9.12 Inspection**

- 9.12.1 **Responsibilities** - The applicant, developer, the developers design engineers and/or the developers independent inspectors shall be responsible for inspecting all improvements for conformance with the approved final site plan. All sub-grade improvements such as utilities, sub-base installations for drives and parking lots, and similar improvements shall be inspected and approved prior to covering. The applicant shall be responsible for requesting the necessary inspections.

- 9.12.2 **Reporting Process** - Inspection assistance may be requested from the local Fire Chief, the County Building Inspector and the Township Engineering and Planning Consultant(s), where applicable. The applicant shall notify the Zoning Administrator, in writing, when a development for which a final site plan is approved has passed inspection with respect to the approved final site plan. The Zoning Administrator shall notify the

Township Board and the Planning Commission, of any development for which a final site plan was approved, which does not pass inspection with respect to the approved final site plan, and shall advise the Township Board and Planning Commission, of steps taken to achieve compliance. In such case, the Zoning Administrator shall periodically notify the Township Board and Planning Commission of progress towards compliance with the approved final site plan and when compliance is achieved.

### **Section 9.13 Performance Guarantees**

9.13.1 **General** - Performance bonds, irrevocable bank letters of credit, certificate of deposit, cash deposits, or other forms of security payable to the Township shall be provided by the applicant to the Township Clerk. The guarantee shall be provided after a final site plan is approved but prior to issuance of a zoning compliance certificate for any improvements with respect to the approved site plan. Site improvements shall mean streets and drives, parking lots, sidewalks, grading, required landscaping, required screens, storm drainage, exterior lighting and utilities, or any other improvement called for in the approved site plan.

9.13.2 **Amount and Form of Guarantee** - The applicant shall provide a cost estimate of the improvements to be covered by the guarantee and such estimate shall be verified as to amount by the Township Engineer or Consultant. The form of the guarantee shall be approved by the Township Attorney.

9.13.3 **Failure to Perform** - If the applicant shall fail to provide any site improvements according to the approved plans within the time period specified in the guarantee, the Township Board shall have the authority to have such work completed. The Township Board may reimburse itself for cost of such work, including administrative costs, by appropriating funds from the deposited security, or may require performance by the bonding company.

9.13.4 **Cash Deposits** - If a cash deposit is used, the applicant and Township Clerk shall decide at the time of deposit on the means of rebating portions of the deposit in proportion to the amount of work completed on the covered improvements. All required inspections for improvements for which the cash deposit is to be rebated shall have been made before any rebate shall be made.

# Iosco Township

## Site Plan Review Documentation Tracking List

Applicant: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Engineering Firm: \_\_\_\_\_

	<u>Completed</u>	<u>Date Submitted if Applicable</u>
<b>Copies of preliminary site plan and all fees submitted to the Township Clerk at least 14 days prior to next regularly scheduled Planning Commission meeting.</b>	<input type="checkbox"/>	_____
<b>Review of Preliminary Site Plan by Planning Commission</b>	<input type="checkbox"/>	_____
<b>Public Hearing if required</b>	<input type="checkbox"/>	_____
<b>Feed back from Township Engineering Consultants received</b>	<input type="checkbox"/>	_____
<b>Action taken by Planning Commission to Approve, Table or Deny Preliminary Site Plan</b>	<input type="checkbox"/>	_____
<b>Six (6) copies of Final Site Plan and all fees submitted to Zoning Administrator within six (6) months of Preliminary Site Plan approval and at least 14 days prior to next regularly scheduled Planning Commission meeting.</b>	<input type="checkbox"/>	_____
<b>Public Hearing if required</b>	<input type="checkbox"/>	_____
<b>Feed back from Township Engineering Consultants received</b>	<input type="checkbox"/>	_____
<b>Action taken by Planning Commission to Approve <input type="checkbox"/>, Table <input type="checkbox"/> or Deny <input type="checkbox"/> Final Site Plan</b>	<input type="checkbox"/>	_____
<b>Performance Guarantee provided to Township Clerk</b>	<input type="checkbox"/>	_____
<b>Land use permit issued</b>	<input type="checkbox"/>	_____
<b>Construction to commence within one hundred eighty (180) days of permit issue</b>	<input type="checkbox"/>	_____
<b>Construction completed within five hundred forty five (545) days of permit issue</b>	<input type="checkbox"/>	_____
<b>As built plans submitted to Zoning Administrator</b>	<input type="checkbox"/>	_____

