

Armada Township

Planning Commission
23121 E. Main Street, P.O. Box 578
Armada, MI 48005
Telephone: (586) 784-5200

Date _____
Application # _____
Review fee _____

Application for Site Plan Review/Special Land Use Approval

Site Plan _____ Site Plan Administrative Review _____ Special Land Use _____

Applicant's name _____ Address _____

City _____ State _____ ZIP _____ Phone _____

Applicant email address _____

Name of proposed development _____

Proposed use _____

Parcel number _____

Complete legal description _____ (use back or attach separately) _____

Existing zoning _____ Size (in acres) _____

Legal owner _____

Legal owner contact information _____

Site Plan Preparer _____

If petitioner is not the owner, state basis for representative (i.e. attorney, representative, option-to-buy) _____

Four (4) paper copies of the Application, Review Checklist, Letter of Intent and Site Plan, and an electronic version of the site plan (thumb drive or emailed to planning@armadatwp.org) shall be submitted to the township by 12:00 p.m. (noon) by the 3rd Monday of the month, one month prior to the targeted scheduled planning commission meeting. The site plan shall include all information required by Article IV of the Armada Township Zoning Ordinance. The applicant or representative must be present at the planning commission meeting. All plans must be folded to 8 1/2 x 11 when presented. A recommendation may or may not be made at the meeting.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct. The undersigned authorizes the members of the Armada Township planning commission and/or employees of the building department to enter upon the described property to visually inspect the proposed site before and after hearings scheduled for this application. Written notification of any inspection shall be given to the applicant by the Township prior to any inspection. Any additional costs incurred by the township, above and beyond the charged review fee, shall be paid by the applicant. All additional fees shall be paid prior to the issuance of any building permit.

Signature of applicant _____ Date _____ Signature of legal owner if not applicant _____ Date _____

Please print/type name here



Site Plan Review Checklist

Project Name: _____

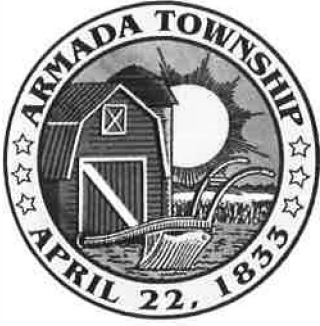
As required by **Section 4.02: Submission Requirements** of the Zoning Ordinance No. 114, a required site plan shall include the entire site under the control or ownership of the applicant with all areas proposed for improvement shown. Unplanned areas of the site shall also be shown.

All site plans submitted for consideration shall include the following information.
If one of the following categories is not applicable, provide details in the "Notes" column below.

	Provided	Notes
General Site Data		
a. The site plan shall be prepared by and carry the seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data.	<input type="checkbox"/>	
b. The dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements.	<input type="checkbox"/>	
c. Northpoint. Scale should customarily be provided at 1" = 20' or 1" = 30'. For largescale development, 1" = 50' or 1" = 100' may be acceptable, provided all important typical areas and Ordinance requirements are thoroughly detailed in clearly recognizable form and presented at the customary scale.	<input type="checkbox"/>	
d. Complete legal description.	<input type="checkbox"/>	
e. Size of the site expressed in acres.	<input type="checkbox"/>	
f. A legible location map (4 inches = 1 mile) showing major roads, nearby cross- streets and property lines, where necessary.	<input type="checkbox"/>	
g. Zoning of site and all surrounding property.	<input type="checkbox"/>	
h. Proposed address, if available.	<input type="checkbox"/>	
i. Location of existing structures and improvements onsite (indicate if any such structure or improvement is to be removed).	<input type="checkbox"/>	
j. Location of proposed structures and improvements.	<input type="checkbox"/>	

	Provided	Notes
k. Yards/setbacks and critical dimensions between buildings and other site improvements.	<input type="checkbox"/>	
l. Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within two hundred (200) feet of all property lines.	<input type="checkbox"/>	
m. Topography at two (2) foot contours (existing and proposed), if site drainage is affected. All grades shall be provided using USGS Datum.	<input type="checkbox"/>	
n. Recorded easements.	<input type="checkbox"/>	
Building Plans		
a. All architectural building elevations (front, sides and rear).	<input type="checkbox"/>	
b. Type of surface material and design of all exterior surfaces.	<input type="checkbox"/>	
c. Dimensioned floor plans.	<input type="checkbox"/>	
Access, Parking and Circulation		
a. Existing and proposed rights-of-way for all abutting roads.	<input type="checkbox"/>	
b. Location and dimensions of all driveways and street approaches.	<input type="checkbox"/>	
c. Indicate the type of surface (paving).	<input type="checkbox"/>	
d. Parking spaces (location, number, dimensions, aisle dimensions, and surface material).	<input type="checkbox"/>	
e. Site circulation pattern (direction of pedestrian and vehicular traffic flow if one- way or not obvious from the arrangement).	<input type="checkbox"/>	
Environmental Features		
a. Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.	<input type="checkbox"/>	
b. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy.	<input type="checkbox"/>	

	Provided	Notes
c. Whenever a tree or group of trees of six (6) inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the site plan in dotted outline and noted "to be removed."	<input type="checkbox"/>	
d. Greenbelts, walls and/or berm details (provide at least one cross-section for each type used.).	<input type="checkbox"/>	
e. Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).	<input type="checkbox"/>	
f. Trash receptacles and method of screening.	<input type="checkbox"/>	
g. Site lighting details (location, height, type, intensity and shielding).	<input type="checkbox"/>	
h. All signage to be located on site (including location, size, height, area of sign surface, and illumination).	<input type="checkbox"/>	
i. Location and extent of wetland areas or floodplains (if applicable).	<input type="checkbox"/>	
Other Information		
a. Location of all site utilities, including well or septic system.	<input type="checkbox"/>	
b. Site drainage characteristics and improvements.	<input type="checkbox"/>	
c. Park or recreation areas (show boundary and size in square feet).	<input type="checkbox"/>	
d. Fences, screen wall or similar structure (location and details).	<input type="checkbox"/>	
e. Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., 1-bedroom, 2-bedrooms and 3-bedrooms), if any; and the total net acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown).	<input type="checkbox"/>	
f. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions and other data of all such equipment and/or machinery shall be indicated.	<input type="checkbox"/>	
g. Location of storage, use and disposal areas, if any, for hazardous substances and evidence of approval by the applicable federal, state or local review agency.	<input type="checkbox"/>	
h. List of hazardous substances used, stored or generated at the proposed facility.	<input type="checkbox"/>	



Armada Township

PLANNING COMMISSION

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586)784-5211

planning@armadatwp.org

Submission Requirements Checklist

A site plan application package will not be considered as "completed" and shall not be processed for review until such time that the Township Planning & Zoning Administrator verifies that the package includes the following:

Four (4) copies of a completed site plan application package that includes the following:

- () Four (4) copies of a completed Site Plan Review Application signed by the property owner.
- () Four(4) copies of a completed Site Plan Review Checklist(s).
- () Four(4) copies of a letter of intent defining and describing the use and operation of the proposed plan.
- () Four(4) site plan prints which include the professional seal and signature. The plans must be dated and include revision dates if any.
- () One electronic copy of Site Plan on thumb drive or emailed to planning@armadatwp.org .
- () One copy of this Submission Requirements Checklist.
- () Required fees as established by resolution of the Armada Township Board.

NOTE: All submissions are due by no later than 12:00 p.m. (noon), on the third Monday of the Month.

The township will return to the applicant a signed and dated receipt of Site Plan Application Materials.

ARMADA TOWNSHIP PLANNING & ZONING FEE SCHEDULE

Amendment to Fee Schedule adopted by resolution of the Armada Township Board of Trustees at their regular meeting held 2/11/2026 and will be effective upon the day following publication.

	NEW PLANNER	ENGINEER	FIRE SAFETY REVIEW	PUBLICATION	ADMINISTRATION	TOTAL
Special Land Use	\$600 + site plan + Acre/Unit fee	\$400 + \$15 per acre/Unit	\$200 + \$2.50 per acre*	\$350	\$400	\$1,950 + site plan + Acre/Unit fees
Site Plan:						
Commercial / Industrial / Office	\$600+\$25 per acre	\$400 + \$15 per acre	\$200 + \$2.50 per acre*		\$400	\$1,600 + \$42.50 per acre*
Multiple family or mobile home park developments	\$800 + \$5 per unit	\$400 + \$15 per acre	\$200 + \$2.50 per acre*		\$400	\$1,800 + \$17.50 per acre* + \$5 per unit
Site Plan Administrative Review	Hourly rate of Planner				\$300 + Bldg Inspector plan review fee if	\$300 + site dependent
Woodlands & Wetlands Plans / Field Inspections	Hourly rate of Planner applies if requested to review.	\$400 + \$15 per acre			\$300	Minimum \$700 + \$ 15 per acre + site dependent
Site Condo:						
Site Condo: Preliminary Plan	\$800 + \$5 per unit	\$400 + \$15 per Unit	\$200 + \$2.50 per acre*		\$300	\$1,700 + \$20 per unit + \$2.50 per acre*
Final Plan (Including Eng Plan Review)	\$300 + \$2.50 per unit if changed	1 ½% construction Hourly Basis \$1,000 minimum				\$1,300 + \$2.50 per unit min + site dependent
Sketch Plan	\$600				\$200	\$800
Sketch Plan Renewal	\$300				\$50	\$350
Engineering Plan		Hourly basis with deposit based upon 1 ½% Construction, \$1,000 minimum				\$1,000 min, + Site dependent
Subdivision's Platted:						
Tentative Prelim. Plat	\$800 + \$5 per lot	\$400 + \$15 per unit	\$200 + \$2.50 per acre*		\$300	\$1,700 + \$5 per lot + \$15 per unit + \$2.50 per acre
Final Prelim. Plat (including Eng. Plan Review)	\$300 + \$2.50 per lot	Hourly basis with deposit based upon 1 ½% Construction, \$1,000 minimum			\$300	\$1,600 + \$2.50 per lot + site dependent
Final Plat	\$300	\$400 + \$15 per lot			\$300	\$1,000 + \$15 per lot
Other Fees:						
Rezoning	\$600			\$350	\$400	\$1,350
Sign Review – Offsite	\$180 for 1 st + \$60 ea. additional			\$350	\$150	\$680 min
Sign Review	\$180 for 1 st + \$60 ea. Additional				\$50	\$230 min
ZBA-Dimensional Variance-Commercial	\$600 if requested to review.			\$350	\$400	\$750 min
ZBA-Dimensional Variance-Residential	\$400 if requested to review.			\$350	\$400	\$750 min
Lot Splits/Land Division	\$500 if requested to review.				\$125 per new split	\$125 min per new split
Land Division Variance Appeal	\$500 if requested to review.			\$350	\$350	\$700 min
Mining Permit Application	Hourly rate if requested to review.				\$1,000	\$1000 min
Compost Permit Application	Hourly rate if requested to review.				\$2,000	\$2000 min
Medical Marijuana Primary Caregiver Application / Annual renewal fee					\$750 / \$325	\$750 initial application \$325 Annual Renewal
Planner Hourly Rate: \$140				Attorney fees if incurred on behalf of applicant: \$120 per hour		
Pre-Application Meeting with Planner: \$550 at Township Offices or \$300 at office of Planner or Virtual.				Engineering Hourly Rates:		
Re-Review of a plan, plat or other application within 6 months of original submittal: 50% of original fee.				Project Manager: \$120.00		
Review of Traffic Study - Hourly rate if requested to review.				Project Engineer: \$110.00		
				Graduate Engineer: \$100.00		
ALL ADDITIONAL PLANNER, ENGINEER, LEGAL, PROFESSIONAL OR ADMINISTRATIVE FEES WILL BE BILLED AS INCURRED.						
These are realistic fees so that tax dollars do not pay for individual gains. Additionally, a deposit in the amount of 6% of the total estimated cost of construction for all underground utilities and paving, a minimum of \$900, shall be placed with the Township for inspections. Fees for inspections will be billed against this deposit on an hourly basis.						
*FIRE DEPARTMENT: ADDITIONAL LIFE SAFETY REVIEW FEES WILL BE CHARGED FOR FIRE ALARMS, FIRE SUPPRESSION SYSTEMS AND OTHER SYSTEMS AS REQUIRED BY CODE.						
New construction reviews will charge per building square foot. See Community Safety Division Fee Schedule for requirements				Published: 2.18.26		



ARMADA TOWNSHIP FIRE DEPARTMENT COMMUNITY SAFETY FEE SCHEDULE

This fee schedule has been adopted by resolution of the Armada Township Board of Trustees at their regular meeting held December 13, 2023, and will be effective immediately upon the day following publication.

Life Safety Plan Review	Fee
Initial Site Pan Review	\$200 + \$2.50 per acre
New Construction ***	\$200 per building + \$0.02 per square foot *
Existing construction addition / renovation ***	\$200 + \$0.02 per square foot or addition/renovation *
Outdoor Spectator Seating	\$150 + \$0.02 per square foot of seating area **
Fire Alarm System ***	\$150 + \$1.50 per device
Fire Suppression sprinkler system ***	\$150 + \$1.50 per sprinkler
Dry chem / clean agent suppression ***	\$150 per system + \$0.50 per pound of agent
Wet chemical suppression ***	\$150 per system + \$7.00 per nozzle
Hood & Duct system	\$150 per hood
Fire pump / standpipe systems ***	\$200 per unit
Smoke Control Systems	\$150 per system + hourly rate of reviewer
Special events	\$150 per event
Tents / Temporary membrane structure	\$100 Per Tent / structure
Fireworks displays	\$125 per display

Life Safety Inspections

Periodic Life Safety	No Charge
Acceptance testing	\$75 per fire protection system + hourly rate of inspector
New construction / alteration 50% inspection ***	\$100 per building + hourly rate of inspector
New construction / alteration Final ***	\$125 per building + hourly rate of inspector
Mobile Food truck	\$75 per unit
Site Inspection Miscellaneous	\$150 if not specified in permit
2nd or 3rd re-inspection	No Charge
4th and additional re-inspections	\$150 each + hourly rate of inspector or ticket / fine

*** All new or existing commercial buildings or any fire protection systems may be subject to third party reviews. The cost of third-party review is determined by the consultant chosen by the ATFD and shall be covered by the applicant. Any fire protection systems requiring third-party review will be charged a \$100 administration fee per system plus cost of third-party review and any associated third-party and ATFD inspection fees in lieu of listed fees specific to system type(s) being reviewed. Any commercial building requiring third-party review will be charged a \$150 administrative fee per building plus cost of third-party review and any associated third-party and ATFD inspection fees in lieu of listed fees specific to new construction and existing construction addition/renovation.

* Buildings - Square footage is defined as the total area of the structure(s) under roof.

** Outdoor spectator seating- Square footage is defined as total combined area of seating and aisle ways

*Published 12/27/2023



Armada Township Fire Department

23175 Armada Center Road
Armada Township, MI 48005

www.armadatwp.org/fire-department

Phone: (586) 784-9464
Fax: (586) 784-8586

Life Safety Plan Review Requirements

General Requirements:

- A written cover sheet and scope of work letter included with two complete sets of site plans, architectural plans, structural plans, fire alarm system plans, fire suppression system plans and material specifications of all work shall be submitted along with a final PDF version of all required documents and drawings
- All drawings shall contain date, signature and seal of State Licensed architect or engineer responsible for design
- Title block including project address must be printed on every sheet in the plan set
- Legend for all symbols & abbreviations used

Cover Sheet and Scope of Work Letter Requirements:

- Project name and address
- Name, address and contact information of property owner or the tenant responsible for the project
- Name, address and contact information of State Licensed architect or engineer responsible for design
- Description of proposed land use
- The scope of work and detailed narrative for all phases clearly defined
- All codes and editions used
- Use of occupancy classification and type of construction
- Floor area in square feet, number of stories, total height of structure and top floor height

Site Plan Requirements:

- Fire hydrant locations with distance dimensioning (existing and proposed)
- Fire Department access including roadways (dimensioned)
- North directional arrow
- Site dimensions and street names
- Locations of existing buildings
- Location of curb cuts & service drive from the street(s)
- Curb cut construction details & dimensions
- Fencing, barriers, barricades, bollards (type), gates (widths)
- Location of any obstructions (i.e. water bodies, etc.)
- Property boundaries and dimensions
- Public and private easements
- Existing and proposed contour lines
- Location of any dumpsters/trash receptacle storage area
- Parking stall types delineated & dimensioned
- Sidewalks, stairs, ramps, walls, etc.
- On site existing utility and extension locations for power/gas
- Water main location and sizes

Architectural/Structural Plan Requirements:

- Floor plans with all areas clearly labeled
- Occupant load including occupant load factor
- Occupant load per exit door including occupant load factor
- Roof assembly construction and rating
- Interior finishes classification

- Fire wall, fire barrier and fire partition details
- Knox box location
- Knox box or approved master power shut off location (new construction)
- Elevator details
- Area of refuge/area for assisted rescue details
- Location and size of electrical service, meter, disconnects, panels, transformer, etc.
- Location of gas meter and shut off valves
- Ramp and stair details
- Door hardware identified (ADA, panic, access/egress controlled, etc.)
- Exits, emergency lighting, and exit lighting/signage
- Fire door and window ratings
- Fire Extinguisher locations, size, types

Fire Detection and Alarm System Plan Requirements:

- Floor plan with location of devices shown
- Location of alarm initiating and notification appliances
- Alarm control and trouble signaling equipment
- Annunciation
- Power connection
- Conductor type and sizes
- Voltage drop and battery calculations
- Details of ceiling heights and construction
- The interface of fire safety control functions
- Manufacturer's model numbers and listing information for equipment, devices, and Materials
- Any other NFPA required information

Fire Suppression System Plan Requirements:

- Floor plan with location of sprinklers
- Riser diagram
- Backflow devices
- Pipe locations and sizes
- Design criteria
- Hydraulic calculations
- Sprinkler types
- Size and length of underground supply
- Manufacturer's equipment data sheets
- Commercial cooking hood duct and suppression system plan including elevation view of all appliances, and manufacturer's system design chart
- Alternative halon/dry or wet chemical/CO2 suppression system plan including all manufacturer equipment data sheets
- Any other NFPA required information

Other Fire Safety Review Requirements:

- Location of all fuel burning appliance with ducting
- Fire and smoke damper locations & listed assemblies
- Refrigeration storage and machinery rooms design details
- Access and location to mechanical equipment on roof of building
- Note location of storage rooms/areas, with type/commodity and height of contents
- Details and specifications for any high-piled combustible storage
- Hazardous materials storage, handling, and use details

ARTICLE IV - SITE PLAN REVIEW REQUIREMENTS AND PROCEDURES

Section 4.00 INTENT.

Site plan review provides the Township with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and Township planning. Site plan review also provides the Township with an opportunity to review the relationship of the plan to surrounding uses, accessibility, pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety and general welfare.

Section 4.01 PLANNING STANDARDS.

In reviewing all applications for site plan approval, the Planning Commission shall consider the plan in relation to the following standards:

A. Vehicular Access and Circulation.

The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation. The Planning Commission shall require public streets adjacent or through a proposed development, when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. In those instances where the Planning Commission determines that there are an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.

B. Relationship to Surrounding Property.

All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the Planning Commission shall review the plan for negative conditions such as, but not limited to: Channeling excessive traffic onto local residential streets. The lack of adequate screening of parking or service areas. The impediments to the access of emergency vehicles.

- Channeling excessive traffic onto local residential streets
- The lack of adequate screening of parking or service areas
- The impediments to the access of emergency vehicles

C. Relationship to Natural Features.

All buildings, driveways, parking lots and site improvements shall be designed to be compatible with the physical characteristics of the site, including, but not limited to, woodlands, wetlands, slopes, floodplains and soil suitability. The proposed development shall not have an adverse impact on the natural environment of the site or the surrounding area.

Section 4.02 SUBMISSION REQUIREMENTS.

- A. A site plan shall be submitted for review and approval by the Planning Commission whenever one or more of the following conditions apply:
1. Whenever a building permit is required for the erection or structural alteration of a building (other than one-family homes, farm buildings or accessory structures to these uses)
 2. For the construction, use or establishment of a new or additional parking or storage area.
 3. For all special land uses.
 4. For any substantial change in use or class of use.
 5. The erection of, or addition to, any major utility service facilities, including towers, substations, pump stations and similar facilities.
 6. All public improvements including roadways, municipal buildings, and the like.
 7. All construction of wetland mitigation, detention areas, and the like.
- B. A required site plan shall include the entire site under the control or ownership of the applicant with all areas proposed for improvement shown. Unplanned areas of the site shall also be shown. All site plans submitted for consideration shall include the following information:
1. General Site Data.
 - a. The site plan shall be prepared by and carry the seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data.
 - b. The dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements.
 - c. Northpoint. Scale should customarily be provided at 1" = 20' or 1" = 30'. For large-scale development, 1" = 50' or 1" = 100' may be acceptable, provided all important typical areas and Ordinance requirements are thoroughly detailed in clearly recognizable form and presented at the customary scale
 - d. Complete legal description.
 - e. Size of the site expressed in acres.
 - f. A legible location map (4 inches = 1 mile) showing major roads, nearby cross- streets and property lines, where necessary.
 - g. Zoning of site and all surrounding property

- h. Proposed address, if available.
- i. Location of existing structures and improvements onsite. (Indicate if any such structure or improvement is to be removed).
- j. Location of proposed structures and improvements.
- k. Yards/setbacks and critical dimensions between buildings and other site improvements.
- l. Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within two hundred (200) feet of all property lines.
- m. Topography at two (2) foot contours (existing and proposed), if site drainage is affected. All grades shall be provided using USGS Datum
- n. Recorded easements

2. Building Plans.

- a. All architectural building elevations (front, sides and rear).
- b. Type of surface material and design of all exterior surfaces.
- c. Dimensioned floor plans.

3. Access, Parking and Circulation.

- a. Existing and proposed rights-of-way for all abutting roads.
- b. Location and dimensions of all driveways and street approaches.
- c. Indicate the type of surface (paving).
- d. Parking spaces (location, number, dimensions, aisle dimensions, and surface material).
- e. Site circulation pattern. (Direction of pedestrian and vehicular traffic flow if one- way or not obvious from the arrangement).

4. Environmental Features.

- a. Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.
- b. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy.
- c. Whenever a tree or group of trees of six (6) inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the site plan in dotted outline and noted "to be removed."

- d. Greenbelts, walls and/or berm details. (Provide at least one cross-section for each type used.)
- e. Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).
- f. Trash receptacles and method of screening.
- g. Site lighting details (location, height, type, intensity and shielding.
- h. All signage to be located on site (including location, size, height, area of sign surface, and illumination).
- i. Location and extent of wetland areas or floodplains (if applicable).

5. Other Information.

- a. Location of all site utilities, including well or septic system
 - b. Site drainage characteristics and improvements.
 - c. Park or recreation areas (show boundary and size in square feet).
 - d. Fences, screen wall or similar structure (location and details).
 - e. Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., 1-bedroom, 2-bedrooms and 3-bedrooms), if any; and the total net acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown.)
 - f. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions and other data of all such equipment and/or machinery shall be indicated.
 - g. Location of storage, use and disposal areas, if any, for hazardous substances and evidence of approval by the applicable federal, state or local review agency.
 - h. List of hazardous substances used, stored or generated at the proposed facility.
6. Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of the site, the Planning Commission may waive the requirements. Any and all waivers shall be recorded in the Commission's minutes, together with the unique circumstances and reasons for such waiver.

Section 4.03 REVIEW PROCEDURES.

A. Submission.

The proposed site plan shall be submitted to the Township Hall and, if the submission data is complete, it shall then be transmitted to the following:

1. Macomb County Road Commission or MDOT, whichever is appropriate
2. Macomb County Public Works Commissioner (if necessary)
3. Macomb County Health Department (if necessary)
4. Building Inspector
5. Assessor (if necessary)
6. Township Engineer
7. Township Planner
8. Planning Commissioners (one for each)
9. Planning Commission File
10. Appropriate School District (if necessary)
11. Fire Department
12. Appropriate State Agencies (as necessary)

B. Planning Commission Review.

The site plan shall be reviewed by the Planning Commission with reference to the specific requirements of this Ordinance. The Planning Commission shall also review the site plan relative to other planning documents and other applicable ordinances. The Commission shall require review and comment from the Township Planner, Township Engineer and Township Attorney, where appropriate. Approval of the site plan (as submitted, or with additions, corrections, or alterations) by the Planning Commission shall satisfy the requirements of this Zoning Ordinance for the issuance of a zoning compliance permit. It shall not, however, exempt the petitioner from compliance with other Township ordinances. If a site plan is not approved by the Planning Commission, the reasons shall be stated in writing and a copy of said reasons supplied to the applicant. The approved site plan shall be part of the record of approval and subsequent actions relating to the activity authorized shall be consistent with the approved site plan unless a change conforming to the zoning ordinance receives the mutual agreement of the landowner and the Planning Commission.

C. Approval Period.

A site plan shall be valid for a period of twelve (12) months from the date of the Planning Commission meeting date where final approval was granted and the site improvements shall be completed within two (2) years of the same date. If physical improvement to the site is not in progress at the end of the twelve (12) month period or the site completed within two (2) years, such approval shall be null and void.

Prior to the expiration of site plan approval, the applicant/landowner may request an extension of such approval in a written request to the Township. Such request shall be submitted according to Township deadlines prior to the expiration of the twelve (12) month approval period. The same requirements shall apply to extensions for site improvements at the end of the two (2) year timeframe.

The Planning Commission shall act on such request for extension at their next available meeting. The Planning Commission may grant an extension for a period of one to twelve (1-12) months at their discretion based on the factors leading to the extension request. Such extension shall also apply equally to the requirement for site completion noted above.

The Planning Commission does not have a limitation on the number of extensions it may grant, however, the Commission shall take into consideration, economic conditions, diligence in pursuing the project to completion, the number of previous extensions granted, changes to Ordinances or regulations which may impact the site design or development, amongst others, in determining whether to grant additional extensions. The Planning Commission may request a review from the Township Planner and/or Engineer or other reviewing department to determine to what extent the site

plan may be impacted by new or modified Ordinances in making their determination to grant additional extensions. All fees incurred (if any) as a result of such reviews shall be paid by the requestor of the extension.

Ord. 2011-114-24 Effective Date 08/03/11

D. Performance Bonds.

The Planning Commission may require a cash deposit or irrevocable bank letter of credit acceptable to the Township, covering the estimated cost of improvements associated with a project for which the site plan approval is sought, be deposited with the Treasurer of the Township to ensure faithful completion of the improvements. The performance guarantee shall be deposited at the time of the issuance of the permit authorizing the activity or project.

E. Review Fees.

A site plan fee shall be required to cover the cost of review by the Township's Engineer, Planner, and other professional and Township services in accordance with a schedule of fees as determined by resolution of the Township Board.

Section 4.04 ADMINISTRATIVE REVIEW AUTHORITY

A. There is hereby created an administrative review committee consisting of the Planning and Zoning Administrator, a Planning Commission member, and the Township Planner. The administrative review committee shall have the authority to review and approve minor amendments to an existing site plan

1. Minor Amendments may include:

- a. Changes in landscape specifications and designs (provided the intent of the original approval is maintained)
- b. Changes to the building façade which do not create additional square footage (subject to (d) below).
- c. Fences within any nonresidential development or district
- d. Building additions which include enclosing existing roofed area, small building additions under five hundred (500) square feet, or construction of new or additions to accessory buildings under five hundred (500) square feet, etc. (if new parking lot and/or maneuvering lanes are required as a result of the addition, Planning Commission review shall be required).
- e. Changes in location of previously approved sidewalks, dumpsters, heating and cooling units, and the like
- f. Temporary buildings such as construction trailers and the like.

B. The administrative review committee shall also:

- 1. Have the authority to consult with any other Township department head, consultant or other appropriate agency regarding site plan issues.
- 2. Refer any issue to the full Planning Commission for their review should they deem such necessary.
- 3. Provide a report to the Planning Commission each month regarding the issues which the administrative review committee heard.