

Mayfield Township Site Plan Review Procedures

PRELIMINARY SUBMISSION

1. The applicant shall obtain a site plan review application form and a copy of the Mayfield Township Zoning Ordinance and Engineering Standards Ordinance available at the Mayfield Township office or on the Township website at www.mayfieldtownship.com

SUBMISSION TO TOWNSHIP CLERK

1. The applicant shall submit **12 hard copies** of the site plan to the Zoning Administrator or the Township Clerk no later than **20 days prior** to the meeting date you wish to attend in order to be placed on the agenda.
2. The application fee shall be paid at the time of the plan submission.

PLANNING COMMISSION REVIEW

1. The Planning Commission shall review the site plan to determine its compliance with the criteria established in Article XV1 (16) of the Mayfield Township Zoning Ordinance and all other applicable Zoning Ordinance requirements. The Planning Commission shall take action on the site plan as follows:

Approval: If the site plan meets all the Zoning Ordinance and related development requirements and standards, the Planning Commission shall record such approval and the Chairman shall sign three (3) copies of the site plan filing one in the official site plan file, forwarding one to the Zoning Administrator, and returning one to the applicant upon receipt of any required performance bond.

Disapproval: If the site plan does not meet Zoning Ordinance and related development requirements and standards, the Planning Commission shall record the reasons for denial. The applicant may subsequently refile a corrected site plan under the same procedures followed for the initial submission.

Conditional Approval: If minor corrections to the site are necessary, which can be clearly noted, then the Planning Commission shall so note such conditions and the Chairman shall sign three (3) site plans as conditionally approved and stating the necessary conditions. One copy shall be retained in the official site plan file, one forwarded to the Zoning Administrator, and one returned to the applicant.

Table: If the site plan is found to be in violation of the requirements or incomplete with respect to the necessary information, the Planning Commission may table action on the site plan until ordinance compliance is shown or required additional information is provided.

PERFORMANCE GAURANTEES

1. To ensure compliance with the Zoning Ordinance and any condition imposed thereunder, Planning Commission may require that a cash deposit, certified check, irrevocable bank letter or credit or surety bond acceptable to the Township covering the estimated cost of improvements associated with a project for which site plan approval is sought, be deposited with the Township to ensure faithful completion of the improvements and also be subject to the following:

*See ordinance section 1600, 7 a,b,c

PERIOD OF COMPLETION

1. An approved site plan shall remain valid for a period of one (1) year from the date of approval. In the event all improvements are not installed, then any such remaining improvements shall be completed no later than July 1 of the following construction season except that the Township Planning Commission may, at its discretion, upon application by the owner and for cause shown, provide for up to two (2) successive twelve (12) months extensions. Projects under construction may be extended beyond the two (2) twelve (12) month extensions with Township Planning Commission approval.

MAYFIELD TOWNSHIP CHECKLIST FOR SITE PLAN REVIEW INFORMATION REQUIRED:

Name: _____ **Phone #** _____

- _____ A scale of not less than 1" equals 50' if the subject property is less than 3 acres and 1" equals 100' if 3 acres or more.
- _____ Date, north point and scale.
- _____ Dimensions of all lot and property lines, showing relationship of the subject property to abutting properties and buildings within 50 feet.
- _____ Legal Description
- _____ Existing and proposed topography with contours at 2 foot intervals, extending a minimum of 50' beyond site boundaries.
- _____ Any inventory of existing vegetation on the site and indication of any alterations.
- _____ The location and nature of any streams, drains, swamps, marshes and/or unstable soils.
- _____ Indication of basic drainage patterns, existing and proposed, and including any structures, retention basins and fencing which are proposed.
- _____ A schedule of off-street parking requirements and basis for calculation.
- _____ A detailed landscaping plan and schedule of plant materials and sizes.
- _____ Cross section of drawings of any retaining or screen walls, berms, etc.
- _____ The location and width of all existing and proposed sidewalks on or bordering the site.
- _____ The location of all existing and proposed structures of the subject property and all existing structures within 50 feet of the subject property. The setbacks to all existing and proposed structures to be retained or constructed on the site shall be indicated; this includes building, signs, trash storage areas, walls, fences, berms, parking areas etc. The height of all proposed structures shall also be indicated.
- _____ The location of all existing and proposed drives and parking areas.
- _____ The location and right-of-way widths of all abutting streets and alleys.
- _____ The names, address, and telephone numbers of the architect, planner, designer or engineer.
- _____ The names, addresses and telephone numbers of the owners and developers.

In addition to the above information, the applicant shall submit a supplementary explanation as to the specific types of activities proposed. Such information shall include, but not be limited to:

- *Estimated number of employees.
- *Hours of operation.
- *Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc.
- *Modifications to vegetative cover, drainage patterns, earth work, problem areas.
- *Any ancillary improvements that the applicant proposes to remedy or prevent problems created by the development.
- *Estimated costs of proposed landscaping berms, walls, acceleration-deceleration lanes, or bypass lanes or any other required site improvement not covered in the Building Permit cost estimates, shall be provided.



Plan Review Application

1900 N. Saginaw Road • Lapeer, Michigan 48446 • (810) 664-0821 • www.mayfieldtownship.com

Date
Parcel I.D. Number

Property Owner(s) Name	Applicant(s) Name
Mailing Address	Mailing Address
City, State, ZIP	City, State, ZIP
Phone	Phone

This application must be signed by the property owner(s). In lieu of a signature on this application, the owner may provide a letter authorizing the applicant to act on his/her behalf. This application will not be processed until authorized by the property owner.

Application Fees		Name of Proposed Development	
Type of Application (check one)	Application Fee	Estimated Total Cost of Project	
Site Plan Review		Location of Proposed Development	
<input type="checkbox"/> New Commercial, Office or Industrial Development or Additions exceeding 1,000 sq. ft.	\$ 500.00 +\$25.00 per acre	Address _____	
<input type="checkbox"/> Revised Plan Review New Commercial, Office or Industrial Development	\$ 50% of initial review cost	N S E W Side of _____ Road	
<input type="checkbox"/> Addition to Existing Commercial, Office or Industrial Development (1,000 sq ft or less) ...	\$ 50.00 (administrative review)	between _____ & _____ Roads	
<input type="checkbox"/> Sign Review	\$ 150.00 (administrative review)	Total Acreage of Existing Site	Number of Acres To Be Developed
<input type="checkbox"/> Mining and Landfill Operations	\$ 400.00 +\$25.00 per acre (Requires Special Land Use Approval)	Current Zoning of Parcel	Number of Sites To Be Created
Planned Unit / Mixed Use Development Review		Zoning of Surrounding Parcels	
<input type="checkbox"/> Pre-Application Review	\$ n/c	North: _____ South: _____ East: _____ West: _____	
<input type="checkbox"/> Initial Review	\$ 350.00 +\$25.00 per acre	Brief Description of Proposed Land Use:	
<input type="checkbox"/> Revised Plan Review	\$ 50% of initial review cost		
<input type="checkbox"/> Final Plan Review	\$ 350.00		
Plat Review			
<input type="checkbox"/> Pre-Application Review	\$ n/c		
<input type="checkbox"/> Preliminary Plan Review	\$ 25.00 +\$2.00 per lot		
<input type="checkbox"/> Subdivision Open Space Plan Review	\$ 25.00 +\$2.00 per lot		
<input type="checkbox"/> Final Plat Review	\$ 20.00 +\$.50 per lot		
Single Family Condominium Project Review			
<input type="checkbox"/> Pre-Application Review	\$ n/c		
<input type="checkbox"/> Initial Review	\$ 450.00 +\$5.00 per site		
<input type="checkbox"/> Revised Plan Review	\$ 50% of initial review cost		
Mobile Home Park, Multiple Family, Cluster Housing Review			
<input type="checkbox"/> Preliminary Plan Review	\$ 450.00 +\$5.00 per unit		
<input type="checkbox"/> Revised Plan Review	\$ 50% of initial review cost		
Owner(s) Signature		I hereby grant permission for members of the Planning Commission and Zoning Administrator to enter the above-described property for the purposes of gathering information related to this application.	
Applicant(s) Signature (if other than owner)			
		Signature and Date:	

DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY

Application Fee	Date Received	Receipt Number	
Performance Bond Total	Date Received	Receipt Number	
APPROVED	APPROVED W/CONDITIONS	DENIED	
Date:	Date:	Date:	

SITE PLAN APPLICATION CHECKLIST

The applicant(s) are required to read, understand, follow and sign this checklist! Also, it is the applicant's responsibility to obtain a copy of the Township's Zoning Ordinance either by purchasing a copy from the Township or by downloading the ordinance from the Township's web site (mayfieldtownship.com.) for all pertinent information concerning the development of an acceptable site plan including, but not necessarily limited to the following Articles in the Mayfield Township Zoning Ordinance: Article XIV, Schedule of Regulations and Article XV, General Provision including Access Management Regulations if applicable.

The following information shall be provided on all site plan applications:

- a. A scale of not less than 1" equals 50' if the subject property is less than three (3) acres and 1" equals 100' if three (3) acres or more.

SUBMITTED: YES NO

- b. Date, north point and scale.

SUBMITTED: YES NO

- c. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and buildings within fifty (50) feet.

SUBMITTED: YES NO

- d. Legal description of parcel.

SUBMITTED: YES NO

- e. Existing and proposed topography with contours at two (2) foot intervals, (based on U.S.G.S. datum), extending a minimum of 50' feet beyond site boundaries. This requirement may be waived when no significant grade changes are proposed for existing uses.

SUBMITTED: YES NO

- f. An inventory of existing vegetation on the site and an indication of any alterations.

SUBMITTED: YES NO

- g. The location and nature of any streams, drains, swamps, marshes, and/or unstable soils.

SUBMITTED: YES NO

- h. An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins and fencing which are proposed. The applicant shall contact the Municipality and municipal engineer to determine the adequacy of utility and storm water proposals, slope and sod erosion requirements to determine if any such requirements will adversely affect the site plan.

SUBMITTED: YES NO

- i. A schedule of off-street parking requirements and basis for calculation.

SUBMITTED: YES NO

- j. A detailed landscaping plan and schedule of plant materials and sizes.

SUBMITTED: YES NO

- k. Cross section drawings of any retaining or screen walls, berms, etc.

SUBMITTED: YES NO

- l. The location and width of all existing and proposed sidewalks on or bordering the subject site. Where the subject site borders a public right-of-way, a concrete sidewalk five (5) feet in width shall be provided within the public right-of-way one foot from the subject's property line.

SUBMITTED: YES NO

- m. The location of all existing and proposed structures of the subject property and all existing structures within 50 feet of the subject property. The setbacks to all existing and proposed structures to be retained or constructed on the site shall be indicated; this includes buildings, signs, trash storage areas, walls, fences, berms, parking areas, etc. The height of all proposed structures shall also be indicated.

SUBMITTED: ___ YES ___ NO

- n. The location of all existing and proposed drives and parking areas.

SUBMITTED: ___ YES ___ NO

- o. The location and right-of-way widths of all abutting streets and alleys.

SUBMITTED: ___ YES ___ NO

- p. The names, addresses, and telephone numbers of the architect, planner, designer, engineer or person responsible for the preparation of the site plan.

SUBMITTED: ___ YES ___ NO

- q. The names, addresses and telephone numbers, of the owners and developers.

SUBMITTED: ___ YES ___ NO

- r. In addition to the above information, the applicant shall submit a supplementary explanation as to the specific type(s) of activities proposed. Such information shall include, but not be limited to:

- (1) Estimated number of employees.
- (2) Hours of operation.
- (3) Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc.
- (4) Modifications to vegetative cover, drainage patterns, earth work, problem areas.
- (5) Any ancillary improvements that the applicant proposes to remedy or prevent problems created by the development.
- (6) Estimated costs of proposed landscaping berms, walls, acceleration / deceleration lanes, or bypass lanes or any other required site improvement not covered in the Building Permit cost estimates, shall be provided.

SUBMITTED: ___ YES ___ NO

- s. Proposed building floor plans and elevations including overall dimensions and building heights shall be submitted.

SUBMITTED: ___ YES ___ NO

PLANNING COMMISSION SCHEDULE

The Planning Commission meets on the 2nd Wednesday of each month. Site plan applications are required to be submitted ten (10) days prior to the meeting date. Failure to submit site plan applications on time will result in a delay, possibly a one (1) month delay unless the applicant arranges and pays for a special meeting, providing the Planning Commissioners are available for a special meeting.

PRE-APPLICATION CONFERENCE

An applicant may desire to arrange for a pre-application conference with Township's Zoning Administrator/Planner. Pre-application conferences are highly recommended for new projects / developments and reuse projects. The purpose of a pre-application conference is to provide the applicant(s) with required and other applicable information that will help assist the applicant in preparing a proper site plan application submittal. Pre-application conferences are highly recommended if the applicant is desirous of a timely review process.

SITE PLAN APPROVAL STANDARDS

Each site plan shall conform to the following applicable provisions of the Mayfield Township Zoning Ordinance and the standards listed below:

Standards for Approval:

In the process of reviewing the site plan, the Planning Commission shall consider:

- a. Specific development requirements set forth in the Zoning Ordinance.
- b. The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic.
- c. The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:

- (1) Safety and convenience of both vehicular and pedestrian traffic, both within the site and in relation to access streets.
 - (2) Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
 - (3) Accessibility afforded to emergency vehicles.
- d. The arrangement of use areas on the site in relation to functional, efficient and compatible arrangements within the site and also to adjacent uses.
 - e. The Planning Commission may further require landscaping, fences, screen walls and retaining walls in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant. Planning Commission may require a 36" high barrier, guard, or fence at vertical grade changes over 30" in height.
 - f. In those instances wherein the Planning Commission finds that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfares, thereby diminishing the carrying capacity of the thoroughfare, the Planning Commission may recommend marginal access drives. For a narrow frontage, which will require a single outlet, the Planning Commission may recommend that money be placed in escrow with the Township so as to provide for a marginal service drive equal in length to the frontage of the property involved. Occupancy permits shall not be issued until the improvement is physically provided, or monies have been deposited with the Clerk.
 - g. The cost estimates, as required in this section shall be reviewed by the appropriate Township official (i.e. Zoning Administrator, Building Official or Planner) for their compliance with current cost estimates. These reviews and recommendations shall be forwarded to the Planning Commission for inclusion in any approved site plan.
 - h. The Planning Commission may waive site plan information for topography, vegetation, problem soils, landscaping, employment data environmental considerations, etc., when such concerns are obviously not pertinent to the proposed development. The Zoning Official may waive these requirements for plans administratively reviewed (Section 1600, 1 b and c).

MISCELLANEOUS CRITERIA

- 1. The applicant's Engineer shall do periodic field inspections at the developer's expense for all private roads that are part of a project and/or development and certify their compliance to Mayfield Township's Private Road and Driveway Ordinance and to the development standards for applicable roads as required by the Lapeer County Road Commission.
- 2. The applicant is responsible for providing all applicable outside agency reviews and/or approvals (permits) for the proposed project including, but not necessarily limited to the following agencies: Lapeer County Road Commission, Health Department and Drain Commission; the Michigan Department of Transportation (MDOT); Michigan Department of Natural Resources (MDNR) and the Michigan Department of Environmental Quality (MDEQ); Environmental Protection Agency (EPA); Federal Communication Commission (FCC); Federal Aviation Agency (FAA); etc.
- 3. The Zoning Administrator shall inspect, at various times, during the development of a project for any variations to the approved site plan. The Zoning Administrator may also request the Township Building Official to re-inspect, at the developers expense, any project that has deviated from the approved site plan.

AMENDMENTS

Site plan amendments shall require the approval of the Planning Commission and shall be reviewed and considered in the same manner as the original site plan, including site plan review fees.

I, the under signed applicant(s), have fully read and understand all of the items listed in the site plan review checklist. I am also aware that non-compliance to any of the requirements or standards for site plan review will be cause for the rejection of my site plan application submittal.

Applicant(s) Signature: _____

Date: _____