

# Application for Site Plan Review

RETURN TO: CLEMENT TOWNSHIP

1497 E. M-30, Alger, MI 48610

PHONE: (989) 345-3915

EMAIL: clementsuptervisor@gmail.com

DATE RECEIVED \_\_\_\_\_

CASE # \_\_\_\_\_

\$ \_\_\_\_\_

FEE

DATE PAID \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO CLEMENT TOWNSHIP

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_ @ \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Email Address \_\_\_\_\_ @ \_\_\_\_\_

## JOB SITE LOCATION

Address: \_\_\_\_\_ Tax Parcel #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Zoning District: \_\_\_\_\_

## DESCRIBE SITE PLAN REVIEW REQUEST:

## REQUIRED USE INFORMATION

Current use of the property: \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

## PLEASE ATTACH

- Site Plan\* – 10 copies in addition to 1 digital copy
- Site Plan Review Checklist
- Legal Description of Property
- Copies of all other required permits obtained

\*Site plan shall show all information listed in the Site Plan Review Checklist (See section 5.4 of the Zoning Ordinance) unless specifically waived by the Planning Commission.

All information is due at least 30 days prior to the meeting at which the Planning Commission will review the request.

## INSPECTIONS

As owner and/or applicant representing the owner, I do  do not  authorize Clement Township (staff, appointed board, trustees or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times.

I certify that all of the above information is accurate to my fullest knowledge:

Signature of Applicant \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_

(Required) Signature of Property Owner \_\_\_\_\_

Printed Name of Property Owner \_\_\_\_\_

Date \_\_\_\_\_

# Directions to Applicant

This application packet applies to uses which require **SITE PLAN REVIEW**.

**WHEN REQUIRED:** Site plan review is required for the following uses: (**Section 5.1** of the Zoning Ordinance)

- Attached single-family dwellings (townhouses) and multiple-family dwellings
- dwelling units in conjunction with commercial establishments
- Parking lots
- New commercial, industrial, utility, & institutional structures/uses.
- Expansion/renovation of existing use, other than single- and 2-family dwellings, which increases the existing floor space more than 25%.
- Site condominium projects
- Private roads
- Cottage industries (Zoning Administrator will determine whether site plan or plot plan is required)

**EXCEPTIONS:** Do NOT use this packet for the following uses (See Plot Plans– Zoning Ordinance **Section 5.2**):

- Single-family dwellings and two-family dwellings
- Accessory buildings (residential and non-residential), fences and signs
- Special land uses (use the special land use packet)
- Planned unit developments (use the planned unit development packet)

## **ITEMS TO SUBMIT:**

All items should be submitted to the Clement Township Zoning Administrator at least 30 days prior to the Planning Commission meeting.

1. **Application for Site Plan Review**.
2. **Site Plans** - 10 full-sized in addition 1 digital copy.
3. **Site Plan Review Checklist** in accordance with Article 5 of the Clement Township Zoning Ordinance. Applicable agency reviews as required.

# SITE PLAN CHECKLIST

Case # \_\_\_\_\_

Date Received \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Subdivision and Lot Number (If Applicable) \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Proposed Number of Employees \_\_\_\_\_

## Site Plan Requirements

General Information		Yes	No	N/A	Comments
1	Name, address, and contact information of property owner and developer.				
2	The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.				
3	A locational sketch of the proposed use or structure.				
4	Gross acreage of development and total usable floor area.				
5	Anticipated hours of operation for the proposed use. The Planning and Zoning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.				
Map Information		Yes	No	N/A	Comments
6	Date, north arrow.				
7	Scale at least 1" = 50' for property less than 3 acres and at least 1" = 100' for property 3 or more acres.				
8	A vicinity map shall be submitted showing the location of the site in relation to the surrounding street system, adjacent properties and their uses.				
Lot Lines & Right-of-Way		Yes	No	N/A	Comments
9	Existing and proposed boundary lines of the property to include all dimensions and legal description.				
10	The location and width of all abutting right-of-ways.				
Development Features		Yes	No	N/A	Comments
11	<b>Proposed Features.</b> The location of all existing and proposed structures on the site, including common use areas and recreational areas and facilities.				
12	<b>Nearby Structures.</b> The location and identification of all existing structures within a 200 foot radius of the site.				
13	<b>Vehicular and Pedestrian Circulation.</b> The proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site.				
14	<b>Parking.</b> The location, size and number of parking spaces in the off-street parking area and the identification of service lanes.				
15	<b>Loading and Unloading Areas.</b> The proposed location and size of all loading and unloading areas.				

16	<b>Landscaping.</b> The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.				
17	<b>Waste.</b> The location of all storage and disposal facilities including location of dumpsters.				
18	<b>Lighting and Signs.</b> The location of all proposed exterior lighting and signs, including size and type.				
19	<b>Hazardous Materials.</b> Information on the storage and use of hazardous materials and the disposal of hazardous waste.				
20	<b>Storage.</b> Outdoor storage areas and snow storage areas.				
21	<b>Utilities.</b> The type, location and size of all existing and proposed utilities.				
22	<b>Drainage.</b> The location, size and slope of all surface and subsurface drainage facilities.				
	<b>Natural Features</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
23	The location of existing environmental features, such as streams, wetlands, shorelands, mature specimen trees, wooded areas or any other unusual environmental features.				
24	The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is 10% or greater, contours shall be shown at intervals of 2 feet or less.				
	<b>Cross-Sections/Floor Plans/Density</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
25	Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information: <ol style="list-style-type: none"> <li>1. The number of units proposed, by type, including a typical floor plan for each type of unit.</li> <li>2. The area of the proposed units in square feet, as well as area dimensions of driveways/staging areas.</li> <li>3. Typical elevation drawings of the front and rear of each building.</li> <li>4. Residential density schedule showing the number of dwelling units per net acre, unit type, unit size, and number of each unit type.</li> </ol>				
	<b>Other Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
26	Other information as may be required by the Zoning Administrator or Planning Commission to assist in the consideration of the proposed development.				

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**