

**ARTICLE 18**

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**SITE PLAN REVIEW PROCEDURES / SITE DEVELOPMENT  
REQUIREMENTS**

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**PART I - SITE PLAN REVIEW PROCEDURES**

**Sec. 18.01 PURPOSE**

The proper development of a community requires that various uses within any district be as compatible as possible. There are, however, certain types of activities and structures which, because of size and the amount of traffic generated or attracted under normal use, lend themselves to potential conflict with surrounding uses. It is the responsibility of Otsego Township to provide procedures to ensure the Township develops in accordance with the general intent of this ordinance.

**Sec. 18.02 USES REQUIRING A SITE PLAN**

- A) Site plans shall be submitted for the following uses:
- 1) All special exception uses permitted in all zoning districts listed in this ordinance.
  - 2) All Planned Unit and Planned Residential Developments.
  - 3) Site condominiums.
  - 4) All permitted uses within the “R-3”, “RMH”, “C”, and “I” Districts, along with any development within an overlay district as stipulated within the ordinance.
  - 5) All permitted uses subject to obtaining a building permit, other than single family or two-family dwellings or their accessory buildings.

**Sec. 18.03 SITE PLAN DATA REQUIRED**

- A) Each site plan submitted shall contain the following information, unless specifically waived, in whole or in part, by the Planning Commission, and / or the Township Board:
- 1) The date, north arrow, scale and name of individual or firm responsible for preparing said plan. A small vicinity map shall also indicate the location of the site in relation to the Township section number. The scale must be at least 1 inch = 20 feet for parcels under three (3) acres and not less than 1 inch = 50 feet for parcels three (3) acres or more.

- 2) The boundary lines of the property, to include all dimensions and legal description. The site plan, or notes included on/with the drawing, shall also indicate the front, side and rear yard setbacks, the distance between buildings and property lines, the size and number of parking spaces and the width of drive aisles and the percentage of lot coverage and open space.
- 3) The location of all existing and proposed structures or improvements on the site, including drives, walkways, parking areas, loading and unloading areas, fire lanes, common use areas and recreational areas and facilities.
- 4) The location and widths of all abutting rights-of-way or easements on the property or along a property line. The alignment of the proposed driveway from those opposite the site.
- 5) The location of unusual environmental features, such as ponds, streams, wetlands, shorelands, etc. and any natural features, such as woodlots.
- 6) The location and identification of all existing structures within a two hundred (200) foot radius of the site.
- 7) The name and address of the property owner.
- 8) The existing zoning district in which the site is located and, in the case of a request for a zoning change, the classification of the proposed new district.
- 9) The location of all existing and proposed landscaping as well as all existing and proposed fences and walls. No less than 20 percent (20%) of the site area shall be retained in open space. A separate landscape plan may be submitted in order to satisfy this requirement.
- 10) A locational sketch of any other existing or proposed use or structure, including any outdoor display areas and waste disposal areas. The location of any dumpsters shall be indicated, including the manner of screening and access.

- 11) The type, location and size of all utilities existing and proposed for the site including water, sewer, telephone, electric and gas service and the placement of any fire hydrants.
- 12) The location, size and slope of all surface and subsurface drainage facilities. Fenced retention or detention ponds shall not be counted toward calculation of open space areas.
- 13) A summary schedule and views should be affixed to site plans for proposed structures in applicable residential and commercial districts, giving the following information:
  - a) The number of dwelling units proposed, by type, including a typical floor plan for each type of unit.
  - b) The residential area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.
  - c) Typical elevation drawings of the front and rear of each building.
- 14) Show topography, both existing and proposed, at five (5) foot intervals and its relationship to adjoining land. Arrows should indicate direction of drainage.
- 15) Show location of all known abandoned water wells, septic systems, cisterns and drywells. Added §18.03(A) 15 on 7/9/01
- 16) Provide a separate lighting plan (or photometric) showing the location, height and type of proposed exterior lighting and the area to be served by each fixture. Stray lighting from the site boundary shall not exceed .5 footcandles and the maximum light emitted from any fixture on the site shall be 15 footcandles. External and internal illumination of signs shall also be indicated as part of this limitation of stray lighting from the site boundary.
- 17) Identify any freestanding signs and the setback of such signs from right-of-way, parking and drive aisle areas. The Zoning Administrator may submit requests for a sign permit to the Planning Commission as part of site plan review or as an amendment to an approved site plan for alteration or relocation of any existing sign.

**Sec. 18.04 SUBMITTAL AND APPROVAL**

- A) All site plans, required as stated with this ordinance, shall be submitted by the petitioner (property owner or designated agent) to the office of the Zoning Administrator. A request for site plan approval for permitted and special uses identified shall require ten (10) copies of the site plan. The Zoning Administrator shall place the request on the agenda of the next regularly scheduled Planning Commission meeting, provided that the request has been received within the required timeframe established on the application, if not, the Zoning Administrator shall schedule the application for the next regularly scheduled Planning Commission meeting.
- B) Of the ten (10) copies of the site plan submitted ,one (1) copy shall be kept on file by the Township Clerk, one (1) copy shall be provided to the Planning Commission Chair, retained at the Township office in the Planning Commission file, one copy (1) retained in the Zoning Administrator's office, with the balance distributed to the Planning Commission and Township Board for their review.
- C) In the case of a request for site plan review where based upon a request for special use permit approval, the Planning Commission and Township Board shall first decide the matter of the special use request. Where approval of such special use request includes specified changes and/or imposed conditions, the Planning Commission and Township Board may require the applicant to resubmit the site plan showing the changes or conditions prior to final approval of the site plan.
- D) An approved site plan request shall contain the signatures of the Chairman of the Planning Commission and the Zoning Administrator, and the Township Clerk. Any conditions or changes stipulated by the Planning Commission and / or Township Board in review of a site plan shall be indicated in the minutes of that meeting. The Township Board may also stipulate that the revised site plan, showing the required changes, may be submitted and approved administratively by the Zoning Administrator and approval shall contain the

signature of the Zoning Administrator.

**Sec. 18.05 FEES**

Accompanying the request for approval of a site plan, a fee, to be determined by the Otsego Township Board, shall be submitted. Said fee is for the purpose of defraying administrative costs in processing the request for approval. Such fee may be used for reimbursing another party retained by Otsego Township for expert consultation relative to the application.

**Sec. 18.06 CONFORMITY TO APPROVED SITE PLAN**

- A) Development and use of the site shall be in complete conformity with the approved site plan and any amendments approved by the Township Board. The Zoning Administrator may direct minor amendments to an approved site plan directly to the Township Board to reduce the timeframe for such review and approval. Such minor amendments shall be limited to those that do not require increased parking or a change in the layout of the site in terms of traffic circulation or stormwater retention systems. Approval of the site plan shall be valid for a period of two (2) years. If a building permit has not been obtained and the on-site development actually begun within two (2) years of the date of approval, the site plan approval shall become void and the developer shall make a new application for approval before proceeding. No time extension to site plan approval shall be granted.
  
- B) If the Zoning Administrator shall find that the conditions and stipulations of an approved site plan are not being adhered to, the Zoning Administrator shall inform the property owner in writing of the violation and indicate the opportunity for an amendment to the approved site plan. A proposed amendment or modification to a previously approved site plan may be submitted for review in the same manner as the original application for site plan review. Review and approval of an amendment to a previously approved site plan shall be required before there is any change in any use, structure, building, grade or other feature shown, or required to be shown, on a site plan. If the owner fails to comply, the Zoning Administrator may cite the property owner for a violation of the zoning ordinance. The

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procedures followed shall be consistent with those for any other violation of the ordinance.

**Sec. 18.07 APPEAL**

The decision of the Zoning Administrator may be appealed by the property owner or his or her designated agent to the Otsego Township Zoning Board of Appeals.

Request for appeal shall follow the procedures outlined for any such appeal.