



Dalton Township
 1616 E. Riley Thompson Rd
 Muskegon, Michigan 49445
Phone: (231)766-3043
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Zoning Dept: (231) 332-6706
 www.daltontownship.org

FEE: \$250.00
 Plus any additional
 professional fees

SITE PLAN REVIEW APPLICATION

Applicant(s): _____ Applicants Address: _____

Phone/Cell: _____ Email: _____

Owner/Business: (If different from above): _____

Phone/Cell: _____ Email: _____

Applicable Address: _____ Parcel Number: 61-07-_____

Legal Description: (See Attached)

Current Zoning: Low Density Residential (R-1) Industrial District (D-1)
 Medium Density Residential (R-2) Manufactured Home District (RM)
 Neighborhood Commercial (C-1) Regional Commercial (C-2)
 Agriculture/Resource Conservation (RC/AG)

Present Use of Property:

Proposed Development:

Applicant Signature *Date* _____

Owner Signature if different from Applicant *Date* _____

The Site Plan Review Fee is due at the time of application along with 15 copies (11 x 17 minimum) of the plan.

Please answer the following questions in detail:

1. How will the proposed use impact the surrounding properties as it relates to the following areas?

Noise: _____

Dust: _____

Odor: _____

Safety: _____

Traffic: _____

Light: _____

3. What are the proposed hours of operation? _____

4. Are you required to obtain any special license or permits through any other government agency? _____
If yes, what type of licenses and permits are required? _____

5. If this application is for day care, how many children will you be caring for? _____

6. If this application is for an assisted living facility, how many units will you have in the facility? _____

7. How many employees/shifts will work at the facility? _____

SITE PLAN REVIEW STANDARDS

The regulations listed in Chapter 17: Site Plan Standards are intended to promote;

- A.** Safe and convenient traffic movement; both within a site and in relation to access streets;
- B.** Harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites;
- C.** Conservation of natural amenities and resources; and
- D.** Compliance with the provisions of this Ordinance and all other applicable Township, State, and federal laws.

17.5(B) Data Required for Site Plans

(Please refer to the Dalton Township Zoning Ordinance Chapter 17 at www.daltontownship.org/zoning for detailed descriptions of any items listed below):

Site plans shall include at a minimum;

1. The name and business address of the person responsible for preparation of the site plan.
2. The name and address of the property owner and applicant.
3. A locational sketch.
4. Legal description of the subject property.
5. The size (in acres) of the subject property.
6. Property lines and required setbacks, including proposed building envelopes.
7. Refuse and service areas, including locations of dumpsters or other types of trash receptacles.
8. Loading and unloading facilities.
9. Exterior lighting and signs.
10. The location of all existing structures, driveways, and parking areas within 300 feet of the subject property's boundaries.
11. The location and dimensions of all existing and proposed buildings and structures on the subject property.
12. The location of all existing and proposed streets and drives, including proposed lengths; acceleration/deceleration lanes and sidewalks; the location and area of existing and proposed off-street parking and loading areas.
13. The location and right-of-way width of all abutting roads, streets, alleys or easements.

14. The current uses of all properties abutting the subject property, showing the boundary lines of the abutting properties, and also showing the current zoning thereof.
15. The location and a general description of all existing vegetation, and the location, type, and size of all proposed landscaping.
16. The location and nature of existing and proposed water supply and sewage disposal facilities, including any proposed connections to public or community sewer and/or water supply systems.
17. The location and size of all existing and proposed surface water drainage facilities.
18. Existing and proposed topographic contours.
19. If site preparation or other site work for the proposed use will involve the excavation and removal from the site of 10,000 or more cubic yards of earth, soil or other mineral resource, the site plan shall include detailed information regarding the amount and location of such excavation and removal, the resulting contours of the land and a description of the proposed excavation and removal operations, proposed routes for the transporting of removed material and other information sufficient to evaluate the nature, scope, impact and results of such excavation and removal activity.
20. Recreation areas, common use areas, and any areas to be established for public use.
21. Existing and proposed lakes, streams and other bodies of water.
22. Floodplain areas and basement and floor elevations of all buildings.
23. Proposed deed restrictions or restrictive covenants.
24. Typical elevation views of the front, side and rear of each building.
25. A thorough narrative description of the development or improvements, including elements and features specific to the improvements or project, the uses and activities proposed for the property, the extent and type of impact of the land use on adjacent and nearby lands and streets and other material aspects of the improvements and site.
26. Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Heights and areas of buildings and structures shall be stated.
27. The period of time within which the project will be completed.
28. Proposed staging, if any, of the land use or project.
29. Delineation of the 100-year floodplain and any proposed uses therein.
30. Additional information which the Township may request and which is reasonably necessary to evaluate the site plan.

- B. The Planning Commission, or the Zoning Administrator in the case of administrative site plan review, in its discretion, may waive any element, component or other matters otherwise required to be included in a site plan or a site plan application, if such matters are not deemed necessary for review and consideration of the proposed land use. In its approval or other action with respect to the site plan, the Planning Commission or Zoning Administrator, as appropriate, shall state in writing the required parts of the site plan which it determines can be waived, and shall include the same on the approved site plan or on an attachment thereto.
- C. An environmental impact study may be required.
- D. Proof of County Road Commission approval or Michigan Department of Transportation approval for street entrances may be required.
- E. The application for site plan review shall be accompanied by payment of the application fee established by the Township Board, together with any required zoning escrow deposit for reimbursement of Township expenses in the consideration of the site plan.
- F. If required by the Planning Commission, the Zoning Administrator, building official or other authorized Township representative, the applicant shall obtain and submit to the Township a professionally prepared, sealed drawing of the site plan, in compliance with the provisions of this section. Such drawing shall be sealed by a registered engineer, registered surveyor or similar licensed professional person.
- G. If required by the Planning Commission, the Zoning Administrator, building official or other authorized Township representative, the applicant shall obtain and submit to the Township a professionally prepared, sealed drawing of the site plan, in compliance with the provisions of this section. Such drawing shall be sealed by a registered engineer, registered surveyor or similar licensed professional person.

17.6 Standards for Review of Site Plans, Whether Full or Administrative Site Plans

A site plan may be approved only if the site plan complies with the following standards:

- A. **Generally.** All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the land parcel, the character of adjoining property and the type and size of buildings.
- B. **Buildings and Structures.** Building and structures shall be located and arranged in compliance with zone district requirements and other applicable provisions of this Ordinance. Buildings and groups of buildings shall be located so as to comply with all minimum yard requirements and so as to permit adequate emergency vehicle access to all sides of buildings. Dwellings and other principal buildings shall have access to a public or private street by means of a permitted driveway, sidewalk or other permitted means of access.
- C. **Traffic Circulation.** The number, location and size of access and entry points, and internal traffic and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site.
 - 1. Site plans shall fully conform with the driveway and traffic safety standards of the Township and the County Road Commission. Private streets shall comply with

Township private street requirements; public streets shall comply with County Road Commission or Michigan Department of Transportation requirements, as applicable.

2. In its approval of a site plan, the Planning Commission or Zoning Administrator, as appropriate, may require the providing of sidewalks or other measures for pedestrian circulation.
- D. **Storm Water Drainage.** Storm water detention or retention and drainage systems shall be designed so that the removal of surface waters will not adversely affect the subject property, adjacent or nearby properties or public storm water drainage systems.
 - E. **Landscaping.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal. Grade changes shall be in keeping with the general appearance of neighboring developed areas. The site plan shall be prepared in compliance with the landscaping requirements of Section 4.37 of this Ordinance.
 - F. **Screening.** Where commercial uses abut residential uses, appropriate screening consisting of attractively designed fencing or screening, or equivalent landscaping, shall be provided so as to shield residential properties from noise, headlights, and glare, and from the view of trash receptacles, dumpsters and similar outdoor, utilitarian uses common to commercial activities.
 - G. **Lighting.** Outdoor lighting shall be designed to minimize glare on adjacent properties and public streets, and shall otherwise be designed, installed and operated in compliance with Section 4.25 of this Ordinance.
 - H. **Exterior Uses.** Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located so as to have only a minimum negative effect on adjacent properties, and shall be screened to ensure compatibility with surrounding properties.
 - I. **Utilities.** Water supply and sanitary sewage disposal facilities shall comply with Township, county and state requirements.
 - J. **Signs.** Signs shall comply with Chapter 15 and other applicable sign regulations in this Ordinance.
 - K. **Parking and Loading.** All loading and unloading areas and outside storage areas which face or are visible from residential districts or streets shall be screened by a sufficient fence or by means of landscaping. Off-street parking and loading facilities shall comply with Chapter 14 and other parking regulations in this Ordinance.
 - L. **County Requirements.** Site plans shall comply with the requirements of the County Health Department and state and county requirements for soil erosion and sedimentation control.
 - M. **Other Permits and Approvals.** In addition to compliance with all applicable Township ordinance requirements, site plans shall be prepared in compliance with applicable county and state law requirements. Site plan approval shall be conditioned upon the applicant receiving all applicable Township, county and state permits or other approvals, prior to issuance of building permits or within such other deadline or time constraint determined by the Planning Commission, or by the Zoning Administrator in the case of administrative site plan review.