

Site Plans

Overview

When is a site plan required?

A site plan is required for review and approval by the Shelby Township Planning Commission:

- Whenever a building permit is required for the erection or structural alteration of a building (other than individual one-family homes and two-family structures, farm buildings, or accessory structures to these uses).
- For the construction, use, or establishment of a new or additional parking or storage area.
- For all special land uses.
- For any substantial change in use or class of use, when referred by the Building Director.
- For the erection of, or addition to, any major utility service facilities, including towers, substations, pump stations, and similar facilities.



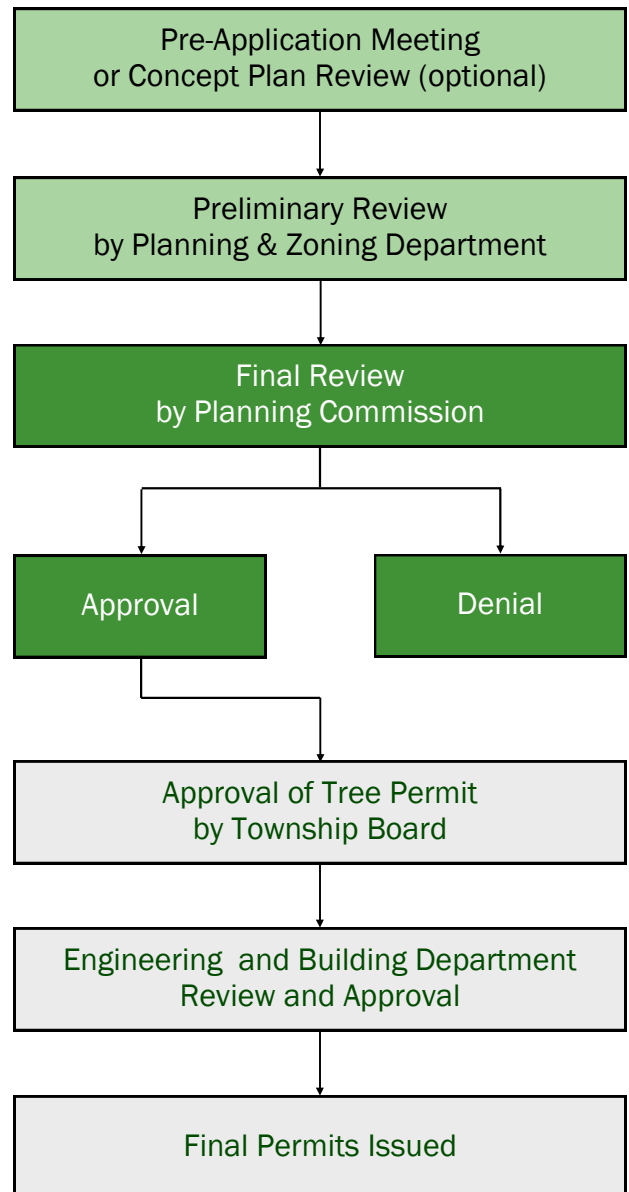
Why is site plan review required?

Site plan review provides the Township with an opportunity to review the proposed use of a site in relation to all applicable Township ordinances and plans.

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 public health, safety, and general welfare.

What is the site plan review process?

The site plan review process generally consists of two stages: 1) preliminary review, and 2) final review. Preliminary review *may* not be required if the project is moderate in scope. Please check with the Planning & Zoning Department to determine whether preliminary review is required.



Site Plans

Application Requirements

What is required for preliminary site plan review?

The following must be submitted for preliminary review:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Eight (8) copies of the sealed site plan, floor plans, elevations, landscape plan and tree inventory (refer to Site Plan Checklist).
- One (1) copy of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Engineering fee and tree review fee.

What is required for final site plan review?

For projects that required preliminary site plan review, the following must be submitted for final review:

- Three (3) copies of the sealed site plan, floor plans, elevations, landscape plan and tree inventory.
- Summary of changes incorporating all comments made during preliminary review.
- One (1) copy of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Site plan review fee(s).

If any ownership information has changed since preliminary review, the following is also required:

- New completed Application Form with original signatures of the legal owner and applicant.
- New original notarized Affidavit of Ownership and supporting ownership documentation.

What is required for site plan review of projects that do not go through preliminary review?

For projects that do not require preliminary site plan review, the following must be submitted for review by the Planning Commission:

- One (1) completed original Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Eight (8) copies of the sealed site plan, floor plans, elevations, landscape plan and tree inventory (refer to Site Plan Checklist).
- One (1) copy of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- All site plan review, engineering, and tree review fees.

What are the submission deadlines for site plan review?

There are no submission deadlines for preliminary site plan review.

Plans submitted for preliminary review will typically be reviewed by the Planning and Zoning Department, and all other applicable Township departments, within approximately two (2) weeks of their submission.

Final site plans for review by the Planning Commission must be submitted to the Planning and Zoning Department at least fourteen (14) days prior to a regularly scheduled Planning Commission meeting.

Site plans will be scheduled for review in the order in which they are received and on the basis of completeness.

Site Plans

Site Plan Checklist

What information must be included on a site plan?

All site plans submitted for review must include the information required by Section 6.1 of the Shelby Township Zoning Ordinance. Site plans must conform to current Township regulations and those of any other agency having jurisdiction. Incomplete site plans will not be accepted for review. The following checklist is intended to assist applicants in preparing a complete site plan.

- The seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it.
- North point.
- Scale (1"=20'; for large scale developments, 1"=50' or 1"=100' may be acceptable).
- Complete legal description with designated point of beginning at a quarter section line.
- Size of site (acres).
- Location map (4"=1 mile) with major roads, cross streets and property lines, where necessary.
- Zoning of site and surrounding property.
- Existing and proposed topography at two (2) foot contours.
- Location and extent of wetland and floodplain areas, if applicable.
- Benchmarks with U.S.G.S. reference points.
- Location of existing and proposed structures and improvements.
- Existing off-site improvements within 200 feet of all property lines.
- Yards/setbacks and separation between buildings.
- Dimensions of all improvements and yards, labeled in a manner that clearly indicates compliance with Zoning Ordinance standards.
- Architectural building elevations (front, sides, rear) and type of surface materials and design of all exterior surfaces (all buildings and carports).
- Dimensioned floor plans (all buildings).
- Dimensions, locations, height and materials of all decks and patios.
- Existing and proposed rights-of-way for all abutting roads.
- Location and dimensions of all driveways and street approaches.
- Location of all driveways and streets opposite the site and within 100 feet of the site.
- Type of surface (paving) for access and circulation areas.
- Parking: location, number of spaces, space and aisle dimensions, type of surfacing, landscape island dimensions.
- Site circulation pattern, identification of all fire lanes, and location of emergency construction road.
- Location of sidewalks, interior walks and pedestrian connections.
- Landscape plan including ground cover and location, number, type and size of all existing and proposed plantings and method of irrigation.
- Tree inventory and identification of all trees (6" caliper or greater) proposed for removal.
- Location, cross-section and details of greenbelts, walls and berms.
- Location and screening of trash receptacles.
- Site lighting: location, height, type, intensity, shielding.
- Location of freestanding sign. (Note: signs are approved under separate review and permit process.)
- Location of all site utilities, including fire hydrants.

Site Plans

Common Questions

Do I need to attend any meetings?

You will be notified of all meetings with your site plan on the agenda. It is strongly recommended that you have representation at all meetings at which your site plan will be discussed.

The Planning Commission may take action on a site plan whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

What happens after final site plan approval?

Once approval is given for a site plan, the next step is to make any necessary changes to the plans as required by the Planning Commission. Upon revision, the applicant must submit the following to the Planning and Zoning Department for verification:

- Six (6) copies of the final revised site plan. One (1) copy must clearly highlight all revisions.
- Detailed summary of changes in response to Planning Commission comments.

Acceptable final plans will be stamped “approved” and signed by the Planning Director. One (1) copy of the approved plans will be returned to the applicant.

Does final site plan approval allow me to begin construction?

No, final site plan approval does not authorize construction. Following site plan approval, permits to allow construction or begin the use must be sought through appropriate Township departments and other agencies.

Site plan approval indicates compliance with the Zoning Ordinance. It does not satisfy engineering or building requirements. Plans must be approved separately by the Township Engineer and the Building Department. A tree inspection may also be required.

How long is site plan approval valid?

Site plan approval is valid for 24 months from the date of approval.

Within 24 months, the applicant shall have made application for a building permit or received engineering approval. Failure to do so will result in approval being null and void unless renewed or extended by the Planning Commission.

A request for extension shall be made in writing to the Planning Commission, and it will be addressed at the next available meeting. If approval is not extended before the expiration of the 24-month period, a new site plan application and approval shall be required before a building permit may be issued.

How do I apply for a tree permit?

Tree permits are processed as part of site plan review; a separate application is not required.

A tree inventory must be submitted with the site plan (unless the Township Board approves an optional sketch after recommendation by the Planning Commission). Tree permits are approved by the Township Board upon recommendation by the Planning Commission and after final site plan approval.

Prior to issuance of the permit, final engineering approval is required and protective fencing must be installed and inspected.

Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243

Email: planning@shelbytwp.org

Address: 52700 Van Dyke

Shelby Township, MI 48316