

**CHESHIRE TOWNSHIP
SITE PLAN REVIEW APPLICATION AND
INFORMATION PACKET**

June 2024

CHESHIRE TOWNSHIP

SITE PLAN REVIEW APPLICATION AND INFORMATION PACKET

Introductory Note

Article XIV of the Cheshire Township Zoning Ordinance requires site plan review and approval for certain land uses, including the following:

- All special land uses.
- Mobile home parks.
- Industrial buildings or developments.
- Multiple-family dwellings.
- Office and commercial buildings and developments.
- Churches.
- Planned unit developments, including site condominium projects.
- Earth removal activities, where site plan review is required pursuant to Section 12.20 of the Zoning Ordinance.
- Any other uses as provided by the Zoning Ordinance.

Site plans submitted under Article XIV of the Zoning Ordinance are reviewed for approval by the Township Planning Commission. However, the Zoning Ordinance also provides a somewhat different site plan review and approval process administered by the Township Zoning Administrator with respect to certain land use and development requests, including certain types of earth removal and filling activities as covered in Section 12.20 of the Zoning Ordinance.

The intent of the site plan review process and approval requirements is to determine compliance with the provisions of the Zoning Ordinance, in order that the developer may accomplish his or her objectives in the utilization of the land in accordance with the regulations of the Zoning Ordinance and with minimum adverse effect on the use of adjacent streets and on existing and future land uses in the immediate area and vicinity.

Wherever a site plan approval is required, the Building Official cannot issue any construction permits in conjunction with the proposed use or development, and the use/development cannot otherwise be initiated, until the requisite site plan has been approved and any other relevant zoning approvals have been obtained.

This packet has been prepared to assist you with the application and site plan review process. The remainder of this packet consists of instructions, an application form, checklists pertaining to preliminary sketch plan review and formal site plan review, and the criteria for site plan review/approval, along with references to the rules concerning the term of approval of a site plan, and modification or revocation of an approved site plan.

Applicant Instructions for a Complete Site Plan Submittal

1. Read this entire packet before preparing any aspect of your site plan submittal.
2. Complete the site plan review application form.
3. If you intend to submit an optional sketch plan pursuant to Section 14.3 of the Zoning Ordinance, refer to the Preliminary Sketch Plan Review Checklist and the related information on that sheet of this packet.
4. For a formal site plan submittal required pursuant to Section 14.4 of the Zoning Ordinance, refer to the Formal Site Plan Review Checklist and the related information in this packet.

Note: if you believe any of the site plan content requirements on the checklist are not relevant to your site plan you should indicate an “NA” in front of that item on the checklist and attach an explanation of why you believe the requirement is not relevant. However, only the Planning Commission has the legal authority to waive any requirements relating to the content of a formal site plan submittal, as specified in Section 14.4.19 of the Zoning Ordinance.

5. Assemble your complete site plan submittal, including the application form, a copy of your checklist, the site plan itself, and any supporting materials that are required or that you otherwise intend to submit.
6. File **eight complete sets of the entire site plan submittal** with the Township Zoning Administrator, along with payment of the required site plan review application fee Note: Cheshire Township has approved an “actual costs incurred” application fee policy on various types of applications (Resolution #2024-2, adopted and effective March 4, 2024). This policy requires payment of a “base application fee”, and for some types of applications also requires payment of an “initial escrow deposit” and sometimes also a “supplemental escrow deposit”. The base application fee on a site plan review application is presently \$300.00. On a site plan review application an initial escrow deposit may or may not be required, based on the value of the proposed site improvements, using the following sliding scale:

- under \$20,000.00: none
- \$20,000.00---\$100,000.00: \$750.00
- \$100,001.00---\$300,000.00: \$1,000.00
- above \$300,000.00: \$1,250.00

7. The Zoning Administrator will initially review your submittal to determine if it is complete, and then notify you of any deficiencies or other problems, or to inform you when the site plan will be reviewed for approval. **If the Zoning Administrator determines a site plan submittal is not administratively complete, it will not be placed on a meeting agenda or reviewed by the Planning Commission.** The Zoning Administrator will retain one set of your site plan submittal and refer the remaining sets to the Planning Commission and Building Official. The Zoning Administrator (or Planning Commission) may also refer your site plan submittal for review by the Township Fire Chief, Planner, Engineer, or other officials, and request a subsequent report to the Planning Commission.

Disclaimer: this packet is intended to provide general guidance to site plan review applicants. It is not intended to be a substitute for or supercede the relevant provisions of the Cheshire Township Zoning Ordinance applicable to any particular proposed land

use/development. Site plan review applicants may purchase the entire Zoning Ordinance or selected parts by contacting the Township office. The complete Zoning Ordinance is also available for review without charge at the Township office, and on the Township website (www.cheshiretownship.org).

(Optional) Preliminary Sketch Plan Review Checklist

Preliminary sketches of site and development plans may be submitted to the Planning Commission, but are not required. The purpose of the sketch plan stage is to allow discussion between the developer and the Planning Commission as to site, building, and general requirements, and to allow the developer to become acquainted with proper procedure and to investigate the feasibility of the project prior to extensive engineering plans being prepared for the formal site plan review procedure. All sketch plan stage applications shall include:

- The name and address of applicant. If a corporation, the name and address of the officers thereof. If a partnership, the names and address of each partner.
- Legal description of the property.
- Drawings showing tentative plans, including the content items listed on the Preliminary Sketch Plan Application form.

Upon reviewing a preliminary sketch plan the Planning Commission may be expected to provide guidance to the applicant with respect to the proposed project, but will generally not take any action to formally approve or disapprove a preliminary sketch plan.

Note: this checklist applies to a preliminary sketch plan prepared under Section 14.3 of the Zoning Ordinance. Other provisions of the Zoning Ordinance may impose other requirements for a preliminary site plan associated with a particular type of development, such as Article XI with respect to a preliminary plan for a PUD (which is required, not optional).

**PRELIMINARY SKETCH PLAN APPLICATION
(on this sheet, or attached informal site plan)**

Applicant/Owner: _____

Property Address: _____

Property Tax ID Number: _____

- 1.) Draw lot lines, including any contiguous property under same ownership (show dimensions in feet).
- 2.) Label all abutting streets.
- 3.) Show location/type of existing structures, and their uses.
- 4.) Show location/type of proposed construction, and proposed uses.
- 5.) Show dimensions of all existing and proposed structures.
- 6.) Show distance from all sides of existing and proposed structures to property lines (in feet, with all measurements from roof overhang or other closest point of structure).
- 7.) Show location of existing well and septic system/sewer connection.
- 8.) Draw lakes, streams, and wetlands on the property.

Signature of Applicant: _____ Date: _____

**CHESHIRE TOWNSHIP
FORMAL SITE PLAN REVIEW APPLICATION FORM**

1. Applicant name: _____ Phone: _____

2. Applicant address: _____

3. Is applicant the owner of record of the subject property? _____ yes _____ no
(Attach copy of deed or other proof of ownership, or proof of other legal/financial interest in the property.)

4. Name/address/phone number of owner(s) of record if different than the applicant: _____

5. Common address of the property/project location: _____

6. Legal description (indicate here, or attach): _____

7. Zoning District: _____ Parcel size: _____

8. Describe the proposed use/project: _____

Applicant signature: _____ Date: _____

Property owner signature (if different than applicant): _____

.....
(For Township use only)

Date application received by Township Zoning Administrator: _____

Application fee amount: \$ _____ Check #: _____ Date paid: _____

Date Zoning Administrator determined application submittal to be administratively complete: _____

Date administratively complete application submittal referred to Township Planning Commission: _____

(Required) Formal Site Plan Review Checklist

A formal site plan shall include the application form, and a site plan drawn at a scale of not more than 1"=100', and shall include all of the following information **unless specifically waived by the Planning Commission:**

1. The date, north arrow and scale.
2. All lot and/or property lines are to be shown and dimensioned, including building setback lines.
3. The location and height of all existing and proposed structures on and within one hundred (100) feet of the subject property.
4. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, parking spaces, loading and unloading areas, outdoor display and storage areas, and recreation areas, etc.
5. The location of the pavement and right-of-way width of all abutting roads, streets or alleys.
6. The name and firm address of the professional individual responsible for the preparation of the site plan (including imprint of professional seal, if any).
7. The name and address of the property owner or petitioner.
8. The location of all rubbish receptacles and landscaping and the location, height and type of fences and walls.
9. Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems, if available.
10. Location of all fire hydrants.
11. Size and location of all surface drainage facilities.
12. Existing and proposed contour.
13. Elevations and floor plans for all buildings and the location of all buildings on the property.
14. A description of the operation proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of potentially harmful or obnoxious matter or radiation.
15. Engineering and architectural plans for the treatment and disposal of sewage and industrial waste tailings and unusable by-products.
16. The proposed number of shifts to be worked and the maximum number of employees on each shift.
17. Any other information deemed necessary by the Planning Commission.
18. (For mobile home parks) lot size, setbacks, trailer pads, patios, and complete park layout.

The Planning Commission may waive any of the above enumerated requirements whenever it determines that such requirement is not necessary for a specific site plan due to the fact that:

- a. The Planning Commission finds from the evidence presented that the condition does not apply and is therefore unnecessary to evaluate the use for which approval is sought; or
- b. The Planning Commission finds from the evidence that the condition can be waived or modified because there are practical difficulties or unnecessary hardships of a non-monetary nature in carrying out the strict letter of the requirement, and that the waiver or modification is appropriate so that the spirit of the Ordinance is observed, public safety is secured, there is no detriment resulting therefrom, or a detriment is alleviated thereby.

The Planning Commission may require written statements relative to the effects of the proposed use on the traffic capacity and safety of existing streets, and the proposed development's impact on schools, existing utilities, the environment and natural features. The Commission may also request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.

Note: this checklist applies to a formal site plan prepared under Article XIV of the Zoning Ordinance. Other provisions of the Zoning Ordinance may impose other requirements for a site plan associated with a particular type of development, such as Article XI with respect to a final plan for a PUD, and Section 12.20 with respect to a site plan for certain earth removal and filling activities.

Site Plan Approval

The Planning Commission is required to review a formal site plan according to the following criteria for approval, and any other applicable provisions of the Zoning Ordinance:

- a. The proposed use will not have a harmful effect on the surrounding neighborhood development.
- b. There is a proper relationship between the major thoroughfares and proposed service drives, driveways and parking areas so as to insure the safety and convenience of pedestrian and vehicular traffic.
- c. The adverse effects resulting from the locations of buildings and accessory structures will be minimized to the occupants of adjacent properties. Fencing, walls and/or landscaping may be required as a screening device to minimize adverse effects upon surrounding development.
- d. The proper development of roads, easements and utilities has been provided to protect the general health, safety and welfare of the citizens of the Township.
- e. The natural features of the landscape, such as ponds, streams, hills, wooded areas, etc. shall be retained where they afford a barrier or buffer between adjoining properties being put to different use.
- f. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

Note: When the Planning Commission is reviewing the site plan the applicant, or an appropriate representative, should be prepared to discuss how the site plan shows these standards are met.

The Planning Commission will approve a site plan upon determining all relevant approval criteria and requirements have been shown to be satisfied. As part of an approval of any site plan the Planning Commission may impose conditions or limitations necessary to insure that the criteria for site plan approval are met.

The Planning Commission has authority to require that an acceptable form of security be deposited with the Township to ensure compliance with the Zoning Ordinance and any conditions imposed upon the approved site plan, and to ensure faithful completion of certain features of the project. (See Zoning Ordinance Section 14.6.2, and *MCL 125.3505* for additional details).

Term of Site Plan Approval

A site plan approval is valid for one year, unless extended. Upon written application, filed prior to the termination of the one-year approval period, the Planning Commission may grant one six-month extension of the site plan approval, after a complete review of the extension application by the Planning Commission and the parties listed in Section 14.5 of the Zoning Ordinance. If a building permit has not been obtained and on-site development actually begun during the one-year approval (or an approved 6-month extension of same) the site plan approval becomes void and the developer must submit a new application for site plan approval in order to further proceed with the project.

Amendments to an Approved Site Plan

A project subject to a site plan review requirement must be undertaken in accordance with the approved site plan. A proposed site plan amendment is subject to the same approval procedure as the original site plan.

Revocation

The Planning Commission may revoke any site plan approval when the construction of the development is not in conformance with the approved site plan. The Planning Commission shall give the applicant notice of intention to revoke such approval at least ten (10) days prior to review by the Planning Commission. After concluding such review the Planning Commission may revoke its approval of the development if the Commission determines that a violation of the approved site plan exists and has not been remedied prior to such hearing.