

Site Plan Review Requirements

WEST TRAVERSE TOWNSHIP PLANNING COMMISSION
8001 M-119 PO Box 528 Harbor Springs, MI 49740 Ph: 231-526-7361
zoning@westtraversetownship.gov

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 503** of the Zoning Ordinance)

- All new uses (including expansion/renovation of existing uses and change of use which increases the footprint more than 5%)
- Special Land Uses (please use the Special Land Use application packet)
- Uses within a high-risk area (as determined by Part 323 of PA 451 of 1994)
- Storage areas (non-residential) and parking lots
- Utility services
- Planned unit developments (please use the PUD application packet)
- Site condominium developments
- Utility Grid Wind Energy System(s) and Wind Site Assessment Systems
- Change of Use in the C-1 or I-1 Districts when there is more than 5% percent exterior alteration to building footprint, an increase to the number and configuration of parking spaces or a change to the number and configuration of access drives.
- Change of Use in the R-1/R-1-A, R-2, or A-1/A-1-A Districts:
 - When the change is from a residential use to a non-residential permitted use; or
 - When the change is from a non-residential use to another non-residential permitted use and there is more than 5% exterior alteration to building footprint, an increase to the number and configuration of parking spaces or a change to the number and configuration of access drives.

EXCEPTIONS: Do NOT use this packet for the following uses (See Plot Plans– Zoning Ordinance **Section 502**):

- Single-family dwellings (detached and attached), two-family dwellings and multiple-family dwellings
- Accessory buildings (residential and non-residential), fences and signs
- Special Land Uses that are accessory to a single-family or two-family dwelling (such as Bed and Breakfasts, Group Child Care Homes Home Based Businesses, On-Site Wind Energy and Freestanding Solar Energy Panels) – these are reviewed by the Planning Commission as Special Land Uses, but a site plan is not required.
- Change of Use in the C-1 or I-1 Districts when there is no more than 5% exterior alteration to building footprint, no increase to the number and configuration of parking spaces and no change to the number and configuration of access drives).
- Change of Use in the R-1/R-1-A, R-2, or A-1/A-1-A Districts from an existing non-residential use to another non-residential use, when there is no more than 5% exterior alteration to building footprint, no increase to the number and configuration of parking spaces and no change to the number and configuration of access drives.

ITEMS TO SUBMIT:

All items should be submitted to the West Traverse Township Zoning Administrator at least 15 days prior to the Planning Commission meeting (for Special Uses, items should be submitted at least 30 days prior to the Planning Commission meeting). The regular meeting date is the second Wednesday of each month.

1. **Application for Site Plan Review.**
2. **Site Plans** - 9 full-sized plans, 1 11"X17" plan, and 1 digital copy.
3. **Site Plan Review Check List** in accordance with Article 5 of the West Traverse Township Zoning Ordinance. Applicable agency reviews as required.
4. **Impact Statement for Site Plan Review.**

IN ADDITION:

The applicant should distribute 1 copy of the completed plan to each of the following agencies:

AGENCY	ADDRESS	PHONE
Health Department of Northwest Michigan	3434 Harbor Petoskey Rd Suite A Harbor Springs, MI 49740	231-347-6014
Emmet County Road Commission (for county roads)	2265 E. Hathaway Harbor Springs, MI 49740	231-347-8142
Michigan Department of Transportation (for state highways)	Gaylord Transportation Service Center 1088 M-32 East Gaylord, MI 49735	989-733-3832 or 888-304-MDOT (6368)
Harbor Springs Area Fire Department	160 Zoll St Harbor Springs, MI 49740	(231) 526-2104
Soil Erosion Officer (If the building is within 500' of surface water or an acre or more of land is disturbed, including roads.)	3434 Harbor-Petoskey Rd Suite E Harbor Springs, MI 49740	231-439-8996

Application for Site Plan Review

RETURN TO: WEST TRAVERSE TOWNSHIP

8001 M-119 PO Box 528 Harbor Springs, MI 49740

PHONE: (231) 526-7361 FAX: (231) 526-0028 EMAIL: zoning@westtraversetownship.gov

DATE RECEIVED _____

CASE # _____

FOR OFFICE USE ONLY

\$ _____

FEE

DATE PAID _____

PLEASE MAKE CHECKS PAYABLE TO WEST TRAVERSE 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* – 9 full-sized plans, 1 11"X17" plan, and 1 digital copy

☐ Site Plan Review Checklist

☐ Impact Statement

☐ Legal Description of Property

☐ Copies of all other required permits obtained

***Site plan shall show all information listed in the Site Plan Review Checklist (Section 504 of the Zoning Ordinance) unless specifically waived by the Planning Commission.**

All information is due at least 15 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 West Traverse 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

SITE PLAN REVIEW CHECKLIST

Case # _____

Date Received _____

Subject Property Address _____

Subdivision and Lot Number (If Applicable) _____

Proposed Use of Property _____

Proposed Number of Employees _____

Site Plan Requirements

	Basic Map Information	Yes	No	N/A	Comments
1	Number of Copies: 9 full-sized plans, 1 11"X17" plan, and 1 digital copy.				
2	Seal of the registered architect, landscape architect, land surveyor or professional engineer who prepared it. <i>(The Zoning Administrator shall have the authority to waive the requirements of a professionally prepared plan where it is determined a sketch plan would be adequate.)</i>				
3	Legal description of the site.				
4	Zoning district of the site and adjacent properties.				
5	Scale of 1" equals 50' for less than 5 acres and at 1" equals 100' for 5 acres or more and shall contain a general location map at a scale of 4" equals 1 mile giving site location.				
6	Map Info: Date, north point, scale, property dimensions, street names, size in square feet or acres and any other necessary identification information.				
	Structures, Storage & Easements	Yes	No	N/A	Comments
7	All existing and all proposed structures including fences, walls and other structures within one 100' of the subject property.				
8	Floor area and floor plans of all structures.				
9	Building elevations (front, side and rear views) and height of all structures.				
10	Location of all outdoor lights, pole heights, bollards, building attached and luminary shielding techniques.				
11	Location and sizes of signs (must comply with Section 413).				
12	Outdoor storage areas, snow storage areas and waste receptacles.				
13	Percentage of lot coverage.				

14	All existing utility lines and other services within and bordering the subject property.				
15	Proposed method of screening.				
16	Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension and other data of all such equipment or machinery shall be indicated.				
	Parking, Circulation & Roads	Yes	No	N/A	Comments
17	Ingress/egress drives and right-of-ways/easements.				
18	Parking areas with spaces delineated. Parking spaces required_____, parking spaces actual_____, and accessible (ADA) parking location and number _____.				
19	Roads.				
20	Pedestrian circulation features.				
21	Loading and unloading areas.				
22	Parking lot landscaping.				
	Natural Features & Landscaping	Yes	No	N/A	Comments
23	Natural features such as bodies of water, wetlands and slopes.				
24	Topography information based on USGS datum or selected on site elevations. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of topography.				
25	Proposed landscaping. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to whether existing or proposed. Whenever a tree or group of trees of 3" caliper or greater is to be removed as part of the planned improvements, it or their location must be shown on the site plan in dotted outlines and noted "to be removed".				
26	Are there scenic view considerations?				
	Drainage & Soil Erosion	Yes	No	N/A	Comments
27	Generalized soil analysis data, which may include data prepared by the Emmet County Soil Conservation District regarding the soils and their adaptability to the use. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.				
28	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development when required.				
29	Drainage and stormwater management plan.				

	Other Requirements	Yes	No	N/A	Comments
30	Impact Statement attached?				
31	Harbor Springs Area Fire Department approval?				
32	Fire hydrants and fire vehicle access.				
33	Emmet County Road Commission or MDOT approval?				
34	Health Department of Northwest Michigan approval?				
35	Army Corps of Engineers approval?				
36	Soil erosion approval?				
37	Michigan Department of Environmental, Great Lakes & Energy (EGLE) approval?				
38	Wetlands permit approval?				

ADDITIONAL COMMENTS:

Applicant's Signature

Date

Impact Statement for Site Plan Review

Case # _____

Date Received _____

Applicant's Name _____

Project Title _____

Property Tax ID _____

1. PROJECT DESCRIPTION

Give a description of the proposed development including site land use characteristics, the number of lots or units and the number and characteristics of the population impact such as density, elderly persons, school children, tourists, family size and income as applicable:

2. EXPECTED DEMANDS ON COMMUNITY SERVICES

Explain what the impact will be on the following community services and describe how services will be provided (if applicable):

a. Sanitary Services (volume of sewage)

b. Domestic Water (volume of water consumption related to ground water reserves or community system capacity)

c. Traffic Volumes (change in traffic volume)

d. Schools

e. Fire Protection

3. ENVIRONMENTAL IMPACTS

Include statements relative to the impact of the proposed development on (if applicable):

a. Soil Erosion

b. Shoreline Protection

c. Wildlife Habitat

d. Air Pollution

e. Water Pollution (ground and surface)

f. Noise

Applicants Signature

Date