

RILEY TOWNSHIP - ST. CLAIR COUNTY

ARTICLE IX
GENERAL PROVISIONS

SECTION 913. SITE PLAN PROCEDURES AND STANDARDS:

A. INTENT

It is the purpose of this Article to provide standards and requirements for site plan submissions for land all uses and all structures within the Township and establish procedures for the submission and review of site plans as authorized by the Township Enabling Act 110 of 2006, as amended.

The site plan approval process offers the opportunity for all public officials, utility companies and the developer to obtain a clear understanding of what is to be done before the project is started.

B. SITE PLAN REQUIRED

The development of any new use, the construction of any new structures, any change in an existing use of land or structure that impacts any requirements of these regulations, and all other buildings or development activities shall require site plan approval prior to construction and/or occupancy pursuant to this Article.

C. LEVEL ONE (A) SITE PLAN (New Single Family)

For new single family dwellings (new construction and the development or construction of any accessory uses or structures on vacant land) the following information is required to be submitted to the Building Department for site plan approval by the Zoning Administrator or their designee:

1. For vacant land a plot plan of the parcel shall be prepared including a copy of Certificate of Survey and the legal description.
2. Plot plan will be drawn to a scale 1" = 100', all numbers must be legible, and must include north arrow. Drawn on an 8 1/2" X 14" legal size sheet (preferred), larger sheets allowed as needed. All plot plans must show distances of all existing and proposed structures (Must meet setbacks of Ordinance #33) from all property lines, swales, existing easements and utilities, natural drainage, water courses, ponds, driveway, well, septic field, reserve septic field, wet lands, and established drains.
3. Septic and well permits from governing government agency (P.H. 6/13/2011; Adopted 10/4/2011; Published 10/13/2011).

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4. Culvert permit from governing government agency (P.H. 6/13/2011; Adopted 10/4/2011; Published 10/13/2011).

If construction of development is within five hundred (500') feet of a natural watercourse, *or more than one (1) acre of land is being disturbed*, and/or an established drain a Soil and Sedimentation permit from appropriate agency will be required prior to a building permit being issued. If construction or development is considered to be wetlands, or flood plains a permit from the appropriate State agency is required prior to a building permit being issued. Ordinance #53-10 must also be followed.

1. Soil and Sedimentation permit (when applicable) from governing government agency.
2. All required State agency Permits (when applicable).

NOTE: This list of requirements is not intended to be all-inclusive. Conditions may warrant that additional information be provided or items may not be applicable to your plan.

D. LEVEL ONE (B) SITE PLAN (Family dwelling)

For additions or alterations to family dwellings or construction of any accessory uses or structures on developed land (land with an existing single-family dwelling) the following information is required to be submitted to the Building Department for site plan approval by the Zoning Administrator or their designee:

1. A copy of the legal description, proof of ownership, certificate of survey (if available).
2. All plot plans must show distances of all existing and proposed structures (Must meet setback requirements of Ordinance #33) from all property lines, utilities, existing buildings, ponds, well, septic, natural watercourses, established drains, wetlands and flood plains.

If construction of development is within five hundred (500') feet of a natural watercourse, *or more than one (1) acre of land is being disturbed*, and/or an established drain a Soil and Sedimentation permit from appropriate agency will be required prior to a building permit being issued. If construction or development is considered to be wetlands, or flood plains a permit from the appropriate State agency is required prior to a building permit being issued. Ordinance #53-10 must also be followed.

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E. REVIEW PROCEDURE

1. Level One A & B: All documents shall be submitted to the Building Department for review and approval by the Zoning Administrator or their designee. Upon receipt of complete documents, the Zoning Administrator or their designee shall give final approval based upon compliance with Zoning Ordinance #33 and aforementioned standards within seven (7) days of having complete documents.
- Denial of site plan may be appealed to the Zoning Board of Appeals.

F. LEVEL TWO SITE PLAN (Special Use Single family only)

For Special Approval Uses in conjunction with a single family dwelling (excludes all Commercial Uses). For application for a Special Approval Use, change in use, expansion, altering or conversion of a building or structure the following information is required to be submitted to the Planning Commission, 14 days prior to next scheduled meeting, in ten (10) identical copies and shall include the following:

1. A certificate of survey of the property prepared, signed and sealed by a Land Surveyor is required if change in use, expansion, altering or conversion of a building or structure.
2. The site plan shall include the following:
 - a) A scale of not less than 1" = 20' if the subject property is less than three (3) acres and not less than 1" = 100' if the subject property is more than three (3) acres in size. Include on plan the bar scale used.
 - b) The boundary lines of the area, metes and bounds, dimensions and reference to a section corner, quarter corner or point on a recorded plat. Show existing and proposed right of ways.
 - c) North arrow.
 - d) The shape, size, location, height and floor area of all structures and the floor area being used for Special Approval Use.
 - e) Natural features such as woodlot, streams, lakes or ponds, existing roads and

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structures, with indication as to which are to be retained, removed or altered.

- f) Adjacent properties and their uses shall be identified.
 - g) All site plans must show distances from all existing and proposed structures, existing buildings, ponds, well, septic, natural watercourses, wetlands, flood plains and established drains.
 - h) Streets and driveways, including widths, number of parking spaces and their sizes, sidewalks, including their width. With indication of direction of travel for one-way streets and drives and inside radius of all curves. Any other information necessary to establish compliance with this and other Ordinances or the availability of adequate utility capacity.
3. All County, State and Federal requirements when applicable, documentation and/or permits from such agencies.
 4. Any other information as requested by the Planning Commission.
 5. Soil and Sedimentation permit when applicable.
 6. Appropriate State agency permit (when applicable).
 7. Well, septic, and culvert permits when applicable.

NOTE: This list of requirements is not intended to be all-inclusive. Conditions may warrant that additional information be provided or items may not be applicable to your plan.

G. LEVEL THREE SITE PLAN REVIEW (Commercial)

1. Site Plan Required for Commercial, Site Condominium Developments and Cluster Housing Developments

Site Plan Review is required for the development of any new use, the construction of any new structures, any change of an existing use of land or structure that impacts any requirement of these regulations for example, but is not intended to be all-inclusive:

- a) Erection, moving, relocation, or conversion of a building or structure to create additional floor space.

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- b) Any development that would, if approved, provide for the establishment of more than one (1) principal use on a parcel, such as a single-family site condominium or similar project where a single parcel is developed to include two (2) or more sites for detached single family dwellings.
- c) Any change in land use or change in the use of a structure that potentially affects compliance with the standards set forth within these regulations.
- d) The development or construction of any accessory uses or structures.
- e) Any use or construction for which submission of a site plan is required by any provision of these regulations.
- f) Establishment of any regulated use.

2. Required Information on Site Plans

The following information shall be included on all site plans:

Application Form: The application form shall contain the following information:

- a) Applicant's name and address.
- b) Name, address, signature of legal owner, if different from applicant along with an affidavit granting applicant permission to make application.
- c) A scale of not less than 1" = 20' if the subject property is less than three (3) acres and not less than 1" = 100' if the subject property if more than three (3) acres in size. Include on plan the bar scale used.
- d) Common description of property and complete legal description including parcel tax identification (Sid well) number(s).
- e) Total gross and net acreage of the site.
- f) Existing zoning.
- g) Proposed use of land and name of proposed development, if applicable.

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- h) Proposed buildings to be constructed, including square feet of gross floor area.
- i) Proof of property ownership.
- j) Names, addresses, and telephone numbers of engineers, attorneys, architects, and any other professionals associated with the project.
- k) Any additional information required by this Ordinance or additional guidelines adopted by the Township Planning Commission.

3. Descriptive and Identification Data:

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one (1") inch = twenty (20') feet for property less than three (3) acres and not less than one (1") inch = one hundred (100') feet for property larger than three (3) acres. Site Plans must be on 24" X 36" paper ("D" Size). (For property in the River Conservation District (RC) site plans must be on NAVD 88. The following descriptive and identification information shall be included on all site plans:

- a) Applicant's name, address and telephone number.
- b) Title blocks indicating the name of the development.
- c) Scale.
- d) Dates of submission (month, day, and year).
- e) Date of revisions (month, day, and year) include reason why revision is necessary and who caused the revision.
- f) Location map drawn to scale with north arrow.
- g) Legal and common description of property, including parcel identification (Sidwell) number(s).
- h) The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.

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- i) A schedule for completing the project, including the phasing or timing of all proposed developments, if applicable.
 - j) Identification and seal of an architect, engineer, land surveyor, licensed community planner or landscape architect who prepared plan.
 - k) Written description of proposed land use.
 - l) Zoning classification of applicant's parcel and all abutting parcels.
 - m) Proximity to driveways serving adjacent parcels.
 - n) Proximity to major thoroughfare(s).
 - o) Notation of any variances that have or must be secured.
 - p) Net acreage (minus right-of ways) and total acreage, to the nearest one-tenth (1/10) acre.
 - q) Any additional information required by Riley Township Ordinances and guidelines adopted by the Township Planning Commission.
4. Site Data Required (refer to appropriate Zoning Ordinance Section)
- a) Existing lot lines, building lines, structures, parking areas, and all existing improvements on the site and on all parcels within one hundred (100') feet of the site.
 - b) Front, side and rear setback dimensioned from minimum location(s).
 - c) Topography on the site and within one hundred (100') feet of the site at a minimum of two (2') foot intervals showing contours and referenced to a U.S.G. S. benchmark (RC district must use NAVD 88 datum).
 - d) Proposed site plan features, including buildings, roadway widths and names, and parking areas.

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- e) Dimensions and centerline of existing and proposed roads and road right-of-ways, along with declarations of jurisdiction for each.
- f) Accelerations, deceleration and passing lanes, where required.
- g) Proposed location of driveway entrances and on-site driveways with dimensioned minimum and maximum widths.
- h) Typical cross-section of proposed roads and driveways, if applicable.
- i) Location of existing or proposed underground improvements such as storage tanks, culverts, and water gates.
- j) Location of sidewalks within the site and within the right-of way, if applicable.
- k) Exterior lighting locations and method of shielding following IDSA, IES or IESNA guidelines. (Zoning Ordinance Section 910)
- l) Trash Receptacle locations and method of screening, if applicable.
- m) Transformer pad location(s) and method of screening, if applicable.
- n) Parking spaces, including delineated handicap spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
- o) Information needed to calculate required parking in accordance with Zoning Ordinance standards. (Zoning Ordinance Section 906)
- p) Cross-section of proposed berms.
- q) Location, description, and County Registrar of Deeds filing identification of all easements for public right-of-ways, utilities, access, shared access, and drainage.
- r) Designation of fire lanes.
- s) Dedicated loading/unloading area(s). (Zoning Ordinance Section 908)

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- t) The location of any outdoor storage of materials and the manner by which it will be screened.
- u) Storm Water Management program. (Zoning Ordinance Section 918)
- v) Any additional information required by Riley Township Ordinance and/or guidelines adopted by the Township Planning Commission.

5. Building and Structure Details Required

- a) Location, height, and outside dimensions of all proposed buildings or structures.
- b) Indication of the number of stores and number of commercial or office units to be contained in the building.
- c) Total floor area.
- d) Proposed usable floor area.
- e) Location, size, height and lighting information of all proposed signs. (Zoning Ordinance Section 909)
- f) Proposed fences and walls, including typical cross-section and height above current finish grade. (Zoning Ordinance Section 914)
- g) Any additional information required by Riley Township Ordinance and/or guidelines adopted by the Township Planning Commission.

6. Information Concerning Utilities, Drainage, and Related Issues Required

- a) Schematic layout of existing and proposed sanitary septic systems, lagoons and well locations that service the site; and the location, size or capacity of gas, electric, telephone lines, internet service, and/or cable TV, and proposed building leads.

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- b) Location and size or capacity of exterior drains, catch basins, retention/detention areas, culverts and other facilities designed to collect store, or transport storm or waste water. The point of discharge for all drains and pipes must be specified on the site plan.
- c) Proof of compliance with County, State regulations for drainage systems and lagoon system must be submitted with application.
- d) Indication of site grading, drainage patterns, and proposed contours.
- e) Soil erosion and sedimentation control measures (if applicable).
- f) Proposed finish grades on the site, including the finish grades of all buildings, driveways, sidewalks, and parking lots.
- g) Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons per month.
- h) Location of underground storage tanks.
- i) Delineation of areas on the site that is known or suspected to be contaminated, together with a report on the status of site cleanup.
- j) Any information required by guidelines adopted by the Township Planning Commission.

7. Items Not Applicable

If any of the items listed are not applicable to a particular site, the following must be provided on the site plan:

- a) A statement of each item considered not applicable.
- b) The reason(s) why each listed item is not considered applicable.

8. Other Data That May Be Required

Any information required by guidelines adopted by the Township Planning

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Commission must also be supplied. Other data may be required if deemed necessary by the Planning Commission, Professional Planner, Township Engineer, Township Attorney, or Zoning Administrator to determine compliance with provisions in these regulations. Such information may include traffic studies, photo metric surveys, market analysis, environmental assessment and evaluation of the demand on public facilities and services.

9. Standards for All Site Plan Approvals

The following criteria shall be used as a basis upon which site plans will be reviewed and approved:

- a) **Adequacy of Information:** The site plan shall include all required information in sufficiently complete and understandable form to provide accurate description of the proposed uses and structures.
- b) **Site Design Characteristics:** Elements of the site design shall be harmoniously and efficiently organized. The site shall be developed so as to not adversely affect adjacent properties and be consistent with the surrounding property uses, and the Township Master Plan.
- c) **Site Appearance:** Landscaping, earth berms, fencing, signs, walls, and other site features shall be designed and located on the site so that the proposed development is aesthetically pleasing with nearby existing properties.
- d) **Compliance with District Requirements:** The site plan shall comply with the district requirements in which it is located and all other requirements set forth.
- e) **Privacy:** The site design shall provide reasonable visual and sound privacy. Fences, walls, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and the safety and privacy of occupants and uses.
- f) **Emergency Vehicle Access:** All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency access.
- g) **Ingress and Egress:** Every structure or unit shall be provided with adequate means of ingress and egress including sidewalks.

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- h) **Pedestrian Circulation:** The site plan shall provide a pedestrian circulation system that is insulated as reasonably possible from the vehicular system.
- i) **Vehicular and Pedestrian Circulation Layout:** The arrangement of public and common ways for vehicular and pedestrian circulation with respect to existing roads and pedestrian sidewalks in the vicinity. The width of roads and drives shall be appropriate for the volume of traffic they will carry.
- j) **Drainage:** Appropriate measures shall be taken to ensure that the removal or drainage of surface water will not adversely affect adjoining properties or the capacity of the County Drain (if applicable). Provisions shall be made for a feasible storm drainage system, the construction of storm water collection, storage and transportation facilities, and the prevention of erosion. Surface water on all paved areas shall be collected at intervals so that it will not obstruct vehicular or pedestrian traffic and will not create nuisance ponding in paved areas. Final grades may be required to conform to existing and future grades of adjacent properties. Grading and drainage plans shall be subject to review by the Township Engineer.
- k) **Soil Erosion and Sedimentation:** The proposed development shall include measures to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current governing government agency standards (P.H. 6/13/2011; Adopted 10/4/2011; Published 10/13/2011)
- l) **Exterior Lighting:** Exterior lighting shall be designed so that it is deflected away from adjacent properties, visual glare is minimized, and so that it does not impede the vision of drivers along adjacent roads.
- m) **Water and Septic:** Proof of proposed or existing lagoon and well has sufficient capacity to service the development must be provided.
- n) **Screening:** Off-street parking, loading and unloading areas, outside refuse storage areas, and other storage areas that are visible from adjacent homes or from public roads, shall be screened by walls or landscaping of adequate height.

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- o) **Danger from Fire and Hazards:** Sites that include significant storage of flammable or hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater, and private lagoon system.
- p) **Health and Safety Concerns:** Any use in any zoning district shall comply with applicable federal, state, county, and local health and pollution laws, and regulations with respect to noise, dust, smoke and other air pollutants; vibrations; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; radioactive materials; and toxic and hazardous materials.
- q) **Sequence of Development:** All development phases shall be designed in logical order to ensure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
- r) **Coordination with Adjacent Sites:** All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities, and open space shall be coordinated with adjacent properties.

10. Site Plan Application Process:

- a) Ten (10) identical copies stamped and sealed shall be submitted to the Riley Township Offices a minimum of fourteen (14) days prior to the next scheduled Planning Commission Meeting.
- b) Upon receipt of the Site Plan, the Zoning Administrator or their designee shall review for required information, compliance with applicable Township Ordinance and demonstration of adequate utility services, and presence of adequate drainage.
- c) The Zoning Administrator or their designee will make a preliminary approval or disapproval of the Site Plan based on the above stated criteria and will notify the applicant only if additional information or changes are needed or if the site plan is denied. This notification shall include any change or modifications in the proposed site plan as are needed to achieve conformity with the standards specified in this Ordinance. The applicant may appeal any such denial to the

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Planning Commission.

- d) The approved site Plan will be forwarded to the Planning Commission.

11. Review and Action

- a) Planning Commission will accept the application at the first meeting when application and site plan is received.
- b) Public Hearing will be scheduled (if applicable).
- c) Planning Commission may hold informal workshop at formal meeting or special meeting if scheduled and paid for by applicant.
- d) The Planning Commission may recommend submission of Site Plan to Professional Planner, Township Attorney, and if drainage is involved Site Plan shall be required to be submitted to the Township Engineer. A separate Engineering Review will be conducted by the Township Engineer. This may be a two (2) stage process for large projects with a Site Plan Review and an Engineering Review being conducted separately.
- e) Planning Commission reviews the findings of professionals, discusses the findings and recommendations with applicant. When Site Plan Review and Engineering Review are being conducted as a two (2) stage process, Riley Township Engineer will discuss findings and recommendations with applicant at a Riley Township Planning Commission Meeting.

12. Request for Revisions:

Upon review of the site plan proposal, the Planning Commission may require the applicant to revise the plans or require the applicant to supply additional information. The applicant shall submit any revised plans for review prior to formal action being considered. It shall be the applicant's responsibility to consult with Township Staff during any revision process. Action on the site plan shall remain tabled until the next regular Planning Commission meeting following submission of a revised plan.

13. Submission of Plans for Final Review:

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Ten (10) copies of the revised site plan shall be submitted for review in advance of a meeting according to the processing schedule adopted by the Planning Commission. The Zoning Administrator or their designee will make a preliminary approval or disapproval and forward the revised plans to the Planning Commission. Applicant will be notified in writing of the preliminary approval or disapproval by the Zoning Administrator or their designee.

14. Final Action:

The Planning Commission is authorized to take the following actions on a site plan, subject to the guidelines of the Zoning Ordinance:

- a.) Approval
- b.) Approval with stipulations or conditions (With Time limits)
- c.) Denial
- d.) Table the site plan

- When both a Site Plan Review and an Engineering Review is being conducted as a two (2) stage process The Planning Commission is authorized to take Final Action on each review separately using the above process subject to the guidelines of the Zoning Ordinance. The Planning Commission may require a Performance bond in addition to normal Performance bonds if Approval with stipulations or conditions (With Time limits) is granted. The bond will cover the cost of the condition to be met. Riley Township Ordinance #29.

15. Revisions of Approved Site Plans:

Existing or proposed developments which have received approval from the Planning Commission as required herein shall not be changed unless the proposed revisions are approved. All review fees must be paid prior to any review.

The provisions shall apply to the specific improvements depicted on the approved Site Plan, such as but not limited to the following:

- a) Change of use to principal and or accessory buildings or structures.
- b) Parking lots, service drives, sidewalks, etc.
- c) Rubbish pick-up areas.

16. Appeals and Questions of Interpretation of Ordinance

Any persons considering themselves aggrieved by the decision of the Planning Commission in granting or denying the site plan approval shall have the right to appeal said decision to the Zoning Board of Appeals. The appeal must be filed with

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the Township Clerk within thirty (30) days of the decision by the Planning Commission. Appeals of the Zoning Board of Appeals shall be taken to the court of competent jurisdiction.

17. As Built

A complete set of as built plans of the site shall be submitted to the Building Department prior to the Certificate of Occupancy being issued. All final grading, landscaping, greenbelt and parking shall be completed according to Ordinance #33. As built plans shall be signed and sealed by professional engineer, architect and or surveyor and shall include but not limited to showing the finish grades as bold or highlighted next to the proposed or existing grade as shown on the approved site plan. As built dimensions of building (s), setbacks, well, septic, parking lot, signs, etc. shall be shown.

- Township reserves the right to have a Township representative verify submitted information. Should the supplied information proved to be incorrect then Township will require applicant to cover costs incurred.

H. REVOCATION OF SITE PLAN APPROVAL:

The Planning Commission shall have the authority to revoke any Site Plan approval after it has been shown that the holder of the approval has failed to comply with any of the applicable requirements of this Section, other applicable Sections of this Ordinance, or conditions and or stipulations of the Site Plan approval. The Planning Commission shall have the authority to revoke the Site Plan Approval under the premises that application for the building permit has not been made within one hundred twenty (120) days after approval, and no extension has been granted, and/or construction has not commenced within six (6) months, or when such work has been abandoned for a period of three (3) months. The Planning Commission or the Township Board may grant the applicant one (1) three (3) month extension of time thereof for good cause shown under such terms and conditions.

Prior to revocation of a Site Plan Approval the Planning Commission shall notify the applicant of said intention by registered mail, return receipt, and first class mail, granting them forty five (45) days to come into compliance.

Any use permitted by the Township under all Sections of this Article 913 shall terminate immediately when the lot area requirements set forth herein are decreased in any manner, the provisions of this Ordinance are violated, or when any condition or safeguard required by the Planning commission is ignored or violated.