

Charter Township of West Bloomfield
Planning Commission

I. PROCEDURE GUIDE FOR SITE PLAN APPROVAL

This is an information guide to aid in the understanding of proper procedures for submittal of a petition for Site Plan Approval or Amendment. Site Plans are required for those uses specified in the Charter Township of West Bloomfield Code of Ordinances, Chapter 26 - Zoning, Section 26-40 Site Plan Review – All Districts.

1. The applicant obtains the necessary application for Site Plan Approval from the Township.
2. The application must be completed and accompanied by a site plan prepared in accordance with Section 26-40, *Site Plan Approval*.
3. Return the completed application (original only-no copies of application necessary) and thirteen (13) copies of the site plan (*minimum paper size: 24 x 36*) and required attachments to the Planning Department with the fee and escrow deposit established by the Township Board.
4. All required information stated above must be received at least 28 days prior to the regularly scheduled Planning Commission meeting. **The Planning Commission meets the second and fourth Tuesdays of each month at 7:30 p.m. The Planning Commission schedules each item for a work session without action the first time it appears. The Planning Commission will schedule additional work sessions, on-site meetings, or business items for action after that initial meeting.**
5. Please note the attached checklist for the items that must be included on either the application or the site plan. If it is determined that one or more applicable item(s) are not included, the petitioner will be contacted, and the site plan will not be on the agenda until any deficiencies have been corrected.
6. A pre-planning meeting is required. Township departments and consultants submit written comments to the Planning Commission and to the applicant prior to the meeting. Incomplete site plans will not be placed on the agenda until all necessary information is submitted and reviewed. The item will be confirmed on the agenda after acceptable revisions are made if required.
7. When it is determined that the site plan review is complete and any necessary revisions based on the reviews listed in #6 have been made, the applicant shall submit 12 copies (paper size-24x36) of the site plan which will be placed upon the agenda of the Planning Commission meeting if received a minimum of 10 days prior to the meeting date. The petitioner shall be notified, by the Township, of the date and time of the meeting. **PLANS MUST BE FOLDED!**

8. The Planning Commission may request comments from the County, the State, utilities, or other local agencies and departments (e.g. Attorney, Engineer, DWSD).
9. Approval of a site plan by the Planning Commission shall be contingent upon a finding that:
 - a. All Ordinances are met.
 - b. The site plan shows that a proper relationship exists between local streets and any proposed service roads, driveways and parking areas; and encourages pedestrian and vehicular traffic safety and proper internal circulation.
 - c. All the development features, including the principal building or buildings and any accessory buildings or uses, open space and any service roads, driveways and parking areas, are to be located and related to minimize the possibility of any adverse effects upon adjacent property, such as, but not limited to, channeling, excessive traffic onto local residential streets, lack of adequate screening or buffering of parking or service areas or building groupings and circulation routes located as to interfere with police or fire equipment access.
 - d. Recreation areas and facilities, such as playgrounds and community buildings, shall be provided to the extent necessary to meet the anticipated needs of the residents the project is designed to serve. Recreation facilities generally should be provided in a central location and should be convenient to the project community center.
 - e. Attention shall be given in the placement of proposed buildings, parking areas, driveways, landscaping and other physical improvements of the site in relation to existing on-site natural features.
10. The site plan, as approved, shall become part of the record of approval and all subsequent actions relating to the land uses authorized shall be consistent with the approved site plan, unless a change, conforming to the Charter Township of West Bloomfield Code of Ordinances, receives the mutual agreement of the landowner and the Planning Commission, in writing.
11. If the site plans are complete and the necessary reviews have been received by the Planning Commission members the Planning Commission shall review the site plan:
 - a. Upon determination of the Planning Commission that a site plan is approved in compliance with the Charter Township of West Bloomfield Code of Ordinances, as amended and other plans or regulations, it will be so indicated on the site plan and copies will be signed and dated by the chairperson. If an inconsistency between an approved site plan and the Code of Ordinances, the code remains in authority.
 - b. Upon determination of the Planning Commission that a site plan is in compliance, except with minor revisions, said changes shall be so indicated. These changes shall be made and submitted for signature by the chairperson.

- c. In the event of denial, "*DENIED*" shall be written on the plan and reasons for denial indicated by motion of the Planning Commission.
12. When a site plan is approved by the Planning Commission and signed by the chairperson, 3 copies of application and plans will be marked by the Planning Commission for the following distribution:
 - a. Two (2) copies returned to the planning file (upon final approval file is turned over to the building dept);
 - b. One (1) copy returned to the applicant.
13. The building department may issue a building permit only after receiving the approved site plan; any necessary engineering plans; health department, road or drain commissioner approvals; and after a determination by the building inspector that such structures meet the building code.
14. The site plan approval shall expire one (1) year after the date of approval.

SITE PLAN INFORMATION CHECKLIST

Site Plan Data Needed

1. *General site data.*

- i. A completed site plan application signed by the petitioner.
- ii. Written documentation of property owner approval.
- iii. The site plan shall be prepared by and carry the seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one (1) or more sheets necessary to adequately provide the required data.
- iv. The dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable zoning ordinance standards.
 - v. North arrow and scale should customarily be provided at one (1) inch = twenty (20) feet, or one (1) inch = thirty (30) feet. For proposals larger than three (3) acres, one (1) inch = fifty (50) feet or one (1) inch = one hundred (100) feet may be acceptable, provided all important typical areas and ordinance requirements are thoroughly detailed in clearly recognizable form and presented at the customary scale.
- vi. Complete legal description of properties and executed easements.
- vii. Parcel identification number.
- viii. Size of the site.
- ix. Location map showing major roads, nearby cross streets and property lines.
- x. Zoning of site and all surrounding property. If the site has split zoning, show the line between the districts.
- xi. Existing or proposed address.
- xii. Location of existing structures and improvements. (Indicate if any such structure or improvement is to be removed.)
- xiii. All above and below ground utilities.
- xiv. Location of proposed structures and improvements.
- xv. Yards/setbacks and critical dimensions between buildings and other site improvements.
- xvi. Existing structures (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within two hundred (200) feet of all property lines.

- xvii. Topography at two-foot contours (existing and proposed) within two hundred (200) feet of all property lines.
 - xviii. Benchmarks with USGS reference points.
2. *Building plans.*
- i. All architectural building elevations (front, sides and rear), longitudinal, and latitudinal building sections.
 - ii. Type of surface material and design of all exterior surfaces.
 - iii. Dimensioned floor plans (principal and accessory buildings).
 - iv. Decks and/or patios (dimensions, location, height and materials).
 - v. All exterior appliances, including, but not limited to, cooling towers, dust collectors, condensers, evaporators and the like, and method of screening.
 - vi. The gross and net usable space within the proposed building(s).
3. *Access, parking and circulation.*
- i. Preliminary approval from the road commission for Oakland County for driveway locations and other improvements within the public right-of-way.
 - ii. Existing and proposed rights-of-way for all abutting roads.
 - iii. Location and dimensions of all driveways and street approaches.
 - iv. Indicate the type of surfaces and curbs, including appropriate details.
 - v. Parking spaces (location, number, dimensions, aisle dimensions and surface material).
 - vi. Site circulation pattern (direction of pedestrian and vehicular traffic flow if one way or not obvious from the arrangement).
 - vii. Identification of all fire lanes.
 - viii. Safety paths, interior walks and their connection. Interior sidewalks shall provide a connection to the eight-foot exterior safety paths.
 - ix. Carport locations and details (including architectural elevations).
4. *Environmental features.*
- i. Environmental features regulated by the township such as wetlands, watercourses, floodplains, environmental feature setbacks, and woodlands.
 - ii. Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings prepared and sealed by a landscape architect registered in the State of Michigan.
 - iii. 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 size, type and whether existing or proposed.
 - iv. Greenbelts, walls and/or berm details. (Provide at least one cross section for each type used.)
 - v. Site irrigation (sprinklers). Indicate all areas to be irrigated.
 - vi. Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).
5. *Other information.*
- i. Location of all site utilities including fire hydrants and fire department connections (if applicable).
 - ii. Trash receptacles and method of screening.

- iii. Site lighting details (location, height, type, intensity, method of shielding, and a ground level illumination plan (if required)) demonstrating compliance with section 26-35.
- iv. Park and/or recreation areas (show boundary and size in square feet).
- v. Fences, screen walls, or other similar structures (location and details).
- vi. Statistical data shall be furnished, including: Number of dwelling units; size of dwelling units (i.e., one-bedroom, two-bedrooms and three-bedrooms), if any; and the total gross acreage involved.
- vii. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, and other data of all such equipment and/or machinery shall be indicated.
- viii. Location of storage, use and disposal areas, if any, for hazardous substances, and evidence of approval by the applicable federal, state or local review agency.
- ix. List of hazardous substances used, stored or generated at the proposed facility, in accordance with procedures of the planning commission.
- x. If phasing is proposed or intended, it shall be clearly shown on the site plan.
- xi. Traffic impact studies or market studies, as required by the planning commission.
- xii. Where it is determined by the planning commission that certain requirements of this section are not necessary to the review and understanding of the site, the planning commission may waive the requirements.
- xiii. Where it is determined by the planning commission that additional information is required for the review and understanding of the site, the planning commission may require that information.