Site Plan Review Application

Non-Refundable Application Fee $300.00, Escrow $1,500.00

Date: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Zoning District: _____

Property Identification Number (PIN): _____

Current Use: _____

Proposed Use: _____

Project Narrative: (Describe exactly what you propose to do at this location; including any construction):

_____

_____

_____

Applicant

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Property Owner (If different than applicant)

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Architect/ Engineer/ Consultant

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Property Information

What is the size of the parcel/lot? _____ Feet by ____ Feet or _____ S.F. _____ Acres

What is the size of the structure? _____ Feet by ____ Feet or _____ S.F.

Number of Stories: _____ Number of Structures: _____ Height of Structure: _____ feet

Proposed Number of Employees: _____

Will the public right-of-way need to be utilized during the construction or operation of the proposed use?
□ Yes □ No

If yes, please explain: _____
_____

This proposal includes (check all that apply):

□ New Construction □ Addition to existing structure □ Rehab of existing structure

□ Change of use □ Add a use

Types of Development (check all that apply):

□ Single Family Dwelling □ Multi Family □ Industrial □ Mixed -Use

□ Two- Family Dwelling □ Commercial □ Other _____

The property is currently (check one):

□ Vacant Land □ Vacant Structure □ Occupied Structure
□ Other (please explain): _____

List any accessory structures or uses: _____

Does this proposal involve adding new vehicular approaches (curb cuts)? □ Yes □ No

Has an illegal use violation been issued by the Township for this property? □ Yes □ No

Required Attachments

- Site Plan Review and Hearing Fee (if required)
- Completed Building Permit Application
- Drawings: Existing Conditions, Floor Plan, Elevations (photos can be submitted for existing buildings); Landscape Plan, Utility Plan (New Construction Only).
- Proof of interest in Property (Title, Deed, Lease Agreement, offer to Purchase).
- Affidavit for interested Parties to speak on behalf of the Property
- Copies of any Pertinent Reports (Environmental Assessments, Market Studies, etc.).

For Official Use Only

Date Received: _____ Fee Paid _____

Materials Received: Site Plan _____ Location Map _____

Survey _____ Legal Description _____

Dated copy of approved minutes sent to applicant? _____ Date Sent _____

Planning Commission use only

Approval _____

Tabled _____

Denied _____

Conditional Approval _____

The following conditions shall be met for approval: _____

_____

_____

_____ _____

Signature of Planning Commission Chair Date

ROYALTON TOWNSHIP SITE PLAN CHECKLIST

APPLICANT IS REQUIRED TO SUBMIT:

1. A complete application on an approved form and a signed copy of this checklist
2. All required fees
3. 10 copies of the site plan, at an approved size - 20 business days prior to review date

SITE PLAN GENERAL INFORMATION REQUIREMENTS

N/A		
☐	☐	Detailed site plan providing a survey of entire property compliant of PA 132 of 1970 including property within 50 feet
☐	☐	Scale: no greater than 1" - 100; and all dimensions shall be provided
☐	☐	North arrow and a complete legend
☐	☐	Revision date (s)
☐	☐	Owner, development, preparer's information
☐	☐	Seal and signature; a registered architect, engineer, professional community planner or land surveyor
☐	☐	Legal description and address
☐	☐	Scale: Boundary lines with accurate dimensions, angles, and references to corners, sections, and/or plats with setbacks

If Not Applicable, please explain - _____

_____

_____

EXISTING CONDITIONS

N/A		
☐	☐	Area of site with proposed public right-of-ways, utilities, easements, access, shared access and/or drainage
☐	☐	Area and dimensions of each lot depicted on the plan and dimensions of all existing structures
☐	☐	Existing topography with contours at no greater than 2 foot intervals
☐	☐	Existing drainage systems and structures, including a storm drainage and stormwater management plan (if applicable)
☐	☐	All swales, drains, basins, and other similar facilities at no greater than 2 foot intervals
☐	☐	Natural features within 50 feet of construction area and indication whether features are to be retained, removed or altered.
☐	☐	Natural features include but are not limited to woodlots, streams, lakes or ponds, and floodplains. Where stands of trees are to be preserved, the general location is to be indicated.
☐	☐	Existing roads, driveways, and structures within 100 feet of the construction site property must be shown on the plans.
☐	☐	The adjacent properties and their uses shall be identified; including the existing zoning districts.

If Not Applicable, please explain - _____

_____

_____

PROPOSED SITE

N/A

- ☐ ☐ Shape, size, and location of all proposed structures (If detailed information about proposed structures is not available for site plan reviews, general areas of building locations shall be indicated with general information about the buildings).
- ☐ ☐ Phasing plan (if applicable)
- ☐ ☐ Density calculations
- ☐ ☐ Ground coverage ratios
- ☐ ☐ Location of proposed easements or special land use arrangements
- ☐ ☐ Location of proposed utilities
- ☐ ☐ Location of all existing and proposed fire hydrants, emergency vehicle access and sprinkler system connections
- ☐ ☐ Soil erosion and sedimentation control permit approval
- ☐ ☐ Storm water management plan and permit approval
- ☐ ☐ Notation of any variances that have or are intended to be obtained
- ☐ ☐ Any lot split or combination required
- ☐ ☐ Demonstration of compatibility of proposed development with surrounding area

If Not Applicable, please explain - _____

_____

_____

CIRCULATION/PARKING

N/A

- ☐ ☐ Location, width, and profile of proposed road, driveway, and pedstrian circulation patterns
- ☐ ☐ Easements for right-of-way (utility, access, shared access, drainage)
- ☐ ☐ Acceleration and deceleration lanes
- ☐ ☐ The inside radius of all curves
- ☐ ☐ The total number, layout, and dimension of parking spaces, including handicapped spaces.
- ☐ ☐ Location and size of loading spaces (if required)
- ☐ ☐ All directional signage, pavement markings, etc.
- ☐ ☐ Street names

If Not Applicable, please explain - _____

_____

_____

STRUCTURES

- ☐ ☐ Type of building materials, colors, and dimensions
- ☐ ☐ Elevations from each direction
- ☐ ☐ Floor plans
- ☐ ☐ All existing and proposed overhangs or anopies and the proposed height above ground elevation

If Not Applicable, please explain - _____

_____

_____

RESIDENTIAL PROJECTS (SITE SUMMARY)

N/A

- ☐ ☐ Property dimensions; number of proposed lots, set back or yard areas and building envelope
- ☐ ☐ Recreational Facilities
- ☐ ☐ Open space: location; percentage of area involved

If Not Applicable, please explain - _____

_____

_____

COMMERCIAL PROJECTS

N/A

- ☐ ☐ Floor Plan: Office, storage, etc. dimensioned
- ☐ ☐ Number of employees at maximum shift
- ☐ ☐ Number of floors
- ☐ ☐ Dumpster location and screening detail
- ☐ ☐ Proposed outdoor or below ground storage facilities; hazardous substances use and storage on site

If Not Applicable, please explain - _____

_____

_____

LANDSCAPE PLAN

- ☐ ☐ Location, spacing, size, and species of plant materials
- ☐ ☐ Plant material to be retained and to be removed
- ☐ ☐ Ground cover and method of irrigation
- ☐ ☐ Maintenance procedures

If Not Applicable, please explain - _____

_____

_____

SOLAR

N/A

- ☐ ☐ Site plan with all setbacks, height requirements, electrical plans
- ☐ ☐ Screening/buffering/landscape plan
- ☐ ☐ Fenced areas

If Not Applicable, please explain - _____

_____

_____

EXTERIOR LIGHTING

N/A

- ☐ ☐ Location, size, height, and type of all freestanding pole-mounted light fixtures
- ☐ ☐ Location and type of all building mounted or other lighting sources
- ☐ ☐ Include a photometric plan for the entire site

If Not Applicable, please explain - _____

_____

_____

SIGNAGE

N/A

☐ ☐ Location, size, height and type of all proposed signs

☐ ☐ Color, lettering style and all sign details

If Not Applicable, please explain - _____

_____

_____

☐ Any additional information necessary to establish compliance with requirements of Royalton Township, Berrien County or the State of Michigan as well as the availability of adequate utility capacity. Every site plan submitted for review shall be reviewed by the Zoning Administrator. If deemed necessary, the plans shall also be submitted to additional Township departments, Officials or outside agencies or consultants for review and comment, at the applicant's expense.

The applicant or his/her agent shall indicate by signature that they agree and have reviewed this checklist, and all items required by this checklist and the Royalton Township Zoning Ordinance pertaining to the subject development have been placed on the site plan. All issues addressed in the Royalton Township Zoning Ordinance shall prevail over this checklist.

Applicant/Agent _____

Date _____