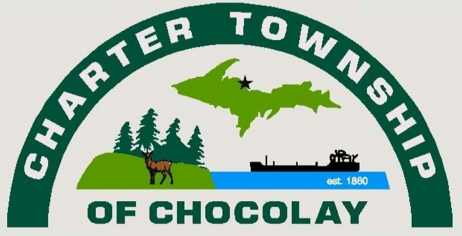


SITE PLAN REVIEW APPLICATION

APPL # SP- _____



**Charter Township of Chocolay
Zoning and Planning Department
5010 US 41 S
Marquette, MI 49855**

Phone: 906-249-1448 Fax: 906-249-1313

Site plan review provisions are listed in Article 9 of the Chocolay Township Zoning Ordinance, which is available at www.chocolay.org. Applications must be submitted to the Planning Director thirty (30) days prior to the next scheduled Township Planning Commission meeting. Shorter submission times may be accepted at the discretion of the Planning Director based on the completeness of the application and supplementary materials. NOTE: Site Plan Review will not be scheduled until all required application materials and payments are received.

FEE \$ 200.00

Township Staff Use

Receipt # _____

Parcel ID#: _____

Date Paid _____

Address of site: _____

**Date Determined
Complete** _____

Number of site plans submitted: _____

Meeting Date _____

APPLICANT INFORMATION: Owner: _____ Agent: _____ Contract Buyer: _____

Name: _____ Signature: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

OWNER INFORMATION: (If different from applicant above—owner signature is required)

Name: _____ Signature: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

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NEED FOR SITE PLAN REVIEW BY PLANNING COMMISSION (CHECK APPLICABLE ACTION)

	All uses in R-1, R-2, C, I, and District PUD districts except one- and two-family dwellings, temporary buildings and uses, accessory uses and structures. (S.9.B.1.a)
	In R-1, R-2, C, I, and District PUD districts, expansion of an existing permitted structure that increases floor area by more than 20%, or increases developed parking by more than 20%, or includes changes in access locations or other site improvements such as (but not limited to) landscaping. (S.9.B.1.a)
	Conditional uses (S.9.B.1.b see Section IV Zoning District Regulations, Section V Special Districts and Overlay Zones, Sections 6.5, 6.9, 6.10, 6.12, 11.2, 13.2, 16, 18.10)
	Special uses such as mining/mineral extraction and site condominiums (S.9.B.1.b, S.7)
	New off-street parking (S 8)

9.1 APPLICATION AND REVIEW PROCEDURES

(A) Application Procedures

1. An application for Site Plan Review by the Planning Commission shall be submitted at least thirty (30) days prior to the next scheduled Planning Commission meeting to the Planning Director, who will review the application materials with the Zoning Administrator to ensure that the requirements of Section 9.1, are met, then transmit it to the Planning Commission.
2. An application for Site Plan Review shall consist of the following:
 - a. A completed application form, as provided by the Township.
 - b. Ten (10) copies of the Site Plan with all elements as outlined in Section 9.1, B. 2.
 - c. Payment of a fee, in accordance with a fee schedule, as determined by Township Board resolution.
 - d. A legal description, including the permanent parcel number, of the subject property.
 - e. Other materials as may be required by this Section, the Planning Director, the Zoning Administrator or the Planning Commission.

(B) Site Plan Review Procedures

1. Preliminary Site Plan Review
 - a. A Preliminary Site Plan review is encouraged and may be submitted to the Planning Commission for review prior to Final Site Plan review. The purpose of the Preliminary Site Plan Review is to allow discussion between the applicant and the Planning Commission to inform the applicant of the general acceptability of the proposed plans prior to incurring extensive engineering and other costs which may be necessary for the review of the Final Site Plan.
 - b. Preliminary Site Plans shall include the same information as required for Final Site Plan Review, unless deemed unnecessary by the Planning Director and the Zoning Administrator.
 - c. The Planning Commission shall review the Preliminary Site Plan and make such recommendations to the applicant that will cause the Plan to be in conformance with the review standards required by this Section and this Ordinance. To this end, the Commission may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs; traffic impact studies; analysis of impacts on significant natural features and drainage; soil tests; and other pertinent information.

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REQUIRED ELEMENTS FOR SITE PLAN SUBMITTALS

	Small scale sketch of properties, streets and use of land within one quarter (1/4) mile of the area.
	Ten (10) copies of a site plan at a scale not to exceed one (1) inch equals sixty (60) feet (1" = 60'). The following items shall be shown on the plan:
	Date of preparation/revision.
	Name and address of the Preparer who shall be a registered engineer, land surveyor, landscape architect, community planner, architect, or related professional.
	The existing and proposed topography of the size at a minimum of two (2) foot intervals and its relationship to adjoining land.
	Existing man-made features.
	Locations and dimensions of property lines and structure setbacks; locations, heights, area and dimension of existing and proposed buildings and structures, locations of existing buildings or structures within one-hundred (100) feet of the boundaries of the property.
	Street right-of-ways, indicating proposed access routes, internal circulation, relationship to existing rights-of ways, and curb cuts within one-hundred (100) feet of the property.
	Proposed grading or fill.
	Location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, fire hydrants and snow storage areas. Location of trash collection and outdoor storage, service and merchandising areas.
	Location, sizes, and type of fences, landscaping, buffer strips, and screening.
	Proposed parking and unloading areas and drives. Parking areas shall be designated by lines showing individual spaces and show all elements applicable to required parking calculations per Section 8 of the zoning ordinance, such as # dwelling units, # occupants, # rooms, floor area, floor space, seating capacity, area of outdoor sales space or other applicable element
	Easements, if any.
	Dimensions and number of proposed lots.
	Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets.
	Proposed location, mounting height, mounting angle, direction, and hours of illumination of each outdoor light fixture (new and existing), including distance from property lines.
	Description of each illumination device, luminaire, support, reflector, timing device, and other device (e.g. style, manufacturer's part number, wattage, lumens, type of bulb, photometric data).
	Manufacturer specifications including photographs of the fixtures indicating certified "cut off" characteristics.
	Floor area of each dwelling unit
	Any other information required by applicable sections of the Zoning Ordinance



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9.3 APPROVED PLANS AND AMENDMENTS

(B) Each development shall be under construction within one (1) year after the date of approval of the Final Site Plan, except as noted in this Section.

1. The Planning Commission may grant one (1) six (6) month extension if the applicant applies for such extension prior to the date of the expiration of the Final Site Plan and provided that:
 - a. the applicant presents reasonable evidence that said development has encountered unforeseen difficulties beyond the control of the applicant; and
 - b. the site plan requirements and standards, including those of the Zoning Ordinance and Comprehensive Plan, that are reasonably related to said development have not changed.
2. Should neither of the provisions of Section 9.3 B be fulfilled, or a six (6) month extension has expired without construction underway, the Final Site Plan approval shall be null and void.
3. Amendments to an approved Final Site Plan may occur only under the following circumstances:
 - a. The holder of a valid Final Site Plan approval shall notify the Planning Director of any proposed amendment to such approved site plan.
 - b. Minor changes, requested by the applicant, may be approved by the Zoning Administrator upon certification in writing to the Planning Commission that the proposed revision does not alter the basic design nor any specified conditions of the plan as agreed upon by the Planning Commission. In considering such a determination, the Zoning Administrator shall consider the following to be a minor change:
 - 1) Reduction of the size of any building and/or sign.
 - 2) Movement of buildings and/or signs by no more than ten (10) feet.
 - 3) Landscaping approved in the site plan that is replaced by similar landscaping to and equal or greater extent.
 - 4) Changes in floor plans which do not alter the character of the use or increase the amount of required parking.
 - 5) Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design or reduced required landscaping.
 - 6) Changes required or requested by the Township, Marquette County, or other State or Federal regulatory agency in order to conform to other laws or regulations.
 - c. Should the Zoning Administrator determine that the requested modification to the approved site plan is not minor; a new site plan shall be submitted and reviewed as required by Sections 9.3.

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9.2 SITE PLAN REVIEW STANDARDS

(A) All Final Site plans shall be approved, approved with conditions, or denied based on the purposes, objectives and requirements of this Ordinance, and specifically, the following considerations when applicable:

1. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall be planned to take into account topography, climate considerations, size of the property, the uses on adjoining property and relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
2. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
3. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission or Zoning Administrator may require that landscaping, buffers, and/or green belts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
4. The site plan shall comply with the general purposes and spirit of this Ordinance and the Comprehensive Plan of the Township of Chocolay.

SIGNATURE

I hereby certify the following:

1. I am the legal owner or authorized agent of the property, for which this application is being submitted, and
2. I desire to apply for the site plan review indicated in this application with the attachments and that the information contained herein is true and accurate to the best of my knowledge, and
3. The requested site plan review would not violate any deed restrictions attached to the property involved in the request; and
4. I have read the Site Plan Review Section IX in the Chocolay Township Zoning Ordinance and understand the necessary requirements that must be completed.
5. I understand the fee is non-refundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan; and
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date to meet with the Planning Commission and that may not be necessarily be the next scheduled meeting; and
7. I acknowledge that this form is only an application for a site plan review and is valid only with procurement of applicable approvals.

_____ (signature) _____ (date)