

Site Plan Review

Introduction

Site plan review provides the Village with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and Village planning. Site plan review also provides the Village with an opportunity to review the relationship of the plan to surrounding uses, accessibility, on and off-site pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening and other relevant factors which may have an impact on the public health, safety and general welfare.

A site plan is required for review by the Planning Commission whenever one (1) or more of the following conditions apply:

- Whenever a building permit is required for the erection or structural alteration of a building (other than single-family homes, farm buildings, or accessory structures to these uses).
- For the construction, use, or establishment of a new or expanding parking or storage area.
- For all special land uses.
- For any change in land use or class of land use as determined significant by the Village.
- The erection of, or addition to, any major utility service facilities, including towers, substations, pumping stations and similar facilities.

Site Plan Submission Requirements

Listed below are the basic submission requirements for all Site Plan applications.

- Applicable fee (if additional reviews are required, additional fees will be collected)
- Application (completed and signed)
- Site Plan (signed, sealed by an appropriate professional, and folded)
- Landscape Plan (as required by Sec. 14.10)
- Any other information required by the Zoning Ordinance (i.e. legal documentation, etc.)
- Signage for the project may be included on the site plan (eliminating the need to obtain separately)

Incomplete submissions will not be accepted.

If you have any questions prior to submitting your application, please contact the Village Clerk at (810) 688-2620 or the Building Department at (810) 688-3031.

Site Plan Review Process

- The initial application for site plan review must be received by the Village a minimum of twenty (20) days prior to the next regularly scheduled Planning Commission meeting to be eligible for placement on that meeting's agenda
- Upon submission of a complete application, the site plan and all associated documents are forwarded to the applicable reviewing agencies, departments and professionals for comment and review.
- The application will be placed on the next available agenda of the Planning Commission.
- All reviews completed for the application will then be submitted to the Village in a timely fashion for distribution to the Village Planning Commission. A copy of all reviews will also be forwarded to the applicant for their review.
- The Planning Commission will decide to approve, deny, or postpone the decision on an application at its regularly scheduled meeting.
- If the Planning Commission makes a motion to approve the site plan, the plan approval shall be valid for twelve (12) months from the date of approval [Sec. 18.07]. If physical improvement of the site is not in actual progress at the expiration of the approval and diligently pursued to completion, the approval shall be null and void, unless renewed or extended by specific Planning Commission action [Sec. 18.08]. Any request for an extension shall be made in writing. If approval is not extended before expiration of the twelve-month period, then a new application and a new approval shall be required before a building permit may be issued.
- Once approved, the applicant is eligible to proceed to engineering review and approval (as necessary) or apply for building permits through the Building Department.
- If an application is approved with conditions, all conditions must be met prior to proceeding to engineering review or building permits being issued.

Village Information:

The Village is located at:
4018 Huron Street
P.O. Box 704
North Branch, Michigan 48461

The Village contact numbers are:
Phone: (810) 688-2620
Fax: (810) 688-4521

The Village's Office Hours are:
Monday – Thursday 9:00 AM – 5:00 PM
(Closed on Fridays)

Planning Commission Dates:

The Planning Commission holds its regularly scheduled meeting on the 3rd Tuesday of each month at 6:00 PM unless otherwise posted.

All meetings are held at the Village Hall unless otherwise posted.

Possible Planning Commission Decisions:

- Approve as presented; or
- Approve subject to conditions being met; or
- Postpone (*Table*) to allow the applicant time to address issues raised during the Planning Commission meeting; or
- Denial of the application as presented

Frequently Asked Question –

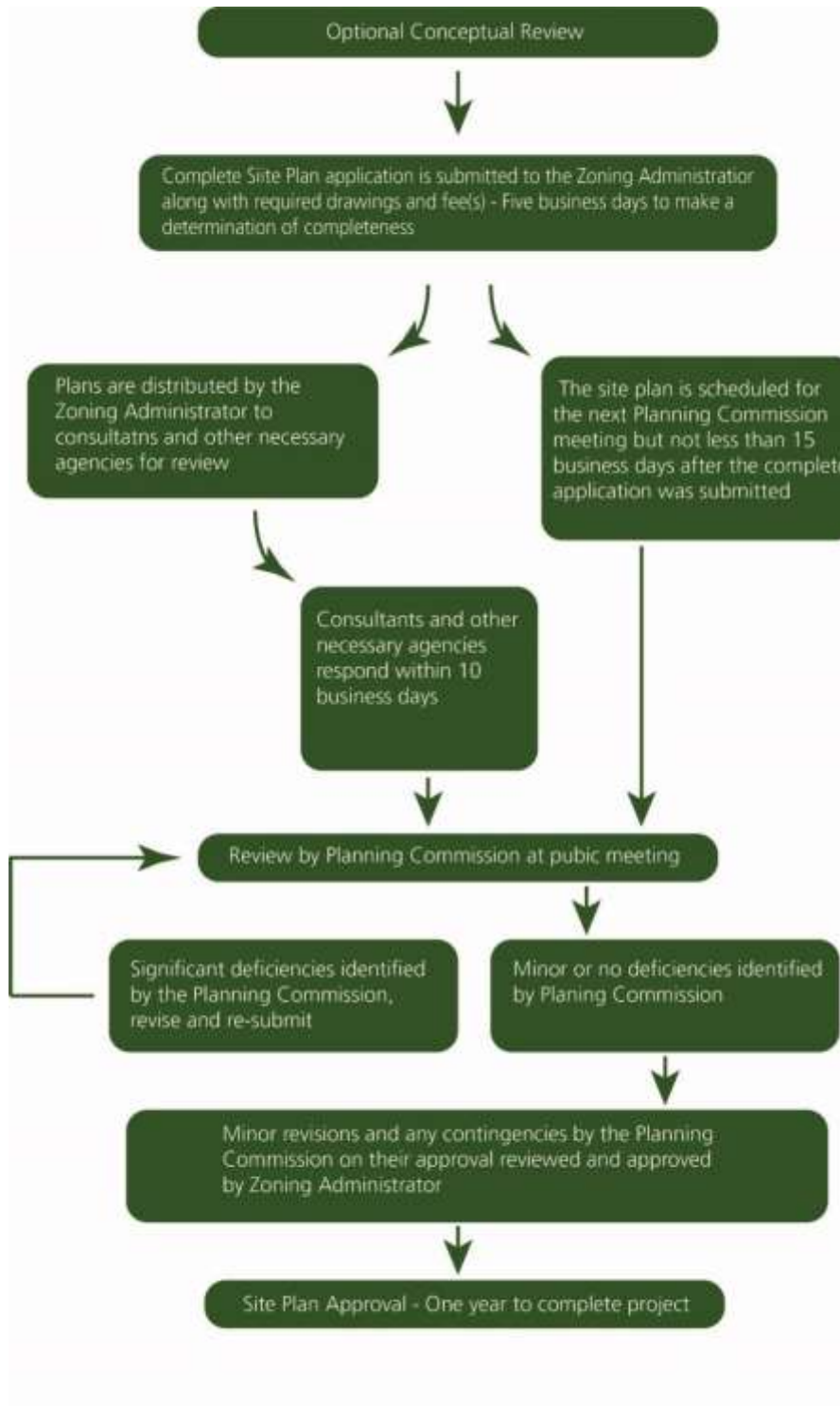
Once I receive review comments can I re-submit site plans prior to a planning commission meeting or the night of the planning commission meeting?

No, once plans have been distributed, and reviewed, revised plans will not be accepted.

Planning Commission Review of the Site Plan

- After being placed on a Planning Commission agenda, the Planning Commission will review the proposed site plan and all associated material(s) with the application for compliance with the Village Zoning Ordinance.
- In addition to the strict criteria of the Zoning Ordinance, the Planning Commission will also review the proposed Application for compliance with the following general planning standards:
 - **Vehicular Access and Circulation (Sec. 18.05):**
 - Access – The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation, taking into consideration such issues as proper driveway alignment, driveway spacing and internal connectivity between sites. The Planning Commission shall require public streets adjacent or through proposed development when it is necessary for the public health, safety, and welfare, and/or provide continuity to the public road system. In those instances where the Planning Commission determines that there are an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.
 - Circulation – On-site circulation shall be clearly indicated on the plan. Access lanes, maneuvering lanes, parking stalls, stacking lanes, loading and unloading bays and doors, shall be designed in a manner that promotes the general safety, convenience, and interaction of both vehicles and pedestrians. The relationship to and the impacts upon adjacent properties shall also be considered.
 - **Relationship to Surrounding Property (Sec. 18.05):**
 - All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the Planning Commission shall review the plan for negative conditions, such as, but not limited to:
 1. Channeling excessive traffic onto local residential streets.
 2. The lack of adequate screening of parking, maneuvering, or service areas.
 3. Excessive visual pollution caused from lighting and debris.
 4. The building structure and use shall be generally consistent in size, scale, and intensity with the adjacent uses.
 5. The impediments to the access of emergency vehicles.
 - **Relationship to Natural Features (Sec. 18.05):**
 - All buildings, driveways, parking lots, and site improvements shall be designed to be compatible with all-natural features on-site. The site buildings and improvements shall not encroach into the physical characteristics of the site, such as, wetlands, floodplains, and natural drainageways, and shall minimize the impact on environmental features, including, but not limited to, woodlands, steep slopes and sensitive soils. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area. In no way shall drainageways or other natural water retention bodies be altered in a manner that reduces or significantly alters the current drainage location, patterns or volumes.
 - **Infrastructure (Sec. 18.05):**
 - The Planning Commission shall consider the Department of Public Works and/or the Village Engineer's evaluation of the adequacy of public or private utilities proposed to serve the site, including water, sanitary sewers and stormwater retention.

Site Plan Review Process Flowchart



Village of North Branch

Type of Review:

Site Plan Special Land Use

Village of North Branch Offices
4018 Huron Street, P.O. Box 704
North Branch, Michigan 48461
P: (810) 688-2620 F: (810) 688-4521

Date: _____ Receipt #: _____
Fee: _____

APPLICANT'S NAME: _____
Address: _____ e-mail: _____
City / State / ZIP Code: _____
Phone: _____ Fax: _____

PROPOSED DEVELOPMENT: _____ Parcel #: _____

Acres: _____ Existing Zoning: _____ Zoning of Surrounding Property: _____
(provide the complete legal description & attach separately or provide a site plan.)

SITE PLAN PREPARER: _____

Address: _____ City / State / ZIP Code: _____
Phone: _____ Fax: _____ e-mail: _____

DEVELOPER: _____
(If not same as applicant):
Address: _____ City / State / ZIP Code: _____
Phone: _____ Fax: _____ e-mail: _____

LEGAL OWNER: _____

Address: _____ City / State / ZIP Code: _____
Phone: _____ Fax: _____ e-mail: _____

The applicant or representative must be present at the Planning Commission meeting if Planning Commission review is required.
The undersigned deposes that foregoing statements and answers and accompanying information are true and correct.

<p>Signature of Applicant</p> <p>Please type or print your name below:</p> <p>_____</p>	<p>Signature of Legal Owner</p> <p>Please type or print your name below:</p> <p>_____</p>
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Site Plan Submission Requirement Checklist

The site plan checklist on the following pages is provided to assist in ensuring that an application is complete. It should not act as a substitute for the full submission requirements outlined in the Village’s Zoning Ordinance. Each site plan shall include:

General Site Data	Complete	Incomplete	Comments
Area of the site in acres and complete legal description and property ID [Sec. 18.04(a)]			
Date, North Arrow, and proper scale. [Sec. 18.04(b)]			
Dimensions of all property lines. [Sec. 18.04(c)]			
Location and dimensions of all existing and proposed structures on the property or on adjacent properties within 100 feet of the property lines. [Sec. 18.04(d)]			
Location and dimensions of all existing and proposed roads, driveways, sidewalks, and parking areas and specific surface materials to be used. [Sec. 18.04(e)]			
Location of all existing and proposed utility lines, wells, septic systems, and storm drainage. [Sec. 18.04(f)]			
Location, dimensions and details of proposed new plantings, greenbelt and landscaped areas. [Sec. 18.04(g)]			
Exterior elevation drawings of proposed new buildings or major additions to existing buildings and generalized interior floor plans. [Sec. 18.04(h)]			
Location, dimensions, and drawings of existing and proposed signage. [Sec. 18.04(i)]			
Name, address, and telephone number(s) of person who prepared the site plan. [Sec. 18.04(j)]			

General Site Data	Complete	Incomplete	Comments
All exterior appliances, such as HVAC units, air conditioners, and the like, and the method of screening them. [Sec. 18.04(k)]			
Recorded easements and right-of-way with liber and page numbers. [Sec. 18.04(l)]			
Identification of fire lanes. [Sec. 18.04(m)]			
Location and details of dumpster or trash receptacles and the method of screening them. [Sec. 18.04(n)]			
Site lighting details, such as, approximate location, height, type, intensity, method of shielding, and ground level illumination plan (if needed). [Sec. 18.04(o)]			
Locations and details of all fences, screen walls, or other similar structures. [Sec. 18.04(p)]			
Location of storage, use and disposal areas, if any, for hazardous substances, and evidence of approval from any applicable federal, state or local review agencies. [Sec. 18.04(q)]			
The site plan shall be prepared by and carry the seal and signature of the registered architect, landscape architect, professional planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data. This requirement may be waived by the Planning Commission for those applications which deal solely with a use change where a sealed drawing is not necessary or where the building or site modifications are minor and does not necessitate the need for such a plan.			

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