

ARTICLE VI

**ARTICLE VI
SITE PLAN REVIEW**

Section 601 Intent

It is the purpose of this Article to require site plan review approval for all buildings, structures and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels and the character of future development. The regulations contained herein are intended to provide and promote the orderly development of the Township; safe and convenient traffic movement, both within a site and in relation to access streets; the stability of land values and investments by preventing the impairment or depreciation of land values and development, by preventing the erection of structures or additions or alterations thereto, without proper attention to setting or to unsightly or undesirable appearances; by promoting harmonious relationship to buildings, other structures and uses, both within a site and/or adjacent sites; and the conservation of natural amenities and resources.

Section 602 Site Plan Required (in accordance with Sections 603 and 604)

A site plan is required for and shall accompany the applications for:

- (A) Zoning Compliance Permits for:
 - 1. Any proposed construction
 - 2. Any commencement of a new use
 - 3. Any proposed change in use
- (B) Conditional Use Permit
- (C) Variances
- (D) Class A Non-Conforming use designations
- (E) All developments or redevelopments subject to Article XV Access Management Regulations.
- (F) Any other request for zoning status where the Zoning Administrator determines a site plan is necessary for accurate review or documentation of the existing development.

The site plan may be drawn on the application form or on a separate sheet(s) of paper as appropriate to the scale and amount of information shown. Added digital copy may also be provided.

Section 603 Site Plans (plot plans) for Single- and Two-Family Dwellings, and Residential Accessory Uses and Structures and for Recreational Structures

The site plan for single- and two-family dwellings, residential accessory uses and structures and recreational structures shall show the following information:

- (A) A legal description of the site.
- (B) All lot lines and dimensions of the lot.
- (C) All roads and easements.

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Section 603 Site Plans (plot plans): Continued

- (D) All existing and proposed buildings shall be shown and labeled.
- (E) Proposed use of each building.
- (F) Distances between buildings and all lot lines.
- (G) Building dimensions.
- (H) Natural features affecting development (rock, water, etc.)
- (I) Well and septic locations.
- (J) A north arrow.

Section 604 Site Plans for Commercial, Industrial and Multiple Family Development, including all other development

Site plans meeting the following standards shall be required for the following: all commercial uses and developments in the Town Development and Industrial Districts; and uses utilizing more than one (1) acre of land (except timber and agricultural uses). This information shall be provided on six (6) identical copies on one or more sheets.

- (A) A scale adequate to illustrate the proposed activity.
- (B) A legal description of the lot; the name, address and telephone number of the owner, developer and designer.
- (C) Date, north point, and scale. The certifying signature of the professional engineer, architect, or surveyor who attests to the accuracy of the site plan.
- (D) The actual dimensions of the proposed developed area (as shown by a licensed surveyor, engineer, architect, or registered landscape architect, with the survey stakes visible) showing the relationship of the subject property to abutting properties.
- (E) The location of all existing and proposed structures, including signs, on the subject property and all existing and proposed structures on lands immediately adjacent to the site within 100 feet of the site's parcel lines.
- (F) The location of all existing and proposed drives and parking areas.
- (G) The location and right-of-way widths of all abutting streets, alleys, and private easements.
- (H) The location of proposed planting and screening, fencing, signs and advertising features.
- (I) The height and floor area of all proposed structures.
- (J) The size and location of all existing and proposed public and private utilities and required landscaping.
- (K) Any other information necessary to establish compliance with this Ordinance or any other applicable ordinances.
- (L) Location of all existing and proposed surface water impoundments and surface water drainage pattern.
- (M) The location and extent of all earth movement which is planned. Indicate if a sedimentation and erosion control permit has been applied for.

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Section 605 Review Procedures

Upon receipt of any site plan, the Zoning Administrator shall review it to determine whether it is administratively complete; including whether it is in proper form, contains all of the required information, shows compliance with this Ordinance and all other ordinances of Humboldt Township, and demonstrates the adequacy of utility service. The Zoning Administrator may request assistance from a planning consultant, engineer, or other professional consultant(s) as needed at the applicant's expense. A site plan must first be found to be administratively complete before review and approval determination proceedings are initiated. An administratively incomplete site plan submission shall be returned to the proposer with indication of the inadequacy(ies). Certain specific items of required information may be waived by the Zoning Administrator, if determined to be inapplicable to a specific site or site development proposal.

- (A) Zoning Administrator Review and Approval. For all structures of 2,500 square feet in size or less, and for all non-structural land uses of two (2) acres in size or less, upon demand by the proposer of the site plan, the Zoning Administrator shall, within fifteen (15) working days, approve or deny in writing, setting forth in detail the reasons, which shall be limited to any defect in form or required information, any violation of any provision of this or any other Ordinance and any changes which would make the plan acceptable. The proposer may appeal any denial to the Township Zoning Board of Appeals. The Zoning Administrator and Zoning Board of Appeals shall use the following standards in their review.
- (B) Planning Commission Review and Approval. For all structures larger than 2,500 square feet in size, and for all non-structural land uses larger than two (2) acres in size, upon demand by the proposer of the site plan, the Planning Commission shall, within sixty (60) working days, approve or deny in writing, setting forth in detail the reasons, which shall be limited to any defect in form or required information, any violation of any provision of this or any other Ordinance and any changes which would make the plan acceptable. The proposer may appeal any denial to the Township Zoning Board of Appeals. The Planning Commission and Zoning Board of Appeals shall use the following standards in their review.

Section 606 Standards for Site Plan Approval

- (A) All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- (B) The landscaping shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
- (C) Special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties.

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Section 606 Standards for Site Plan Approval: Continued

- (D) The site plan shall provide reasonable visual and auditory privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- (E) All buildings or group(s) of buildings shall be so arranged as to permit emergency vehicle access to all sides.
- (F) Every structure or dwelling shall have access to a public or private street, walkway or other area dedicated to common use.
- (G) All loading or unloading and outside storage areas, including areas for storage of trash, which face or are visible from residential properties, abut a residential zone or public or private thoroughfares, shall be screened by a vertical fence consisting of structural (fence) or plant materials no less than six (6') feet in height.
- (H) Exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

Section 607 Land Clearing

Grading, clearing, cutting and filling, excavating or tree removal associated with site development shall be consistent with an approval site plan pursuant to Article VI, including any required planting screens (Section 409). Such activity shall not proceed without first obtaining any necessary soil erosion and sedimentation control permits, wetland permits or floodplain permits, as applicable.

Section 608 Time Limit to Implement Approved Site Plan

The approved site plan shall be implemented and all required improvements completed no later than two (2) years after the date of initial approval. The Zoning Administrator or, for site plan reviews under its jurisdiction, the Planning Commission, at its option, may authorize a one (1) year extension to the initial approval if extenuating circumstances justify an extension of time.

Section 609 As-Built Site Plan

Upon completion of the installation of required improvements as shown on the approved site plan, the property owner shall submit to the Zoning Administrator one (1) reproducible Mylar copy of an "as-built" site plan, certified by a licensed professional as noted in Section 604, required information, Item (C), at least ten (10) days prior to the anticipated occupancy of any building.