

**CHARTER TOWNSHIP OF LANSING**

3209 West Michigan Avenue

Lansing, MI 48917

Phone: 517- 485-4063

Fax: 517- 485-3276

**APPLICATION FOR SITE PLAN REVIEW**

**Procedure for Filing:**

Application and Fee shall be filed with the Township Clerk, 21 Business Days prior to a Planning Commission meeting. After getting a recommendation from the Planning Commission, the plan will be forwarded to the Board of Trustees for final action.

Planning Commission meets the 3<sup>rd</sup> Wed. of every month at 7:00 p.m.

Board of Trustees meets every other Tuesday at 7:00 p.m.

**Application Review Fees:**

**Township Review Fee:**

\$600.00 plus \$100.00 per acre thereof

**Consultant Fees:**

Will equal actual cost incurred by the Township. The following deposit will be required if applicable:  
10 times the Application Review fee will be deposited in escrow. The Township will notify the Applicant when the escrow balance reaches 10% of the original amount, at which time, the Applicant will have ten business days to replenish the escrow deposit. The balance due (if any) must be paid within 10 days of denial or approval of the application.

**APPLICATION FOR SITE PLAN REVIEW**

It is the responsibility of the Applicant or his authorized agent to fully complete ALL sections of this application or approval by the Lansing Township Board of Trustees will not be granted, and further action upon this application will be adjourned until such time as all sections of this application are fully completed.

1. DATE OF FILING \_\_\_\_\_

2. APPLICANT \_\_\_\_\_

3. APPLICANT'S ADDRESS \_\_\_\_\_

4. PHONE \_\_\_\_\_ FAX \_\_\_\_\_

5. ADDRESS OF PROPERTY \_\_\_\_\_

6. LEGAL DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

7. PROPOSED USE OF PROPERTY \_\_\_\_\_

\_\_\_\_\_

8. CURRENT ZONING OF PROPERTY \_\_\_\_\_

9. A STATEMENT THAT THE APPLICANT IS THE OWNER OF THE PROPERTY, ACCOMPANIED BY PROOF OF OWNERSHIP, OR ACTING ON THE OWNER'S BEHALF WITH POWER OF ATTORNEY. (ATTACH STATEMENT TO APPLICATION)

10. NAME, ADDRESS AND PHONE NUMBER OF THE OWNER OF THE PROPERTY ACCOMPANIED BY PROOF OF OWNERSHIP, OR ACTING ON THE OWNER'S BEHALF WITH POWER OF ATTORNEY. (ATTACH STATEMENT TO APPLICATION)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SUMMARY SHEET**

1. Number of Parking Spaces shown on plan: \_\_\_\_\_
2. Gross Building Area: \_\_\_\_\_
3. Net Building Area: \_\_\_\_\_
4. Sq. Ft. of Parking Area Plantings: \_\_\_\_\_
5. Sq. Ft. of Decorative Pedestrian Areas: \_\_\_\_\_
6. Sq. Ft. of Water Quality Features: \_\_\_\_\_
7. Sq. Ft. of Vegetative Buffers: \_\_\_\_\_
8. Sq. Ft. of Open Space Area: \_\_\_\_\_
9. Total Area: \_\_\_\_\_

**IN ACCORDANCE WITH SECTION 85-10.1-3, THE FOLLOWING INFORMATION  
MUST BE SUPPLIED TO THE PLANNING COMMISSION:**

- 17 COPIES OF A LANDSCAPE PLAN IDENTIFYING PLANT MATERIALS AND LOCATIONS OF PLANTINGS.**
- 17 COPIES OF AN ACCURATE DRAWING SHOWING:**

Planner Approval

1. Dimensions of property included in proposed development. \_\_\_\_\_
2. Location of abutting streets and proposed alignment of street, drives, sidewalks, and all easements serving the development. \_\_\_\_\_
3. Location of proposed buildings and intended uses thereof. \_\_\_\_\_
4. Location and number of parking areas, including number of parking spaces in each area (size 9 x 20) and handicap designated spaces and surface material. \_\_\_\_\_
5. Proposed utilities/services, and their tentative locations, including dumpsters and the location for on-site wastewater treatment and disposal systems. \_\_\_\_\_
6. Proposed common open spaces and facilities, if applicable. \_\_\_\_\_
7. Proposed accessory buildings and uses, including free standing signs. \_\_\_\_\_
8. Topographic elevations at two foot changes in height. \_\_\_\_\_
9. Significant vegetation (trees, shrubs, etc.) and proposed landscaping \_\_\_\_\_
10. Existing public right-of-way pavements, and/or public or private easements \_\_\_\_\_
11. Existing buildings and structures. \_\_\_\_\_
12. Zoning classification of all adjacent properties and a directional arrow indicating "North" \_\_\_\_\_
13. All known existing aerial and underground facilities. \_\_\_\_\_
14. Interior floor plan for uses where parking is based on occupancy. \_\_\_\_\_
15. Sidewalks, in accordance with Chapter 21 of the Code of Ordinances. \_\_\_\_\_

16. Location of existing and proposed public water mains, public and private drinking water wells, monitoring wells, irrigation wells, test wells or wells used for industrial processes. \_\_\_\_\_
17. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, and wetlands. \_\_\_\_\_
18. Proposed stormwater management plan including design of sewers, outlets and retention or detention ponds. \_\_\_\_\_
19. Location and status of any floor drains in existing or proposed structures. The point of discharge for all drains and pipes shall be specified on the site plan. \_\_\_\_\_
20. Inventory of hazardous substances to be stored, used or generated on-site. \_\_\_\_\_
21. Description of type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous materials. \_\_\_\_\_
22. Description and location for any existing or proposed above ground and below ground storage facilities. \_\_\_\_\_
23. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure. \_\_\_\_\_
24. Completion of the Environmental Permits Checklist. \_\_\_\_\_

THE PLANNING DEPARTMENT AND/OR PLANNING COMMISSION MAY REQUIRE ADDITIONAL DATA FROM THE PROPER PROFESSIONAL SOURCES AS IT DEEMS NECESSARY.

**Planner Checklist**

**SP/ SPR / FDR** \_\_\_\_\_

<b>Factors Affecting Property</b>	<b>Checked By</b>	<b>Comments</b>
Storm Sewer – ICDC		
Sanitary Sewer - City of Lansing		
City of East Lansing – Sanitary Sewer Building Permit		
Water Supply: BWL / WSW		
Electricity Supply - BWL		
Ingress & Egress - ICRD		
Gas Supply – Consumers		
Firetruck Road Radius - LTFD		
Fire Hydrants & Knox Box - LTFD		
Compliance to Township Fire Ordinances		
Compliance to Township Zoning Ordinances		
Adequate Land Density		
Parking Requirements Met		
Landscape Requirements		
Photometric Lighting Plan		
Sidewalks, Curbs & Gutters		
Dedicated Streets		
Signage		

INGHAM COUNTY DRAIN COMMISSIONER'S REQUIREMENTS FOR LANSING TOWNSHIP SITE PLAN REVIEWS:

(New Developments)

Each Site Plan Submitted for Drainage Review Should Indicate Clearly the Following:

	Building Inspector or Planner Approval
1. Property Boundaries	_____
2. Extent of Impervious Surface (Existing & Proposed)	_____
3. Existing Storm Outlets & Diameters	_____
4. Proposed Internal Drainage (surface & subsurface)	_____
5. Inverts at all Structures	_____
6. Pipe Sizes	_____
7. Two Foot Surface Contours	_____
8. Calculations Showing Capacities of Existing & Proposed Lines & Storage Basins	_____
9. Scale of 1:50 or 1:100	_____
10. Stormwater Retention or Detention**	_____
11. Distance to Nearest Major Intersection	_____

\*\* No more runoff allowed than occurs from a parcel's pre-developed state.

**STATE & COUNTY ENVIRONMENTAL PERMITS CHECKLIST**  
**FOR USE IN INGHAM COUNTY COMMUNITIES**

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Facility Owner or Manager: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: For assistance with permits and approvals from the Michigan Department of Environmental Quality, including permit coordination among MDEQ divisions, contact the Permit Coordinator, 517-335-4235.

Circle (Y/N) the items that **may** pertain to your project or facility; then contact the office(s) listed to determine specific requirements. Return a copy of this checklist to the municipality as part of your site plan submittal—even if state and county approvals have not yet been obtained. An updated copy should be submitted prior to occupancy.

This list includes the most common permits and approvals related to waste, water quality, and air quality. Other permits and approvals, including local approvals, may also be needed.

1. **Y N** Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, wetland or other surface water? **Contact:** MDEQ, Surface Water Quality Division, Permits Section: **517-373-8088**.
  
2. **Y N** Will the project involve the direct or indirect discharge of water, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or on the ground? **Contact:** MDEQ, Waste Management Division, Groundwater Program Section: **517-373-8148**
  
3. **Y N** Will the project involve construction or alteration of any sewage collection or treatment facility? For facilities discharging to surface waters, contact the MDEQ, Surface Water Quality Division, District Office: **517-625-4647**. For facilities discharging to groundwater, Contact the MDEQ, Waste Management division, District Office: **517- 625- 5515**.
  
4. **Y N** Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP) may be required. **Contact:** MDEQ, Waste Management Division, District Office: **517-625-5515**
  
5. **Y N** Will the project involve the installation, operation, or removal of an underground or above ground storage tank containing a petroleum product or a hazardous substance? **Contact:** MDEQ, Storage Tank Division: **517-373-8168**.
  
6. **Y N** Will the project involve liquefied petroleum gas storage tanks or container filling locations? **Contact:** MDEQ, Storage Tank Division: **517-373-8168**.
  
7. **Y N** Does the project involve the installation of a compressed natural gas dispensing station with storage? **Contact:** MDEQ, Storage Tank Division: **517-373-8168**.
  
8. **Y N** Will the project involve the generation of hazardous waste? **Contact:** MDEQ, Waste Management Division, District Office: **517-625-5515**.

9. **Y N** Will the project involve the on-site treatment, storage or disposal of hazardous waste? **Contact:** MDEQ, Waste Management Division, Hazardous Waste Permit Unit: **517-373-9875**.
10. **Y N** Will the project involve the transport of hazardous waste or non-hazardous waste? **Contact:** MDEQ, Waste Management Division, Hazardous Waste Program Section **517-373-9875**
11. **Y N** Will the project involve landfilling, transferring or processing solid non-hazardous wastes on-site? **Contact:** MDEQ, Waste Management Division; District Office: **517-625-5515**.
12. **Y N** Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Contact:** MDEQ, Air Quality Division, Permit Section: **517-373-7023**.
13. **Y N** Will the project or facility involve the storage, mixing or distribution of pesticides or fertilizers in bulk quantities? **Contact:** MDA, Pesticide and Plant Pest Management Div. **517-373-1087**.
14. **Y N** Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturbs an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required. **Contact:** Lansing Township **517-485-4063**.
15. **Y N** Will the project involve dredging, filling or construction in, across or under (1) a river, stream, creek, ditch, drain, lake, pond or swamp? (2) wetlands? (3) floodplain (area that may have or ever had either standing or flowing water)? **Contact:** MDEQ, Land and Water Management Div. Permit Consolidation Unit **517-373-9244**.
16. **Y N** Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek or ditch? **Contact:** MDEQ, Land and Water Management Div., Permits Consolidation Unit: **517-373-9244**.
17. **Y N** Will the project involve an earth change activity within 500 feet of a lake or stream or will the project disturb an area greater than one (1) acre in size: **Contact:** Lansing Township **517-485-4063**
18. **Y N** Will an on-site wastewater treatment system or septic system be installed?

**For subsurface sanitary sewage** disposal in quantities of 10,000 gallons per day or less; Ingham County Health Dept. Environmental Health Div. **517-887-4312**. For any subsurface Discharge of sanitary sewage in quantities equal to or greater than 10,000 gallons per day; **Contact:** MDEQ, Waste Management Div. **517-373-8148**.

**For subsurface disposal of sanitary** sewage in quantities of 6,000 to 10,000 gallons per day: In addition to obtaining a construction permit from the Ingham County Health Dept., submit a state wastewater discharge notification form. Flow monitoring and reporting are required;

**Contact:** MDEQ, Waste Management Div. Groundwater Permits Unit: **517-373-8148**.

**For industrial or commercial wastewater** (other than sanitary sewage) in any quantity; **Contact:** MDEQ Waste Management Division, Groundwater Permits Unit: **517-373-8148**.

19. **Y N** Will the project involve the construction of a water supply well or the extension of a water supply service from an existing water system? **Contact:** MDEQ, Drinking Water Program, District Office **517-625-5515**; and Ingham County Health Dept., Environmental Health Div.:**517-887-4312**.
20. **Y N** Are there out-of-service wells, abandoned wells, or cisterns on the site? (drinking water, irrigation, & monitoring wells). **Contact:** Ingham County Health Dept., Environmental Health Div. **517-887-4312**.
21. **Y N** Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? **Contact:** Ingham County Health Dept., Environmental Health Division: **517-887-4312**.
22. **Y N** Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? **Contact:** MDEQ, Waste Management Div., Groundwater Program Section: **517-373-8148**.
23. **Y N** Has the property or facility ever been subject to a remedial action, limited closure, or other Environmental cleanup response under Part 201, Natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? **Contact:** MDEQ, Environmental Response Div. **517-373-9893** and/or MDEQ, Storage Tank Div. **517-373-8168**.

NOTE: The general telephone number for the Shiawassee DEQ District office (which covers Ingham, Eaton and Clinton Counties, among others) is 517-625-5515. The office is located at 10650 Bennett Drive, Morrice, MI 48857-9792. The fax number is 517-625-5000.

# CHARTER TOWNSHIP OF LANSING

## FIRE & EMS DEPARTMENT

TODD HENDY – CHIEF

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Dear Business Owner:

Lansing Township has adopted the Uniform Fire Code as part of our ordinances. Section 902 of this code deals with Fire Department Access and reads as follows:

902.4 Key Boxes: When access to or within a structure or an area is unduly difficult because of secured openings, which immediate access is necessary for life saving or firefighting purposes, the chief is authorized to require a key box to be installed in an assessable location. The key box shall be a type approved by the fire chief and shall contain keys to gain necessary access as required by the fire chief.

This letter is to inform you that the fire chief of Lansing Township is requiring you to install a key box in your facility at or near the main entrance or place deemed acceptable by the fire chief.

Lansing Township Fire Department is currently registered with the “KNOX” company and requires you obtain current information from us on how to purchase these key boxes directly from the Knox Company.

Thank you for your cooperation in this matter.

Todd Hendy  
Fire Chief

3301 W. Michigan Avenue – Lansing, Michigan 48917-3704  
Phone: (517) 485-5443 - Fax: (517) 485-0143  
e-mail: [FCLTFD@comcast.net](mailto:FCLTFD@comcast.net)

## ORDINANCE NO. 31.165

AN ORDINANCE OF THE CHARTER TOWNSHIP OF LANSING, INGHAM COUNTY, MICHIGAN, PROVIDING THAT THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF LANSING, MICHIGAN, BE AMENDED BY AMENDING SECTION 85-10 ("SITE PLAN REVIEW -- PURPOSE") OF CHAPTER 85 ("USE, HEIGHT, AREA REGULATIONS") OF TITLE VIII ("ZONING") TO: IDENTIFY THE PURPOSES FOR SITE PLAN REVIEW; IDENTIFY THE SITE CHANGES THAT REQUIRE SITE PLAN REVIEW; DESCRIBE THE PROCEDURE FOR SITE PLAN REVIEW; DESCRIBE THE STANDARDS AND REQUIREMENTS FOR SITE PLAN APPROVAL; PROVIDE FOR APPEALS FROM DECISIONS REGARDING SITE PLAN REVIEW; PROVIDE FOR THE ENFORCEMENT OF THIS ORDINANCE; TO DESIGNATE VIOLATIONS OF THIS ORDINANCE AS MUNICIPAL CIVIL INFRACTIONS; AND TO DESIGNATE VIOLATIONS OF SECTION 85-10 AS MUNICIPAL CIVIL INFRACTIONS; REPEAL ORDINANCES AND PORTIONS OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE; AND PROVIDE AN EFFECTIVE DATE HEREOF.

THE TOWNSHIP BOARD OF TRUSTEES FOR THE CHARTER TOWNSHIP OF LANSING HEREBY ORDAINS:

1. Section 85-10 ("Site Plan Review -- Purpose") of Chapter 85 ("Use, Height, Area Regulations") of Title VIII ("Zoning") is hereby amended as follows:

**Section 85-10. Site Plan Review – Purpose.** It is the purpose of this section to require site plan review approval for certain 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 in this section are intended to promote: (1) safe and convenient vehicular and non-vehicular traffic movement, both within a site and in relation to access streets; (2) harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites; and (3) conservation of natural amenities and resources.

Except as otherwise provided in Section 85-10.1, (1) the development of any new use, (2) the construction of any new structures, (3) any change of an existing use of land or structure that impacts any requirement of these regulations, and (4) all other building, development activities or grading, shall require site plan review and approval prior to construction and/or occupancy pursuant to this section.

1. *Site plan approval not required.* Site plan approval is not required for the following activities:
  - a. Constructing, moving, relocating or structurally altering a one-family dwelling that is located in a residential zone, including any customarily incidental accessory structures. This exemption from site plan approval does not include any development that would provide for the establishment of more than one principal use on a parcel, such as a one-

family site condominium or similar project where a single parcel is developed to include two or more sites for detached one-family dwellings.

- b. Excavating, filling, or otherwise removing soil, provided that such activity is normal and customarily incidental to one-family uses described in this Section 85-10(1) for which site plan approval is not required.
  - c. A change in the ownership of land or a structure.
2. *Administrative Review.* A site plan may be reviewed and approved by the Zoning Administrator, without further review by the Planning Commission and approval from the Township Board, if the following requirements are satisfied:
- a. A proposed change in use is allowed by right within the current zoning district; and
  - b. The site to be reviewed is located within Zones B, C1, C2, C3, C4, D, E, F, G, PD; and
  - c. A change in use to a use that is allowed by right within the applicable zone requires less than a twenty percent (20%) increase in the number of parking spaces as required by Section 84-3; and
  - d. The site plan does not require review/approval by an entity other than the Township; and
  - e. Where construction of any new structures or buildings is not proposed changes to site grading affect less than 135 cubic yards of earth or fill material; and
  - f. Additions or other changes to an existing commercial building or structure are less than twenty-five percent (25%) of the total existing gross square footage of floor area, provided that said alteration does not change the primary use of the building or structure; or the construction of new buildings, structures, roadways or other appurtenances were previously shown as a future phase within an approved Planned Unit Development (see Section 85-11.9) provided that the applicant has obtained an extension from the Township Board of Trustees (see Section 85-10.3).; and
  - g. Any earth change activity, including construction of new buildings and structures and additions to existing buildings and structures, does not directly affect a surface body of water, wetland, or other natural water feature regulated by Part 301 or 303 of P.A. 451 of 1994 the *Natural Resources and Environmental Protection Act*.

Even though a site plan is eligible for administrative review under this section, the Zoning Administrator may elect to refer a site plan to the Planning Commission and Township Board for review if the Zoning Administrator determines that the proposed use or the alteration of existing site conditions can reasonably be expected to significantly impact (1) vehicular and non-vehicular traffic movement and function; (2) the harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites; or (3) the conservation and protection of natural resources and environmental quality.

Upon approval or denial of a site plan pursuant to an administrative review, the Zoning Administrator shall notify the applicant and members of the Township Board of the determination and the basis for the approval or denial, and any conditions of approval. The applicant may appeal the Zoning Administrator's determination pursuant to Section 85-10.5.

*Section 85-10.1. Site plan review procedures.*

1. *Preliminary site plan review.* All applicants are required to submit a preliminary site plan for review by the Zoning Administrator and/or Director of Planning and Development. The intent of the preliminary site plan review is to minimize errors, miscalculations, or misconceptions prior to the formal submission for site plan review.
  - a. Applications for preliminary site plan review shall be submitted to the Zoning Administrator or Director of Planning and Development prior to submission of a site plan for final review by the Planning Commission at time determined by the Zoning Administrator or Director of Planning and Development.
  - b. The Zoning Administrator and/or Director of Planning and Development, or his/her designee, shall review the preliminary site plan for completeness and compliance with the requirements for submission of a final site plan as defined in Section 85-10.1.
  - c. Once the preliminary site plan is complete and in compliance with the requirements of Section 85-10.1, the applicant may submit a site plan for formal review by the Planning Commission and Board of Trustees or by the Zoning Administrator pursuant to Section 85-10.0.2 *Administrative Review.*
2. *Applicant.* The owner, or his designated agent, of the subject property shall file a request with the Township Clerk for site plan approval.
3. *Application.* Applications for preliminary and final site plan approval for all projects shall be submitted to the Township on a form provided by the Township for that purpose. Each application for approval shall be accompanied by the payment of a nonrefundable fee in accordance with the Township's duly adopted "schedule of fees", and the number of copies of the site plan as required by the Zoning Administrator and/or Director of Planning and Development.
4. *Data required in the site plan application.* Every application for site plan approval shall be accompanied by the following information and data:
  - a. A form supplied by the Township Clerk and completed by the applicant. This form shall contain the following information:

1. The applicant's name and address in full.
  2. The applicant's phone number.
  3. Date of filing.
  4. A statement that the applicant is the owner of the property, accompanied by proof of ownership, or acting on the owner's behalf.
  5. The name, address and phone number of the owner of record if applicant is not the owner of record.
  6. The address, subdivision and lot number and/or parcel number of the property and a legal description.
  7. The proposed and existing use(s) of the property.
  8. The current zoning of the property.
  9. Indication of whether the property is in a state-approved wellhead protection area.
- b. A final site plan, drawn to scale of one-inch equals 200 feet or less, of the entire property involved showing:
1. Dimensions of property.
  2. Existing topographic elevations at two foot changes in height.
  3. Location of abutting streets and proposed alignment of streets, drives, sidewalks, and all easements serving the development.
  4. Existing public right-of-way, pavements, and/or public or private easements.
  5. Existing buildings and structures.
  6. Location of parking areas including required number of parking spaces in each area, and including handicap designated spaces and surface material.
  7. Zoning classification(s) of abutting properties.
  8. All known existing aerial and underground facilities.
  9. Proposed utilities and services and tentative locations, including dumpsters, and the locations for on-site wastewater treatment and disposal systems.

10. Location of existing and proposed public water mains, public and private drinking water wells, monitoring wells, irrigation wells, test wells or wells used for industrial processes.
11. Location and elevations of existing water courses and water bodies, including county drains and manmade surface drainage ways, floodplains, and wetlands.
12. Proposed stormwater management plan indicating location and design of storm sewers, outlets, retention or detention ponds or any other stormwater quantity and quality control measures. The plan shall include preliminary calculations for runoff caused by a two (2) year and a 100-year 24-hour design storm for proposed post-development conditions. The method by which these estimates have been calculated by the applicant shall also be identified.
13. Significant existing vegetation (trees, grass, shrubs and other plantings).
14. Directional arrow indicating "North".
15. Proposed common open space facilities, if applicable.
16. Proposed accessory structures and buildings and uses including free-standing signs.
17. Location of proposed buildings and intended uses thereof.
18. Sidewalks in accordance with Chapter 21 of the Code of Ordinances and any other internal pedestrian circulation facilities.
19. Location of property with respect to wellhead protection area, if applicable.
20. Location and status of any floor drains in existing or proposed structures on the site. Further, the point of discharge for all drains and pipes shall be specified on the site plan.
21. Description and location for any existing or proposed above ground and below ground storage facilities.
22. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure.

- c. Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the township fire marshal (include CAS numbers).
- d. Descriptions of type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous substances, hazardous wastes, and/or polluting materials.
- e. Completed environmental permits checklist on the form provided by the Zoning Administrator.
- f. A landscape plan to scale identifying plants, location of proposed plantings, and method of planting.
- g. A floor plan shall be provided showing each floor of each building and its proposed use(s).
- h. The site plan information sheet fully completed by the applicant or agent.
- i. The Planning Commission may require that the petitioner supply any additional data from proper professional sources as it deems necessary.

*Section 85-10.2 Review by Planning Commission.* The Township Planning Commission shall review the site plan to determine compliance with permitted land use, density of development, general circulation and other provisions of this section. The planning commission shall make a recommendation to the Township Board of Trustees, which will make a final determination and notify the applicant in writing citing reason for denial or approval, and any conditions associated with an approval.

*Section 85-10.3 Site plan approval.*

1. Once a site plan has been recommended for approval by the Planning Commission and approved by the Township Board, any material changes, such as changes in location of building or size of building, ingress or egress or parking circulation, number of parking spaces provided or grading and drainage patterns, etc., shall require a resubmission to the Planning Commission and payment of the fee unless the fee is specifically waived by resolution of the Township Board.
2. The Township Board, at a regular meeting after the Planning Commission's recommendation, shall consider the approval or denial of the site plan. Reasons for rejection shall be set forth in the minutes of the Township Board. The Township Clerk shall notify the applicant of the Township Board's decision regarding the site plan.
3. If no construction has begun within one year of the Township Board's approval of the site plan, the site plan shall become null and void. The applicant may apply to the Township Board for an extension of up to one year. This request must be in writing and received by Township Clerk before the expiration of the

original site plan approval. The one-year extension is only available for a site plan as it was originally approved.

*Section 85-10.4 Standards for site plan approval.*

1. 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 to not impede the normal and orderly development or improvement of surrounding property for uses permitted in the ordinance.
2. The landscape 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.
3. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used as appropriate for the protection and enhancement of the property and the privacy of its occupants.
4. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
5. Every structure or dwelling unit shall provide access to a public street walkway or other area dedicated to common use.
6. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system. In order to ensure public safety, pedestrian underpasses or overpasses may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which may generate significant pedestrian traffic.
7. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified by the Ingham County Road Commission.
8. All streets shall be developed in accordance with the township subdivision control ordinance and Ingham County Road Commission specifications, unless otherwise approved by the Township Board.
9. Appropriate measures shall be taken to ensure that stormwater runoff will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made for the construction of stormwater management facilities that prevent flooding. Surface water on all paved areas shall be

collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not pool in paved areas.

10. Stormwater detention, retention, transport, and drainage facilities shall be designed to prevent the pollution of surface or groundwater resources, on-site or off-site. Stormwater facilities shall conform to the requirements of the current standard for post construction controls for channel protection and water quality as described by the current, applicable MS4 permit.
11. Outside storage areas, including dumpsters shall be protected by opaque screening not less than six feet in height.
12. Exterior lighting shall be arranged so 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.
13. Buffer strip shall be required when property that is used for a commercial purpose faces or abuts property that is used for residential purposes, provided that the aforementioned residential property is a legal or legally nonconforming property as defined by Section 82-2 (48 & 49). Such a strip shall be a minimum of 20 feet wide and shall not be part of the normal roadway right-of-way or utility easement. Such buffer may be a berm or plantings in the form of shrubs, trees or bushes with a minimum of four feet in height. Such buffer shall be properly maintained. This requirement shall not apply in situations where the landscaping requirements of an individual zoning district do not allow for, or in some way contravene installation of a buffer strip
14. In approving a site plan, the Township may require that a bond or other financial guarantee acceptable to the Township of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping, and the like.
15. Driveways serving more than one lot may be considered a private road but shall be built to road commission standards, including provision of appropriate right-of-way for possible future dedication.
16. The project and related improvements shall be designed to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands.
17. General purpose floor drains shall be connected to a public sewer system or an on-site holding tank (not a septic system) in accordance with state, county and municipal requirements, unless a groundwater discharge permit has been obtained from appropriate local, state, and federal agencies. General purpose floor drains which discharge to groundwater are generally prohibited.
18. Sites at which hazardous substances, hazardous wastes, or potentially polluting materials are stored, used, or generated shall be designed to prevent

spills and discharges of such materials to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.

19. Secondary containment facilities shall be provided for above ground storage of hazardous substances, hazardous wastes, or potentially polluting materials in accordance with state and federal requirements. Above ground secondary containment facilities shall be designed and constructed so that the potentially polluting material cannot escape from the unit by gravity through sewers, drains, or other means, directly or indirectly into a sewer system, or to the waters of the state (including groundwater).
20. Underground storage tanks shall be registered, installed, operated, maintained, closed or removed in accordance with regulations of appropriate local, state, and federal agencies.
21. Above ground storage tanks shall be certified, installed, operated, maintained, closed or removed in accordance with regulations of appropriate local, state, and federal agencies.
22. Bulk storage facilities for pesticides and fertilizers shall be in compliance with requirements of appropriate local, state, and federal agencies.
23. Abandoned water wells (wells that are no longer in use or are in disrepair), abandoned monitoring wells, and cisterns shall be plugged in accordance with regulations and procedures of appropriate local, state, and federal agencies.
24. State and federal requirements for storage, spill prevention, recordkeeping, emergency response, transport and disposal of hazardous substances, hazardous wastes, liquid industrial waste or potentially polluting materials shall be met. No discharge to surface water or groundwater, including direct and indirect discharges of waste, waste effluent, wastewater, pollutants, or cooling water, shall be allowed without approval from appropriate state, county and local agencies.

#### *Section 85-10.5 Appeals*

1. *Petition for Review by Planning Commission and Board of Trustees.* In the event that a site plan has been, or will be, subject to an administrative review by the Zoning Administrator pursuant to Section 85-10.3, the applicant may, at any time and at the applicant's discretion, request that the site plan be reviewed by the Planning Commission and Township Board of Trustees and not by the Zoning Administrator.
2. *Appeal of Decision by Zoning Administrator or Board of Trustees.* Appeal of the decision of the Zoning Administrator or Township Board regarding a site plan shall be taken to a court of competent jurisdiction. The appeal shall be exclusive.

#### *Section 85-10.6 Enforcement*

1. The Zoning Administrator, Director of Planning and Development, Code Enforcement Officer, and other Township staff may investigate sites and developments for compliance with an approved site plan and/or this ordinance. Noncompliance with the specifications and conditions of approval of an approved site plan shall constitute grounds for the Township Board to rescind said approval. Additional enforcement actions including those described below may be taken.
2. It shall be unlawful for an owner of property or other person that has control over property that is subject to this Section 85-10 to (1) cause or allow that property to be used, (2) cause or allow new construction to be undertaken on the property, (3) cause or allow a building or buildings to be expanded on the property, or (4) cause or allow grading changes to be made to the property, unless and until the Township has approved a site plan for that property that authorizes such use, construction, building expansion and/or grading change.

*Section 85-10.7 Municipal Civil Infractions* *Section 85-10.7 Municipal Civil Infractions*  
A person who (A) violates any provision of this Section 85-10, (B) violates the terms or provisions of an approved site plan, including any modifications and/or conditions related thereto, or (C) fails or refuses to obtain an approved site plan as required by this Section 85-10, is responsible for a municipal civil infraction, and shall be subject to a civil fine as established from time to time by resolution of the Township Board. Nothing in this section shall be construed to limit the remedies available to the Township in the event of a violation by a person of this Section 85-10 or an approved site plan. Each act of violation, and each day upon which a violation exists or continues, shall constitute a separate offense.

*Section 85-10.8 Severability.* If a court of competent jurisdiction declares any provision of this Ordinance, or a statutory provision referred to or adopted by reference herein, to be unenforceable, in whole or in part, such declaration shall only affect the provision held to be unenforceable and shall not affect any other part or provision. Provided, however, that if a court of competent jurisdiction declares a penalty provision to exceed the authority of the Township, the penalty shall be construed as the maximum penalty that is determined by the court to be within the authority of the Township to impose.

*Section 85-10.9 Repeal.* All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are hereby repealed; provided that any violation charged before the effective date of this Ordinance under an ordinance provision repealed by this Ordinance shall continue under the ordinance provision then in effect.

*Section 85-10.10 Effective Date.* This Ordinance shall take effect in accordance with the provisions of the Michigan Zoning Enabling Act.