

**CHARTER TOWNSHIP OF LANSING**

3209 West Michigan Avenue

Lansing, MI 48917

Phone: 517- 485-4063

Fax: 517- 485-3276

**APPLICATION FOR FINAL SITE DEVELOPMENT  
PLAN REVIEW FOR PLANNED DEVELOPMENT**

**Procedure for Filing:**

Application and Fee shall be filed with the Township Clerk, 16 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:**

\$400.00 plus \$100.00 per acre

**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 FINAL SITE DEVELOPMENT 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. BUILDING IDENTIFICATION # ON APPROVED PLANNED DEVELOPMENT MAP \_\_\_\_\_
7. LEGAL DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_
8. PROPOSED USE OF PROPERTY \_\_\_\_\_  
\_\_\_\_\_
9. CURRENT ZONING OF PROPERTY \_\_\_\_\_
10. 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)
11. 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 85-11.9, THE FOLLOWING INFORMATION  
MUST BE SUPPLIED TO THE PLANNING COMMISSION:**

**THE REQUIRED INFORMATION LISTED BELOW MUST BE  
PROVIDED IN AN ACCURATE DRAWING IN THE FOLLOWING  
FORMAT:**

- **SCALE = 1" = 100'**
- **11 FULL SIZE COPIES**
- **14 11X 17 SIZE COPIES**
- **1 DIGITAL COPY USING AUTOCAD R14**
- **Provide Samples of Materials To Be Used On Buildings**

Clerk  
Approval

1. Dimensions of property included in proposed development, and Survey showing the size of parcels. \_\_\_\_\_
2. Location of abutting streets and proposed alignment of street, drives, sidewalks, footpaths, or other pedestrian walkways and all easements serving the development. \_\_\_\_\_
3. Location of proposed buildings and intended uses thereof, and proposed phases of the project. \_\_\_\_\_
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 and services and tentative locations, including dumpsters Location for on-site wastewater treatment and disposal systems. \_\_\_\_\_
6. Proposed common open spaces and facilities, if applicable. \_\_\_\_\_
7. Proposed accessory buildings and uses. \_\_\_\_\_
8. Location and design of signs and exterior lighting. \_\_\_\_\_
9. Proposed contour lines at not greater than two-foot intervals. \_\_\_\_\_
10. Significant vegetation (trees, shrubs, etc.) and proposed landscaping, including type, number and size of proposed trees & shrubs. \_\_\_\_\_
11. Existing public right-of-way pavements, and/or public or private \_\_\_\_\_

- easements \_\_\_\_\_
- 12. Existing buildings and structures within 100 feet of property line \_\_\_\_\_
- 13. Zoning classification of abutting properties and directional arrow indicating "North". \_\_\_\_\_
- 14. Distance of all buildings from lot lines, rights-of way, and other principal Buildings. \_\_\_\_\_
- 15. Exterior architectural drawings noting building materials, height and area of buildings and accessory structures. \_\_\_\_\_
- 16. General location and size of all existing structures, streets, utilities, driveways, parking areas and vegetation on the site. \_\_\_\_\_
- 17. Interior floor plan for uses where parking is based on occupancy. \_\_\_\_\_
- 18. Sidewalks, in accordance with Chapter 21 of the Code of Ordinances. \_\_\_\_\_
- 19. 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. \_\_\_\_\_
- 20. Location and elevations of existing water courses and water bodies, including county drains and manmade surface drainageways, floodplains, and wetlands. \_\_\_\_\_
- 21. Proposed stormwater management plan including design of sewers outlets and retention or detention ponds. \_\_\_\_\_
- 22. 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. \_\_\_\_\_
- 23. Inventory of hazardous substances to be stored, used or generated on-site. \_\_\_\_\_
- 24. 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 \_\_\_\_\_
- 25. Description and location for any existing or proposed above ground and below ground storage facilities. \_\_\_\_\_

26. 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. \_\_\_\_\_

27. 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.

<b>Factors Affecting Property</b>	<b>Checked By</b>	<b>Comments</b>
<b>Storm Sewer</b>		
<b>DEQ Approval for Sanitary Sewer Construction</b>		
<b>Water Supply</b>		
<b>Ingress and Egress</b>		
<b>Traffic Study</b>		
<b>Road Radius for Fire Truck</b>		
<b>Fire Hydrants &amp; Key boxes</b>		
<b>Compliance to Zoning Ordinance</b>		
<b>Adequate Land Per Unit</b>		
<b>Adequate Parking</b>		
<b>Landscaping</b>		
<b>Sidewalks, Curbs, Gutters</b>		
<b>Dedicated Streets</b>		
<b>Signs</b>		
<b>City of East Lansing approval to issue building permit when sanitary sewer is being constructed or modified</b>		

**Additional Comments:**

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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 Clerk 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 disturb 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

RICHARD A. CURRY – 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.

Richard A. Curry  
Fire Chief

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

