

## **ARTICLE 9**

### **SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED**

#### **SECTION 950 GENERALLY**

All applications shall be properly signed and filed by the owner or, with the owner's specific written consent, a contract purchaser or owner's agent of a property included within the boundaries of a proposed project area, unless otherwise provided by this ordinance. All applications shall include the fee as established by the Township Fee Schedule, and escrow necessary to cover costs of processing the application. No part of any fee shall be refundable.

All applications shall include all data as required by this Article, by other applicable sections of this Zoning Ordinance, and any additional information found by Township elected or appointed officials to be pertinent to making a determination on an application.

#### **SECTION 951 CONCEPTUAL REVIEWS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. Information and materials described within § 410.

#### **SECTION 952 ADMINISTRATIVE DEVELOPMENT APPROVALS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. For Grading and Land Disturbance, an engineered plan per § 415.A(2);
- C. For Land Use Permits, plans and documentation per § 416.B.

#### **SECTION 953 ZONING ORDINANCE AMENDMENTS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. For zoning map amendments, a written impact statement of the application as it relates to § 421.E;
- C. For zoning text amendments;
  - (1) A written impact statement of the application as it relates to § 421.F;
  - (2) Specific text language amendment in an underline and strike-out format;
  - (3) A description of why the text amendment is needed and the public purpose served by the amendment.

#### **SECTION 954 CONDITIONAL REZONING AMENDMENTS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. A written impact statement of the application as it relates to § 421.E;
- C. A written offer of Conditions as described in § 422.B(3).
- D. A site development plan including the information described in § 956.

#### **SECTION 955 SPECIAL USE PERMITS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. A written impact statement of the application as it relates to § 423.E.
- C. A site development plan including the information described in § 956.
- D. If deemed necessary by the Planning Commission, a Traffic Impact report as described in § 404.

**SECTION 956 SITE PLANS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. Data Requirements. Applications for approval under this subsection shall submit the information and data specified in Table 956, Data Submittal Requirements, of this section. All plans shall be drawn at a scale of 1"=100' or less. In addition to the requirements set forth in table 956, Data Submittal Requirements, of this section, the approval authority may direct that additional information be provided if it is deemed to be necessary for the approval authority to determine if a proposed site plan conforms to the requirements of this ordinance.

**Table 956 – Site Plan Review Data Submittal Requirements**

<i>Required Site Plan Element</i>	<b>Site Diagram</b>	<b>Administrative Site Plan / Site Development Plan</b>
<b><i>A. Basic Information</i></b>		
1. Applicant's name, address, telephone number and signature	●	●
2. Property owner's name, address, telephone number and signature	●	●
3. Proof of property ownership	●	●
4. Whether there are any options or liens on the property	●	●
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	●	●
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	●	●
7. A vicinity map showing the area and road network surrounding the property		●
8. Name, address and phone number of the preparer of the site plan	●	●
9. Project title or name of the proposed development	●	●
10. Statement of proposed use of land, project completion schedule, any proposed development phasing	●	●
11. Land uses and zoning classification on the subject parcel and adjoining parcels	●	●
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		●
<b><i>B. Site Plan Information</i></b>		
1. North arrow, scale, and date of original submittal and last revision.	●	●

<i>Required Site Plan Element</i>	<b>Site Diagram</b>	<b>Administrative Site Plan / Site Development Plan</b>
<b><i>B. Site Plan Information (continued)</i></b>		
2. Boundary dimensions of natural features		●
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features.		●
4. Proposed alterations to topography and other natural features		●
5. Existing topographic elevations at two foot intervals except shown at five foot intervals where slopes exceed 18%		●
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.	●	●
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		●
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities.		●
9. Proposed finish floor and grade line elevations of any structures. <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<i>See note*</i>	●
10. Existing and proposed driveways, including parking areas	●	●
11. Neighboring driveways and other vehicular circulation features adjacent to the site		●
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas	●	●
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		●
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		●
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		●
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal		●
17. Location of water supply lines and/or wells	●	●
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems	●	●

<i>Required Site Plan Element</i>	<b>Site Diagram</b>	<b>Administrative Site Plan / Site Development Plan</b>
<b><i>B. <u>Site Plan Information (continued)</u></i></b>		
19. Location, specifications, and access to a water supply in the event of a fire emergency		●
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, waste water lines, clean out locations, connection points and treatment systems		●
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		●
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		●
23. A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used		●
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		●
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		●
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		●
27. Changes or modifications required for any applicable regulatory agencies' approvals		●

### **SECTION 957 PLANNED UNIT DEVELOPMENTS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. A written impact statement of the application as it relates to § 423.E.
- C. A written impact statement of the application as it relates to § 426.A. and § 426.E.
- D. A site development plan including the information described in § 956.

### **SECTION 958 PLANNED UNIT RESIDENTIAL DEVELOPMENTS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. A written impact statement of the application as it relates to § 423.E.
- C. A written impact statement of the application as it relates to § 427.A. and § 427.C.
- D. A site development plan including the information described in § 956.

### **SECTION 959 OPEN SPACE PRESERVATION OPTIONS**

All applications shall include:

- A. The submittal requirements of § 950;
- B. A written impact statement of the application as it relates to § 428.A. and § 428.D.
- C. A site development plan including the information described in § 956.

### **SECTION 960 GROUP HOUSING**

All applications shall include:

- A. The submittal requirements of § 950;
- B. A written impact statement of the application as it relates to § 423.E.
- C. A written impact statement of the application as it relates to § 430.
- D. A site development plan including the information described in § 956.