

Sec. 2115. Site plan review.

- (1) *Intent.* The site plan review procedures and standards set forth herein provide a consistent and uniform method for review of proposed development plans, to ensure full compliance with the standards contained in this section, other applicable local ordinances, standard engineering practices, and county, state, and federal rules, and laws. The procedures set forth herein are further intended to:
 - (a) Achieve efficient use of the land;
 - (b) Protect natural resources;
 - (c) Minimize adverse impacts on adjoining or nearby properties;
 - (d) Provide a mechanism for review of new development and redevelopment or reuse of existing sites to ensure compliance with current standards; and,
 - (e) Encourage cooperation and consultation between the township and the applicant to facilitate development in accordance with the township's land use objectives.

- (2) *Site plan review applicability and type.* A building permit shall not be issued until a site plan or sketch plan is approved in accordance with the procedures and standards set forth herein and all necessary review, inspection, and permit fees have been fully paid. The extent of site plan review for various types of projects is classified into five types in the table below (Table 2115.1).
 - (a) *Exempt:* Select projects, such as single family homes on an individual lot, are exempt from site plan review given their relatively low level of impact on adjacent land uses, and given that compliance with applicable building and fire code and zoning regulations can be addressed during the building permit review process.
 - (b) *Full site plan:* The most involved process for larger and more intense projects, including most new developments and major expansions.
 - (c) *Sketch plan:* Smaller scale projects and expansions or changes in use to existing sites are permitted to provide less detailed information than a full scale site plan review. The level of information is intended to be proportionate to the extent of the change and yet insure adequate review for compliance with applicable standards. Sketch plans shall still undergo a formal review by the planning commission.
 - (d) *Administrative review:* Select smaller scale projects and expansions or changes in use to existing sites, which are required to provide a sketch plan, do not require review by the planning commission; but instead shall undergo a formal review for approval by the township community and economic development department.
 - (e) *Site condominiums and planned developments:* Site plans for site condominiums and planned developments shall follow the procedure as provided in sections 2116 and 1903 respectively. Plats for subdivisions shall

follow the procedures of the township subdivision regulations ordinance number 44 and the Michigan Land Division Act. Site condominiums shall be required to meet the same design standards as subdivision plats, in accordance with the township zoning ordinance, subdivision regulations ordinance and all other applicable township regulations.

- (f) *Multiple-family and condominiums:* Site plans for multiple-family and condominium developments shall require the review and approval of both preliminary and final plans by the planning commission and township board.

TABLE 2115.1
TABLE OF ELIGIBLE USES AND REQUIRED REVIEW PROCESS

TABLE INSET:

SITUATION/USE	REQUIRED REVIEW			
	Site Plan	Sketch Plan PC Rev ¹	Admin. Review ²	Exempt ³
NEW DEVELOPMENT:				
Construction of one single-family dwelling unit on one lot in a residential zoning district.				✓
Construction of more than one principal residential building on a single lot, such as site condominiums.	✓			
Construction of any multiple-family residential or nonresidential principal building.	✓			
Any use or development for which the submission of a site plan is required by any provision of this ordinance.	✓			
Any use in an RM, MH, PD, OS, B, FS, IRO, I or P district.	✓			
All uses not otherwise included within a specific use district, per Sec. 2107.	✓			
Establishment of special conditional uses in all zoning districts, except where specifically noted elsewhere in this table.	✓			
Construction of essential public service buildings and storage areas.	✓			
Golf courses and public/private parks.		✓ ⁴		

SITUATION/USE	REQUIRED REVIEW			
	Site Plan	Sketch Plan PC Rev ¹	Admin. Review ²	Exempt ³
Minor changes during construction such as changes in landscape species to a similar variety, realignment of a driveway or road due to an unanticipated and documented constraint during construction, or to improve safety or protect natural features as required by outside agencies.			✓	
Construction of cellular and similar communication towers ⁷ .		✓		
Co-location of new antennas on an existing approved tower ⁷ .			✓	
Installation of new antennas on an existing building ⁷ .		✓		
Installation of new antennas on light poles or other structures ⁷ .		✓		
EXPANSIONS:				
Expansion of one single-family dwelling unit on one lot in a residential zoning district.				✓
An increase in the floor area up to 1,000 square feet or ten percent of the existing floor area, whichever is less, based on the cumulative total of the proposed expansion and any expansion within the last five years, as determined by the township community and economic development department.		✓		
An increase in the floor area greater than that specified above.	✓			
An increase in parking or loading area of up to ten percent or 6,000 square feet of pavement area without any building changes.			✓ ⁵	
An increase in parking or loading area over ten percent or 6,000 square		✓ ⁵		

SITUATION/USE	REQUIRED REVIEW			
	Site Plan	Sketch Plan PC Rev ¹	Admin. Review ²	Exempt ³
Construction of any multiple-family residential or nonresidential accessory building.		✓		
Changes to building height that do not add additional floor area.			✓	
CHANGES IN USE:				
Any change in the use of land or a building to a more intensive use, in terms of parking needs, noise, traffic volumes, and similar impacts, as determined by township.	✓			
A change in use for a site that does not comply with current site design standards (such as landscaping, signage, lighting or drainage). (Refer to nonconforming regulations)		✓		
A change in use to a similar or less intense use provided the site shall not require any significant changes in the existing site facilities such as parking, landscaping, lighting, signs, bikepaths or sidewalks.			✓	
Improvements to outdoor recreational uses and parks that are permitted uses.			✓	
A change from a nonconforming use, building or site, to a more conforming situation.		✓		
OTHER TYPES OF PROJECTS:				
Accessory open-air businesses.		✓		
Accessory buildings and structures constructed or erected accessory to a permitted single-family dwelling unit; and those up to 100 square feet in area in other districts.				✓ ⁴
Accessory buildings and structures greater than 100 square feet associated with a non-single-family residential use in any			✓	

	REQUIRED REVIEW			
SITUATION/USE	Site Plan	Sketch Plan PC Rev ¹	Admin. Review ²	Exempt ³
Accessory keeping of animals.				✓
Architectural changes to a non-single-family residential structure (an elevation plan describing changes and construction materials is required).			✓	
Bikepath, pathway or sidewalk construction or relocation.			✓ ⁵	
Construction of an entrance feature associated with a non-single-family residential use (walls, landscaping, etc.).		✓		
Fences associated with a non-single-family residential use, installed or improved.			✓ ⁵	
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area up to 100 square feet, provided such activity is normally and customarily incidental to single-family uses on the site.				✓ ⁶
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees other than that specified above.		✓ ^{5, 6}		
Home occupations.		✓		
Internal construction or change in the floor plan that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site which meets all site design standards of the ordinance.				✓
Landscape changes to similar species and that are consistent with the standards of this ordinance.			✓	

SITUATION/USE	REQUIRED REVIEW			
	Site Plan	Sketch Plan PC Rev ¹	Admin. Review ²	Exempt ³
Modifications to upgrade a non-single-family residential building to improve barrier-free design, or to comply with the Americans with Disabilities Act or other federal, state or county regulations.				
Parking lot improvements provided the total number of spaces shall remain constant.			✓ ⁵	
Residential care facilities licensed by the state that require special land use approval.		✓		
Sign relocation or replacement provided it meets the dimensional and location standards of this ordinance.			✓	
Site improvements such as installation of walls, fences, lighting or curbing consistent with ordinance standards.			✓	
Temporary uses, sales and seasonal events.		✓		
Utility system improvements.				✓ ⁵
Waste receptacle relocation to a more inconspicuous location or installation of screening around the waste receptacle.			✓	

Footnotes:

1. Requires review and approval by the planning commission (see section 2115(3)).
2. The township community and economic development department has authority for approval (see section 2115(4)). If the modifications are not deemed minor, then normal site plan review by the planning commission shall be required. Planning commission review shall be required for all site plans that involve a request for a variance, a special conditional use, or discretionary decisions.
3. A building permit, plot plan, grading and engineering review is still required.
4. For a golf course, a general layout of holes, ball trajectory and natural features is required; full site plan review is required for buildings, structures and parking areas that illustrate the area around such facilities

5. Construction, grading, drainage and erosion control plans must be approved by the township engineer.
 6. See also the township natural features ordinance.
 7. See Section 2107.1 Wireless communication towers and antennas.
- (3) *Planning commission site plan review procedures and requirements.* Site plans and sketch plans must be submitted in accordance with the following procedures and requirements. Plans are reviewed and approved following a process of pre-conceptual review, preliminary site plan review by the planning commission and final site plan review by the community development department.
- (a) *Applicant attendance:* The application shall be submitted by the owner of an interest in the land for which site plan approval is sought, or the designated agent of said owner. The applicant or a designated representative must be present at all scheduled review meetings or consideration of the plan shall be tabled due to lack of representation. Absence at two consecutive meetings without prior notice to the township community and economic development department shall result in denial of the application. The township community and economic development department may recommend to the planning commission chairperson that the applicant's architect or engineer be required to be present at the meeting in order to address technical matters related to the application.
 - (b) *Pre-application meeting:* The applicant is encouraged to schedule a meeting with the township community and economic development department to discuss the project, submittal requirements and review procedures. The purpose of this meeting is to discuss applicable standards and technical issues, and to determine the appropriate type of review process based on Table 2115.1. If the project is determined to be eligible for administrative approval, the procedures of section 2115(4) shall be followed; in other cases, the process shall proceed as described below.
 - (c) *Preliminary site plan or sketch plan submittal:* The applicant shall submit 15 copies of the following to the township community and economic development department no more than 20 business days prior to the planning commission meeting that the site plan is tentatively scheduled for:
 1. A complete application form supplied by the township.
 2. A complete site plan or sketch plan that includes the information listed in section 2115(5) "Submittal Requirements."
 3. Any additional information the planning commission finds necessary to make the determinations required herein.
 - (d) *Technical (staff) reviews:* The township community and economic development department shall forward the application and site plan(s) to the township planning, traffic and engineering consultants, the fire chief, and police chief. All reviews shall be submitted back to the township community and economic development department.

(e) *Planning commission consideration of preliminary site plan:* Following technical review and comment, and compliance with administrative procedures, the site plan shall be placed on the agenda of the planning commission. The planning commission shall review the application for site plan approval, together with the reports and recommendations from staff, consultants and other reviewing agencies, as appropriate. The planning commission shall then make a determination based on the requirements and standards of this section. The planning commission is authorized to postpone, grant approval, approval subject to revisions or denial as follows:

1. *Postpone:* The application may be postponed if it is determined to be incomplete, the applicant has not fully responded to deficiencies identified in the technical review, an ordinance interpretation or variance is needed from the zoning board of appeals, or that revisions are necessary to bring the site plan into compliance with applicable standards and regulations. The planning commission shall direct the applicant to prepare additional information, revise the site plan or direct the township staff to conduct additional analysis. The applicant shall be required to prepare revised plans accompanied by a complete list of all changes, certified as such by the applicant's design professional. Full sets of plans must be resubmitted. Amended plans or other material which show a diligent effort to address all reasons for tabling shall be placed on the agenda of the planning commission for further review and action.
2. *Approval:* Upon determination that all requirements for site plan approval, as set forth herein, are met and a recommendation for approval has been forwarded to the planning commission by all reviewing agencies of the township, approval shall be granted subject to the applicant providing copies of all required outside agency approvals. In those instances where approval authority is vested with the township board, a recommendation shall be made by the planning commission to the township board.
3. *Approval subject to revisions:* Upon determination that a site plan is in compliance except for minor revisions, said revisions shall be identified and the applicant shall be given the opportunity to correct the site plan prior to applying for final site plan approval. The applicant shall submit with the final site plan a complete list of all changes, certified by the applicant's design professional, to the township community and economic development department for final approval after said revisions have been completed. At its discretion, the planning commission may require the right to review the revised final site plan.
4. *Denial of approval:* Upon determination that a site plan does not comply with standards and regulations set forth in this section, requires extensive revision in order to comply with said standards and regulations, or the applicant has not satisfactorily addressed all reasons for site plan tabling, site plan approval shall be denied. The applicant

must revise the plans and resubmit if the applicant is still interested in pursuing the project. A re-submittal shall be considered a new site plan and be required to re-initiate the full site plan review process. Any person aggrieved by the decision of the planning commission in denial of a site plan shall have the right to appeal the decision to the zoning board of appeals. A site plan, by request of the applicant, needs an official denial by the planning commission in order to gain access to the zoning board of appeals.

- (f) *Multiple-family and condominiums preliminary approval:* Site plans for multiple-family and condominium developments shall require the review and approval of both preliminary and final plans by the planning commission and township board. The planning commission shall make a recommendation to the township board to approve, approve with conditions or deny the preliminary site plan. Following receipt of the planning commission's recommendation, the preliminary site plan shall be considered by the township board. The township board shall take action on the request following the same standards as subsection (f) above.
- (g) *Effect of preliminary site plan review action:* Any preliminary site plan approved under this provision shall expire after one year from the date of such approval. If construction has not commenced within one year of site plan or sketch plan approval by the planning commission or the township community and economic development department (as applicable), approval becomes null and void and a new application for site plan or sketch plan review shall be required. The applicant may request a one year extension by the planning commission, provided a written request is received before the expiration date and the site plan complies with current standards (i.e. any amendments to the zoning ordinance since the site plan was approved). This limitation shall not apply to preliminary PD site plans accompanying approved PD rezonings.
- (h) *Final site plans (detailed construction and engineering plans):* Except where otherwise set forth in this section, final site plan approval may be given administratively when all conditions set forth herein for final site plans are complied with except the planning commission may, at the time of preliminary site plan approval, require final site plan approval by the commission as well. The township community and economic development department shall grant final site plan approval where the following requirements are met:
 1. That all local, county and state requirements as may apply to the proposed use are met. The applicant shall be required to obtain all other necessary agency permits from the Michigan Department of Environmental Quality, the Washtenaw County Road Commission, Drain Commission and Health Department, and all applicable utility companies. Copies of applications and approvals from all applicable outside agencies shall accompany submission of the application and final site plan to the township.
 2. All applicable engineering requirements are met. Complete engineering plans shall be submitted for approval by the township engineer.

3. The design shown on the final site plan shall remain unchanged from the approved preliminary site plan. Upon determination that the final site plan does not comply with the conditions of preliminary site plan approval or that required engineering plan revisions alter the site plan configuration approved by the planning commission, the applicant shall be required to revise the site plan and engineering plans and resubmit the site plan to the body that approved the site plan for review and approval as an amended site plan.
 - (i) *Multiple-family and condominiums:* Final site plans for multiple-family and condominium developments shall require the review and approval by the township board based upon a review and recommendation by the planning commission.
 - (j) *Final site approval:* Final site plan approval, except as specifically permitted in subsections 1 and 2 below, shall not be given until all the above requirements are met. No work shall commence on any site, except as specifically permitted herein, or any buildings requiring site plan approval and no permits shall be issued until after final site plan approval is granted.
 1. Upon request, the township may permit, when justifiable conditions are found to exist, and after preliminary site plan approval has been given, the movement of soil on the site, prior to final site plan approval, provided:
 - a. A grading and soil erosion and sedimentation control plan, drawn to local specifications and when necessary to county specifications, has been reviewed and approved.
 - b. A soil erosion permit, when required, has been secured.
 2. Upon request, the township may permit, when justifiable conditions are found to exist, and after preliminary site plan approval has been given, the layout of footings and the construction of foundation walls prior to final site plan approval, provided:
 - a. A grading and soil erosion and sedimentation control plan, drawn to local specifications and when necessary to county specifications, has been reviewed and approved.
 - b. A soil erosion permit, when required, has been secured.
 - c. Detailed engineering plans for all aboveground and belowground utilities shall be submitted for review and approval.
 - d. Footing and foundation design plans have been approved by all applicable state, county, local departments and consultants.
 - e. A resolution absolving the Township of Ypsilanti of any liability has been submitted by the applicant and approved by the township.
- (k) *Completion of site design in accordance with approved site plan.*

1. Following approval of the site plan or sketch plan and final approval of the engineering plans by the township engineer and the community and economic development department, a building permit may be obtained. It shall be the responsibility of the applicant to obtain all other applicable township, utility, county, or state permits prior to issuance of a building permit.
 2. The approval of any site plan under this provision, other than subdivisions (subdivision shall follow the procedures of the Land Division Act) shall expire one year after the date of such approval, unless actual construction and development have been commenced in accordance with said site plan prior thereto. If such construction and development is commenced within said one year period, then such approval shall continue for a period of five years from the date thereof; provided, however, that a lapse of more than one year in continuous substantial construction and development does not occur, in which event, said approval shall expire. The township building official shall not issue a building permit for any type of construction on the basis of the approved site plan after such approval has expired unless such plan has received an extension for from the planning commission or township board. Fees for review of expired site plan may be waived or reduced in those instances where no substantial change in conditions of the site plan nor of abutting uses has taken place. In those instances where conditions have changed, the fee for review of expired site plans shall be the same as for the initial submittal. Any preliminary site plan approved under this provision shall expire after one year from the date of such approval.
 3. It shall be the responsibility of the owner of a property for which site plan approval has been granted to maintain the property in accordance with the approved site design on a continuing basis until the property is razed, or until new zoning regulations supersede the regulations upon which site approval was based, or until a new site design approval is sought. Such maintenance shall include all building and site elements depicted on the site plan including parking configuration, lighting and landscaping. Any property owner who fails to maintain a site as approved shall be deemed in violation of the applicable use provisions of this section and shall be subject to penalties.
 4. A development agreement with suitable guarantee may be required by the township to assure compliance with an approved final site plan.
- (4) *Administrative plan review.* For uses and projects eligible for administrative review, as identified in Table 2115.1, the following procedure shall apply:
- (a) *Submittal requirements:* Five copies of the sketch plan that contains the information listed in section 2115(5) shall be submitted to the township community and economic development department.
 - (b) *Review:* The township community and economic development department shall review and either approve the sketch plan, approve the sketch plan with a

condition that certain revisions be made, or deny the sketch plan.

(c) *Appeal:* Either the township community and economic development department or the applicant shall have the option to request sketch plan review by the planning commission.

(d) *Issuance of building permit:* A building permit shall be issued following review and approval of any engineering or construction plans by the building department and township engineer, as appropriate.

(5) *Submittal requirements.* The following information shall be included with and as part of the site plan(s) or sketch plan(s) submitted for review. Each category of site plan items ((a), (b), (c), etc.) shall be included on a separate sheet. Applications considered to be incomplete by the community and economic development department may not be reviewed by the planning commission.

TABLE INSET:

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
(a) <i>Application Form:</i> The application form shall contain the following information:			
Name and address of the applicant and property owner;	✓	✓	✓
Address and common description of property and complete legal description;	-	✓	✓
Dimensions of land and total acreage;	✓	✓	✓
Zoning on the site and all adjacent properties;	✓	✓	✓
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable;	✓	✓	✓
Name and address of firm or individual who prepared site plan; and,	✓	✓	✓
Proof of property ownership.	✓	✓	✓
(b) <i>Site Plan Descriptive and Identification Data:</i>			

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than three acres, or one inch = 100 feet for property three acres or more in size. Sheet size shall be at least 24 x 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included.	✓	✓	✓
Written project description, including proposed use, building(s) and site improvements;	-	✓	✓
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year);	✓	✓	✓
Scale and north-point;	✓	✓	✓
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile;	✓	✓	-
Legal and common description of property;	-	✓	✓
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings;	-	✓	-
Zoning classification of petitioner's parcel and all abutting parcels;	✓	✓	✓
Proximity to section corner and major thoroughfares; and,	-	✓	-
Net acreage (minus rights-of-way) and total acreage.	✓	✓	✓
(c) <i>Site Analysis:</i>			
An aerial photograph of the entire development area with all environmental features labeled on the photo in a "bubbled" fashion to include woodlands, wetlands, groundwater recharge areas, drains, creeks, surface water, severe changes in topography, erodible soils, and floodplains. Sheet size of the aerial photograph shall be at least 24 x 36 inches.	✓		

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
Environmental impact analysis and natural features protection documentation meeting the requirements of Chapter 26 of the Municipal Code, Environment.	-	✓	✓
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site;	-	✓	✓
Survey of on parcels more than one acre, topography on the site and within 100 feet of site at two-foot contour intervals, referenced to a U.S.G.S. benchmark;	-	✓	-
Surrounding land uses and zoning;	-	✓	-
Inventory of the location, sizes, and types of existing trees, hedgerows and landmark trees as required by the township woodlands ordinance and the general location of all other existing plant materials;	-	✓	✓
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations;	-	✓	✓
Surface drainage flows including high points, low points and swales;	-	✓	✓
Soils and watertable;	-	✓	-
All existing easements;	-	✓	✓
Existing roadways and driveways within 250 feet of the site;	-	✓	✓
Existing sidewalks and nonmotorized pathways;	-	✓	✓
Cultural resources and indication of human activities, such as paths;	-	✓	-
(d) <i>Site Plan</i> :			
Proposed lot lines, lot dimensions, property lines and setback dimensions;	✓	✓	✓
Structures, and other improvements;	✓	✓	✓
Proposed easements;	-	✓	✓
Location of exterior lighting (site and building lighting) in accordance with site lighting standards;	-	✓	-
Location of trash and recycling receptacle(s) and transformer	-	✓	✓

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
Extent of any outdoor sales or display area;	-	✓	✓
<i>(e) Access and Circulation:</i>			
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements;	-	✓	✓
Opposing driveways and intersections within 250 feet of site;	✓	✓	-
Cross section details of proposed roads, driveways, parking lots, sidewalks and nonmotorized paths illustrating materials and thickness;	-	✓	-
Dimensions of acceleration, deceleration, and passing lanes;	-	✓	-
Dimensions of parking spaces, islands, circulation aisles and loading zones;	-	✓	✓
Calculations for required number of parking and loading spaces;	-	✓	✓
Designation of fire lanes;	-	✓	✓
Traffic regulatory signs and pavement markings;	-	✓	-
Location of existing and proposed sidewalks/pathways within the site or right-of-way;	-	✓	✓
Location, height, and outside dimensions of all storage areas and facilities.	-	✓	✓
<i>(f) Landscape Plans:</i>			
Location, sizes, and types of existing trees as required by the township woodlands ordinance and the general location of all other existing plant materials, with an identification of materials to be removed and preserved;	-	✓	✓
Description of methods to preserve existing plant materials;	-	✓	-
The location of existing and proposed lawns and landscaped areas;	✓	✓	✓
Planting plan, including location and type of all proposed shrubs, trees, and other live plant material;	-	✓	-
Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity;	-	✓	-

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
Proposed dates of plant installation; and,	-	✓	-
Landscape maintenance schedule.	-	✓	-
<i>(g) Building and Structure Details:</i>			
Location, height, and outside dimensions of all proposed buildings or structures;	-	✓	✓
Building floor plans and total floor area;	-	✓	-
Details on accessory structures and any screening;	-	✓	-
Location, size, height, and lighting of all proposed site and wall signs;	-	✓	✓
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required;	-	✓	✓
Building facade elevations for all sides, drawn at an appropriate scale; and,	option	✓	-
Description of exterior building materials and colors (samples may be required).	-	✓	-
<i>(h) Drainage, Soil Erosion and Sedimentation Control:</i>			
Location and size of existing and proposed storm sewers;	-	✓	✓
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls;	-	✓	✓
Stormwater drainage and retention/detention calculations;	-	✓	✓
Indication of site grading, drainage patterns and stormwater management measures, including sediment control and temperature regulation; and,	-	✓	✓
Soil erosion and sedimentation control measures.	-	✓	✓
<i>(i) Information Concerning Utilities:</i>			
Location of sanitary sewers and septic systems, existing and proposed;	-	✓	-
Location and size of existing and proposed water mains, well sites, water service and fire hydrants;	-	✓	-
Location of existing and proposed gas, electric and telephone lines, above and below ground;	-	✓	-

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
Location of transformers and utility boxes; and,	-	✓	-
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.	-	✓	-
<i>(j) Lighting Plan</i>			
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations;	-	✓	✓
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles);	-	✓	-
Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding; and,	-	✓	✓
Use of the fixture proposed.	-	✓	✓
<i>(k) Additional Information Required for Residential Development</i>			
The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.);	✓	✓	-
Density calculations by type of residential unit (dwelling units per acre);	✓	✓	-
Garage and/or carport locations and details, if proposed;	-	✓	-
Mailbox cluster location and design, if required by post master;	-	✓	-
Location, dimensions, floor plans and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable;	-	✓	-
Swimming pool fencing detail, including height and type of fence, if applicable;	-	✓	-
Location and size of recreation and open space areas; and,	-	✓	-
Indication of type of recreation facilities proposed for recreation area.	-	✓	-
Where the site is located within 500 feet of the I-94 right-of-way, delineate that area of the site with sound levels of 61 dBA or greater.			
<i>(l) Traffic Impact Study</i>			

SITE PLAN DATA	Required for:		
	Pre-concept	Prelim Site Plan	Sketch Plan
Traffic impact study as required by subsection (6) below.	-	✓	-

(6) *Traffic impact:* The following traffic impact analysis shall be required for any site plan, special conditional use, condominium project, subdivision plat or rezoning.

(a) Type of traffic impact analysis.

1. A traffic impact assessment, which evaluates current and future traffic operations at site access points shall be required for projects which could generate 50--99 directional trips during a peak hour.
2. A traffic impact statement which evaluates current and future traffic operations at site access points and major signalized or nonsignalized intersections in proximity to the site shall be required for any proposed development which would be expected to generate over 100 directional trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over 750 trips in an average day. The exact study area of a traffic impact statement shall be established by the township.

(b) Traffic impact statement or assessment shall also be required for new phases or changes to a development where a traffic study is more than two years old and roadway conditions have changed significantly (volumes increasing more than two percent annually); or for a change or expansion at an existing site where the increased land use intensity is expected to increase traffic by at least 50 directional trips in a peak hour or result in at least 750 vehicle trips per day for the entire project.

(c) The contents of the traffic impact study shall include:

1. Illustrations and a narrative which describes the characteristics of the site and adjacent roadway system (right-of-way, functional classification, lane configuration, speed limits, any sight distances limitations, current traffic conflicts, etc.) This description should include surrounding land uses, expected development in the vicinity which could influence future traffic conditions, special site features and a description of any committed roadway improvements. The study should define and justify the study area selected for analysis.
2. For a rezoning, a description of the potential uses which would be allowed, compared to this allowed under current zoning. For a site plan review, mobile home park, condominium project, a subdivision plat, or specified special conditional use: a description of factors such as the number and types of dwelling units, the gross and usable floor area, the number of employees and shift change factors. Intended phasing or future expansion should also be noted.
3. Existing traffic conditions including existing peak-hour traffic volumes (and daily volumes if applicable) on street(s) adjacent to the site. Existing counts and levels of service for intersections in the vicinity which are

for projects requiring a traffic impact statement. Traffic count data shall be collected using accepted practices and shall not be over two years old.

4. The existing right-of-way shall be identified along with any planned or desired expansion of the right-of-way requested by the applicable road agency.
5. The traffic study shall include traffic generated by other projects in the vicinity which have been approved or are under construction.
6. For any project with a completion date beyond one year at the time of the traffic study, the analysis shall also include a scenario analyzing forecast traffic at date of completion along the adjacent street network using a forecast based on a network traffic assignment model (if available), historic annual percentage increases and/or future development in the area which has been approved.
7. Forecasted trip generation of the proposed use for the a.m. (if applicable) and p.m. peak hour and average day. The forecasts shall be based on the data and procedures outlined in the most recent edition of trip generation published by the institute of transportation engineers (ITE). The applicant may use other commonly accepted sources of data or supplement the standard data with data from at least three similar projects in Michigan.
8. A rezoning traffic impact study should contrast the traffic impacts of typical uses permitted in the requested zoning district with uses permitted in the current zoning district. The determination of typical uses shall be made by the planning commission with input from township staff and consultants.
9. Any trip reduction for pass-by trips, transit, ride-sharing, other modes, internal capture rates, etc. shall be based both on ITE findings and documented survey results acceptable to the township and applicable road agency. The community may elect to reduce the trip reduction rates used.
10. For projects intended to be developed in phases, the trip generation by phase shall be described.
11. Trip distribution: The projected traffic generated shall be distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site access points, and nearby intersections where required. Projected turning movements shall be illustrated in the report. A description of the application of standards engineering procedures for determining the distribution should be provided (trip distribution model, market studies, counts at existing driveways, etc.).
12. Level of service or "capacity" analysis at the proposed access points using the procedures outlined in the most recent edition of the highway

capacity manual published by the transportation research board. For projects requiring a traffic impact statement or regional traffic analysis, before and after capacity analyses shall also be performed for all street intersections where the expected traffic generated at the site will comprise at least five percent of the existing intersection capacity, unless other intersections are identified by the township. Gap studies for unsignalized intersections shall be provided where applicable.

13. The report shall include a map and description of the location and design of proposed access (driveways or new street intersections) including: any sight distance limitations, dimensions from adjacent driveways and intersections within 250 feet on either side of the main roadway, potential for shared access facilities, data to demonstrate that the number of driveways proposed is the fewest necessary, support that the access points will provide safe and efficient traffic operation and be in accordance with the standards of section 2123 and the applicable road agency. Comments shall also be provided on internal circulation design such as the adequacy of queuing (stacking) at site access points and other features which may affect traffic operations and safety.
 14. The study shall outline mitigation measures and demonstrate any changes to the level of service achieved by these measures. Any alternatives or suggested phasing of improvements should be described. The mitigation measures may include items such as roadway widening, need for bypass lanes or deceleration tapers/lanes, changes to signalization, use of access management techniques or a reduction in the proposed intensity of use. Proposed mitigation measures should be discussed with the Washtenaw County Road Commission and Michigan Department of Transportation, as applicable. The responsibility and timing of roadway improvements shall be described.
- (d) *Qualifications of preparer:* The person responsible for the preparation of the study shall have a degree or specific professional training in the preparation of traffic impact studies. The preparer shall have at least three years of recent experience in the preparation of traffic impact studies, provide evidence of ongoing experience and familiarity with the highway capacity manual and other traffic operation evaluation techniques, be an associate (or higher) member of one or more professional transportation-related organizations, and be either a registered engineer (PE) or a planner with AICP or PCP certification. Any study involving roadway or traffic signal design work shall be prepared by or under the supervision of a registered engineer (PE) with specific training in traffic engineering.
- (e) The requirement for a traffic impact study, or the specific study elements required may be waived or modified by the township. Reasons for the waiver or modification shall be documented. Factors to be considered include:
1. Roadway improvements are scheduled which are expected to mitigate any impacts associated with the proposed project.

2. The existing level of service along the roadway is not expected to drop below C due to the proposed project.
3. The existing level of service is not expected to be significantly impacted by the proposed project due to specific conditions at this location.
4. A similar traffic study was previously prepared for the site and is still considered applicable.

(7) *Standards for site plan approval.* Site plan approval shall be granted only if the site plan meets all applicable standards set forth in this section as outlined below:

- (a) *Adequacy of information:* The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s). All sheets must be consistent.
- (b) *Site design characteristics:* All elements of the site design 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 shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this section. The site shall be designed to conform to all provisions of the zoning ordinance. Redevelopment of existing sites shall be brought into conformance with all site improvement provisions of the zoning ordinance which are relative to and proportionate to the extent of redevelopment, as determine by the planning commission.
- (c) *Buildings:* Buildings and structures will meet or exceed setback standards, height and other dimensional standards, and be placed to preserve environmentally sensitive areas. Redevelopment of existing structures shall meet or exceed all standards for which a variance has not been obtained.
- (d) *Architecture:* All proposed development subject to site plan approval shall utilize quality architecture to ensure that buildings are compatible with surrounding uses, protects the investment of adjacent landowners, blends harmoniously into the streetscape, and maintains a positive image for the township.
 1. Building and sign materials and colors shall relate well and be harmonious with the surrounding area. Subtle earth tone colors shall be used for building and roofing material. The exterior building wall design standards of section 2121 shall be met.
 2. Buildings shall possess architectural variety, but enhance the overall cohesive community character. Buildings shall consider the scale and proportion of existing structures in the area. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape.
 3. All buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines or towers. Building walls over 100 feet in length shall be broken up with varying

building lines, windows, architectural accents and trees. Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a sense of place.

4. All rooftop HVAC and other mechanical equipment shall be screened.
- (e) *Preservation of natural systems:* The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, existing site natural features and topography shall be incorporated into the proposed site design. All requirements of Chapter 26 of the Municipal Code, Environment, for environmental impact analysis and natural features protection shall be complied with.
 - (f) *Privacy:* The site design shall provide reasonable visual and sound privacy for dwelling units located therein and adjacent thereto. Fences, walks, barriers, buffers and plantings shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.
 - (g) *Emergency vehicle access:* All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practicable means to all vehicles.
 - (h) *Ingress and egress:* Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets. The number, design, and location of access driveways and other provisions for vehicular circulation shall comply with the provisions of Section 2123, Access Management and Driveway Standards.
 - (i) *Nonmotorized circulation:* The site plan shall provide a nonmotorized circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.
 - (j) *Vehicular, pedestrian and bicycle circulation layout:* 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. The width of streets and drives shall be appropriate for the volume of traffic they will carry, on-street parking, where appropriate and the desired character of the streetscape and neighborhood.
 - (k) *Drainage:* Stormwater management system and facilities shall preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off the site.
 - (l) *Soil erosion:* The proposed development shall include measures to prevent soil erosion and sedimentation.

- (m) *Exterior lighting:* Adequate street lighting shall be provided for vehicular and pedestrian safety. The township may require street lighting at the development's entrance and along streets through a special assessment district or other means. Exterior site lighting shall be designed so that it is deflected away from adjacent properties.
- (n) *Public services:* The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the township or other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services.
- (o) *Traffic impact:* The expected volume of traffic to be generated by the proposed use shall not adversely impact existing roads and the circulation thereon, or access to or from the township via the two bridges.
- (p) *Hazardous materials:* Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby surface water bodies. Such sites shall be designed to meet all applicable state and federal regulations and the standards Chapter 26 of the Municipal Code, Environment.
- (q) Consistency with the township master plan and any applicable subarea or corridor plans.

(Ord. No. 99-219, 8-3-99; Ord. No. 2001-266, § 4, 5-15-01; Ord. No. 2002-306, 12-17-02; Ord. No. 2003-329, 1-20-04)