

## Preliminary Full Site Plan Review

### **1. Preliminary Full Site Plan Review Application**

Submit the following items to the Office of Community Standards (OCS) Staff. Please make note that a single review cycle may take up to three (3) weeks to complete. Each subsequent submittal will again have to pay the initial review fee and once again may take up to three (3) weeks to process. With this said, it is recommended that a submission be presented to the Township no later than forty-five (45) days prior to a regularly scheduled Planning Commission meeting. A plan will not be presented to the Planning Commission until such time that Township staff and reviewing consultants are satisfied that the proposal meets or exceeds all applicable Township ordinances, design and engineering standards.

#### **a. Preliminary Full Site Plan Proposed Plans:**

- Seven (7) signed and sealed copies (24"x36") of the proposed plan
- Two (2) signed and sealed copies (24" x 36") shall be provided to the Washtenaw County Road Commission and Washtenaw County Water Resources Commissioner for review. The applicant is responsible for delivery of the plans, application, and applicable review fees to these agencies. The Township will complete distribution to Ypsilanti Community Utility Authority (YUCA), but separate payment is required.
- One (1) copy (11"x17") of the proposed plan
- One (1) PDF digital copy of the proposed plan on a flash drive

#### **b. Preliminary Full Site Plan Proposed Plan Contents:**

Full Site Plan Review
<b>Application Form: The application form shall contain the following information:</b>
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
Proof of property ownership

<b>Site Plan Descriptive and Identification Data:</b>
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 × 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings
Proximity to section corner and major thoroughfares
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
Legal and common description of property
Zoning classification of petitioner's parcel and all abutting parcels
Net acreage (minus rights-of-way) and total acreage
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings
Proximity to section corner and major thoroughfares
<b>Site Analysis:</b>
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 × 36 inches
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
Soils and water table
Cultural resources and indication of human activities, such as paths
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
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
All existing easements
Existing roadways and driveways within 250 feet of the site
Existing sidewalks and nonmotorized pathways

<b>Site Plan:</b>
Proposed lot lines, lot dimensions, property lines and setback dimensions
Structures, and other improvements
Location of exterior lighting (site and building lighting) in accordance with site lighting standards
Proposed easements
Location of trash and recycling receptacle(s) and transformer pad(s) and method of screening
Extent of any outdoor sales or display area
<b>Access and Circulation:</b>
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements
Dimensions of parking spaces, islands, circulation aisles and loading zones
Calculations for required number of parking and loading spaces
Designation of fire lanes
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
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
Traffic regulatory signs and pavement markings
<b>Landscape Plans:</b>
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
The location of existing and proposed lawns and landscaped areas
Description of methods to preserve existing plant materials
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
Proposed dates of plant installation
Landscape maintenance schedule
<b>Building and Structure Details:</b>
Location, height, and outside dimensions of all proposed buildings or structures
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 floor plans and total floor area
Details on accessory structures and any screening
Building facade elevations for all sides, drawn at an appropriate scale
Description of exterior building materials and colors (samples may be required)

<b>Drainage, Soil Erosion and Sedimentation Control:</b>
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
Soil erosion and sedimentation control measures
<b>Information Concerning Utilities:</b>
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
Location of transformers and utility boxes
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable
<b>Lighting Plan:</b>
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations
Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding
Use of the fixture proposed
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles)
<b>Additional Information Required for Residential Development:</b>
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
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

**c. Preliminary Full Site Plan Additional Documents:**

- The Woodland Protection application or the No Tree Affidavit, if applicable
- The Traffic Impact Questionnaire

**d. Preliminary Full Site Plan Fees:**

- Check made out to Ypsilanti Township with appropriate fees. *Please note: The same preliminary site plan review fee will be charges for each subsequent submittal.*
- Fees sent separately to Ypsilanti Community Utilities Authority
- Fees paid to Washtenaw County Road Commission and Washtenaw County Water Resources Commissioner

**2. Preliminary Full Site Plan Distribution**

a. The Office of Community Standards will process and distribute the provided site plan application to the following review agencies for comment. This process may take up to three (3) weeks to complete.

- Township Planning Consultant (Carlisle-Wortman)
- Township Engineering Consultant (OHM)
- Township Fire Department (YTFD)
- Township Building Department
- Township Assessing Department
- Ypsilanti Community Utility Authority (YCUA)
- Comcast (cable)
- AT&T (communications)
- Ann Arbor Area Transportation Authority (AAATA)

b. The applicant is responsible for the delivery of plans, the appropriate application, and fees to the following reviewing agencies:

- Washtenaw County Water Resource Commission (WCWRC)  
705 N. Zeeb Road  
Ann Arbor, MI 48103  
Attention: Scott Miller  
734-994-2525
- Washtenaw County Road Commission (WCRC)  
555 N. Zeeb Road  
Ann Arbor, MI 48103  
Attention: Matt MacDonell  
734-761-1500
- Michigan Department of Transportation  
Brighton TSC  
10321 E. Grand River Avenue, Suite 500  
Brighton, MI 48116  
810-227-4681

c. The applicant is responsible for the payment of appropriate fees to the following reviewing agencies (Ypsilanti Township will distribute the plans):

- Ypsilanti Community Utility Authority (YCUA)  
2525 State Road  
Ypsilanti, MI 48198  
Attention: Scott Westover  
734-484-4600

### **3. Preliminary Full Site Plan Review**

Once all reviewing agencies have completed the necessary reviews, the Township Planning staff will determine whether the application is in proper form to be presented to the Planning Commission or if the plans must be revised and then re-submitted for further review. Plans that are found not to be in proper form per the adopted ordinances will not be presented to the Planning Commission for consideration. Please note that any additional reviews will require that the initial fee be resubmitted for the additional preliminary site plan review(s).

## 4. Planning Commission Consideration: Preliminary Full Site Plan

### **1. Planning Commission Materials**

Once all reviewing agencies have recommended preliminary approval, the Office of Community Standards will notify the applicant of the date and time that the application will be presented to the Planning Commission for consideration. At that time, the applicant shall supply the following items:

- Three (3) full copies of plan (24"x36")
- One (1) PDF digital copy of the plan
- Color elevations or drawings (PDF format)

### **2. Planning Commission Meeting**

On the specified date, the Planning Commission will meet in the Township Civic Center Boardroom (7200 S. Huron River Drive) at 6:30pm at which time the Planning Commission may postpone action or recommend approval to the Township Board (when applicable), approve, approve with conditions, or deny the submitted application.

### **3. Planning Commission Meeting Follow Up**

A written correspondence outlining the recommendation or decision of the Planning Commission will be sent to the applicant within seven (7) days of the decision. Any preliminary site plan approved expires after one year from the date of approval. 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.

## 5. Township Board Consideration: Preliminary Full Site Plan (if necessary)

The Township Board shall grant preliminary site plan approval for the following developments: Subdivisions, condominiums or site condominiums, planned developments, multi-family residential developments, and wireless communication towers.

A written correspondence outlining the decision of the Township Board will be sent to the applicant within seven (7) days of said decision. Any preliminary site plan approved expires after one year from the date of approval. 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.



## 6. Final Full Site Plan Review (detailed construction and engineering plans)

Final site plan approval may be given administratively unless the planning commission, at the time of preliminary site plan approval, requires final site plan approval by the planning commission as well. **Additional fees and submissions are required.**

The Office of Community Standards grants final site plan approval where the following requirements are met:

1. That all local, county and state requirements 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. If 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.

## 7. Planning Commission Consideration: Final Full Site Plan

### **1. Planning Commission Materials**

Once all reviewing agencies have recommended final approval, the Office of Community Standards will notify the applicant of the date and time that the application will be presented to the Planning Commission for consideration. At that time, the applicant shall supply the following items:

- Three (3) full copies of plan (24"x36")
- One (1) PDF digital copy of the plan

### **2. Planning Commission Meeting**

On the specified date, the Planning Commission will meet in the Township Civic Center Boardroom (7200 S. Huron River Drive) at 6:30pm at which time the Planning Commission may postpone action or recommend approval to the Township Board (when applicable), approve, approve with conditions, or deny the submitted application.

### **3. Planning Commission Meeting Follow Up**

A written correspondence outlining the recommendation or decision of the Planning Commission will be sent to the applicant within seven (7) days of the decision. The approval of any site plan, other than subdivisions, expires one year after the date of approval, unless actual construction and development have been commenced in accordance with said site plan. If construction and development begins within the one year period, then the approval shall continue for five years from the construction date. If substantial construction and development does not occur for a year, approval will expire.

## 8. Township Board Consideration: Final Full Site Plan (if necessary)

The Township Board shall grant final site plan approval for the following developments: Subdivisions, condominiums or site condominiums, planned developments, multi-family residential developments, and wireless communication towers. A written correspondence outlining the decision of the Township Board will be sent to the applicant within seven (7) days of said decision.

The approval of any site plan, other than subdivisions, expires one year after the date of approval, unless actual construction and development have been commenced in accordance with said site plan. If construction and development begins within the one year period, then the approval shall continue for five years from the construction date. If substantial construction and development does not occur for a year, approval will expire.