

ARTICLE IX. – SITE PLAN REVIEW

Sec. 901. – 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:

1. Achieve efficient use of the land;
2. Protect natural resources;
3. Minimize adverse impacts on adjoining or nearby properties;
4. Encourage a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses;
5. Encourage innovative design solutions;
6. Achieve innovative storm water management solutions;
7. Provide a mechanism for review of new development and redevelopment or reuse of existing sites to ensure compliance with current standards; and,
8. Encourage cooperation and consultation between the Township and the applicant to facilitate development in accordance with the Township's land use objectives.

Sec. 902. - 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 the types below:

1. *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.
2. *Site plan*: The most involved process for larger and more intense projects, including most new developments and major expansions.
3. *Sketch plan*: Smaller scale projects and expansions or changes in use to existing sites are permitted to provide less detailed information than a 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.
4. *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.
5. *Site condominiums and planned developments*: Site plans for site condominiums and planned

developments shall follow the procedure as provided in Section 701, Site Condominium Review and Article 6, respectively. Plats for subdivisions shall follow the procedures of the Township Subdivision Regulations Ordinance and the Michigan Land Division Act, Public Act 288 of 1967, as amended (MCL 560.293, et. seq.). Site condominiums shall be required to meet the same design standards as subdivision plats, in accordance with this Ordinance, subdivision regulations Ordinance and all other applicable Township regulations.

6. *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 Township Board, upon recommendation by the Planning Commission.

Sec. 903. – Site plan review process:

1. The Township Zoning Administrator shall have the authority to determine the required review process based on the Table of Eligible Uses and Required Review Process. The Township Zoning Administrator may seek the review and comments of applicable Township staff and/or consultants and reserve the right to refer the matter to the Planning Commission if desired.
2. Table of Eligible Uses and Required Review Process.

SITUATION/USE	REQUIRED REVIEW			
	Site Plan ¹	Sketch Plan PC Rev. ¹	Admin. Review ²	Exempt ³
NEW DEVELOPMENT:				
Construction of one (1) single-family dwelling unit on one (1) lot in a residential zoning district.				✓
Construction of more than one (1) principal residential building on a single lot, such as site condominiums.	✓			
Construction of any multiple-family residential or non-residential 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, NB, GB, NC, RC, I-T, L-M, I-C, B, FS, IRO, I or P district.	✓			
Establishment of special land uses in all zoning districts, except where specifically noted elsewhere in this table.	✓			
Construction of essential public service buildings and storage areas.	✓			
Public/private parks.		✓ ⁴		
Golf Courses.	✓			

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SITUATION/USE	REQUIRED REVIEW			
	Site Plan ¹	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 ⁶ .	✓			
Co-location of new antennas on an existing approved tower ⁶ .			✓	
Installation of new antennas on an existing building ⁶ , light poles, or other structures		✓		
EXPANSIONS:				
Expansion of one (1) single-family dwelling unit on one (1) lot in a residential zoning district.				✓
An increase in the floor area up to one thousand (1,000) square feet or ten percent (10%) of the existing floor area, whichever is less, provided the site will not require any significant change to existing site improvement such as parking, landscaping, lighting, signs, or sidewalks, as determined by the Township.		✓		
An increase in the floor area greater than that specified above.	✓			
An increase in parking or loading area of up to ten percent (10%) or six thousand (6,000) square feet of pavement area without any building changes.			✓ ⁴	
An increase in parking or loading area over ten percent (10%) or six thousand (6,000) square feet of pavement area.		✓ ⁴		
Construction of any multiple-family residential or non-single-family residential accessory building, provided the site will not require any significant changes to the existing site improvements such as parking, landscaping, lighting, signs, or sidewalks.			✓	
Changes to building height that do not add additional floor area nor exceed the maximum height requirements of the district.			✓	
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 the Township.	✓			

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SITUATION/USE	REQUIRED REVIEW			
	Site Plan ¹	Sketch Plan PC Rev. ¹	Admin. Review ²	Exempt ³
A change in use for a site that does not comply with current site design standards (such as landscaping, signage, lighting, or drainage). See Article 16 for regulations on nonconforming uses.		✓		
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, bike paths or sidewalks.			✓	
A change to an outdoor recreational use and park that are permitted uses.			✓	
Minor changes required by outside governmental agencies during construction as determined by the Zoning Administrator			✓	
A change from a nonconforming use, building or site, to a more conforming situation, provided the site shall not require any significant changes in the existing site facilities such as parking, landscaping, lighting, signs, bike paths or sidewalks. See Article 16 for regulations on nonconforming uses.		✓		
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 one hundred (100) square feet in area in other districts.				✓
Accessory keeping of animals.				✓
Architectural changes to a non-single-family residential structure (an elevation plan describing changes and construction materials is required).			✓	
Bike path, pathway or sidewalk construction or relocation.			✓ ⁴	
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.			✓ ⁴	
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area up to one hundred (100) square feet, provided such activity is normally and customarily incidental to single-family uses on the site.				✓ ^{4,5}
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees other than that specified above.		✓ ^{4,5}		

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	Site Plan ¹	Sketch Plan PC Rev. ¹	Admin. Review ²	Exempt ³
Home occupation. (see Section 1102, 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.			✓	
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.			✓ ⁴	
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.			✓	
Utility system improvements.				✓ ^{4,5}
Building-mounted solar energy equipment.			✓	
Ground-mounted solar energy collector system.	✓			
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.
2. The Township Zoning Administrator has authority for approval. 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. Construction, grading, drainage, and erosion control plans must be approved by the Township engineer.

5. See also the Earth Balancing and Excavation and Soil Erosion and Sedimentation Control Ordinances, Articles 2 and 6, respectively, Chapter 24 of the Charter Township of Ypsilanti Code of Ordinances.
6. See Section 1144, Wireless communication towers and antennas.

Sec. 904. - 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 Township, unless final site plan is specifically designated for review and approval by the Planning Commission or Township Board.

1. *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 (2) consecutive meetings without prior notice to the Township shall result in denial of the application. The Township 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.
2. *Pre-application meeting:* The applicant shall schedule a meeting with the Township 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 Section 903, Site plan review process. If the project is determined to be eligible for administrative approval, the procedures of Section 908, Administrative plan review, shall be followed; in other cases, the process shall proceed as described in Sections 905, 906 and 907.

Sec. 905. - Preliminary site plan:

1. *Submittal:* The applicant shall submit the required number of plans as set forth on the Township application to the Township no more than thirty (30) business days prior to the Planning Commission meeting that the site plan is tentatively scheduled for. Submittal requirements include:
 - A. A complete application supplied by the Township.
 - B. A complete site plan or sketch plan that includes the information listed in Section 910, Submittal requirements.
 - C. Any additional information the Zoning Administrator or Planning Commission finds necessary to make the determinations required herein.
2. *Technical (staff) reviews:* The Township shall forward the application and site plan(s) to the Township planning, traffic and engineering consultants, and the fire chief. All reviews shall be submitted back to the Township.
3. *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:

- A. 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, or that revisions are necessary to bring the site plan into compliance with applicable standards and regulations. The application shall be postponed if an Ordinance interpretation or variance is needed from the Zoning Board of Appeals, until such time as the interpretation and variance has been granted by the Zoning Board of Appeals. 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.
 - B. 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.
 - C. 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 Zoning Administrator 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.
 - D. 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 postponement, 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.
4. *Variance requests:* When the applicant intends to seek a variance from the Zoning Board of Appeals for the subject request, the applicant shall first receive consideration of the preliminary site plan from the Planning Commission, then obtain the necessary variances, and then come back to the Planning Commission for site plan approval. Site plan approval cannot be granted until any necessary variances have been granted by the Zoning Board of Appeals.
 5. *Effect of preliminary site plan review action:* Any preliminary site plan approved under this provision shall expire after one (1) year from the date of such approval. If the submission of a final site plan has not commenced within one (1) year of preliminary site plan or sketch plan approval by the Planning Commission or the Township Board, preliminary site plan 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 (1) 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 this Ordinance since the site plan was approved). This limitation shall not apply to preliminary PD site plans accompanying approved PD rezoning's.

Sec. 906. - Final site plans:

1. *Application and fee for a final site plan:* Following approval of the preliminary site plan, an application for final site plan review shall be filed with the Township Zoning Administrator, including the number of copies specified on the application of the proposed final site plan as well as other data, exhibits, and information hereinafter required. An application for final site plan review shall be accompanied by the required fees.
2. *Required data for a final site plan:* An application for approval of a final site plan shall provide the information required for a final site plan as set forth in Section 910, Submittal requirements, and include approval from: the Washtenaw County Road Commission or the Michigan Department of Transportation, whichever is applicable; Washtenaw County Water Resource Commissioner; Ypsilanti Community Utilities Authority; and the Michigan Department of Environmental Quality Land and Water Quality Division, and any other applicable local, state or federal agency.
3. *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 met. The Planning Commission may, at the time of preliminary site plan approval, require final site plan approval by the Planning Commission as well. The Township Zoning Administrator shall grant final site plan approval where the following requirements are met:
 - A. That all local, county and state requirements as may apply to the proposed use are met and all necessary agency permits are obtained. Copies of applications and approvals from all applicable outside agencies shall accompany submission of the application and final site plan to the Township.
 - B. All applicable engineering requirements are met. Complete engineering plans shall be submitted for approval by the Township Engineer.
 - C. The design shown on the final site plan remains unchanged from the approved preliminary site plan. If the Zoning Administrator determines 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.
4. *Final site approval:* Final site plan approval, except as specifically permitted in subsection A 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.
 - A. 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:
 - (1) A grading and soil erosion and sedimentation control plan, drawn to local specifications

and when necessary to county specifications, has been reviewed and approved.

- (2) A soil erosion permit, when required, has been secured.

Sec. 907. - Completion of site design in accordance with approved final site plan:

1. *Permits:* Following approval of the final site plan or sketch plan and final approval of the engineering plans by the Township Engineer and the Zoning Administrator, 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. *Expiration:* The approval of any final site plan under this provision, other than subdivisions (subdivision shall follow the procedures of the Land Division Act) shall expire one (1) year after the date of such approval, unless actual construction and development have been commenced in accordance with said site plan prior thereto. The applicant may request a one (1) 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 this Ordinance since the site plan was approved). If such construction and development is commenced within said one (1) year period, then such approval shall continue for a period of five (5) years from the date thereof. However, that a lapse of more than one (1) 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 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.
3. It shall be the responsibility of the owner of a property for which final 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.

Sec. 908. - Administrative plan review:

For uses and projects eligible for administrative review, as identified in the Table of Eligible Uses and Required Review Process, the following procedure shall apply:

1. *Submittal requirements:* The applicant shall submit to the Township the required number of plans as set forth on the Township application that contains the information listed in Section 910, Submittal requirements.
2. *Review:* The Township 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.

3. *Appeal*: Either the Township or the applicant shall have the option to request sketch plan review by the Planning Commission.
4. *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.

Sec. 909. - Multiple-family and condominiums approval:

Site plans for multiple-family and condominium developments shall require the review and approval of both preliminary and final plans by the Township Board, upon recommendation by the Planning Commission. 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 Planning Commission shall make a recommendation to the Township Board to approve, approve with conditions or deny the final site plan. Following receipt of the Planning Commission's recommendation, the final site plan shall be considered by the Township Board.

Sec. 910. - 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 shall be included on a separate sheet. Applications considered to be incomplete by the Zoning Administrator may not be reviewed by the Planning Commission.

SITE PLAN DATA	Required for:			
	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
A. Application Form:				
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	✓	✓	✓	✓

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	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
Proof of property ownership.	✓	✓	✓	✓
B. Site Plan Descriptive and Identification Data:				
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than one (1) inch = fifty (50) feet for property less than three (3) acres, or one (1) inch = one hundred (100) feet for property three (3) acres or more in size. Sheet size shall be at least twenty-four (24) × thirty-six (36) inches. If a large development is shown in Sections on multiple sheets, then one (1) 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. Site Analysis:				
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 twenty-four (24) × thirty-six (36) inches;	✓			
Environmental impact analysis and natural features protection documentation meeting the requirements of Chapter 26 of the Municipal Code, Environment;	-	✓	✓	✓

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SITE PLAN DATA	Required for:			
	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within one hundred (100) feet of the site;	-	✓	✓	✓
Survey of on parcels more than one (1) acre, topography on the site and within one hundred (100) feet of site at two (2) 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 water table;	-	-	✓	✓
All existing easements;	-	✓	✓	✓
Existing roadways and driveways within two hundred-fifty (250) feet of the site;	-	✓	✓	✓
Existing sidewalks and nonmotorized pathways; and	-	✓	✓	✓
Cultural resources and indication of human activities, such as paths.	-	-	✓	✓
D. Site Plan:				
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 Section 1303, Exterior lighting;	-	-	✓	✓
Location of trash and recycling receptacle(s) and transformer pad(s) and method of screening; and	-	✓	✓	✓
Extent of any outdoor sales or display area.	-	✓	✓	✓
E. Access and Circulation:				

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SITE PLAN DATA	Required for:			
	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
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 two hundred-fifty (250) feet of site;	-	✓	✓	✓
Location of proposed roads, driveways, parking lots, sidewalks, and non-motorized pathways;			✓	
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; and	-	✓	✓	✓
Location, height, and outside dimensions of all storage areas and facilities.	-	✓	✓	✓
F. Landscape Plans:				
Location, sizes, and types of existing trees as required by the Township Woodlands Ordinance, Article 3 of Chapter 24 of the Charter Township of Ypsilanti Code of Ordinances, 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;	-	-	✓	✓

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SITE PLAN DATA	Required for:			
	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
Irrigation system plan for watering and draining landscape areas;				✓
Sections, elevations, plans, and details of landscape elements, such as berms, walls, ponds, retaining walls, and tree wells;				✓
Proposed means of protecting existing plant material during construction;				✓
Proposed dates of plant installation; and				✓
Landscape maintenance schedule.	-	-		✓
G. Building and Structure Details:				
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).	-	-	✓	✓
H. Drainage, Soil Erosion and Sedimentation Control:				
Location of existing and proposed storm sewers;	-	✓	✓	✓
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.	-	✓	✓	✓

SITE PLAN DATA	Required for:			
	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
I. Information Concerning Utilities:				
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; and	-	-	✓	✓
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.	-	-	✓	✓
J. Lighting Plan				
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.	-	✓	✓	✓
K. Additional Information Required for Residential Development				
The number and location of each type of residential unit (one (1) bedroom units, two (2) 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 postmaster;	-	-		✓
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;	-	-	✓	✓

Article 9 – Site Plan Review

SITE PLAN DATA	Required for:			
	Pre-concept	Sketch Plan	Prelim. Site Plan	Final Site Plan
Indication of type of recreation facilities proposed for recreation area; and	-	-	✓	✓
Where the site is located within five hundred (500) feet of the I-94 right-of-way, delineate that area of the site with sound levels of sixty-one (61) dBA or greater.	-	-	✓	✓
L. Outside Agency Reviews				
Preliminary Review; and	-	-	✓	-
Permits	-	-	-	✓
M. Additional Study (as required by the Zoning Administrator)				
Traffic impact study in compliance with Article 4, Traffic impact study of Chapter 24 of the Charter Township of Ypsilanti Code of Ordinances;				As required by Zoning Administrator after review of the standards set forth in Section 911. Any proposal requesting a density bonus shall be required to submit a traffic impact study
Environmental assessment in compliance with Section 1403.3; Natural features impact statement;				As required by Zoning Administrator after review of the standards set forth in Section 911
Noise study showing compliance with Section 1400.6;				As required by Zoning Administrator after review of the standards set forth in Section 911
Additional study as required by Zoning Administrator				As required by Zoning Administrator after review of the standards set forth in Section 911

Sec. 911. - Standards for site plan review:

1. *Compliance with all Regulations:* In reviewing the site plan, the Zoning Administrator shall not place an application on the Planning Commission agenda until they have determined that the proposed plan complies with all applicable regulations of this Ordinance.
2. *Standards:* In consideration of each site plan, the Township Planning Commission shall determine the following:
 - A. The proposed use will not be injurious to the general health, safety, welfare, and character of the Township and surrounding neighborhood.
 - B. The proposed development is consistent with the Township Master Plan.
 - C. There is a proper relationship between public thoroughfares and proposed service drives,

driveways, and parking areas.

- D. The proposed development provides for proper development of roads, easements, and public utilities.
- E. Building placement and orientation provides a strong visual and functional relationship with its site, adjacent sites, and nearby thoroughfares. Such placement and orientation are consistent within sites and to adjacent sites to provide distinct building groups which exhibit similar orientation, scale, and proportion.
- F. Site access and circulation shall be designed to ensure the safe and convenient movement of vehicles, bicycles, pedestrians, and transit, where applicable. Where possible, separation of pedestrian and vehicular traffic shall be provided to avoid conflicts and unsafe conditions.
- G. Internal circulation shall be arranged to provide a practical means of emergency personnel and vehicle access to all sides of a building.
- H. Site planning and design of specific improvements will accomplish the preservation and protection of existing natural resources and features such as lakes, ponds, streams, wetlands, floodplains, steep slopes, groundwater, trees, and wooded areas, including understory trees.
- I. The proposed development will utilize the natural topography to the maximum extent possible, minimizing the amount of cutting, filling, and grading required, and preventing soil erosion or sedimentation.
- J. The design of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers, and other site improvements meets the design and construction standards of the Township and other appropriate agencies.
- K. A stormwater management system and facility will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible and will 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-site. The Washtenaw County Water Resources Commissioner Rules shall be used for the review and approval of all stormwater management systems.
- L. Wastewater treatment systems, including on-site septic systems, shall be located to minimize any potential degradation of surface water or ground water quality, and be designed in accordance with applicable Township, County, and/or State standards.
- M. Sites which include storage of hazardous waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of pollution materials to the surface or the air, or to the ground, groundwater, or nearby water bodies, with a specific plan to achieve such objectives being incorporated as part of the site plan.
- N. Landscaping, including grass, trees, shrubs, and other vegetation, is provided to maintain and improve the aesthetic quality of the site and area.
- O. The site plan complies with all Township Ordinances and any other applicable laws.

Sec. 912. - Site plan completion guarantee:

1. Prior to the issuance of any building permit for any building, and prior to signing of the final plat by the Township Clerk in a platted subdivision, or prior to the issuance of any building permit for

any building in a site condominium project, or prior to issuance of a certificate of occupancy for any other development which requires site plan review under this Ordinance, the applicant for same shall provide to the Township the completion guarantee, as set forth in Section 3.06, Performance guarantee.

Sec. 913. - Certification of compliance:

1. *Zoning Compliance Permit:* A zoning compliance permit, as set forth in Section 301, Duties of the Zoning Administrator, shall be required prior to issuance of a certificate of occupancy or building permit.
2. *Requirements:* When the appropriate permits are issued, the applicant may begin site work. In any development where individual lots do not front on an existing improved public or private street no building construction permit(s) shall be issued until the Zoning Administrator certifies the following minimum standards are met. Each phase of an approved project shall meet these requirements:
 - A. All interior public and private streets, including curb and gutter where applicable, shall be complete through the base course of pavement. Modifications to the requirement may be permitted by the Township Board based upon a recommendation by the Township Engineer when paving may not be possible due to weather.
 - B. All site mass grading and balancing shall be complete and certified by the developer's engineer and approved by the Township Engineer to be in compliance with the approved site plan.
 - C. All facilities for the detention and/or retention of stormwater shall be substantially complete in a state which is ready to be energized and placed online.
 - D. The installation of all franchised utilities shall be substantially complete, ready to be energized and placed online.
 - E. All underground water mains, sanitary and storm sewers shall have passed their certified acceptance tests. The water and wastewater system shall be certified as operational by the Ypsilanti Community Utilities Authority.
 - F. Each individual lot or building site shall have a sign clearly showing the lot number and address of the lot or building site. Temporary street name signs with contrasting letters at least six (6) inches high shall be erected at every intersection. All required traffic control signs shall be installed.
 - G. In single-family residential developments the applicant may apply for permission to erect a temporary sales trailer and/or construct up to three (3) model homes prior to completion of the above requirements. No occupancy of said models shall be permitted until the above conditions are met. Permits for models may be issued subject to the following conditions:
 - (1) The lots must be contiguous to each other, and one (1) lot must abut an existing public or private street. The first model shall be located on the lot abutting the street, and subsequent models shall abut a lot for which a permit has previously been issued under this Section.
 - (2) If the remaining two (2) lots do not abut an existing public or private street, they must be served by an access road of sufficient width and structure to accommodate fire apparatus.

Such access road shall be within fifty (50) feet of each structure.

(3) The Fire Department shall approve the access and determine that a sufficient water supply exists to permit firefighting and rescue operations.

(4) Sales trailers shall meet all the requirements of Section 805, Temporary structures.

Sec. 914. - Revocation and abandonment:

1. *Revocation:* The Township Planning Commission may, upon hearing, revoke approval of a site plan if the Commission determines that any information on the approved site plan is in error or the site plan is not in compliance with approved plans. Upon revocation, work on the affected part of the development, or on the entire development, as determined by the Township Planning Commission, shall cease. The Township Planning Commission may direct the Township Zoning Administrator to issue a stop work order to enforce its determination. Upon revocation, the Township Planning Commission may require the applicant to amend the site plan in a manner appropriate to reflect the corrected information. Any work so suspended shall not be resumed until an amended site plan is approved by the Township Planning Commission.
2. *Abandonment:*
 - A. Abandonment of preliminary site plan: An approved preliminary site plan for which a final Site plan has not been submitted as required under Section 906, final site plans, within one (1) year from the date of preliminary site plan approval shall be considered abandoned, unless an extension of approval has not been requested within a one (1) year period from the date of a final site plan approval, shall be considered abandoned.
 - B. Abandonment of final site plan: An approved final site plan, upon which construction does not commence and an extension of approval has not been requested within a one (1) year period from the date of a final site plan approval, shall be considered abandoned.

Sec. 915. - Development agreement:

The Township Planning Commission may as a condition of final site plan approval, require the proprietor and/or developer to enter into a Development Agreement with the Township. Such agreement shall set forth and define the responsibilities of the proprietor and the Township, as set forth in Section 305, Development agreement.