

## SITE PLAN REVIEW PROCEDURE

**1. Application Fee: \$500.00**

The application fee is used for the administrative costs of processing the request

**Escrow Fee: \$1,000 (separate check required)**

The escrow fee pays for the cost of services provided by professional consultants retained by the Township to assist in reviewing the project. If the initial escrow amount is exhausted additional escrow fee's may be required.

**2. Processing Period**

A site plan takes approximately 45 days to process.

**3. Site Plan Review Required**

**a) *Planning Commission Review***

A site plan shall be submitted for review and approval by the Planning Commission prior to the issuance of a building permit for:

1. Any new principal commercial, office, industrial, business, or institutional use or a residential use containing three or more dwelling units. Farm buildings and single- and two-family dwellings on individual lots do not require site plan review;
2. An alteration of the building or property or change in the use of a building or property which results in the increase in the intensity of the use or results in the need for more parking spaces as required by this Ordinance;
3. Special land uses and planned unit developments;
4. Open space preservation projects per Section 22.04 herein;
5. All other uses requiring site plan approval as required by this Ordinance.

**b) *Zoning Administrator Review***

A site plan shall be submitted to the Zoning Administrator for review and approval prior to the issuance of a building permit for:

1. Expansion of an existing use or building which does not increase the intensity of the use or result in the need for additional parking as required herein and which would not otherwise require review by the Planning Commission.
2. Construction of a building or structure which is accessory to the principal use or building.

#### 4. Site Plan Review Requirements & Procedures

a) Application Requirements. The applicant must submit a signed application form, application and escrow fees, and at least nine copies of the site plan to the Township **not less than three weeks before** the date when it will be reviewed by the Planning Commission. *See schedule on website*

**A digital version of the site plan must also be provided via a flash drive or by email to the zoning administrator or planner.**

b) Site Plan Requirements. The site plan must be prepared in accordance with the attached checklist which is based on Article 21 of the Township Zoning Ordinance.

c) Review Process.

1. Copies of the application and site plan are submitted to the Zoning Administrator, Planning Commission, Township Engineer, and Planner.

2. Reports from Planner and Engineer are prepared for the Planning Commission. Copy is sent to applicant.

3. The Planning Commission at its next regular meeting reviews the site plan and staff reports. The Commission reviews the plan in accordance with the standards contained in Section 21.06 of the Zoning Ordinance. The Commission may approve, modify, or deny the site plan or approve it subject to revisions being made.

4. The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Township Planner or Zoning Administrator to review and approve the revised plan according to the changes required by the Commission. This revised plan must be submitted not less than 14 days before the Planning Commission meeting when it will be reviewed.

5. Once final approval is given and the site plan contains all required corrections, the Chairperson of the Planning Commission signs two copies of the plan: one for the Township file and one for the applicant.

#### 5. Building Permit

Following approval of the site plan, the applicant may apply for a building permit at the Township office.

**Submittal requirements for a building permit are:**

- Two sets of sealed construction drawings;
- A driveway permit from the Kent County Road Commission;
- A Soil Erosion Permit from the Road Commission if the work being performed is over one acre or within 500 feet of a body of water; and
- Well and septic permits from the Kent County Health Department.

If all information is properly provided the Township Supervisor signs the Building Permit and the applicant is then responsible to deliver the permit and all information to:

Brian Wilson, Township Building Official.

Cascade Charter Township

2865 Thornhills SE Grand Rapids, MI 49546 Ph: 616 949-3765

# LOWELL CHARTER TOWNSHIP PLAN REVIEW CHECKLIST

2910 Alden Nash SE

Lowell, MI 49331

Phone: 616-897-7600 Fax: 616-897-6482

[www.lowelltpw.org](http://www.lowelltpw.org)

See Article 21 of the Township Zoning Ordinance for actual language

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The following materials shall be submitted as part of a request for site plan review. Certain information may be specifically waived by the Planning Commission or Zoning Administrator as may be applicable: (Please check when complete.)

- A completed application form.
- A written project description of the existing use of the site and the proposed use, buildings and site improvements.
- An electronic version of the site plan and all other items submitted in a form acceptable to the Township.
- 9 copies of a site plan at a scale of not more than one inch = 100 ft.

### The Site Plan Shall Include:

#### A title block containing:

- the project name, if any.
- the name, address and telephone number of the applicant.
- the name, address, telephone number and seal of the professional individual who prepared the site plan.
- the dates of submission and any revisions to the site plan.

### **Property Information**

- Scale and north arrow.
- A locational diagram of the site within the Township drawn to scale.
- A legal description of the subject property.
- The net acreage (minus right-of-way) and total acreage.
- The land uses and zoning classifications of adjoining parcels and parcels located across the street.
- The location and dimensions of proposed and/or existing lot lines.
- All required building setbacks.
- Existing contour lines at two feet intervals on site and for a distance of 50 feet on adjacent parcels.
- The location and elevations of existing water courses and water bodies, including county drains and manmade surface drainage ways, 100-year floodplains and all wetlands and other unbuildable areas.
- The location and type of significant vegetation including woodlots and large individual trees.

### **Building and Land Use Information**

- The location and setbacks of all on-site existing and proposed buildings, as well as the length, width, height, total square footage and use of each building and distances between structures and lot lines.
- The location and use of all off-site buildings or structures within 100 feet of the subject property.
- For commercial buildings provide front façade elevations per Section 11.07 and descriptions of exterior building materials and colors.
- The proposed location of accessory structures, buildings and uses and of the method of screening, where applicable.

### **Streets, Vehicle and Pedestrian Circulation, and Parking**

- Location, name, dimensions and right-of-way of all existing and proposed on-site and adjoining off-site streets.
- Location and design specifications of driveways.
- All driveways within 100 feet of the site on both sides of the street.

\_\_\_ The location, design, surface and number of all parking spaces and unloading areas, including information on proposed curbing, barrier-free access design and dimensions for parking spaces, circulation aisles and unloading spaces. Calculations to demonstrate compliance with the required number of parking spaces shall be provided. See Article 22.

\_\_\_ The location and design of all existing and proposed sidewalks, walkways, and bicycle paths.

### **Lighting**

\_\_\_ The location, height and type of fixture of all exterior lights including building lights. Lights shall be designed and placed to avoid light spillover onto adjacent properties and roadways.

\_\_\_ Provide a separate lighting plan in accordance with Section 4.28.

### **Utilities, Grading, Stormwater Management (Provide size of pipe and any easements)**

\_\_\_ Electric, telephone and gas distribution lines.

\_\_\_ Water mains, fire hydrants and well sites.

\_\_\_ Storm sewer lines

\_\_\_ Sanitary sewer lines.

\_\_\_ Septic systems, if applicable.

\_\_\_ Retention and detention areas (inverts, drainage flow patterns, manholes and catch basins, calculations for size of storm drainage facilities, underground tanks and transportation pipelines.

\_\_\_ A grading plan showing finished contours at a minimum interval of two feet

\_\_\_ Measures to control soil erosion and sedimentation.

### **Landscaping See Section 4.26**

\_\_\_ Number of plants, type, size, location and spacing for:

\_\_\_ Greenbelts;

\_\_\_ Front yard along all streets abutting property;

\_\_\_ Parking lots including landscaping within islands and on perimeter;

\_\_\_ Computations for all required landscaping;

\_\_\_ Berms, walls and fences;

### **Waste Disposal**

\_\_\_ The location, size and specifications for screening of all trash receptacles.

### **Residential Developments**

\_\_\_ The total number of residential units proposed by type (e.g., 1-bedroom units, 2-bedroom units, etc.)

\_\_\_ Floor area per unit for each type of unit.

\_\_\_ Proposed density calculations for the completed project (dwelling units per acre.)

\_\_\_ Location, use, dimensions and elevations of all common or community buildings

\_\_\_ Garage and/or carport locations and details

\_\_\_ Location, type, size and dimensions of the recreation and open space areas.

### **Signs**

\_\_\_ The location, size and specifications of all signs including signs to be placed on buildings. A separate sign permit is required. See Article 18