



**Frenchtown Charter Township
Planning Commission
2744 Vivian Road
Monroe, MI 48162
734-242-5900**

SITE PLAN SUBMISSION REQUIREMENTS

General Information

1. PURPOSE

The purpose of the Site Plan and Development Review process is to determine compliance with the Frenchtown Charter Township Zoning Ordinance, the Township Parcel Division and Combination Ordinance and other applicable Planning and Engineering Standards of the Township. Copies of the Township Zoning Ordinance, and other Township Ordinances, may be obtained from the Township's website: www.frenchtownmi.gov, the Township Clerk's Office or the Building Department at the Township Hall located at 2744 Vivian Road, Monroe, Michigan. Information found in the Zoning Ordinance is essential for completion of a Site Plan submitted for Site Plan Review.

The purpose of this document is to summarize the Site Plan Review process and submission requirements in order to assist developers in Frenchtown Charter Township in efficient planning of their project(s).

2. MEETING DATES

The Frenchtown Charter Township Planning Commission meets on the first and third Thursday of each month at 7:00 pm., in the Board Meeting Room of the Township Hall. **(All applicants will be scheduled for the third Thursday unless otherwise directed by the Planning Commission Chairman.)** If the applicant or his representative is not present when the application is scheduled for discussion, and if the applicant (or applicant's representative) has not contacted the Township Building Department prior to the scheduled meeting to request tabling or withdrawal their application, the application will be denied. In order to receive further consideration, the application must then be resubmitted, with repayment of all fees. If proper, advance notification has been given to the Building Department to be placed on the agenda for a subsequent Planning Commission meeting date. In either case, if they must republish any required public notifications for the project, the applicant will be required to reimburse the Township for the appropriate republication costs.

3. SUBMISSION DATES

All Site Plans submitted for review shall be submitted to the building department not later than the close of operation 5 weeks prior to the regular Planning Commission Meeting in order to be considered for placement on the Planning Commission agenda. Additionally, please note that the number of new items accepted for placement on each month's agenda may be limited by the Commission, with new items accepted and placed on the agenda in the order of completed application and as Site Plans are received.

Their reviews are essential in order for the Planning Commission to grant approvals.

4. SUBMISSION REQUIREMENTS

All Site Plans shall contain the minimum information listed later in this handout and shall be accompanied by:

- 6 sets of the completed application form supplied by the Township;
- Additional site plans will be requested for Planning Commission Board Members by the Township at a specific date.
- Fees as established by the Schedule of Fees, as adopted by the Frenchtown Charter Township's Board.

All applications shall be completed and signed by the individual completing the form. If the applicant is not the owner of the property, the owner shall sign the application indicating the applicant has the authority to act as his or her agent.

Applications and Site Plans submitted with significant missing information may be returned to the applicant for completion prior to placement on the Planning Commission Agenda.

NEW, OR MISSING, WRITTEN INFORMATION OR PLANS SUBMITTED BY, OR FOR, THE APPLICANT AT THE TIME OF THE SCHEDULED PLANNING COMMISSION HEARING WILL NOT BE ACCEPTED FOR CONSIDERATION AT THAT MEETING. ADDITIONALLY, IF A SITE PLAN IS TABLED BY THE COMMISSION DUE TO MISSING INFORMATION, AFTER PROVIDING THE MISSING INFORMATION; THE APPLICANT SHALL APPLY IN WRITING AT THE BUILDING DEPARTMENT TO BE PLACED BACK INTO ROTATION WITH OTHER SITE PLAN APPLICATIONS FOR INCLUSION ON A FUTURE PLANNING COMMISSION AGENDA.

5. MINI COMMITTEE PLANNING COMMISSION MEETING

On occasion where justified by extenuating circumstances, the Planning Commission may grant an applicant's request for a Mini -Committee Planning Commission Meeting to act on his / her Site Plan application. This meeting normally will be scheduled by the Building Department only after the following:

- Receipt of a mini-committee meeting application and applicable fees from the applicant;
- Approval of the Planning Commission;
- Agreement of the Planning and Engineering Consultants;
- Sufficient time for required Public Notifications and for receipt of the Consultant Reports and other Site Plan Review comments / approvals.

6. NUMBER OF COPIES

Each application submitted for Site Plan Review shall be accompanied by 6 complete sets of Site Plan drawings for tentative review submissions, and 13 complete sets of Site Plan drawings for final review submission. These plans will be distributed to the Planning Commission Members and Township Consultants as follows:

Site Plan Distribution

	Number of Copies (per submission)	
	Tentative Review	Final Review
Township Planning Commission	0	7
Township Building Department	2	2
Township Clerk	1	1
Township Planning Consultant	1	1
Township Engineering Consultant	1	1
Township Fire Department	1	1
Total Copies	6	13

7. SCHEDULE OF FEES

Each application for Site Plan Review must be accompanied by the fees as established by the Frenchtown Charter Township Board. If you have any questions regarding fees, please contact the Building Department for additional information.

8. SITE PLAN REVIEW COMMENTS

Each application will be submitted by the Building Department to the Township Planning and Engineering consultants for review.

Copies of the comments will be available for pick up by the Applicant or the Applicant's Representative, in the Building Department, as they are received.

9. MEETINGS WITH CONSULTANTS – SPECIAL MEETING AND PRE-APPLICATION MEETING

The Township Planning Consultant and Township Engineering Consultant are available to meet with you if you have any questions or wish to discuss your preliminary plans. A fee will be charged to those persons wishing to make use of the Consultant's time. Appointments are made through the Building Department; cancellations must be made 24 hours in advance of the meeting. Individuals who fail to keep the appointment and / or fail to give 24 hours notice will be charged for the time.

10. SITE PLAN REVIEW PROCESS

The Site Plan Review Process is a two-step procedure; Tentative Site Plan Review and Final Site Plan Review. In the case of the Site Plans, the Planning Commission is the Final Approval Authority for both the Tentative and Final Site Plans. Under normal procedures, the Site Plan Review Process will require two meetings, thus requiring approximately three months for the process. This, of course, is fully dependent upon the quality of the Plans submitted to the Township and the time required to obtain all review comments and approvals.

A. TENTATIVE SITE PLAN REVIEW

At this phase, the Commission will review the general layout of the project to ensure compliance with the Zoning Ordinance requirements without requiring full details and engineering drawings. This approach may result in a savings to the applicant if modifications, adjustments or revisions are required. Tentative Site Plan approval shall confer approval of the general layout approval is in effect for a period of one year, by which time the applicant must have obtained Final Site Plan approval, or have received an extension, of up to one additional year maximum, from the Planning Commission.

B. FINAL SITE PLAN REVIEW

At this stage, the Planning Commission shall:

Review the detailed Final Site Plan, along with pertinent detail and construction drawings, and ensure that all conditions of the tentative approval have been met; Review written recommendations from any authorities having jurisdiction – including, as appropriate, the City of Monroe Engineering Department, the Monroe County Drain Commission, Monroe County Health Department, Michigan Department of Transportation and the Department of Environmental Quality.

Receive recommendations from the Township Engineering Consultant after the review of construction drawings for the proposed water, sanitary, storm water, grading and paving, and from the Township Planning consultant, Township Fire Chief and Township Water Department.

Final Site Plan approval is in effect for a period of one year, from the date of Planning Commission Approval.

11. CONSTRUCTION BUILDING PLANS

Upon receipt of Tentative Site Plan approval, the Applicant may submit four sets of Construction Building Plans to the Building Department for review by the Fire Chief and the Building Inspector. The Building Plans shall be submitted for review prior to issuance of a Building Permit for the building(s). This review and approval authority is within the Building Department and is a function separate of the Planning Commission Review Process.

SUMMARY OF SITE PLAN PROCESS STEPS

1. Applicant contacts Building Department for Site Plan Requirements and, if desired, pays for and schedules a pre-application meeting with the Planning Consultant and / or Engineering Consultant and Building Official if necessary.
2. Applicant submits the required number of completed Site Plan Review Applications, the required number of Plan copies, and the appropriate fees to the Township Building Department, and the Building Department Schedules the application on the Planning Commission Meeting Agenda.
3. Building Department distributes copies of the applications and plans to the Planning and Engineering Consultants, for Review and Comment, receives written responses, and makes any Public Notifications required.
4. Building Department distributes copies of the applications, plans and review comments received to date, to the Planning Commission members, Planner and Engineer, approximately one week prior to the scheduled meeting.
5. Planning Commission Meeting is held to consider the Site Plan. The applicant briefly describes the proposed project, written or oral comment is received from any interested member(s) of the Public, and written review comments received from the Planner, Engineer and other reviewing agencies are considered. Following discussion, the Commission normally takes one of the following actions:
 1. Grants Tentative Approval, with or without special conditions.
 2. Denies Tentative Approval, or
 3. Tables the application to allow the Applicant to provide required additional information.

NOTE: IF APPLICANT OR APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THIS MEETING, AND THEY HAVE NOT NOTIFIED THE BUILDING DEPARTMENT PRIOR TO CLOSE OF BUSINESS ON THE MEETING DATE, THE APPLICATION WILL BE DENIED.
6. Applicant proceeds, as appropriate based upon Planning Commission's action, as follows:
 1. Tentative Approval granted – Proceed to Step #7.
 2. Approval Denied – Applicant may elect to cancel the proposed project, or to revise it so as to make it acceptable and start the process over at step #1 or #2.
 3. Tabled – Applicant provides to the building Department required additional information and / or revised plans, based on the Commission's reason for tabling, and request the application to be placed back on an upcoming Planning Commission Agenda. (Step #3, 4 or 5).
7. Following Tentative Site Plan Approval, the Applicant should have registered Professionals prepare the detailed Construction Building Plans and the Final Site Plan, which includes detailed Engineering Drawings.
8. Upon receipt of all required Tentative Approvals and completion of the Final Site Plan Drawings, the Applicant submits to the Building Department the required copies of the final Site Plan, the completed Minimum Information Check List, and the appropriate fees, and applies for placement on the Commission Agenda for Final Site Plan approval consideration.

9. Planning Commission Meeting is held and Final Site Plan approval is considered. After brief Applicant presentation, any written or oral comments, consideration of Consultant recommendations and Agency Review / approvals, and Commission discussion, the Commission responds. Possible responses include:
 1. Grant Final Site Plan Approval
 2. Deny Final Site Plan Approval
 3. Table to allow Applicant opportunity to provide any additional information required and / or to respond to concerns.

NOTE: IF APPLICANT OR APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THIS MEETING, AND THEY HAVE NOT NOTIFIED THE BUILDING DEPARTMENT PRIOR TO CLOSE OF BUSINESS ON THE MEETING DATE, THE APPLICATION WILL BE DENIED.

10. Upon Final Site Plan Approval, the Applicant is ready to proceed into the Construction Phase Process for this Project. Specific requirements for the Construction Phase should be obtained from the Building Department.

**MINIMUM REQUIRED SITE PLAN INFORMATION
FOR
FRENCHTOWN CHARTER TOWNSHIP**

The following minimum information shall be included on all Site Plans submitted to Frenchtown Charter Township for review. Care should be taken to ensure that all required information is included on the Tentative and Final Site Plan (as indicated). Failure to supply any of required information may result in delays to your Project. Inadequate submissions result in frustration for the Commission and Applicant as well.

GENERAL INFORMATION

1. The Plans shall include existing conditions and all improvements or modifications which are proposed to be made to the Site and should also indicate general existing conditions (and proposed if known) on adjoining Sites, if necessary, the Site Plan Package may consist of several drawings to clearly indicate the nature, scope and details of the proposed Project. In the case of multiple sheets, each sheet **shall be numbered as follows: 1 of 5, 2 of 5, 3 of 5, etc.**

2. Site Plans and Engineering Plans submitted shall be on 24" x 36" white prints having blue or black lines, and shall be neatly and accurately prepared. Judgment should be exercised in the design, layout and presentation of proposed improvements. For Projects having more than one sheet of plans, a general plan having a scale of 1" = 100' shall be provided showing the overall project and indicating the size and location of all improvements shown in detailed plans. Plans shall be drawn to a scale of 1" = 50' if the Site is three acres or more. Profile views shall have a scale of 1" = 50' horizontal and 1" = 5' vertical. Only one utility (sanitary, storm or water main) will be profiled on any one profile view. In the case of Sites less than three acres, the scale shall not be greater than 1" = 30'.

EXAMPLE

PROPOSED USE

- Company manufactures plastic products from raw plastic fiber materials using the extrusion process.
- The manufacturing area will operate 3 work shifts: 8 am to 4 pm; 4 pm to 12 am; 12 am to 8 am, Monday thru Friday – approximately 10 employees per shift.
- The office will operate 1 work shift 8 am to 4 pm approximately 10 employees.
- Visitors anticipated are 5.
- Raw materials are delivered via semi-trucks with all materials stored inside.
- Final manufacturing products are stored inside until shipped by truck to off-site destination.
- Rubbish (cardboard / wood containers and pallets) are disposed of using dumpsters picked up regularly as needed.
- No outdoor storage is required for raw materials or finished products.

MINIMUM INFORMATION REQUIRED FOR TENTATIVE SITE PLAN REVIEW

1. Name, Address and Telephone number of the Owner / Developer.
2. Name, Address and Telephone number of the person or firm preparing the Site Plan, including Seal and Signature of the registered professional(s) responsible for the Plan. (All engineering documents must be sealed by a registered professional engineer licensed in the State of Michigan.)
3. Name and address of the proposed project.
4. Short narrative description of the proposed uses of the property clearly indicating the activity. If applicable, indicate the total number of employees, and the maximum number of employees at any given shift. (NARRATIVE MUST BE ON SITE PLAN FOR REVIEW.)
5. Scale, North arrow, and Date of Preparation, to include any revision dates.
6. Location or Vicinity map showing the Site location in relationship to streets, major thoroughfares, drainage course or bodies of water, railroad lines, etc. The vicinity map shall include the existing zoning and land use within the boundaries of the Site and of properties abutting the Site.
7. If the proposed Site described in the Site Plan is part of a larger parcel, indicate the boundaries of the total parcel and the intended use of the remaining portions of the parcel.
8. Legal description of the property determined by an existing title policy or recent boundary survey. (Unplatted land shall be described by metes and bounds description.)
9. Show on the Plan View all property lines, fully dimensioned as per the legal description, street setback lines, existing and proposed right-of-way and centerline of right-of-way lines. All existing and future right-of-way lines shall be dimensioned from the centerline of the right-of-way.
10. Topographic survey indicating all existing topography, referenced to U.S.G.S. Datum, consisting of:
 - a. Minimum of two identified (permanent) benchmarks on or adjacent to the site;
 - b. Existing ground contours at one-foot intervals on site and to a minimum of 50' beyond the site's property lines for sites under three acres and 100' for sites three Acres or larger, with sufficient intermediate grades to determine the location of ditches, waterways, swales, and top or bottom of bands, adjacent pavement, finish grade of (existing, buildings, inverts of culverts, centerline and edge of roadways;
 - c. Existing structures, sidewalks, buildings, paved and gravel parking areas and driveways, both on-site and to a minimum of 100' beyond the site's property lines;

- d. Location, size and approximate depth of all existing sewer (sanitary and storm), water (to include fire hydrants), gas, telephone and electrical utilities, both on-site and adjacent to the site.
 - e. Nearest fire hydrant(s) to the site should be shown, or the location reference by note if not within the scale of the plan.
 - f. All existing (recorded) and proposed easements for utilities and/ or right-of-way.
11. General explanation and indication of how the site will be serviced with utilities (sewer, water, gas, telephone and electrical). Proposed locations of new water (including fire hydrants, if any), sewer and storm drainage lines should be indicated (line sizes, if known, would be helpful, but are not mandatory for tentative approval. Sizes should be shown for final approval).
 12. Projected water demand and / or wastewater volumes (average and peak – GPM) for the project should be provided. Include fire flow in the peak water demand figure, and so note on the plan.
 13. General description of method, and location, of the storm water detention unless detention requirements are specifically waived by the agency or jurisdiction. (Monroe County Drain Commissioner and / or the Monroe County Road Commission). The developer is responsible to obtain the written waiver(s), and to submit a copy with the Site Plan.
 14. Delineation of the plan of all front, rear, and side yard requirements for the zoning district in which the Site is located.
 15. The jurisdiction of right-of-ways and drains on or adjacent to the site should be indicated on the plans.
 16. Location and width of access drives and abutting streets. All streets in the township are under the jurisdiction of the Michigan Department of Transportation, the MCRC, or are under the private ownership. Prior to the final Site Plan Approval, a letter should indicate the approval of the location and geometrics of any proposed egress / ingress. While not a requirement for the tentative Site Plan, obtaining preliminary approval from the agency of jurisdiction for the general access location and geometrics is encouraged. Prior to final Site Plan approval, an approval letter will be required. The applicant is advised to contact the authority having jurisdiction as soon as possible to avoid delays at the time of final Site Plan review.
 17. Gross acreage of the Site to the nearest tenth of an acre.
 18. Net acreage of the Site. The net acreage shall be exclusive all existing and future right-of-ways.

19. In the case of multiple family projects, a Dwelling Unit Schedule must be included indicating the total number of units proposed, broken down by the number of bedrooms and keyed to the buildings on the Site Plan. An example schedule follows:

Total Number of Units by Bedrooms		Total Number of Bedrooms
1 bedroom units _____	=	_____
2 bedroom units _____	=	_____
3 bedroom units _____	=	_____
4 bedroom units _____	=	_____
Total # of units _____ = _____ total bedrooms proposed.		
Total bedrooms proposed divided by net acreage _____		
= _____ Bedrooms proposed per acre.		

20. The floor area ration is the ratio between the amount of floor area proposed on all floors in a building or group of buildings and the total site area as defined by the Zoning Ordinance. This should be presented in table form. An example format follows:

Building 1 – total square feet _____		
1 st floor total square feet _____		
2 nd floor total square feet _____		
Building 2 – total square feet _____		
1 st floor total square feet _____		
2 nd floor total square feet _____		
3 rd floor total square feet _____		
Total square feet proposed _____ divided by total site area = _____		

21. A table shall be included indicating the number of parking spaces required, showing how the figure was determined and total number of spaces provided. See the Zoning Ordinance for requirements.

22. Parking Lot layout showing dimension of parking bays (width & length), including handicapped parking and maneuvering lanes. See the Township Zoning Ordinance for minimum requirements.

23. Location and dimension of barrier free parking spaces. Location of barrier free ramps. Barrier free parking spaces should be located in close proximity of spaces and ramp must be identified on the plans.

24. Loading and unloading space and service and / or stacking space if required. All such spaces are to be dimensioned.

25. One hundred year floodplain and floodway locations shall be shown, by contour line, if present on the subject Site or within 50' of the Site Boundaries. If not in the flood plain, then note this on the plans.

26. Location of any known or anticipated Wetlands present on the subject Site, or within 50' of the Site Boundaries. If none exists, so note on the plan. Indicate if an environmental assessment or wetland investigation has 2/7/2018 been performed for this site.
27. Location and size of all proposed greenbelt areas.
28. Location of all proposed structures. All structures shall be dimensioned, and gross floor area indicated. All structures shall be dimensioned from property lines and distance between buildings shall be indicated.
29. Location of solid waste storage areas and pick-up points. Indicate method of collection to be used and type of screening proposed.
30. Location and proposed height and detail of screen walls or fencing proposed.
31. Location of existing and proposed pavement (type) and curb (type).
32. Interior and exterior walks should be located and width indicated.

MINIMUM INFORMATION REQUIRED FOR FINAL SITE PLAN REVIEW

1. All applicable information required on Site Plan for tentative review should also be included on or with the Final Site Plan submittal.
2. Location and identification of all public areas, right-of-ways, and proposed easements, within or adjacent to the proposed project.
3. Acceleration, deceleration and passing lanes and tapers as required by the Michigan Department of Transportation and / or Monroe County Road Commission.
4. Location and type of outdoor lighting. Information should include type of light fixture, proposed height and general area impacted light from fixture **and a graphical illumination plot indicating lighting levels throughout the site and any impact to off site areas.** Lighting must be hidden source.
5. Location and detail of signs indicating height, setbacks and display surface of the proposed signs. If it is determined by the applicant that this information cannot be submitted at the time of submission for Final Site Plan review, a note should be included on the Site Plan indicating "Signs will meet ordinance requirements and no signs are approved for location, height or area as part of the Site Plan." Whether shown on the Site Plan or not, a sign permit will have to be secured from the Building Department for all signs prior to construction.
6. Details of all proposed screen walls showing type of materials to be used, type of construction, height and proposed relationship to proposed grades on both sides of wall.
7. Landscape plans for all greenbelt and areas proposed to be landscaped. Plans shall include type, quantity, location and size of plant material proposed. Format as follows:

<u>Quantity</u>	<u>Botanical Name</u>	<u>Common Name</u>	<u>Size</u>
X	Acer Platanoides	Norway Pine	2 – 2 ½ cal.
8. Designation of material for all drives, parking areas, walls, open areas, etc.
9. Proposed building elevations indicating materials proposed and height of building(s).
10. Schematic floor plans showing general relationship of interior spaces.
11. In the case of multiple family projects, floor plans shall be provided indicating minimum livable floor area requirements per the Zoning Ordinance.
12. Detail of all other Architectural Elements proposed.
13. Designated area for snow storage must be identified on the Site Plan.
14. Verification that all required Engineering Plan approvals have been obtained, and that copies of the approvals have been submitted to the Township Building Department and Township Engineer:

APPROVALS

Township Engineer

Township Fire Chief / Fire Marshall

Monroe County Drain Commission
Monroe County Road Commission
Michigan Department of Transportation
(includes approval of location & geometrics
of all ingress / egress)
City of Monroe Engineering Department
(Sanitary Sewer)
Monroe County Health Department
Michigan Department of Public Health
Michigan Department of Environmental Quality

ENGINEERING PLANS

Detailed engineering construction plans for development of the Site (Site Development Plans), are to be prepared and submitted for review and approvals following tentative Site Plan Approval, and prior to Final Site Approval. The plans should address proposed water, sanitary, storm water drainage, grading and paving for the Site; as well as other Site Development construction details. Review and approval of these plans by the Township Engineering Consultant, as well as by other applicable review agencies, are required prior to Final Site Plan approval.

Updated 2-7-2018