



## APPLICATION FOR PLANNING COMMISSION REVIEW

\_\_\_\_\_  
**DATE**

### **PROPERTY OWNER INFORMATION**

\_\_\_\_\_  
Name Driver's License/State ID # - State Issued  
(Copy of Driver's License/State ID required)

\_\_\_\_\_  
Address - Street # Street Name City State Zip Code  
**CENTER LINE, MI 48015**

\_\_\_\_\_  
Property Owner Mailing Address (If different than property address) (Must be address on Driver's License/State ID)

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

\_\_\_\_\_  
FAX # Email

### **APPLICANT'S INFORMATION** (If not the property owner)

\_\_\_\_\_  
Name Driver's License/State ID # - State Issued  
(Copy of Driver's License/State ID required)

\_\_\_\_\_  
Address - Street # Street Name City State Zip Code  
(Must be address on Driver's License/State ID)

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

\_\_\_\_\_  
FAX # Email

**The Planning Commission Meetings are held on the fourth (4<sup>th</sup>) Thursday of each month.**

**7070 E. 10 Mile Rd., Center Line 48015 - 586-757-6800**

[www.centerline.gov](http://www.centerline.gov)

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**Planning Commission Site Plan Review Procedures and Requirements.** Site plans must be submitted in accordance with the following procedures and requirements. Plans are reviewed and approved following a process of preliminary site plan review(s) by the Planning Commission and final site plan review by the Building Department.

- (a) **Applicant Attendance:** The application shall be submitted by the owner of an interest in the land for which site plan approval is sought, or the designated agent of said owner. The application shall contain written proof of ownership or ownership option in the property. The applicant or a designated representative must be present at all scheduled review meetings or consideration of the plan shall be tabled due to lack of representation. Absence at two consecutive meetings without prior notice to the City Manager shall result in denial of the application. The City manager may recommend to the Planning Commission Chairperson that the applicant's architect or engineer be present at the meeting in order to address technical matters related to the application.
- (b) **Pre-Planning Meeting:** The applicant is encouraged to schedule a meeting with the City Manager and Building Official 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. If the project is determined to be eligible for administrative approval, the procedures of Section 1515(4) shall be followed; in other cases, the process shall proceed as described below.
- (c) **Preliminary Site Plan Submittal:** The applicant shall submit fifteen (15) copies of the following items to the city Building Department at least four (4) weeks prior to the Planning Commission meeting that the site plan is tentatively scheduled for:
  - 1. A complete application form supplied by the City.
  - 2. A complete site plan or sketch plan that includes the information listed in Section 1515(5) "Submittal Requirements."
  - 3. Any additional information the Planning Commission finds necessary to make the determinations required herein.
- (d) **Technical (staff) Review:** The City Manager or Building Department shall forward the application and site plan(s) to the city's planning and engineering consultants, Public Safety officials and the Department of Public Works. All reviews shall be submitted back to the City Manager or Building Department
- (e) **Planning Commission Consideration of Preliminary Site Plan:** Following technical review and comment, and compliance with administrative procedures, the site plan shall be placed on the agenda of the Planning Commission. The Planning commission shall review the application for site plan approval, together with the reports and recommendations from staff, consultants and other reviewing agencies as appropriate. The Planning Commission shall then make a determination based on the requirements and standards of this Ordinance. The Planning Commission is

authorized to postpone, grant approval, approval subject to revisions or denial as follows:

1. Postpone: The application may be postponed if it is determined to be incomplete, the applicant has not fully responded to deficiencies identified in the technical review, an ordinance interpretation is needed from the Zoning Board of Appeals, or that revisions are necessary to bring the site plan into compliance with applicable standards and regulations. The Planning Commission shall direct the applicant to prepare additional information, revise the site plan or direct the City staff to conduct additional analysis. The applicant shall be required to prepare revised plans accompanied by a complete list of all changes, certified as such by the applicant's design professional. Full sets of plans must be resubmitted. Amended plans or other material which show a diligent effort to address all reasons for tabling shall be placed on the agenda of the Planning Commission for further review and action.
2. Approval: Upon determination that all requirements for site plan approval, as set forth herein, are met and a recommendation has been forwarded to the Planning Commission by all reviewing agencies of the City, 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 City Council, a recommendation shall be made by the Planning Commission to the City Council.
3. Approval Subject to Revisions: Upon determinations 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 City Building Department for final approval after said revisions have been completed. At its discretion, the Planning Commission may require the right to review the revised final site plan.
4. Denial of Approval: Upon determination that a site plan does not comply with standards and regulations set forth in this Ordinance, requires extensive revision in order to comply with said standards and regulations, or the applicant has not satisfactorily addressed all reasons for site plan tabling, site plan approval shall be denied. The applicant must revise the plans and resubmit if the applicant is still interested in pursuing the project. A re-submittal shall be considered a new site plan and be required to re-initiate the full site plan review process. Any person aggrieved by the decision of the Planning Commission in denial of a site plan shall have the right to appeal the decision to the Zoning Board of Appeals. A site plan, by request of the applicant, needs an official denial by the Planning Commission in order to gain access to the Zoning Board of Appeals.

- (f) 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 construction has not commenced within one (1) year of site plan approval by the Planning Commission or the City Building Department (as applicable), approval becomes null and void and a new application for site plan or sketch plan review shall be required. The applicant may request a one (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 the Zoning Ordinance since the site plan was approved). This limitation shall not apply to preliminary PD site plans accompanying approved PD re-zonings.
- (g) Final site plans (detailed construction and engineering plans): Except where otherwise set forth in this ordinance, final site plan approval may be given administratively when all conditions set forth herein for final site plans are complied with except the Planning Commission may, at the time of preliminary site plan approval, require final site plan approval by the Commission as well. The City Building Department shall grant final site plan approval where the following requirements are met:
1. All local, county and state requirements as may apply to the proposed use are met. The applicant shall be required to obtain all other necessary agency permits from the Michigan Department of Environmental Quality, the Macomb 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 City.
  2. All applicable engineering requirements are met. Complete engineering plans shall be submitted for approval by the City Engineer.
  3. The design shown on the final site plan shall remain unchanged from the approved preliminary site plan. Upon determination that the final site plan does not comply with the conditions of preliminary site plan approval or that the 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.
- (h) Final site plan approval, except as specifically permitted in subsections 1 and 2 below, shall not be given until all the above requirements are met. No work shall commence on any site, except as specifically permitted herein, or any buildings requiring site plan approval and no permits shall be issued until after final site plan approval is granted.

**Submittal Requirements:** The following information shall be included with and as part of a site plan submitted for review. The Planning Commission shall not review applications considered to be incomplete by the City Building Department.

1. Application Form including written proof of property ownership or option to purchase (with specified time limit) and signed authorization designating a representative.
2. Site Plan Description 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 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size. Sheet size shall be at least 24 x 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included
  - written project description, including proposed use, building(s) and site improvements;
  - title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year);
  - scale and north-point;
  - location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile;
  - legal and common description of property;
  - identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings;
  - zoning classification of petitioner's parcel and all abutting parcels;
  - proximity to section corner and major thoroughfares; and,
  - net acreage (minus right-of-way) and total acreage.

(c) Site Analysis:

- survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site;
- surrounding land uses and zoning;
- all existing easements;
- existing roadways and driveways within 100 feet of the site;
- existing sidewalks and non-motorized pathways;

(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 site lighting standards;

- location of trash receptacle(s) and transformer pad(s) and method of screening;
- extent of any outdoor sales or display area;

(e) Access and Circulation:

- dimensions, curve radii and centerlines of existing and proposed access points, roads and road right-of way or access easements;
- opposing driveways and intersections within 100 feet of site;
- cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness;
- dimensions of acceleration, deceleration, and passing lanes;
- dimensions of parking spaces, islands, circulation aisles and loading zones;
- dimensions and details of wall and sidewalk protection;
- calculations for required number of parking and loading spaces;
- designation of fire lanes;
- traffic regulatory signs and pavement markings;
- location of existing and proposed sidewalks/pathways within the site or right-of-way;
- location, height, and outside dimensions of all storage areas and facilities.

(f) Landscape Plans:

- 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;
- 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 walls, berms and fences with cross-sections, where required;
- building façade elevations for all sides, drawn at an appropriate scale;

- description of exterior building materials and colors (samples may be required).
- (h) Drainage, Soil Erosion, Sedimentation Control and Utilities:
- location and size of existing and proposed storm sewers;
  - soil erosion and sedimentation control measures;
  - location of existing and proposed sanitary sewers;
  - 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 impact from the use, storage, processing, or movement of hazardous materials or chemicals, if applicable.
- (i) 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
- (j) Additional information required for all development as determined by the City Building Department, Planning Commission and other applicable City ordinances.

**Standards for Site Plan Approval.** Site plan approval shall be granted only if the site plan meets all applicable standards set forth in this Ordinance as outlined below:

- (a) Adequacy of Information: The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s). All sheets must be consistent. The Planning Commission has the right to waive any of the submittal requirements if not applicable to the proposed project.
- (b) Site Design Characteristics: All elements of the site design shall be harmoniously and efficiently organized in relation to the size and type of lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance. The site shall be designed to conform to all provisions of the Zoning Ordinance. Redevelopment of existing sites shall be brought into conformance with all site improvement provisions of the Zoning Ordinance which

are relative to and proportionate to the extent of redevelopment, as determine by the Planning Commission.

- (c) Buildings: Buildings and structures will meet or exceed setback standards, height and other dimensional standards, and be placed to preserve environmentally sensitive areas. Redevelopment of existing structures shall meet or exceed all standards for which a variance has not been obtained.
- (d) Architecture: All proposed development subject to site plan approval shall utilize quality architecture to ensure that buildings are compatible with surrounding uses, protects the investment of adjacent landowners, blends harmoniously into the streetscape, and maintains a positive image for the City.
  - 1. Buildings and sign materials and colors shall relate well and be harmonious with the surrounding area. Subtle earth tone colors shall be used for building and roofing material. The Planning Commission or City Council may required a color rendering.
  - 2. Buildings shall possess architectural variety, but enhance the overall cohesive community character. Buildings shall consider the scale and proportion of existing structures in the area. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape.
  - 3. All buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines or towers. Building walls over 100 feet in length shall be broken up with varying building lines, windows, architectural accents and trees. Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a distinct exterior entry area between a building and access lanes or parking areas.
  - 4. All rooftop HVAC and other mechanical equipment shall be screened.
- (e) Privacy: The site design shall provide reasonable visual and sound privacy for dwelling units located therein and adjacent thereto. Fences, walks, barriers, buffers and plantings shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.
- (f) Emergency Vehicle Access: All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practicable means to all vehicles.
- (g) Ingress and Egress: Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through-traffic, while promoting safe and efficient traffic operations within the site and at its access pointes. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets.

- (h) Non-motorized Circulation: The site plan shall provide a non-motorized circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.
- (i) Vehicular, Pedestrian and Bicycle Circulation Layout: The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. The width of streets and drives shall be appropriate for the volume of traffic they will carry, on-street parking, where appropriate and the desired character of the streetscape and neighborhood.
- (j) Soil Erosion: the proposed development shall include measures to prevent soil erosion and sedimentation.
- (k) Exterior Lighting: Exterior lighting shall be designed so that it is deflected away from adjacent properties and so that it does not impede the vision of drivers on public streets.
- (l) Public Services: the scale and design of the proposed development shall facilitate acceptable and adequate provisions of services currently furnished by or that may be required of the City or other public agencies including, but not limited to, fire and police protection, stormwater and sanitary sewage removal and treatment, water supply, traffic control and administrative services.
- (m) Hazardous Materials: Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby surface water bodies.
- (n) Consistency with the City Master Plan and any applicable subarea or corridor plans.

Site plan approvals shall be effective for a period of one (1) year. If a building permit is not obtained within said year, and if construction is not begun within three (3) months after the building permit is obtained, then the site plan approval shall expire. Any proposed change in site plans after Planning Commission approval shall require review and approval by the Planning Commission.

\_\_\_\_\_  
**Owner's Signature** (*Owners Signature is required unless a current and non-expired copy of the option to purchase, with specified time limit is included with this application.*)

\_\_\_\_\_  
 Date

**If all the previously listed conditions are not complied with the applicant will not be placed on the Planning Commission agenda.**

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FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Regular Meeting: \_\_\_\_\_ Special Meeting: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

COMMISSION REVIEW

Recommendation of the Planning Commission: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Recommendation Confirmed by

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date Confirmed

\_\_\_\_\_  
Date

Revised 11/2018