

Date: \_\_\_\_\_

Application #: \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_

### APPLICATION FOR SITE PLAN REVIEW/SPECIAL LAND USE APPROVAL

Site Plan

Special Land Use

#### Ray Township

APPLICANT'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

PARCEL IDENTIFICATION NO.: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately)

EXISTING ZONING: \_\_\_\_\_ SIZE (IN ACRES): \_\_\_\_\_

LEGAL OWNER: \_\_\_\_\_

NAME

ADDRESS

PHONE

SITE PLAN PREPARER: \_\_\_\_\_

If petitioner is not the owner, state basis for representative (i.e. Attorney, Representative, Option-to-Buy, etc.):

Sixteen (16) copies of the application and plans (signed and sealed by an engineer) shall be submitted to the Planning and Zoning Department at least thirty (30) days prior to a scheduled Planning Commission meeting. The site plan shall include all information required by Section 1201 of the Ray Township Zoning Ordinance. The applicant or representative must be present at the Planning Commission meeting. All plans must be folded (8 1/2 x 11) when presented and include the individual case number assigned by the Township.

Any additional costs incurred by the Township, above and beyond the original review fee, shall be paid by the applicant. All additional fees shall be paid prior to the issuance of any building permit.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct. The undersigned authorizes the members of the Planning Commission and any employees of the Township to enter upon the described premises to visually inspect the proposed site before and after hearings scheduled for this application.

#### ACTION:

APPROVED

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Legal Owner (if not owner)

DENIED

\_\_\_\_\_  
Please print or type name

\_\_\_\_\_  
Please print or type name

\_\_\_\_\_  
Date

Date Petition Filed \_\_\_\_\_

Informal Review by Commission \_\_\_\_\_

Approved Time Extension \_\_\_\_\_

Time added and data required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACTION BY PLANNING COMMISSION**

Suggestions, Additions or Alterations Agreed to By Applicant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Changes or Additions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Plan Approved as Attached Hereto, by Motion of Planning Commission on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairman-Ray Township Planning Commission

### SECTION 2203 PROCEDURES.

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A. The appropriate number of copies of the proposed site plan and the application for special land use approval shall be submitted to the Township Offices on or before the set submission deadline. Copies of the application and site plan shall be submitted to the Planning Commission, Building Inspector, Fire Department, Planning Consultant, and other Township advisors as necessary (attorney, engineer, etc.). The Planning Commission may request comments from county, state or local agencies as they deem necessary.

B. Upon receipt of an application (which shall also include the proposed site plan), the Township shall:

1. publish a notice of public hearing in the local newspaper;
2. submit a notice of same to owners of the property in question;
3. send or deliver notices to persons with assessed property within three hundred (300) feet; and
4. send notices to occupants within three hundred (300) feet.

The notice shall be published no less than fifteen (15) days prior to the Planning Commission meeting at which the application will be considered.

The notice shall:

1. Describe the nature of the special land use request.
2. Indicate the property which is the subject of the special land use request.
3. State when and where the special land use request will be considered.
4. Indicate when and where written comments will be received concerning the request.

C. The Planning Commission shall review the application after proper notice has been given as required by State Law. The Commission shall base its recommendations upon review of the individual standards for that specific special land use, the standards of special land use approval and the requirements of this and all other applicable ordinances.

D. The Planning Commission shall consider the special land use for approval, conditional approval or denial. If the Commission determines that the particular special land use(s) should be allowed, it shall clearly set forth in writing the particular use(s) which have been allowed. Thereafter, the Township may issue a building permit in conformity with the particular special land use approval. In all cases where a particular special land use has been granted, application for a building permit must be made and received by the Township not later than one (1) year thereafter, or such approval shall automatically be revoked. Provided, however, that the Planning Commission may grant an extension for good cause shown under such terms and conditions and for such period of time not exceeding twelve (12) months as it shall determine to be necessary and appropriate.

E. If the Planning Commission shall determine that the particular special land use(s) requested does not meet the standards of this Ordinance it shall deny the application by a written endorsement which clearly sets forth the reason for such denial.

F. The Planning Commission may impose such conditions or limitations in granting approval as may be permitted by State Law and this Ordinance which it deems necessary to fulfill the spirit and purpose of this Ordinance providing that such conditions meet the requirements of this Ordinance.

**SECTION 2100 STATEMENT OF INTENT**

The purpose of this Article is to provide the Township Planning Commission with the opportunity to review the proposed use of a site in relation to surrounding uses, accessibility, pedestrian and vehicular circulation, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics, site vegetation, screening and buffering, developmental characteristics and other site elements which may have an effect upon the public health, safety, morals and general welfare, and its relationship and harmony with adopted Township ordinances and plans. Site improvements and development shall conform exactly to the approved site plans and supplemental drawings as approved by the Planning Commission.

**SECTION 2101 SITE PLAN SUBMISSION REQUIREMENTS**

1. A site plan shall be submitted for review by the Planning Commission whenever one or more of the following conditions apply:

Condition	
A.	Whenever a building permit is required for the erection or structural alteration of a building (other than one-family homes, farm buildings, or accessory structures to these uses, unless otherwise required by this Ordinance).
B.	For the construction, use, or establishment of a new or additional parking or storage area.
C.	For all special land uses.
D.	For any change in use or class of use as determined by the Township Building Official or his/her designee.
E.	The erection of, or addition to, any major utility service facilities, including towers, substations, pump stations and similar facilities.
F.	Any site used for mitigation purposes (i.e. wetland mitigation)
G.	Any public road not otherwise regulated by Township Ordinance
H.	Any change to an approved site plan as determined by the Planning & Zoning Department

**SECTION 2102 SITE PLAN REVIEW CRITERIA.**

1. The site plan shall present the proposed use of a site in relation to surrounding uses, accessibility, pedestrian and vehicular circulation, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics, site vegetation, screening and buffering, developmental characteristics and other site elements which may have an effect upon the public health, safety, morals, and general welfare and its relationship and harmony with adopted Township ordinances and plans.
2. All the development features, including the principal building or buildings and any accessory buildings or uses, open space, and any service roads, driveways and parking areas, shall be so located and related as to minimize the possibility of any adverse effects upon adjacent property, such as, but not limited to, channelling excessive traffic onto local residential streets, lack of adequate screening or buffering or parking or service areas, the accumulation of litter, production of noise, light, smoke, fumes, or the piling of plowed snow. Building groupings and circulation routes of traffic shall be located so as not to interfere with police or fire equipment access. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare, and to provide continuity to the public road system.

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3. Recreation areas and facilities, such as playgrounds, pathways, open space and preservation areas, swimming pools and community buildings, shall be provided to the extent necessary to meet the anticipated needs of the residents of the project it is designed to serve. Provision of separate adult and tot-lot recreation areas adequately landscaped is encouraged. Recreation facilities generally should be provided in a central location and should be convenient to the project community center. In larger developments, however, recreation facilities can be decentralized, if more than one, or if made part of an open space area.
4. The site plan shall show that attention has been given in the placement of proposed buildings, parking areas, driveways, landscaping and other physical improvements of the site in relation to existing on-site natural features and vegetation such as trees, wooded areas, natural groves, and terrain features.
5. The Planning Commission may require further landscaping, fences, walls and berms pursuant to the objectives of this Ordinance, and such improvements shall be provided and maintained as a condition of the establishment and the continued maintenance of any use.
6. The site plan shall show that any proposed service roads, driveways, and parking areas are so related to each other within the site, and so related to the roads bordering the site as to promote pedestrian and vehicular safety and to minimize the likelihood of accidents.

SECTION 2103 SUBMISSION REQUIREMENTS.

Whenever required by this Ordinance, a site plan meeting the following minimum standards shall be submitted, reviewed and approved by the Planning Commission prior to the issuance of a building permit.

Site Plan Elements	
<b>Administrative Requirements</b>	
A.	Site Plan Review Application (appropriate number)
B.	Sealed Site Plans (appropriate number)
	(1) Sealed by Architect, Engineer, Surveyor, Planner
C.	Complete Legal Description as well as Legal Description of Development Area (if different)
D.	Proposed Address
E.	Zoning of Site and Surrounding Properties
F.	Scale = 1"=20' (or other acceptable scale based on site size)
G.	Original plan date and all revision dates
H.	North arrow
I.	Location map
<b>Existing Conditions</b>	
A.	Existing Topography or suitable grade shots (2' contours)
B.	Benchmarks
C.	Trees (Individual or Groupings)
	(1) Indicate areas to be removed

Existing Conditions (Cont)	
D.	Wetlands (as shown on official mapping)
	(1) MIRIS
	(2) National Wetlands Inventory conducted by the Department of the Interior,
	(3) Macomb County General Wetlands Map
	(4) Natural Features Inventory
	(5) any other official wetlands map adopted by Ray Township
	(6) Hydric Soils on Soil Conservation Service Mapping
E.	Existing rights-of-way
F.	Existing structures, pavement and improved areas (onsite)
G.	Existing structures, pavement and improved areas (offsite within 200' as necessary)
Physical Improvements	
A.	Net acreage figures.
B.	Location and designation of units by type of buildings.
C.	Sidewalks and pathways.
D.	Hydrant locations.
E.	Exterior lighting locations with height, intensity, type and method of shielding.
F.	Trash receptacle location, loading stops, and method of screening.
G.	Transformer pad location and method of screening.
H.	Proposed topography (or suitable grade shots)
Architectural	
A.	Front, Side, and Rear Elevations for all buildings
B.	Typical Floor Plans
C.	Number of bedrooms per unit (as necessary)
Dimensions	
A.	Front, side and rear yard dimensions.
B.	Building length and width dimension.
C.	Parking spaces with typical dimensions, including handicapped parking spaces.
Landscape	
A.	Greenbelt, obscuring wall or berm locations, and cross-sections, where appropriate.
B.	A landscape and screening plan for all unpaved areas.
Access and Maneuvering	
A.	Drive or street approaches, including acceleration, deceleration and passing lanes.
B.	Dedicated road right-of-way or dedicated maneuvering lanes and pavement widths and lengths.
C.	Dedicated parking areas

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Utilities and Infrastructure	
A.	All utility lines serving the area located on the site.
B.	Soil borings, locations and summary report data shall be shown where soil quality may in question.
C.	Surface drainage and drainage plan and indication of any BMPs utilized to control storm water quantity and quality.
D.	Well and septic location as well as associated utility lines
Miscellaneous	
A.	List and location of hazardous substances used, stored or generated at the proposed facility, in accordance with procedures approved by the Ray Township Planning Commission and Ray Township Fire Department.
B.	For residential uses (Multiple-Family, Mobile Home Parks, and open space developments), indicate the following additional information:
(1)	Density calculations.
(2)	Carport locations and details.
(3)	Community building details and method of fencing the swimming pool, if applicable.
C.	In the case of nonresidential uses (i.e., Commercial, Industrial, Special Land Use, and Office development), the following additional information shall be required:
(1)	Loading and unloading area and method of screening.
(2)	Total and usable floor area.
(3)	Designation of fire lanes as approved by the Township.
(4)	Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, and other data of all such equipment and/or machinery shall be indicated.
D.	Sign location and setbacks
(1)	Sign appearance
(2)	Sign lighting
(3)	Sign materials
(4)	Sign landscaping

1. Where it is determined by the Planning Commission that certain requirements of this Section are not necessary to the review and understanding of a site, the Planning Commission may waive the requirements.

SECTION 2104 PROCESSING PROCEDURES.

1. The proposed site plan shall be submitted to the Township Planning and Zoning Department who shall check the posted submission dates and transmit the plan and application to the following departments, agencies and consultants for their review:

Agency	
A.	Planning Commission File.
B.	Planning Commissioners (one for each).
C.	Township Planner.
D.	Township Engineer.
E.	Fire Department.
F.	Building Department.
G.	Assessor's Office (Check legal description)
H.	Macomb County Road Commission or MDOT, whichever is appropriate (if necessary).
I.	Macomb County Public Works Commissioner (if necessary).
J.	Macomb County Health Department (if necessary).
K.	Appropriate School District (if necessary).

2. The Township Planning and Zoning Department shall place the site plan along with the available written comments from the various agencies and departments on the next available Planning Commission agenda (based on submittal date) for their review.
3. The site plan shall be reviewed by the Planning Commission at a public meeting against the specific requirements of the Ordinance, including those items listed above and other acceptable planning concepts as appropriate.

SECTION 2105 DECISIONS

1. If approved or approved with additions, corrections, or alterations, the site plan shall be signed by the Planning Commission Chair as the official approved plan and all additions, corrections, or alterations shall be noted.
2. If not approved, the reasons for such denial shall be stated in writing and a copy of such reasons shall be promptly transmitted to the applicant.
3. If plans require significant alterations or if additional information is necessary to render a decision, the applicant may request that the planning commission postpone their decision until such time such alterations or information is provided for review.
4. Approval of the site plan (as submitted, or with additions, corrections, or alterations) by the Planning Commission shall satisfy the requirements of this Zoning Ordinance for the issuance of a zoning compliance permit. It shall not, however, exempt the petitioner from compliance with other Township ordinances.

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**2017 SCHEDULE OF LAND USE FEES FOR RAY TOWNSHIP**

LAND USE DESCRIPTION	ADMINISTRATIVE	PLANNER	ENGINEER	LEGAL	TOTAL-engineering fees not included see chart below
Special Land Use	*\$1,085.00	*\$450.00 + \$45/acre	*Based on Acreage	**	\$1,535.00 + per acre fee
Private Road	*\$1,195.00	*\$225.00 + \$7.50/acre	*Based on Acreage	\$160.00	\$1,580.00 + per acre fee
Rezoning	*\$1,275.00	\$450.00 + \$45/acre	---	**	\$1,725.00 + per acre fee
Signs	*\$500.00	\$30.00			\$530.00
<u>Site Plan</u>					
<u>Multiple Family</u>	*\$910.00	*\$450.00 + \$3/unit	*Based on Acreage	**	\$1,360.00 + per unit
<u>Open Space or P.U.D.</u> <u>(Preliminary Plan)</u>	*\$910.00	*\$450.00 + \$9/unit	*Based on Acreage	**	\$1,360.00 + per unit/acre fee
<u>(Final Plan)</u>	*\$910.00	*\$450.00 + \$7.50/unit	*Based on Acreage	**	\$1,360.00 + per unit/acre fee
<u>Commercial/Industrial</u> <u>(Individual or Large Scale)</u>	*\$910.00	*\$450.00 + \$75/acre	*Based on Acreage	**	\$1,360.00 + per acre fee
<u>Mobile Home</u>	*\$910.00	*\$450.00 + \$3/unit	*Based on Acreage	**	\$1,360.00 + per unit/acre fee
<u>Semi-Public</u>	*\$910.00	*\$300.00 + \$30/acre	*Based on Acreage	**	\$1,310.00 + per acre fee
Cell Tower – Co-Location	*\$600.00	\$150.00	*Based on Acreage	**	\$750.00
Cell Tower – New	*\$530.00	\$320.00	*Based on Acreage	**	\$750.00
<u>Site Condo</u> Preliminary Review	*\$910.00	*\$450.00 + \$9/unit	*\$500.00 + \$10/unit	**	\$1,860.00 + per unit fee
Final Review	*\$910.00	*\$450.00 + \$7.50/unit	*\$400.00 + \$10/unit	\$160.00	\$1,920.00 + per unit fee
<u>Subdivisions</u> Tentative Preliminary Plat Re-review fee – 3 <sup>rd</sup> & subsequent	*\$910.00	*\$450.00 + \$9/lot	*\$500.00 + \$10/lot Hourly as incurred	**	\$1,860.00 + per lot fee
Final Preliminary Plat	*\$910.00	*\$450.00 + \$4.50/lot	*\$400.00 + \$10/lot	\$160.00	\$1,920.00 + per lot fee
Final Plat	*\$910.00	*\$150.00 + \$3/lot	*\$600.00 + \$10/lot	\$160.00	\$1,820.00 + per lot fee
Zoning Board of Appeals	***\$1,000.00	\$150.00	\$120.00 hourly as needed		\$1,000.00
Special Meeting	*\$550.00				\$700.00 + Engineered as needed

Fees not included above:  
 Engineering fees- 1.5% of Cost Estimate of project, \$600.00 Minimum  
 Engineering Inspection deposit- 5% of Cost Estimate.

**2017 SCHEDULE OF LAND USE FEES FOR RAY TOWNSHIP**

Engineering Acreage Fees	
0 – 2.0 Acres	\$250.00
2.01 – 5.0 Acres	\$300.00
5.01 – 10.0 Acres	\$350.00
10.01 – 20.0 Acres	\$550.00
Over 20.0 Acres	\$650.00

\* All review fees are based on two (2) reviews.  
 \*\* Legal review will be billed when needed.  
 All additional reviews will be billed as incurred.

ALL REVIEW FEES ARE NON-REFUNDABLE.

Approved -- 12/20/16 Board Meeting  
 \*\*\*ZBA Fee Adopted 7/18/17 Board Meeting

Fees not included above:  
 Engineering fees- 1.5% of Cost Estimate of project, \$600.00 Minimum  
 Engineering inspection deposit- 5% of Cost Estimate.

# 2018 Meeting Dates and Deadlines

Planning Commission		Zoning Board of Appeals	
Meeting Date	Submission Deadline	Meeting Date	Submission Deadline
January 9, 2018	Minimum 30 days prior	January 23, 2018	Minimum 30 days prior
February 13, 2018	Minimum 30 days prior	February 27, 2018	Minimum 30 days prior
March 13, 2018	Minimum 30 days prior	March 27, 2018	Minimum 30 days prior
April 10, 2018	Minimum 30 days prior	April 24, 2018	Minimum 30 days prior
May 8, 2018	Minimum 30 days prior	May 22, 2018	Minimum 30 days prior
June 12, 2018	Minimum 30 days prior	June 26, 2018	Minimum 30 days prior
July 10, 2018	Minimum 30 days prior	July 24, 2018	Minimum 30 days prior
August 14, 2018	Minimum 30 days prior	August 28, 2018	Minimum 30 days prior
September 11, 2018	Minimum 30 days prior	September 25, 2018	Minimum 30 days prior
October 9, 2018	Minimum 30 days prior	October 23, 2018	Minimum 30 days prior
November 13, 2018	Minimum 30 days prior	November 27, 2018	Minimum 30 days prior
December 11, 2018	Minimum 30 days prior	December 26, 2018	Minimum 30 days prior