

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 _____ 200_.

Chairman-Ray Township Planning Commission

RAY TOWNSHIP
SITE PLAN REVIEW CHECKLIST

Name: _____

Date: _____ Application No: _____

Submission Requirements:

- | | |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Fee paid. | <input type="checkbox"/> Drive and street approaches. |
| <input type="checkbox"/> Adequate copies. | <input type="checkbox"/> Adjacent zoning, buildings or improvements. |
| <input type="checkbox"/> Prints sealed by registered architect or engineer. | <input type="checkbox"/> Building elevations and floor plans. |
| <input type="checkbox"/> Complete legal description. | <input type="checkbox"/> Building surface material. |
| <input type="checkbox"/> Site zoning: _____ | <input type="checkbox"/> Site topography and vegetation. |
| <input type="checkbox"/> Proposed structures and improvements. (including floor plans and elevations) | <input type="checkbox"/> Statistical data (residential). |
| <input type="checkbox"/> Existing structures and improvements. | <input type="checkbox"/> Pedestrian circulation. |
| <input type="checkbox"/> Yards (Front ___; Rear ___; Side ___). | <input type="checkbox"/> Exterior lighting. |
| <input type="checkbox"/> Screening areas and walls. | <input type="checkbox"/> Trash receptacles and method of screening. |
| <input type="checkbox"/> Number of parking spaces. | <input type="checkbox"/> Landscape plan. |
| <input type="checkbox"/> Pavement type. | <input type="checkbox"/> Equipment size and location (industrial). |
| <input type="checkbox"/> Sign location. | <input type="checkbox"/> Surface drainage characteristics. |
| <input type="checkbox"/> Utilities. | <input type="checkbox"/> Hazardous substances. |
| <input type="checkbox"/> Site dimensions. | <input type="checkbox"/> Septic field location |
| <input type="checkbox"/> Dimensions between site features. | <input type="checkbox"/> Storm water detention facility |
| <input type="checkbox"/> Scale and northpoint. | <input type="checkbox"/> Water supply |
| <input type="checkbox"/> Size in acres. | <input type="checkbox"/> Drain locations |
| <input type="checkbox"/> Location map. | <input type="checkbox"/> Wooded areas |
| <input type="checkbox"/> Existing and proposed ROW. | <input type="checkbox"/> Wetland areas |
| | <input type="checkbox"/> Floodplain location |

Review Relationships:

- | | |
|------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Road relationships. | <input type="checkbox"/> Environmental features. |
| <input type="checkbox"/> Emergency vehicle access. | <input type="checkbox"/> Health, safety and welfare. |
| <input type="checkbox"/> Vehicular circulation. | <input type="checkbox"/> Activity areas and buildings located to minimize adverse impacts. |
| <input type="checkbox"/> Pedestrian circulation. | <input type="checkbox"/> Screening and buffering to avoid nuisances. |
| <input type="checkbox"/> Off-street parking. | |
| <input type="checkbox"/> Recreational relationships. | |

District Requirements:

RAY TOWNSHIP
SITE PLAN REVIEW PROCEDURES

WHEN IS A SITE PLAN REQUIRED?

A site plan is required whenever the following conditions apply:

1. Whenever a building permit is required for the erection or structural alteration of a building (other than a farm structure, single-family home and accessory building to such dwelling).
2. Wherever a parking or storage area is to be used or constructed.
3. For any substantial change in use or class of use.
4. For all applications for Special Land Use Approval.

SUBMISSION REQUIREMENTS

Submit sixteen (16) copies of the folded site plan and completed application form to the Planning Department at least twenty one (21) days prior to a scheduled Planning Commission meeting. The site plan shall meet all applicable submission requirements of Section 1500 of the Ray Township Zoning Ordinance and include the individual case number (if assigned by the Township). The completed application must be accompanied by the required fee as established by resolution of the Ray Township Board.

TRANSMITTAL OF SITE PLANS

One (1) copy of the site plan shall be submitted to the following persons and/or departments for review:

- | | |
|------------------------------------|-----------------------|
| ● Township Planner | ● Building Department |
| ● Township Engineer | ● Fire Department |
| ● Township Attorney (if necessary) | ● Township Assessor |

Each of the persons and/or departments identified above shall submit comments on the site plan to the Township Planning Commission for their consideration. The Planning Commission will not act on the site plan until such time as comments are received from the Township Planner and the Engineer and any other review agency which it deems necessary, and may not take action at the first meeting that this is presented to the Planning Commission.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission shall review the site plan with reference to all applicable requirements of the Ray Township Zoning Ordinance and the comments of all applicable review agencies and shall act on the site plan as follows:

Approval

Upon determination that a site plan is in compliance with the Zoning Ordinance, as amended, and other applicable regulations, the site plan shall be approved. The Township may require a cash bond, letter of credit or other appropriate financial guarantee covering the estimated cost of all site improvements. Upon approval, the Township shall stamp, date and sign four (4) sets of plans, noting any special conditions or requirements on each set of plans. The Township shall keep two (2) sets of plans; the Township Engineer shall receive one (1) set and the applicant shall receive one (1) set. If, upon determination by the Township Planning Commission that a site plan is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on the site plan. When these changes have been adequately provided, the applicant may resubmit the site plan to the Planning Commission or their designee for final approval.

Disapproval

If extensive revisions to the site plan are necessary to meet the Zoning Ordinance and/or other applicable requirements, the site plan shall be disapproved and the applicant requested to prepare an alternative site plan. In this case, "DISAPPROVAL" shall be written on the plan and the reasons for disapproval indicated. If the applicant desires to prepare an alternative plan, a new plan shall be submitted as specified by these procedures. Such a plan will require a new application and new application fees.

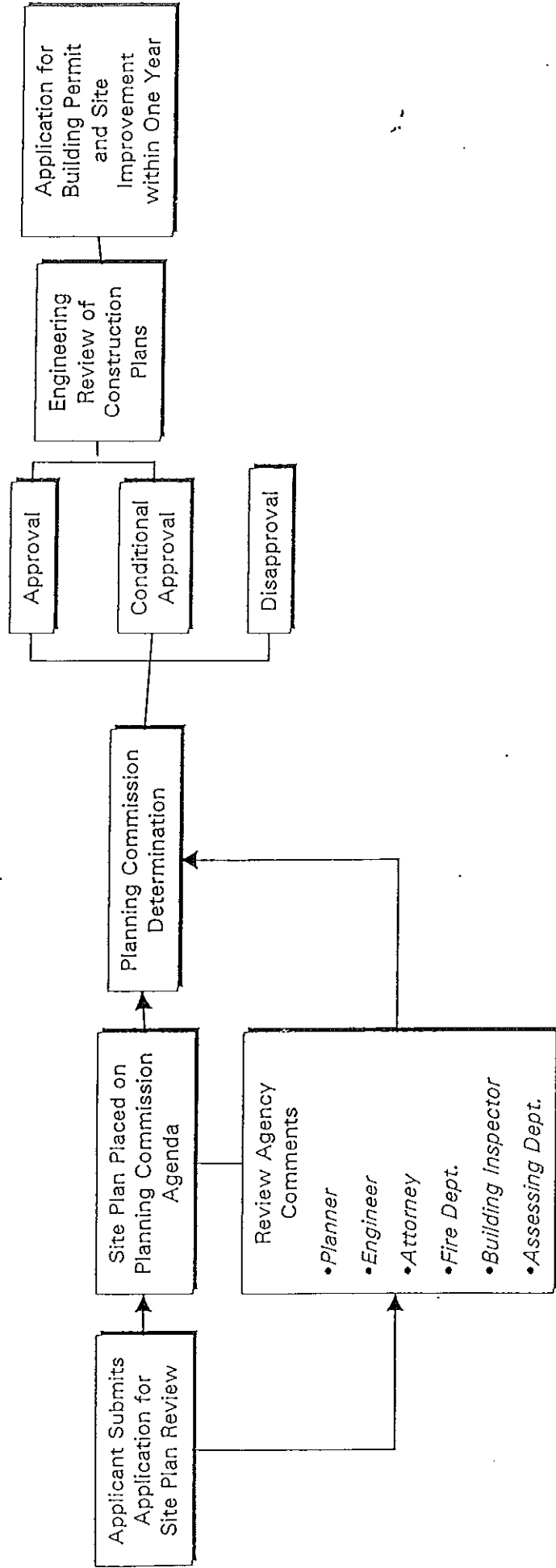
Engineering Plans

As noted above, the Planning Commission Chair shall sign four (4) sets of approved plans, noting any special conditions or requirements on each set of plans. The applicant will then be required to submit engineering plans matching these approved site plans and meeting the requirements of Ordinance #60, the Ray Township Land Development and Engineering Standards Ordinance. These plans shall be accompanied by the appropriate fees as established by resolution of the Ray Township Board.

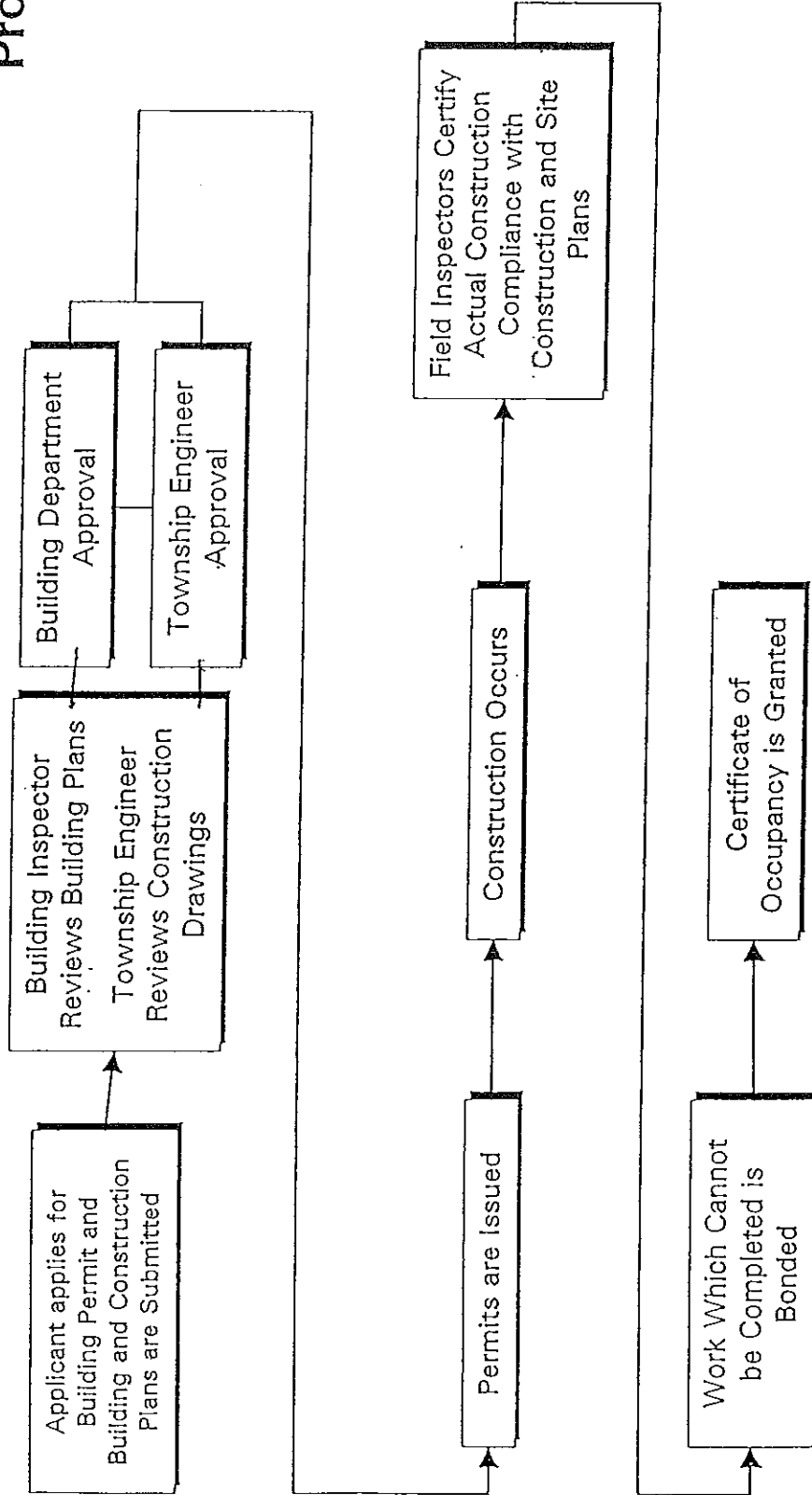
Approval Period

Upon approval of a site plan by the Township Planning Commission, a building permit shall be requested by the petitioner and physical improvement of the site shall be commenced within twelve (12) months of the Township's approval and signing of the site plan. If a building permit and physical improvement of the site is not commenced within the twelve (12) month timeframe, the site plan shall be declared to be invalid. No building permit shall be issued by the Building Inspector until such time as the Township Planning Commission has approved the site plan and the Township Engineer has issued engineering approval.

Ray Township Site Plan Review Process



Ray Township Administrative Review Process



2015 SCHEDULE OF LAND USE FEES FOR RAY TOWNSHIP

LAND USE DESCRIPTION	ADMINISTRATIVE	PLANNER	ENGINEER	LEGAL	TOTAL
Special Land Use	*\$1,085.00	*\$450.00 + \$45/acre	*\$140.00 + \$10/acre	**	\$1,675.00 + per acre fee
Private Road	*\$1,195.00	*\$225.00 + \$7.50/acre	*\$140.00 + \$10/acre	\$160.00	\$1,720.00 + per acre fee
Rezoning	*\$1,275.00	\$450.00 + \$45/acre	---	**	\$1,725.00 + per acre fee
Signs	*\$500.00	\$30.00			\$530.00
Site Plan Multiple Family	*\$910.00	*\$450.00 + \$3/unit	*\$140.00 + \$10/acre	**	\$1,500.00 + per unit/acre fee
Open Space or P.U.D. (Preliminary Plan)	*\$910.00	*\$450.00 + \$9/unit	*\$140.00 + \$10/acre	**	\$1,500.00 + per unit/acre fee
(Final Plan)	*\$910.00	*\$450.00 + \$7.50/unit	*\$140.00 + \$10/acre	**	\$1,500.00 + per unit/acre fee
Commercial/Industrial (Individual or Large Scale)	*\$910.00	*\$450.00 + \$75/acre	*\$140.00 + \$10/acre	**	\$1,500.00 + per acre fee
Mobile Home	*\$910.00	*\$450.00 + \$3/unit	*\$140.00 + \$10/acre	**	\$1,500.00 + per unit/acre fee
Semi-Public	*\$910.00	*\$300.00 + \$30/acre	*\$140.00 + \$10/acre	**	\$1,350.00 + per acre fee
Cell Tower - Co-Location	*\$600.00	\$150.00	*\$140.00 + \$10/acre	**	\$890.00 + per acre fee
Cell Tower - New	*\$530.00	\$320.00	*\$150.00	**	\$1,000.00
Site Condo Preliminary Review	*\$910.00	*\$450.00 + \$9/unit	*\$280.00 + \$10/unit	**	\$1,640.00 + per unit fee
Final Review	*\$910.00	*\$450.00 + \$7.50/unit	*\$450.00 + \$10/unit	\$160.00	\$1,970.00 + per unit fee
Subdivisions Tentative Preliminary Plat	*\$910.00	*\$450.00 + \$9/lot	*\$275.00 + \$10/lot	**	\$1,635.00 + per lot fee
Final Preliminary Plat	*\$910.00	*\$450.00 + \$4.50/lot	*\$215.00 + \$10/lot	\$160.00	\$1,735.00 + per lot fee
Final Plat	*\$910.00	*\$150.00 + \$3/lot	*\$450.00 + \$10/lot	\$160.00	\$1,670.00 + per lot fee
Zoning Board of Appeals	*\$550.00				\$550.00
Special Meeting	*\$550.00	\$150.00			\$700.00

* 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.

Fees not included above:
 Engineering fees- 1.5% of Cost Estimate of project
 Engineering inspection fees- 5% of Cost Estimate.

Approved - 03/15/05 Board Meeting

Meeting Dates and Deadlines for 2015

Planning Commission		Zoning Board of Appeals	
Planning Commission Meetings	Deadline for Submissions	Z.B.A. Meetings	Deadline for Submissions
January 13, 2015	December 16, 2014	January 27, 2015	December 30, 2014
February 10, 2015	January 13, 2015	Scheduled if needed	At least 28 days prior
March 10, 2015	February 10, 2015	March 24, 2015	February 25, 2015
April 14, 2015	March 24, 2015	April 28, 2015	March 31, 2015
May 12, 2015	April 14, 2015	May 26, 2015	April 28, 2015
June 9, 2015	May 12, 2015	June 23, 2015	May 26, 2015
July 14, 2015	June 16, 2015	July 28, 2015	June 30, 2015
August 11, 2015	July 14, 2015	August 25, 2015	July 28, 2015
September 8, 2015	August 11, 2015	September 22, 2015	August 26, 2015
October 13, 2015	September 15, 2015	October 27, 2015	September 29, 2015
November 10, 2015	October 13, 2015	November 24, 2015	October 27, 2015
December 8, 2015	November 10, 2015	Scheduled if needed	At least 28 days prior

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, channeling 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	
Administrative Requirements	
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
Existing Conditions	
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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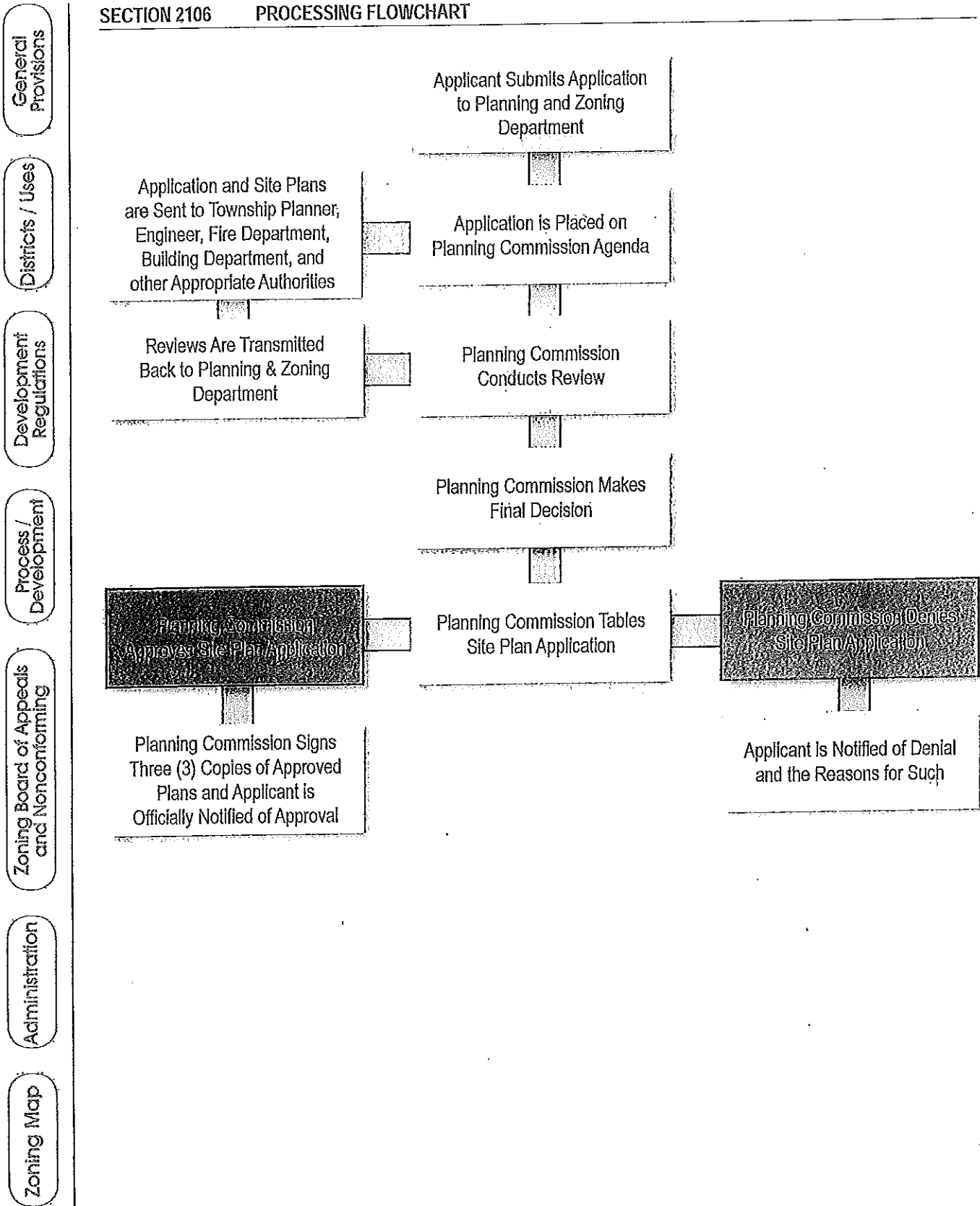
Process / Development

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SECTION 2106 PROCESSING FLOWCHART



SECTION 2107 APPROVAL PERIOD

1. A site plan approval shall be valid for one (1) year after the date of the Planning Commission meeting where approval was granted. If physical improvement of the site is not in actual progress at the end of a year and completed within two years, the approval becomes null and void unless renewed or extended by specific Planning Commission action. If approval is not extended before expiration of the one-year period, then a new application and a new approval shall be required before a building permit may be issued.

SECTION 2108 FINANCIAL GUARANTEE

1. The Planning Commission shall require a cash deposit or other financial guarantee acceptable to the Township, covering the estimated cost of improvements associated with the approved site plan be deposited with the Township to ensure faithful completion of the improvements. The performance guarantee shall be deposited at the time of the issuance of the permit authorizing the activity or project, and any cash deposits shall be rebated in reasonable proportion to the ratio of work completed on the required improvements as work progresses.

Financial guarantees shall not expire prior to the completion of the proposed project. Appropriate assurance shall be provided which either notifies the Township that the financial guarantee is set to expire or that the financial guarantee has an evergreen clause or similar mechanism as a condition of the guarantee.

SECTION 2109 SITE PLAN APPEAL

1. An applicant for a site plan approval may appeal the decision or absence of a decision of the Planning Commission to the Township Zoning Board of Appeals as described in this Ordinance.

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