

# Township of Ray

## SITE PLAN REVIEW APPLICATION

### I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### II. GENERAL SITE PLAN INFORMATION

Property Address \_\_\_\_\_  
General Location \_\_\_\_\_  
Property ID Number \_\_\_\_\_  
Property Size (acres) \_\_\_\_\_ Frontage (feet) \_\_\_\_\_  
Existing Zoning \_\_\_\_\_  
Existing Use \_\_\_\_\_  
Proposed Use \_\_\_\_\_  
Proposed Name of Development \_\_\_\_\_

### III. SPECIFIC SITE PLAN INFORMATION

Setbacks (feet)  
Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Opposite Side \_\_\_\_\_  
Building Size (Principal Building)  
Square Feet \_\_\_\_\_ Height \_\_\_\_\_  
Building Size (Accessory Structure(s) if applicable)  
Square Feet \_\_\_\_\_ Height \_\_\_\_\_  
Total Parking Spaces Provided \_\_\_\_\_ Barrier Free Spaces Provided \_\_\_\_\_  
Projected Number of Employees \_\_\_\_\_  
Estimated Timeframe to Complete Construction \_\_\_\_\_

### IV. SUBMISSION REQUIREMENTS

- One (1) copy of the Application Information Sheet
- One (1) copy of the Site Plan Review Application
- One (1) copy of the Affidavit of Ownership
- Sixteen (16) copies of the Site Plan
- Sixteen (16) copies of all other applicable plans (landscaping, elevation, floor etc.)
- A digital PDF copy of each of the required applications/documents/plans listed above.
- Application Fee

# Township of Ray

## APPLICATION INFORMATION SHEET

This Application Information Sheet is applicable to all development reviews. Additional applications are required for Site Plan Review, Special Land Use, Rezoning, Planned Unit Developments, and Zoning Board of Appeals Variances.

### I. TYPE OF REVIEW

Site Plan     Special Land Use     Rezoning     ZBA Variance     Planned Unit Development

### II. APPLICANT

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### III. APPLICANT'S REPRESENTATIVE (IF DIFFERENT FROM APPLICANT)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### IV. PROPERTY INFORMATION

Property Address \_\_\_\_\_  
General Location \_\_\_\_\_  
Legal Description  Attached     On plans  
Property ID Number \_\_\_\_\_  
Property Size (acres) \_\_\_\_\_ Frontage (feet) \_\_\_\_\_  
Existing Zoning \_\_\_\_\_

V. SIGNATURES (This application form must be signed by both the applicant and the legal owner of the property.)  
The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed/Typed Name of Applicant

\_\_\_\_\_  
Printed/Typed Name of Property Owner

Office Use:

Application No. \_\_\_\_\_ Review Fee \_\_\_\_\_ Date Received \_\_\_\_\_

# Township of Ray

## AFFIDAVIT OF OWNERSHIP OF LAND

State of Michigan,

County of \_\_\_\_\_

I/We (Name) \_\_\_\_\_  
of (Address) \_\_\_\_\_  
the \_\_\_\_\_ of \_\_\_\_\_

being duly sworn, depose(s) and say(s) as follows:

I. The owner(s) of the property described on the attached

Warranty Deed     Land Contract     Other Document (specify)

Is/are as follows:

Name(s) and address:

This property is subject of a \_\_\_\_\_  
submitted to the Township of Ray, Michigan

II. I/We authorize

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

To be my/our designated representative(s) in the process of the application and to make representation and commitments on my/our behalf in connection with obtaining approval of my/our request.

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Printed/Typed Name of Property Owner(s)

Subscribed and sworn to me on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan  
My commission expires: \_\_\_\_\_

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:

Table with 2 columns: Condition, Description. Rows A-H detailing various conditions for site plan submission.

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.

Vertical sidebar with labels: General Provisions, Districts / Uses, Development Regulations, Process / Development, Zoning Board of Appeals and Nonconforming, Administration, Zoning Map.

General Provisions

Districts / Uses

Development Regulations

Process / Development

Zoning Board of Appeals and Nonconforming

Administration

Zoning Map

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

General Provisions

Districts / Uses

Development Regulations

Process / Development

Zoning Board of Appeals and Nonconforming

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Zoning Map

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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.

General Provisions

Districts / Uses

Development Regulations

Process / Development

Zoning Board of Appeals and Nonconforming

Administration

Zoning Map



**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	Billed as needed	\$1,535.00 + per acre fee
Site Plan	\$910.00	\$450.00 + \$45/acre	*Based on Acreage	Billed as needed	\$1,360.00 + 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	---	Billed as needed	\$1,725.00 + per acre fee
Signs	\$500.00	\$30.00	---	---	\$530.00
Site Plan					
Multiple Family	\$910.00	\$450.00 + \$3/unit	*Based on Acreage	Billed as needed	\$1,360.00 + per unit
<u>Open Space or P.U.D.</u>					
(Preliminary Plan)	\$910.00	\$450.00 + \$9/unit	*Based on Acreage	Billed as needed	\$1,360.00 + per unit/acre fee
(Final Plan)	\$910.00	\$450.00 + \$7.50/unit	*Based on Acreage	Billed as needed	\$1,360.00 + per unit/acre fee
Commercial/Industrial (Individual or Large Scale)	\$910.00	\$450.00 + \$75/acre	*Based on Acreage	Billed as needed	\$1,360.00 + per acre fee
Mobile Home	\$910.00	\$450.00 + \$3/unit	*Based on Acreage	Billed as needed	\$1,360.00 + per unit/acre fee
Semi-Public	\$910.00	\$300.00 + \$30/acre	*Based on Acreage	Billed as needed	\$1,310.00 + per acre fee
Cell Tower – Co-Location	\$600.00	\$150.00	*Based on Acreage	Billed as needed	\$750.00
Cell Tower – New	\$530.00	\$320.00	*Based on Acreage	Billed as needed	\$750.00
Site Condo					
Preliminary Review	\$910.00	\$450.00 + \$9/unit	*\$500.00 + \$10/unit	Billed as needed	\$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
Subdivisions					
Tentative Preliminary Plat	\$910.00	\$450.00 + \$9/lot	*\$500.00 + \$10/lot	Billed as needed	\$1,860.00 + per lot fee
Re-review fee – 3 <sup>rd</sup> & subsequent			*Hourly as incurred		
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

Fees not included above:  
**\*\*Engineering fees – 1.5 % of Cost Estimated of project. \$600.00 Minimum. All review fees are based on two (2) reviews.**  
Engineering Inspection deposit – 5% of Cost Estimate  
 All additional reviews will be billed as incurred.  
 Legal review will be billed when needed.

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

Zoning Board of Appeals	***\$1,000.00	---	---	Billed as needed	\$1,000.00
Special Meeting	\$550.00	\$150.00	\$120.00 hourly as needed	Billed as needed	\$700.00 +Engineered as needed

**\*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

**\*Engineering Acreage Fees above cover engineering preliminary comment on application submitted for planning commission review only.  
 \*\*Additional Engineering fees – see below.**

**ALL REVIEW FEES ARE NON-REFUNDABLE.**

Please call or e-mail any questions to

**Ray Township Planning and Zoning Department Mon-Thurs 8:30AM-4:30PM (586)749-5171, Extension 203 or e-mail lhall@raytwp.org**

Fees not included above:

**\*\*Engineering fees – 1.5 % of Cost Estimated of project, \$600.00 Minimum. All review fees are based on two (2) reviews.**

*Engineering Inspection deposit – 5% of Cost Estimate*

All additional reviews will be billed as incurred.

Legal review will be billed when needed.