

Township of Ray

The Board of Trustees

SPECIAL LAND USE REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name _____
Company _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

II. GENERAL INFORMATION

Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____
Existing Use _____
Proposed Special 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 Special Land Use 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

The Level of Independent County

SITE PLAN REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name _____
Company _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

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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
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- 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

1100 East 10th Street, Ray, MO 64681

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

"The Jewel of Macomb County"

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 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	
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.

- 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).

- 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.
- 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

- 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.
- 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.
- 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.
- 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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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>					
(Preliminary Plan)	*\$910.00	*\$450.00 + \$9/unit	*Based on Acreage	**	\$1,360.00 + per unit/acre fee
(Final Plan)	*\$910.00	*\$450.00 + \$7.50/unit	*Based on Acreage	**	\$1,360.00 + per unit/acre fee
<u>Commercial/Industrial</u>					
(Individual or Large Scale)	*\$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	*\$910.00	*\$450.00 + \$9/lot	*\$500.00 + \$10/lot	**	\$1,860.00 + per lot fee
Re-review fee - 3 rd & 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
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.

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.