Site Plan Review Process

for the

City of South Lyon

Adopted by the South Lyon Planning Commission

March 24, 1988
Revised-July 14, 1989
Revised-July 20, 2001
To all persons seeking site plan approval before the South Lyon Planning Commission, the following procedure shall apply.

Site plans shall be submitted as required in the South Lyon Zoning Ordinance and shall be prepared in accordance with the site plan review requirements of the zoning ordinance and this document.

An applicant seeking site plan approval shall first obtain a copy of the South Lyon Zoning Ordinance, Zoning Map and a copy of this document. The applicant should acquaint themselves with the applicable requirements and site plan processing format contained therein to make sure that:

1. The site is properly zoned to support the use proposed for development.
2. The building, height, bulk, density, area, off-street parking, landscaping and screening requirements are met.

Once an applicant is certain that the site is properly zoned and that the site plan is properly prepared, the applicant shall sign the attached checklist, detach it from this document and submit it, along with seventeen (17) FOLDED copies of the site plan to Planning Commission Coordinator for processing.

The Planning Commission Coordinator shall collect the application fee as established by City Council before processing any site plan. Upon collection of applicable fees the site plan will be forwarded with a letter of transmittal to all assigned review agencies set forth below.

<table>
<thead>
<tr>
<th>Building Department</th>
<th>One (1) copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW Superintendent</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Police Department</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Fire Departments</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Planning Consultant</td>
<td>Two (2) copies</td>
</tr>
<tr>
<td>Engineering Consultant</td>
<td>Two (2) copies</td>
</tr>
<tr>
<td>Planning Commissioners</td>
<td>Nine (9) copies</td>
</tr>
</tbody>
</table>

The above review agencies, upon receipt of site plans from the City, shall review the site plan for compliance with applicable City codes and ordinances and forward their review comments in writing, to the Planning Commission Coordinator within twenty (20) working days. Upon request of the applicant, copies of the review agencies comments shall be made available, after receipt of the comments by the City.

If all review agency comments are positive and no concerns are expressed relative to the site plan, the Planning Commission Coordinator shall notify the applicant and schedule the site plan for review by the Planning Commission no later than five (5) working days prior to the next scheduled meeting.
If any designated review agency comments note concern or problems with the site plan, the City shall not schedule the site plan for review by the Planning Commission. Except in those instances where the applicant is aware that problems exist with the site plan and seeks site plan denial by the Planning Commission in order to gain access to the Zoning Board of Appeals.

If problems are found by the reviewing agencies to exist with a site plan and the applicant does not wish to seek relief from the Zoning Board of Appeals, the applicant shall prepare revised site plans containing all modifications set forth in the review agency comments. **Seventeen (17)** of the **FOLDED** revised site plans shall be submitted to the City by the applicant to permit re-distribution to all review agencies.

Revised site plans shall be submitted to the Planning Commission Coordinator for referral to the review agencies in the same manner as followed for initial site plan review.

Again, upon request of the applicant, copies of the review agencies comments shall be made available, after receipt of the comments by the City. The same procedure shall be followed for all subsequent revised site plans until all concerns expressed by the review agencies are satisfactorily resolved, only then shall the Planning Commission Coordinator schedule the site plan review by the Planning Commission in accordance with the minimum **five (5)** workdays scheduling procedure set forth above.

At the meeting, the Planning Commission shall review the site plan and will take one of the following courses of action:

1. Approve the site plan
2. Table approval of the site plan
3. Disapprove the site plan

Approval of a site plan may be granted by a simple majority of a lawful quorum of the Planning Commission members in attendance. A stamped approved site plan with date of approval will be forwarded to the applicant with a letter of transmittal noting the approval.

If a site plan is tabled for further review, the Planning Commission will so note its reason(s) for such action. Absence of the applicant or any representative in place of the applicant, at a scheduled review of the site plan by the Planning Commission, may be grounds for tabling the site plan. If a site plan is disapproved, the Planning Commission will note the reason(s) for disapproval and will return the site plan to the Planning Commission Coordinator.

A site plan disapproved by the Planning Commission will be:

1. Revised and resubmitted for further review,
2. Scheduled for action by the Zoning Board of Appeals, or
3. Removed by the applicant from further consideration
A site plan disapproved by the Planning Commission will not be rescheduled for review by the Commission until the area(s) of concern noted in its disapproval have been satisfactorily resolved by:

1. Submittal of a revised site plan
2. A favorable resolution of the problems by the Zoning Board of Appeals

Approval of a site plan by the Planning Commission will be in effect for a period of one (1) year from date of approval of the site plan. One (1) year site plan approval extensions may be granted by the Planning Commission upon review of a written request by the applicant documenting the reasons for an extension.

Revisions to an approved site plan, requested by an applicant, will be processed in the same manner as set forth herein for an initial site plan review.

The following site plan review checklists are provided for use by the applicant preparing a site plan for submittal and by the designated review agencies in making their review.

A site plan submitted for review and approval by the Planning Commission shall not be accepted unless the appropriate checklist has been reviewed by the applicant, the same's signature has been affixed to the checklist in the place provided for it, and the review fee paid.

During the course of preparing a site plan, the applicant may call the following designated review agencies for assistance in interpreting the applicable standards of the Zoning Ordinance and the requirements of the document.

South Lyon Building Inspector 248-437-5255
Police Department 248-437-1773
Fire Department 248-437-2616
DPW Director 248-437-4006
Planning Commission Coordinator 248-437-1735
City of South Lyon
Site Plan Review Application Form

The Following, To Be Completed By Applicant Prior To Submittal Of Site Plan:

1. Developers Name ________________________________
   Address _______________________________________
   Phone Number __________________________________

2. Legal Property Owner _____________________________
   Address _______________________________________
   Phone Number __________________________________

3. Site Plan Designers _______________________________
   Name __________________________________________
   Address _______________________________________
   Phone Number __________________________________
   Registration Number ______________________________

4. Description of Proposed Development: ______ New ______ Addition

5. If an appeal of the strict application of the standards of the Zoning Ordinance is to be taken, please so indicate below.

   Appeal Requested ________________________________

For City Use Only:

   Initial Site Plan Review fee paid (date) ________________________
   Site Plan Application Number ________________________________
   ___________________________________ Residential Site Plan
   ___________________________________ Non-Residential Site Plan
CITY OF SOUTH LYON
SITE PLAN REVIEW CHECK LIST FORM: PAGE 2

Prior to submittal of a site plan, the applicant shall review the following elements for inclusion, where applicable, on the site plan, and shall be in sufficient detail to meet the intent and purpose of the review process. The applicant will check the box in the left hand column marked 'Applicant' only and will mark all applicable elements. A check mark by the applicant for each element involved will indicate that the applicant made the proper notation on the site plan. If the applicant is satisfied that all such information required is properly noted on the site plan, the applicant will sign and date the checklist in the place provided and submit the signed Site Plan Review Application Form with the site plan to the Planning Commission Coordinator. The applicant will check only the column marked 'Applicant'.

<table>
<thead>
<tr>
<th></th>
<th>Checked by Applicant</th>
<th>Checked by Review Agency</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Development</td>
<td></td>
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<tr>
<td>2.</td>
<td>Name, address &amp; phone number of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Developer</td>
<td></td>
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<td></td>
<td>b. Legal Owner</td>
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<td></td>
<td>c. Designer/Firm</td>
<td></td>
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<tr>
<td></td>
<td>d. Designer Registration No. and Seal</td>
<td></td>
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<tr>
<td>3.</td>
<td>Scale of Drawing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. If less than 3 acres- 1&quot; = 50'</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. If more than 3 acres 1&quot; = 100'</td>
<td></td>
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<tr>
<td></td>
<td>c. Sheet size shall not exceed 24&quot; x 36&quot;</td>
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<tr>
<td></td>
<td>d. Legend</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>North Point</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Complete legal description of entire site i.e. Metes &amp; Bounds description if acreage Parcel, lot #(s) and subdivision name. All Legal descriptions will include:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Gross # of acres</td>
<td></td>
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<tr>
<td></td>
<td>b. Net usable acres</td>
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<td></td>
<td>c. Section Number</td>
<td></td>
</tr>
</tbody>
</table>

6
7. Vicinity Sketch or Site Map which does not have to be drawn to scale

8. Topographic elevations at 10 foot intervals on and off the site
   a. Existing
   b. Proposed

9. Existing drainage courses and existing lake or stream elevation's

10. The location of all existing & proposed on-site utilities including their connection to off-site utilities
    a. Water Supply
       Existing
       Proposed
    b. Sanitary Sewer Supply
       Existing
       Proposed
    c. Storm Sewer Supply
       Existing
       Proposed
    d. Electric Supply (above & below ground)
       Existing
       Proposed
    e. Telephone Supply (above & below ground)
       Existing
       Proposed
    f. Gas Supply
       Existing
       Proposed
    g. Other
       Existing
       Proposed

11. Existing Zoning Classification of the parcel
<table>
<thead>
<tr>
<th></th>
<th>Checked by Applicant</th>
<th>Checked by Review Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Existing Zoning Classification of adjacent parcels</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Existing land use on adjacent parcels</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>The location of all existing buildings &amp; structures within 100' of parcel</td>
<td></td>
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<tr>
<td>15.</td>
<td>The location of all building and structures on site.</td>
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<tr>
<td>16.</td>
<td>All building/structure height's</td>
<td></td>
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<tr>
<td>17.</td>
<td>Location of all off-street parking spaces including required handicapped spaces, vehicle maneuvering lanes, and service drives</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Location of all loading/unloading facilities</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Location of all driveways, drives, and turning lanes</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Location of all drives, driveways &amp; intersections across abutting streets from parcel</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Names, locations, right-of-way widths, center- lines, and pavement widths of all bordering roads, streets, and easements</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Location of all sidewalks</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Critical site dimensions</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Along property lines</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Between buildings</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Between parking &amp; buildings</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Between parking &amp; parcel lines</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Between principal &amp; accessory buildings</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>Parking space width/length (typical)</td>
<td></td>
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<tr>
<td>g.</td>
<td>Vehicle maneuvering lane/service drive widths</td>
<td></td>
</tr>
<tr>
<td>h.</td>
<td>Curb radius (entrances)</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Between buildings &amp; parcel lines</td>
<td></td>
</tr>
<tr>
<td>j.</td>
<td>Between buildings &amp; retention/detention ponds</td>
<td></td>
</tr>
</tbody>
</table>
24. Building Layouts (typical floor plan) including:
   a. Principal entrances & service entrances
   b. The relationship between units within a building
   c. Exterior building wall facade drawings of all exposed walls

25. Building elevation drawings showing the type and color of exterior building wall facade materials to be covered by signs to be attached to the building

26. Location, size & type of signs to be utilized shall be provided for the site and building’s on the site. In instances where signs are not determined due to unknown occupants at the time of site plan review, it shall be required that all signs receive the review and approval of the Planning Commission prior to occupancy of a structure.

27. The location and extent of any outdoor storage areas

28. The type, height & extent of any outdoor storage areas

29. The type & height of screening for trash Receptacles

30. The location type & extent of any required screening devices.

31. A complete landscape planting plan identifying all landscape plantings by location, type and height. Where earth berms are used, their height and width shall be noted and a cross section of the berm included.

32. The location & type of all outdoor lighting
**33. FOR MULTIPLE DWELLING DEVELOPMENTS:**

a. The maximum lot coverage of all buildings shown

b. Formula for distances between buildings shown

c. Site density computations including total number of dwelling units and number of bedrooms per unit. When development is in phases, the requirements for b. and c. above shall be shown for each phase.

<table>
<thead>
<tr>
<th>Checked by</th>
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</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Review Agency</td>
</tr>
</tbody>
</table>

**34. FOR NON-RESIDENTIAL USES:**

a. Proposed use

b. Gross & net usable square feet of floor area

c. Seating capacity or maximum occupancy permitted

d. Number of medical examining rooms, dental chairs, and square footage of waiting rooms or beds

e. Number of employees in largest working shift

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<tr>
<th>Checked by</th>
<th>Checked by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Review Agency</td>
</tr>
</tbody>
</table>

I hereby certify that I have read and understand the above Checklist items and those items that apply to my site plan, are included on the site plan.

Signature of Applicant: ____________________________

Date Received: ____________________________

Initials of accepting staff ____________________________

10
HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN

Note: This form should be completed and submitted as part of the site plan for all facilities.

Name of business: ________________________________
Name of business owner: __________________________
Street and mailing address: _________________________
Telephone: ______________________________________

I affirm that the information submitted is accurate.

Owner's signature: ________________________________
Information compiled by: __________________________

Part I- Management of Hazardous Substances and Polluting Materials

1. Y N Will the proposed facility expect to store, use or generate hazardous now or in the future? If yes, please complete this form and submit with your site plan.

2. Y N Will hazardous substances or polluting materials be reused or recycled on-site?

3. Y N Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here, on an attached page, or as a detail on the site plan:

4. Y N Will new underground storage tanks be located less than 2000 feet from drinking water wells serving two or more establishments, or less than 300 feet from a single-family drinking water well?

5. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving two or more establishments or less than 50 feet from a single-family household?
If the answers to #4 or #5 are yes, current or proposed activities may be in violation of State of Michigan underground storage tank regulations. Michigan Department of Environmental Quality, Environmental Response Division: 734-953-0241.

6. \( Y \quad N \) Will the interior of the facility have general purpose floor drains?* If yes, will the floor drain connect to: (circle one)

   a. Sanitary sewer system
   b. On-site holding tank; or
   c. On-site system approved by the Michigan Department of Environmental Quality in accordance with groundwater Discharge permit requirements (administered by Waste Management Division).

*Note: General purpose floor drains should not be connected to a storm drain, dry well, or septic system.

7. \( Y \quad N \) Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities, which will be used (use an attached sheet with diagram, if appropriate):

Additional information may be requested by the local government to assure that site plans comply with local, county and state environmental protection requirements. (Part II on Following Page)
### Types of Polluting Materials

<table>
<thead>
<tr>
<th>Type of Storage</th>
<th>Name of Pollutant</th>
<th>Form</th>
<th>Quantity on Hand</th>
<th>Trade Name</th>
<th>Common Name</th>
</tr>
</thead>
</table>

Please list the hazardous wastes and other polluting materials which are expected to be used on-site. Quantities stored on-site may exceed the maximum volumes on hand at any time. Attach additional pages if necessary to list all hazardous substances and polluting materials.

**STORED OR GENERATED ON-SITE**

Types and Quantities of Hazardous Substances and Polluting Materials Which Will Be Used.