

EAST BAY CHARTER TOWNSHIP

1965 3 Mile Road
Traverse City, Michigan 49686

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Office of
Planning & Zoning

APPLICATION FOR SITE PLAN REVIEW

(As Amended 11/24/03)

(For office use only)
File No. SPR- _____ Fee Paid \$ _____ Escrow Paid \$ _____
Date Received ____/____/____ Hearing Date ____/____/____ Date of Final Action ____/____/____

Section 1. Applicant Information

Applicant/Authorized Agent's Name _____

Address _____ Phone No. (____) _____

Nature of Applicant's Relationship to Property: _____

Applicant/Authorized Agent's Signature _____



I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

Owner's Name _____

Address _____ Phone No. (____) _____

Owner's Signature _____



(application cannot be processed without owner's signature)

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true.

Designer's Name _____

Address _____ Phone No. (____) _____

Section 2. Project Description

Proposed Use: _____

Attach a written description of your proposed project. For all projects, including commercial, institutional and residential projects, describe on-site amenities to be offered; any phasing planned for the development and the proposed development timetable. Indicate any county, state or federal licenses or permits or approvals that will be required and the status of each. Explain perpetual maintenance arrangements for open spaces. For residential projects, indicate the number of dwelling units, broken down by occupancy type (rental or owner occupied), target market segment (i.e., "singles, young families, empty-nesters, elderly, etc.") anticipated rent or sale-price range, and the number of bedrooms. Describe any state or federal rental or purchase assistance program that may apply to your project.

Section 3. Existing Property Information

Property Identification Numbers (PIN), list all parcels affected: _____

Legal Description, if any new property divisions are proposed (may be attached): _____

Address of subject parcel _____

Existing Use(s) _____

Zoning District(s) _____ Area of Property _____ Acres Sq. feet
For properties of less than one acre, use square feet.

Section 4. Site Plan Check List

Attach to this application sixteen (16) copies of the proposed site plan. Use this section to check that your site plan includes all required elements and include summary details in Section 4 of this Application, as applicable. At a minimum, the site plan **shall** include:

- A scaled drawing of the site and the proposed development including the date prepared and the date of the latest revision (if any) and the name and address of the preparer.
- Property parcel number(s) (from the Assessment Roll of the Township).
- Topography of the site and its relationship to adjoining land. Show existing and proposed contours at not more than two (2) foot intervals and show all adjoining structures within 100' of the property line.
- Zoning of abutting parcels.
- Itemization of existing man-made features.
- Required and proposed setback and building site dimensions, including lot width and depth, water area, area in R/W, gross lot area, net buildable area, flood plain area, area in non-residential use, lot building coverage and floor area coverage.
- Locations of significant vegetation, water bodies and wetlands.
- Locations, heights and sizes of structures and other important features. Provide exterior elevations of major buildings or "typical" buildings in multiple building projects. Indicate exterior finish materials.
- Identify open space locations and percentage reserved for open space, if applicable.
- Dwelling unit density, where pertinent.
- Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- Curb-cuts, driving lanes, parking and loading areas. For mixed-use, commercial, institutional or industrial developments, provide your parking detail and calculations.
- Location and type of drainage, sanitary sewers, storm sewers, watermain or wells, and all underground or overhead utility lines.
- Proposed earth changes.
- Location and nature of fences, landscaping and screening.
- Signs and on-site illumination. Provide lighting detail and include elevations of proposed signs.

Section 4. Site Plan Check List - continued

- The site plan shall include a written landscape plan prepared in accord with Section 229 of the Zoning Ordinance, (unless deferred by the Township Planner) and shall meet the following requirements:
 - Prepared by a Registered Landscape Architect or designer with at least 5 years experience.
 - Follow the standards of the Grand Traverse Bay Region Development Guidebook
 - Inventory existing vegetation, landforms and other natural features on site
 - Illustrate all planting areas, existing and proposed vegetation including species, caliber and height
 - Illustrate lighting, signs, utility fixtures, earth changes and streetscape improvements
 - Incorporate minimum 25% of the site as landscaped, with 30% of that in woody vegetation
 - Retain existing trees 5" and greater in diameter at breast height and landscape detention areas
 - Illustrate trees to be retained and/or transplanted
 - Illustrate landscaped areas between the curb line and the property line
 - Include plantings to mitigate off-site impacts on surrounding less intense land uses
 - Include a landscape maintenance plan and deposit to assure the long-term viability of plantings
 - Include a viable irrigation system to support landscaped areas
- Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.

Section 5. Additional Information

If applicable, provide the following further information:

UTILITY AND ROAD IMPROVEMENTS

A. Sanitary Sewer Service	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does existing sewer line front subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a Lateral Charge/Assessment Charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
4. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Water Service			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does existing water line front subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a Lateral Charge/Assessment Charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, has a Utility Agreement been prepared?

If yes, provide construction plans and specifications

(continued ...)

Section 5. Additional Information - continued

C. Public utility easements required?	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
If yes, show on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Site Drainage

1. County drain usage approved by County Drain Commissioner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 If so, attach approval letter. If no, are alternate measures shown?
 Note: Alternate measures must be designed and sealed by a registered Engineer.

E. Roads and Circulation

1. Are interior public streets proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has Road Commission approved? (attach letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will public streets connect to adjoining properties or future streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are private roads or interior drives proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will private drives connect to adjoining properties service roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the Road Commission or MDOT approved curb cuts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 If yes, attach approved permit.

PARKING AND LANDSCAPING

A. Parking

1. Does project require parking area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 If yes, number of spaces required: _____. Number proposed: _____
 Attach a description of your calculations and if proposing less than the required amount of parking explain your reasoning in an attachment.

2. Aisle width required _____. Aisle width proposed: _____

3. Number of loading/unloading spaces required: _____. Number proposed: _____

4. Parking lot buffer strip required if adjoining residential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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5. Berm(s) proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. Number of proposed spaces to be arranged Parallel ____; 45° ____; 60° ____; 90° ____

B. Landscaping

	<u>Required</u>	<u>Proposed</u>
1. Landscaped area as percent of site	_____	_____

2. Number of trees including woody vegetation and % covered	_____	_____
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3. Name and address of Preparer. _____

4. Name of Landscape Contractor (if known). _____

5. Estimated cost of Landscape plan \$ _____ provided by Preparer or Landscape Contractor.
 (Circle which one applies)

Section 5. Additional Information - continued

BUILDING SITE AND YARD REQUIREMENTS

A. Lot Width (measured at the front lot line): _____

<i>B. Yard Requirements</i>	<u>Required</u>	<u>Proposed</u>
1. Front	_____	_____
2. Side Yard (indicate which side _____)	_____	_____
3. Side Yard (indicate which side _____)	_____	_____
4. Rear Yard	_____	_____

<i>C. Building Requirements</i>	<u>Required</u>	<u>Proposed</u>
1. Height from finished grade	_____	_____
2. Lot/Building Coverage	_____ %	_____ %
3. Floor Area	_____ %	_____ %
4. Principal Building Gross Floor Area: _____		
5. Net Usable Floor Area: _____		
6. Accessory Structure Gross Floor Area: _____		

EAST BAY CHARTER TOWNSHIP CRITERIA FOR SITE PLAN REVIEW

Section 820, 7 of the East Bay Charter Zoning Ordinance provides the following guidance:

In the process of reviewing a site plan, the Planning Commission shall consider:

- a. That there is a proper relationship between the existing streets and highways within the vicinity, and proposed deceleration lanes, service drives, entrance and exit driveways, and parking areas to assure the safety and convenience of pedestrian and vehicular traffic, and that the proposed streets and access plan adopted by the Township or the County Road Commission.
- b. That the buildings, structures and entrances thereto proposed to be located upon the premises are so situated and so designed as to minimize adverse effects upon owners and occupants of adjacent properties and the neighborhood.
- c. That as many natural features of the landscape shall be retained as possible, particularly, where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters.
- d. That any adverse effect of the proposed development and activities emanating therefrom upon adjoining residents or owners shall be minimized by appropriate screening, fencing, walls, or landscaping.
- e. That all provisions of the Ordinance are complied with unless an appropriate variance therefrom has been granted by the Zoning Board of Appeals.
- f. That all buildings and structures are accessible to emergency vehicles.
- g. That a plan for erosion control and storm water discharge has been approved by the appropriate public agency.
- h. The relationship to shore and stream preservation principles where appropriate.
- i. That the plan as approved is consistent with the intent and purpose of zoning and to promote public health, safety and general welfare; to encourage the use of lands in accordance with their character and adaptability to avoid the overcrowding of population; to lessen congestion on the public roads and streets; to reduce hazards to life and property; to facilitate adequate provisions for a system of transportation, sewage disposal, safe and adequate water supply, education, recreation and other public requirements; and to conserve the expenditure of funds for public improvements and services to conform with the most advantageous uses of land, resources and properties; to preserve property values and natural resources; and to give reasonable consideration to character of a particular area, its peculiar suitability for particular uses and the general appropriate trend and character of land, building, and population development.

Questions? Concerns? We Are Here To Help...

Pre-submission meetings, for assessment of your application, are available and encouraged.

East Bay Charter Township, Planning and Zoning Office
1965 Three Mile Road, Traverse City, MI 49686