

**SITE PLAN REVIEW**  
**ALMENA TOWNSHIP**  
**27625 CR 375**  
**PAW PAW, MI 49079**  
**269-668-6910 FAX 269-668-6913**  
**www.almenatownship.org**

**Purpose**

The intent of the site plan review process is to provide for consultation and cooperation between the land developer and the Township in order that the developer may accomplish his objectives in the utilization of his land within the regulations of the Township Zoning Ordinance and with minimum adverse effect of the use on adjacent streets and highways and on existing and future uses in the immediate area.

The site plan review packet provides the prospective developer with an overview of the site plan procedure and the requirements for site plan submission, review, and acceptance. Should any questions arise regarding the packet material, the prospective developer is encouraged to contact the township for assistance.

**Procedure, Review and Approval Process for Site Plans Include:**

Step 1 – The developer of any site for which a plan is required is encouraged to meet informally with the Township to review the information contained in this packet, the specific requirements, and to discuss the proposed plan.

Step 2 – Site plans and applications to be presented to the Township Planning Commission must be received by the Township at least four (4) weeks prior to the scheduled Planning Commission meeting. Applications for site plan review will be scheduled for Planning Commission consideration as space permits on the agendas. In no case will it be more than forty-five (45) days from receipt of plans and complete application.

Step 3 – Any person may request a site plan review by filing with the Township a complete Site Plan Application, ten (10) sets of the site plan and the required fee as set fourth by the Township. The applicant is also encouraged to review Article XXII of the Township Zoning Ordinance.

Step 4 – Once a site plan is submitted, it will be reviewed by the Planning Commission to determine that the proposed plan includes the required specifications (as indicated by the Review Checklist) and meets the requirements of the Zoning Ordinance. Following review, if required, a Corrections List will be presented to the applicant outlining any deficiencies that exist with the site plan. The applicant or representative should be present at the Planning Commission meeting to respond to questions about the proposed plan. Site plans must be approved by a majority vote of the Commission. Prior to obtaining any building permits, amended site plans indicating the conditions required by the Planning Commission must be submitted by the applicant to the Townhsip.

## **General Requirements**

The following points should be addressed by the developer when formulating a site plan:

1. Zoning – In order to determine whether the proposed use or uses are permitted in that particular zoning district, a developer is required to include on the application form a statement indicating all uses proposed relative to the site plan.
2. Relationship to Existing Roadways – Entrance and exit drives, deceleration lanes, service drives, and parking areas should be designed to cause little or no interference with traffic movement and public roads.
3. Building and Structures – Buildings and structures proposed to be located on the site should be situated and designed so as to minimize any adverse effects including lighting and noise upon adjacent properties and the neighborhood, and provide accessibility to emergency vehicles and equipment.
4. Natural Features – Natural features of the landscape should be retained as possible 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 water.
5. Landscaping – Landscaping should be provided to minimize any adverse effects upon adjoining properties and to provide green space areas.
6. Drainage – Surface drainage to a road or adjacent property is not allowed. Provisions shall be incorporated to contain surface water on the site. Storm water calculations and size of any retention basins shall be reviewed by the Van Buren County Drain Commissioner, Administration Building, Suite 301, 219 E. Paw Paw Street, Paw Paw, Michigan.
7. Variances – Compliance with all provisions of the Ordinance is required unless an appropriate variance has been granted by the Zoning Board of Appeals.
8. Permits – Necessary documentation must be provided when a development falls under the jurisdiction of and permits are required from other agencies. Review and approval of other governmental agencies must be documented if necessary.

Application # \_\_\_\_\_

Date \_\_\_\_\_

Fee: \$485

**SITE PLAN APPLICATION**  
**ALMENA TOWNSHIP**  
**27625 CR 375**  
**PAW PAW, MI 49079**  
**269-668-6910 FAX 269-668-6913**

Specified by Almena Township Zoning Ordinance, Article XXII, effective October 23, 2009, site plan review is required for all districts, and all special uses and their accessory uses in all districts. Farm dwellings, farm buildings and single-family homes located on a single lot or parcel shall only be required to submit a site plan, prepared in accordance with only those minimally relevant portions of Article XXII as determined by the Zoning Administrator.

Name of Proposed Project: \_\_\_\_\_

Location of Project (address): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Site Plan Review is requested for the property listed as follows:

Size of Property (acres): \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Currently Zoned: \_\_\_\_\_

Parcel Tax ID #: \_\_\_\_\_

Owner's Name, Address & Telephone (if different from applicant): \_\_\_\_\_

\_\_\_\_\_

Developer's Name, Address & Telephone (if different from applicant or owner): \_\_\_\_\_

\_\_\_\_\_

Name(s), Address(es) of Engineer, Architect, Land Surveyor, Landscape Architect or other qualified designer of the project (Attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Legal Description of Property (Use attachments if necessary): \_\_\_\_\_

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Summary of Proposed Activity, including project description, with uses, structures, landscaping, parking and other related pertinent information (Attach additional sheets if necessary):

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Name(s) and Address(es) of all other persons, corporations or firms having a legal or equitable interest in the Property (Attach additional sheets if necessary):

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Provide Proof of Property Ownership and List Below any Liens against it (Attach additional sheets if necessary): \_\_\_\_\_

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Upon receipt of the fee, ten (10) copies of the site plan drawings, a completed application, and any other documents pertaining to the development of the above listed property will be transmitted to the Planning Commission for review.

Applicant may request a preliminary meeting with the Planning Commission with payment of established fees for special meetings, and may elect to combine preliminary and final site plan applications within specifications of the ordinance.

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**

**Owner Certification**

I hereby submit application for site plan review, with necessary documents attached. I declare that all information is, to the best of our knowledge, true and accurate.

Signature of the Owner (if different from Applicant) \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_ Zoning Admin. \_\_\_\_\_

One copy each to: Applicant, Zoning Administrator, Planning Commission, Township Attorney, Township Clerk, Township Treasurer

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## SITE PLAN EVALUATION CHECKLIST

**Project Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

This checklist is intended as a guide to assist the applicant in the Administrative/Planning Commission site plan review process. The applicant is responsible for being sufficiently familiar with and have a working knowledge of the codes and ordinances of Almema Township.

The checklist identifies development criteria considered by the Planning Commission, and is not meant to provide applicants with the scope of the review process. Not all of the items will apply to every proposal. It is the responsibility of the applicant to provide necessary/applicable information

**ALMENA TOWNSHIP PLANNING COMMISSION SITE PLAN EVALUATION CHECKLIST**

SITE PLAN NO. \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_ BY \_\_\_\_\_ REVIEW NO. \_\_\_\_\_

ITEM	OK/ YES	NOT OK/ NO	N/A	COMMENTS
NORTH ARROW				
SCALE; PLAN DATE				
VICINITY/ LOCATION MAP SHOWING LAND USE AND TRANSPORTATION AND ZONING OF ADJACENT LAND				
NAME, ADDRESS, PHONE, PROPRIETOR/ DEVELOPER				
DESIGN PROFESSIONAL(S)				
PLANS SEALED?				
PROJECT PHASES				
LEGAL DESCRIPTION				
PROPERTY DIMENSIONS				
SITE AREA: GROSS:				
NET:				
MAX LOT COVERAGE %:				
RIGHT-OF-WAY (EXISTING)				
(PROPOSED)				
EXISTING ZONING (SITE)				
(ADJACENT)				
NATURAL FEATURES SUCH AS: MARCHLANDS, STREAMS, CRAINS, LAKES, WETLANDS, AND TREE STANDS				
MASTER PLAN INTENT				
TOPO//GRADES: (EXISTING)				
(PROPOSED)				
FIRST FLOOR ELEVATION W/ REFERENCE				
EXCAVATION AND FILL INVOLVED				
SIDEWALKS/BIKEPATHS IN R.O.W. OR INTERNAL:				
DENSITY: GROSS=				
NET =				
YARDSPACES: FRONT				
REAR				
SIDES				
PROPOSED LOCATION OF STRUCTURES, TYPE OF CONSTRUCTION AND NO. OF FLOORS				
BUILDING SETBACKS: FRONT SIDE & REAR				
EXISTING STRUCTURES ON PARCEL				
BUILDING SIZE EXISTING SQ FT:				
PROPOSED SQ FT:				
TOTAL SQ FT:				

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SITE PLAN NO. \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_ BY \_\_\_\_\_ REVIEW NO. \_\_\_\_\_

ITEM	OK/ YES	NOT OK/ NO	N/A	COMMENTS
LOT SIZE (S)				
LOT WIDTH (S)				
OPEN SPACE DEVELOPMENT				
FARMLAND PRESERVATION				
DISTANCE BETWEEN BUILDINGS				
BUILDING HEIGHT				
PARKING SPACES REQ'D =				Minimum Requirements per Section 18.09
PROVIDED =				
HDCP REQ'D =				
HDCP PROVIDED =				
PARKING LAYOUT				
PARKING LOT CIRCULATION				
PARKING SPACE DIMENSIONS				
FIRE TRUCK ACCESS/LANE				
HDCP SIGNAGE				
HDCP PARKING LOT RAMPS				
DRIVE WIDTH(S)				
OFF-STREET LOADING ZONE(S)				
CURBCUT/DRIVE LOCATION & DESIGN				
ACCEL/DECEL PASS LANE				
CONGESTED ROADWAY				
UTILITY LOCATIONS: EXISTING/PROPOSED				
WATER/WELL				
SEWER/SEPTIC/DRAIN FIELD				
STORM WATER/RETENTION/ CALCULATIONS, DITE DRAINAGE PLAN				
BIORETENSION STORM WATER				
NATURAL GAS				
HVAC UNITS				
TELEPHONE				
CABLE TV				
ELECTRIC				
EXISTING SOIL TYPES				
SOIL BORING DATA				
SNOW REMOVAL/STORAGE				
SIGNS: SIZES, DETAILS, LOCATIONS, ARTICLE XIX EXISTING/PROPOSED				
WETLAND/FLOOD PLAIN BOUNDARIES				
WATER COURSES/WATER BOUNDARIES				
WETLANDS PROTECTION				
ENVIRONMENTAL IMPACT				
SOIL EROSION CONTROL				



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SITE PLAN NO. \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_ BY \_\_\_\_\_ REVIEW NO. \_\_\_\_\_

ITEM	OK/ YES	NOT OK/ NO	N/A	COMMENTS
COUNTY DRAIN COMMISSION APPROVAL FOR DRAINAGE				
DEQ APPROVAL FOR DEVELOPMENT IN FLOODWAY OR WETLAND, STREAM DISCHARGES				
COUNTY ROAD COMMISSION OR MDOT APPROVAL				
COUNTY HEALTH DEPARTMENT APPROVAL FOR WELLS AND PRIVATE SEPTIC SYSTEMS				
EXISTING/PROPOSED EASEMENTS				
EXISTING IMPROVEMENTS WITHIN 100'				
EXISTING DRIVES WITHIN 200'				
LANDSCAPING PLAN				
RIGHT-OF-WAY GREENBELT: AREA				
TREES				
SHRUBS				
CURBING				
GROUNDCOVER				
INTERIOR LANDSCAPING: AREA				
TREES				
SHRUBS				
CURBING				
GROUNDCOVER				
PARKING INTERIOR LANDSCAPING: AREA				
TREES				
SHRUBS				
CURBING				
GROUNDCOVER				
DUMPSTER SCREENING				
SCREENING FENCES/WALLS & ADJACENT GREENBELT: TREES				
SHRUBS				
CURBING				
GROUNDCOVER				
BERMS LOCATION				
SIZE				
VISIBILITY				
GROUNDCOVER				
LIGHTING: LOCATION, SHIELDED, CUTOFF				
LIGHTING TRESSPASS				
ABOVE GROUND/ UNDERGROUND STORAGE TANKS				

**ALMENA TOWNSHIP PLANNING COMMISSION SITE PLAN EVALUATION CHECKLIST**

SITE PLAN NO. \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_ BY \_\_\_\_\_ REVIEW NO. \_\_\_\_\_

ITEM	OK/ YES	NOT OK/ NO	N/A	COMMENTS
DISPOSAL AND STORAGE OF TOXIC OR HAZARDOUS MATERIALS				
COUNTY ROAD COMMISSION REVIEW FOR STREET NAMES				
DETAILS				
CURBING				
WALLS				
FENCES				
PAVING				
DUMPSTER PAD & ENCLOSURE				
LIGHTING/POLE BASES				
LANDSCAPING/PLANT TYPE				
OTHER:				

NOTES:

ONE ACRE = 43,560 SQ FT

ONE ROD = 16.5 FT