

ALMENA TOWNSHIP PLANNING COMMISSION SITE PLAN EVALUATION CHECKLIST

SITE PLAN NO. _____ DATE REVIEWED _____ BY _____ REVIEW NO. _____

**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 forth 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 Submittal Requirements Checklist and the Site Plan Requirements 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 Planning 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 township.

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Discipline: ALMENA TOWNSHIP PLANNING COMMISSION Fee for the township is subject to change. VIEW NO. _____

Application # _____

Date _____

Fee: \$485 Escrow Fee: \$750

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

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: _____

Address of Project: _____

Applicant Name: _____

Applicant Address: _____

Applicant Home Phone: _____ Cell Phone: _____

E-mail: _____ 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#: _____

Legal Description of Property: _____

Attachment Provided

Owner's name, address and phone (if different from applicant or owner): _____

Provide proof of property ownership and list below any liens against it (attach additional documents 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 documents if necessary):

Summary of property activity, including project description, with uses, structures, landscaping, parking and other related pertinent information (attach additional documents if necessary) – See Section 22.09:

Developer's name, address and phone (if different from applicant or owner): _____

Names and addresses of the following (attach additional documents if necessary):

- Engineer _____
- Architect _____
- Land Surveyor _____
- Landscape Architect _____
- Other qualified designer of the project _____

Please include the following for the Planning Commission to review:

- Fee
- Ten (10) copies of the site plan drawings
- Ten (10) copies of the completed application
- Any other documents pertaining to the development of the above-listed property

Upon receipt of the fee, ten (10) copies of the site plan drawings, ten (10) copies of the 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.

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PLEASE ATTACH ALL REQUIRED DOCUMENTS BY _____ REVIEW NO. _____

Application # _____

Date _____

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 Owner (if different from applicant)

Date

Signature of Applicant

Date

This application has been reviewed and deemed administratively

Complete Incomplete

Reviewer: _____ Date: _____

PC Chair: _____ Date: _____

(See comments in checklist or attachments for details.)

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SITE PLAN NO. _____ DATE REVIEWED _____ BY _____ REVIEW NO. _____	
FOR OFFICE USE ONLY	
Fee received: \$ _____	Zoning Admin.: _____
One copy each to:	
<input type="checkbox"/> Applicant	<input type="checkbox"/> Township attorney
<input type="checkbox"/> Zoning Administrator	<input type="checkbox"/> Township Clerk
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Township Treasurer

1. Submittal Requirements: (Section 22.07) Ten (10) copies of each submittal for site plan review shall be submitted to the Planning Commission for each application and site plan. The application shall, at a minimum, include the following information. The Planning Commission may waive any of the following where the information is deemed unnecessary for the review, and may at their discretion require the submittal of specifically needed information in addition to the following:

	SUBMITTAL REQUIREMENTS CHECK LIST	COMMENTS
<input type="checkbox"/>	Applications requirements:	
<input type="checkbox"/>	Fee	
<input type="checkbox"/>	10 copies of each submittal	
<input type="checkbox"/>	a) The applicants name, address, and phone number in full.	
<input type="checkbox"/>	b) Proof of property ownership and whether there are any options on the property or liens against it.	
<input type="checkbox"/>	c) A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf with the power of attorney to represent the owner in writing.	
<input type="checkbox"/>	d) The name and address of all owner(s) of record if the applicant is not owner of record (or firm or corporation having a legal or equitable interest in the land) and signature(s) of the owner(s).	
<input type="checkbox"/>	e) The address and tax parcel number and legal description of the property.	
<input type="checkbox"/>	f) Name of Project.	
<input type="checkbox"/>	g) A complete project description.	
<input type="checkbox"/>	h) Name and address of the developer.	
<input type="checkbox"/>	i) Name and address of the engineer, architect, land surveyor, landscape architect or other qualified designer of the project.	

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<input type="checkbox"/>	j) The vicinity map drawn at a readable scale with North point indicated. (See sample)	BY _____	REVIEW NO. _____
<input type="checkbox"/>	k) The gross and net developable acreage (See sample).		
<input type="checkbox"/>	l) Existing land uses, zoning classification and existing structures.		
<input type="checkbox"/>	m) Proposed project completion schedule and development phases.		
<input type="checkbox"/>	n) Any use and occupancy restrictions.		

2. Site Plan Requirements: (Section 22.07) The site plan shall consist of an accurate, reproducible drawing at a readable and measurable scale of one (1) inch equals 100 feet or less, in ten (10) copies, showing the site and all land within 150 feet of the site which depicts the following:

	SITE PLAN REQUIREMENTS CHECK LIST	COMMENTS
<input type="checkbox"/>	a) Property lines, dimensions, legal descriptions, setback lines and monument locations.	
<input type="checkbox"/>	b) Existing topographic elevations at two (2) foot contour intervals, proposed grades and direction of surface drainage and drainage way flows.	
<input type="checkbox"/>	c) The location and type of existing soils on the site and certification of soil borings.	
<input type="checkbox"/>	d) Location and type of significant areas of existing vegetation, wetlands, rock outcroppings, slopes of more than 10%, major stands of trees, large individual trees of two (2) feet or more in diameter and areas of woodland vegetation (combination of trees, shrubs and other vegetation).	
<input type="checkbox"/>	e) Water courses and water bodies, including lakes, ponds, rivers, streams, flood plains and wetlands, county drains, and manmade surface drainage ways.	
<input type="checkbox"/>	f) Location of existing and proposed buildings and their intended uses as well as the length, width, and height of each building, including front, inside and rear elevations.	
<input type="checkbox"/>	g) Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, light poles, signs, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment,	

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	and the method of screening, where applicable.	BY _____	REVIEW NO. _____
<input type="checkbox"/>	h) Location of existing public roads, right-of-ways and private easements of record.		
<input type="checkbox"/>	i) Location of abutting roads and proposed alignment and gradient of roads, drives, curb cuts and access easements serving the development.		
<input type="checkbox"/>	j) Location and design of all access ways barrier free, including parking areas (including indication of all spaces and type of surfacing), fire lanes and all outdoor lighting.		
<input type="checkbox"/>	k) Location, size, and characteristics of all off-street loading and unloading areas.		

	SITE PLAN REQUIREMENTS CHECK LIST	COMMENTS
<input type="checkbox"/>	l) Location and design of all sidewalks, walkways and bicycle paths.	
<input type="checkbox"/>	m) Location and design of public or common water supply lines or on-site wells, including fire hydrants and shut off valves, and the location and design of public or common waste water lines, cleanout locations, connection points and treatment systems, or on-site septic tank and tile field systems.	
<input type="checkbox"/>	n) Location of all other utilities on the site including but not limited to natural gas, electric power, cable TV and telephone.	
<input type="checkbox"/>	o) Location of proposed public or common open spaces and facilities if applicable.	
<input type="checkbox"/>	p) Location, design, size and construction specifications of all signs and advertising features.	
<input type="checkbox"/>	q) Location, design and specifications for all fences, walls, berms and other screening features with cross sections.	
<input type="checkbox"/>	r) Location, landscape plans and specifications for all proposed landscaping, screening and other buffering features for each landscape feature and planting material, the proposed size plants at time of planting and of all existing vegetation to be retained on the site shall be indicated.	
<input type="checkbox"/>	s) Method for all solid waste disposal.	
<input type="checkbox"/>	t) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable	

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<input type="checkbox"/>	Site Plan, No Hazardous materials, wells, any containment structures or clear zones required by government authorities and regulations.	BY _____	REVIEW NO. _____
<input type="checkbox"/>	u) Identification of any significant site amenities or unique natural features.		
<input type="checkbox"/>	v) Identification of any significant scenic views onto or from the site to or from adjoining area.		
<input type="checkbox"/>	w) North arrow, scale and date.		
<input type="checkbox"/>	x) Seal of the Michigan registered engineer, architect, landscape architect, surveyor, or planner who prepared the site plan.		
<input type="checkbox"/>	y) All required permits, approvals and reviews in written form from all Federal, State, County, officials under Federal, State, County or local laws and administrative rules and regulations.		

Planning Commission Action - Section 22.07 (C) The Planning Commission shall study the final site plan and recommend approval, approval with conditions or denial of the final site plan, if it is consistent with the previously approved preliminary site plan within 60 days of the date of the Planning Commission meeting at which the plan was received. This time limit maybe extended upon written request by the applicant, approval by the Planning Commission and by mutual written agreement between the Planning Commission and the applicant. The Commission may suggest and/or require changes in the plan if there is need to comply with the Zoning Ordinance.

Expiration and Extension of Approvals - Section 22.07 (F) Approval of a preliminary site plan shall be valid for a period of six (6) months from the date of approval by the Township Board and shall expire and be of no effect unless an application for final site plan approval is filed with the Zoning Administrator within that time period. A six (6) month extension may be granted upon written request of the applicant and approval of the Township Board. The approval of the preliminary site plan shall also expire and be of no effect one (1) year after approval of a final site plan, unless a Zoning Compliance Permit has been obtained for development shown on the approved final site plan within that time period.

NOTES:

ONE ACRE = 43,560 SQ FT

ONE ROD = 16.5 FT

**ALMENA TOWNSHIP
PLANNING AND ZONING APPLICATION AND ESCROW FEE SCHEDULE**

As approved by the Board of Trustees on May 15, 2019
Amended February 15, 2023

Application Type	Application Fee	Escrow Fee
Planning Commission and Township Board		
Rezoning	\$500	\$500
Planned Unit Development	\$500	\$1,500
Subdivision or Condominium Project	\$500	\$1,000
Tentative Preliminary Plan	\$500	\$1,000
Final Preliminary Plan	\$500	\$1,000
Special Land Use	\$335	\$500
Site Plan	\$485	\$750
Private Street	\$485	\$1,000
Outdoor Assembly	\$485	-
Wireless communications equipment	\$1,000 (Per Michigan Zoning Enabling Act)	-
Marihuana Facility Fee (Initial)	\$5,000	-
Marihuana Facility Fee (Annual Renewal)	\$1,000	-
Zoning Board of Appeals		
Variance	\$400	-
Appeal	\$400	-
Interpretation	\$350	-
Other matters referred	\$350	-
Administrative Review		
Building Permits	Variable	-
Zoning Permit- Dwelling	\$25 per Unit	-
Zoning Permit- Accessory, Garage, Additions/Demolitions	\$15	
Land Divisions	\$200 for the initial split (create one new parcel and a remainder) and \$50 for each additional parcel created	-
Lot Line Adjustments	\$100	-
Lot Combinations	\$50	-
Other		
Photo Copies	\$.03 per page	-
Zoning Ordinance Book	\$40	-
Land Subdivision Regulation	\$30	-
Copy of Audio Tape (meeting)	\$50	-

* Application and escrow fees shall be in the amount established by resolution of the Township Board of Trustees. Application and escrow fees are for the purpose of reimbursing the Township for its expenses in the handling and review of applications. Application fees are not refundable. Additional escrow will be required if escrow funds are insufficient prior to the resolution of the case. Unused escrow fees will be refunded within 90 days of project close-out.

Applicant Acknowledgment of Fees

I have received, read and understand Almena Township's above stated policy regarding planning and zoning application and escrow fees. I acknowledge and accept responsibility for the prompt payment of the required application fee, advance escrow payment into an escrow account and any subsequent required escrow account payments.

I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's cost associated with the processing and/or review of my planning or zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified, or withdrawn.

Applicant Name

_____ (Sign)
_____ (Print)
_____ (Date)