

## CHARTER TOWNSHIP OF BREITUNG

### ARTICLE VI SITE PLAN REVIEW

#### Section 601 Intent

It is the purpose of this section to require Site Plan Review approval for all buildings, structures, and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels and the character of future development. The regulations contained herein are intended to provide and promote the orderly development of the Township of Breitung; safe and convenient traffic movement, both within a site and in relation to access streets; the stability of land values and investments by preventing the impairment or depreciation of land values and development, by the erection of structures or additions or alterations thereto, without proper attention to setting or to unsightly or undesirable appearances; harmonious relationship to buildings, other structures and uses, both within a site and/or adjacent sites; and the conservation of natural amenities and resources.

#### Section 602 Site Plan Required

A Site Plan is required for and shall accompany the applications for:

- (A) Zoning Compliance Permits for:
  - 1. Any proposed construction
  - 2. Any commencement of a new use
  - 3. Any proposed change in use
- (B) Conditional Use Permit
- (C) Variances
- (D) Nonconforming Use designations
- (E) ***Plats***
- (F) ***Site condos***
- (G) ***Land splits with more than four (4) lots created***
- (H) Any other request for zoning status where the Zoning Administrator determines a Site Plan is necessary for accurate review or documentation of the existing development.

The Site Plan may be drawn on the application form or on a separate sheet of paper as appropriate to the scale and amount of information shown.

#### Section 603 Site Plans for Single and Two-Family Dwellings, and Residential Accessory Uses and Structures and for Recreational Structures

The Site Plan for single and two-family dwellings, residential accessory uses and structures and recreational structures shall show the following information:

- (A) ***Lot corners shall be identified by a registered land surveyor.***
- (B) A legal description of the site.
- (C) Proof of ownership or land conveyance.
- (D) All lot lines and dimensions of the lot.
- (E) All roads and easements.
- (F) All existing and proposed buildings shall be shown and labeled.

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- (G) Proposed use of each building.
- (H) Distances between buildings and all lot lines.
- (I) Building dimensions.
- (J) Natural features affecting development (rock, water, etc.).
- (K) Well and septic locations.
- (L) A north arrow.
- (M) *Front, side and rear elevations.***
- (N) *Any deed restrictions or covenants affecting the proposed plan and future on or off-site development.***

Section 604 Site Plans for Commercial, Industrial Mobile/Manufactured Home Parks, and Multiple Family Development (all other development)

Site Plans for all uses and developments except for one and two-family dwellings, residential accessory uses and recreational structures shall contain the following information and data. This information shall be provided on two identical copies on one or more sheets.

- (A) *Lot corners shall be identified by a registered land surveyor.***
- (B) A scale adequate to illustrate the proposed activity.
- (C) A legal description of the lot; the name, address and telephone number of the owner, developer and designer.
- (D) Date, north point, and scale.
- (E) The actual dimensions of the proposed developed area (as shown by a licensed surveyor, engineer, architect, or registered landscape architect, with the survey stakes visible) showing the relationship of the subject property to abutting properties.
- (F) The location of all existing and proposed structures, including signs, on the subject property and all existing structures on land immediately adjacent to the site within 100 feet of the site's parcel lines.
- (G) The location of all existing and proposed drives and parking areas.
- (H) The location and right-of-way widths of all abutting streets, alleys, and private easements.
- (I) The location of proposed planting and screening, fencing, signs and advertising features.
- (J) The height and floor area of all proposed structures.
- (K) The size and location of all existing and proposed public and private utilities and required landscaping.
- (L) Any other information necessary to establish compliance with this Ordinance or any other applicable ordinances.
- (M) *A lighting plan shall be submitted for all uses and developments.***
- (N) *A storm water retention plan shall be submitted for all uses and developments. The storm water retention plan shall meet all applicable Dickinson County Code Commission standards and the standards of any other appropriate agency. The storm water plan shall include, but not be limited to the following:***
  - 1. *A standard USGS 7.5-minute topographic map with 10 foot contours which shows the location of the projects area is acceptable. A topographic map with a 2-foot contour interval is preferred. The map must also show the location of the***

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*property with respect to the street system and other features such as existing and proposed stormwater retention basins.*

2. *A drainage easement shall be prepared and recorded for permanent stormwater retention basins.*
- (O) *A colored rendering shall be submitted indicating the proposed exterior color scheme and materials that will be utilized.*
- (P) *Front, side and rear elevations.*
- (Q) *All roads and easements.*
- (R) *Any deed restrictions or covenants affecting the proposed plan and future on or off-site development.*

### Section 605 Review Procedures

Upon receipt of any Site Plan, the Zoning Administrator shall review it to determine whether it is in proper form, contains all of the required information, shows compliance with this Ordinance and all other ordinances of the Charter Township of Breitung, and demonstrates the adequacy of utility service. The Zoning Administrator may provide a copy of the Site Plan to the Drain Commissioner and Health Department. Upon demand by the proposer of the Site Plan, the Zoning Administrator shall, within ten (10) working days, approve or deny in writing, setting forth in detail their reasons which shall be limited to any defect in form or required information, any violation of any provision of this or any other Ordinance, or the inadequacy of any utility, and any changes which would make the plan acceptable. The proposer may appeal any denial to the Township Planning Commission. The Zoning Administrator shall use the following standards in the review.

### Section 606 Standards for Site Plan Approval

***All approved site plans shall comply with the appropriate zoning district regulations, parking requirements, general provisions and other requirements of this Ordinance as the apply to the proposed site plan. In addition, each site plan shall comply with the following requirements:***

- (A) All elements of the Site Plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site will be so developed as not to impede the normal and orderly development or improvement or surrounding property for uses permitted in this Ordinance.
- (B) The landscaping shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
- (C) Special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties.
- (D) The Site Plan shall provide reasonable visual and auditory privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- (E) ***All buildings or group of buildings shall be arranged so as to permit convenient and direct emergency vehicle access.***
- (F) Every structure or dwelling shall have access to a public street, walkway or other area dedicated to common use.

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- (G) All loading or unloading and outside storage areas, including areas for storage of trash, which face or are visible from residential properties, abut a residential zone or public thoroughfares, shall be screened by a vertical fence consisting of structural (fence) or plant materials no less than six feet in height.
- (H) *The site plan shall show the location, height and kind of lighting proposed.* Exterior lighting, *including parking area lighting, building lighting, and lighting for signs, awnings and canopies*, shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.
- (I) *Plans for private roads shall be included with the Site Plan.*

**Section 607 Requirements for Private Roads**

- (A) *All lots in all zoning districts shall be located and have frontage on a public road or on a Township-approved private road. Any lot of record created before the effective date of this Ordinance without any frontage on a public street or an approved private road shall not be occupied on a year-round basis without access to a street provided by an easement or other right-of-way not less than sixty-six (66) feet wide.*
- (B) *A private driveway that accesses a Township-approved private road, a county or state road, may service up to four (4) separate parcels. If a private driveway is proposed to serve more than four (4) parcels, then the private driveway must meet the requirements of a private road under this Ordinance.*
- (C) *All private roads shall meet the standards of a public road as required by the Dickinson County Road Commission. Property owners with lots on existing approved private roads shall be encouraged to improve their roads to meet the Dickinson County Road Commission standards, in order that the road be accepted as a public road and become part of the Dickinson County public road system. A performance bond, in an amount established in the Township Schedule of Fees, will be required to cover the cost of certification by a licensed professional engineer that the private road meets required County Road Commission standards.*
- (D) *Applications for private road approval must be received at least 45 days prior to the meeting date at which said road shall be considered for approval.*
- (E) *Camps and seasonal housing units may be located on private roads and easements created for such use, however, these housing units may not be occupied more than on a seasonal basis. Future access easements should be 66 feet in width to provide for the development of a public road in the future. For the purpose of this covenant seasonal road, private road, right-of-way, easements and/or any unapproved access of 300 feet or more are considered one in the same.*
- (A) *No private road shall be constructed within the Township unless it is in compliance with this Ordinance. Private roads shall not be dedicated to the Township and private roads shall not be maintained by the Township.*
- (B) *Plans for a private road shall be submitted to the Township Planning Commission along with the Site Plan for review. Materials submitted with the Site Plan shall include:*
  - 1. *A legal description and survey of all properties to be served by the private road.*
  - 2. *A legal description and survey of the proposed private road easement.*

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3. *Drawing showing the existing and proposed structures, roads, drives, drains and other significant physical features on the property.*
  4. *Engineering plans for the proposed private road shall comply with Section 606 of this Ordinance.*
  5. *The construction plans shall including the following drawing: Typical cross section and drainage layout.*
  6. *A proposed maintenance agreement.*
- (C) *No private road construction shall begin until the Planning Commission has approved the proposed road by a recorded vote and a permit has been issued by the Zoning Administrator.*

**Section 608 Minimum Design Standards for Private Roads**

- (A) *Preliminary plans, final plans, construction plans and construction methods for a private road shall be designed by a professional engineer and bear the seal of a professional engineer.*
- (B) *Private roads shall not be named.*
- (C) *All private roads must be completed within one (1) year of approval or the private road will have to be resubmitted for Site Plan review and approval.*

**Section 609 Naming of Public Roads**

- (A) *Names of any new public roads shall not duplicate or be so similar either in spelling or phonetics to an existing road, to avoid possible confusion, particularly for emergency service providers.*
- (B) *All new public road names within the Township shall be approved by the Planning Commission.*