



225 Camburn St.
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www.stantononline.com

SITE PLAN REVIEW PROCEDURES

For additional information or questions contact

Vester Davis Jr. City Manager/Zoning Administrator

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citymanager@stantononline.com

Application Fee: \$200

The application fee covers the cost of advertising the rezoning, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing.

Planning Commission Meeting Dates, Time, & Place.

- **When:** First Wednesday of each month
- **Time:** 5:30 pm.
- **Place:** Stanton City Offices, 225 S. Camburn, Stanton, Michigan, 48888

Site Plan Review Required

A site plan shall be submitted for review and approval prior to the issuance of a building permit as follows:

The Planning Commission Reviews:

- Any new principal nonresidential use.
- A residential use containing three or more dwelling units.
- A change in the use of a building or property or an expansion of a building or use for which additional parking spaces are required by the Zoning Ordinance or an expansion of an existing parking lot to add more parking spaces.
- Site condominiums
- Mobile home park
- Special land uses and planned unit developments.

The Zoning Administrator Reviews:

- Expansion of an existing use or building which does not increase the intensity of the use or result in the need for additional parking as required herein and which would not otherwise require review by the Planning Commission.
- Accessory buildings larger than 200 sq.
- The Zoning Administrator may refer the uses listed above to the Planning Commission to be reviewed in accordance with the requirements of this Ordinance.

*The following **are not** subject to site plan review:*

- Single- and two-family dwellings

- Farm buildings as defined by the City Zoning Ordinance.

Processing Period

A site plan application usually takes 30 -45 days to process assuming all required information is provided.

Application Procedures

- *Pre-application Conference.* Before submitting a formal application for a site plan the applicant is encouraged to meet with the City Zoning Administrator. The purpose of this meeting is to discuss the review process with the applicant, the requirements of the Zoning Ordinance as they relate to the proposed project, any required fees, utility requirements. building permit procedures and to answer questions from the applicant.
- *Application form.* The application form is on the City of Stanton website: www.stantononline.com or the form can be obtained from the City offices.

Submission Requirements

- ***Site plans must be submitted a minimum of 21 days before the date of review by the Planning Commission to the City Zoning Administrator.***
- Application form signed by the property owner and applicant.
- Application fee.
- Narrative describing the project.
- 12 copies of a site plan prepared in accordance with *the attached site plan checklist* and other information required by Chapter 13 of the Zoning Ordinance.
- Completed site plan checklist.
- An electronic version of the site plan and all other items submitted in a form acceptable to the City.

Review Process

- The Zoning Administrator forwards the fee to the City Clerk and the site plan and application materials to the City Planner and to the City Engineer and Fire Chief if necessary.
- The Zoning Administrator reviews the plan for completeness with the site plan checklist. If substantially complete the plan can be forwarded to the Planning Commission for the next meeting. If not, the applicant is notified and must revise the site plan to comply with the checklist.
- The Zoning Administrator or City Planner provides a written report to the Planning Commission and to the applicant a minimum of 5 days before the Commission meeting.
- At the Commission meeting the plans submitted at the time of application will be reviewed along with the staff reports. In order to allow for proper review, the Commission will not accept revised plans submitted at the meeting.
- The Planning Commission at its meeting, reviews the plan in accordance with the standards for approval contained in Section 13.06 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.
- The Commission may require the revised plan to be brought back to the Commission for final approval or allow the City Planner or Zoning Administrator to review and approve the revised plan according to the changes required by the Commission.
- The Commission may require approval of the Montcalm County Road Commission and/or Drain Commission as well as other applicable State and federal agencies as a condition of approval.

Approved Site Plan

Once all revisions to the site plan have been made and all conditions of approval satisfied and verified by City staff the applicant shall provide three copies of the site plan to the City which shall be signed and dated by the Chairperson of the Planning Commission, or the Zoning Administrator in the case of staff review. One copy is for the City's file, one for the Montcalm County Building Inspector and one for the applicant.

An electronic version of the approved site plan in a form acceptable to the City shall also be provided.

Building Permit

Following approval of the site plan, the applicant may apply for a building permit at the Montcalm County Building Department, 211 W. Main St. Stanton, MI 48888 Phone: (989) 831-7394.

Validity of Approved Site Plan and Extension

Approval of the final site plan is valid for a period of no longer than one year. If actual construction of a substantial portion of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion during that period, the approval of the final site plan shall be voided.

Upon written application, *filed prior to the termination of the one-year review period*, the Planning Commission or Zoning Administrator as applicable may authorize a single extension of the time limit for approval of a final site plan for a further period of not more than one year. Such extension shall only be granted based on evidence from the applicant that there is a likelihood of construction commencing within the one-year extension.

Changes to an Approved Site Plan

Changes to an approved site plan shall be submitted to the Zoning Administrator who shall determine if the change is minor or major. A minor change may be approved by the Zoning Administrator who shall notify the Planning Commission in writing of the change. See Section 13.10 for examples of a minor change. If the changes are considered to be major, then a new site plan shall be submitted for review by the Planning Commission in accordance with the review procedures noted above.



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CITY OF STANTON SITE PLAN REVIEW APPLICATION CHECKLIST

See Chapter 13 of the Stanton Zoning Ordinance for actual language

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The following materials shall be submitted as part of a request for site plan review. Certain information may be specifically waived by the Planning Commission or Zoning Administrator as may be applicable: (Please check when complete.)

- A completed application form.
- Proof of ownership, option to purchase or other evidence of the applicant's interest in the subject property.
- A written project description detailing the existing use of the site and the proposed use, buildings and site improvements.
- An electronic version of the site plan and all other items submitted in a form acceptable to the City.
- An accurate, reproducible drawing at a scale of not more than one inch = 100 ft. for a site of three or more acres.

The Site Plan Shall Include:

A title block containing:

- the project name, if any.
- the name, address and telephone number of the applicant.
- the name, address, telephone number and seal of the professional individual who prepared the site plan.
- the dates of submission and any revisions to the site plan.

Property Information

- Scale and north arrow.
- A locational diagram of the site drawn to scale.
- A legal description of the subject property.
- The net acreage (minus right-of-way) and total acreage.
- The land uses and zoning classifications of adjoining parcels and parcels located across the street.
- The location and dimensions of proposed and/or existing lot lines.
- All required building setbacks.
- Existing contour lines at five foot intervals on site and for a distance of 50 feet on adjacent parcels.
- The location and elevations of existing water courses and water bodies, including county drains and manmade surface drainage ways, 100-year floodplains and all wetlands and other unbuildable areas.
- The location and type of significant vegetation, including woodlots and individual trees of six inches in diameter or greater.

Building and Land Use Information

- The location and set backs of all on-site existing and proposed buildings, as well as the length, width, height, total square footage and use of each building and distances between structures and lot lines.
- The location and use of all off-site buildings or structures within 100 feet of the subject property.
- Building façade elevations for all sides of all proposed buildings, drawn at an appropriate scale and descriptions of exterior building materials and colors (samples may be required.) *See Sec. 9.06*

___ The proposed location of accessory structures, buildings and uses and of the method of screening, where applicable.

Streets, Vehicle and Pedestrian Circulation, and Parking

___ The name, location, dimensions and associated right-of-way of all existing and proposed on-site and adjoining off-site streets (public or private,) and typical cross section of same (cross section shall show location and typical details of curbs, location, dimensions, tapers or lanes the location, width, surface elevations, radii and grade of all access points to the site and for proposed streets, surface, base and sub-base materials.

___ All driveways within 200 feet of the site on both sides of the street.

___ The location, design and number of all parking spaces and unloading areas, including information on proposed curbing, barrier-free access design and dimensions for parking spaces, circulation aisles and unloading spaces. Calculations to demonstrate compliance with the required number of parking spaces shall be provided. See Chapter 17.

___ The location and design of all existing and proposed sidewalks, walkways, bicycle paths and areas for public use.

Lighting

___ The location, height and type of fixture of all exterior lights including building lights. Lights shall be fully shielded and placed to avoid light spillover onto adjacent properties and roadways. See Sec. 3.26 and Chapter 17.

___ A photometric plan showing areas of illumination at all property lines measured in foot candles. See Sec. 3.26

Utilities, Grading, Storm water Management

___ The location, design, sizing and easements related to all existing and proposed utility systems to be located on the site, above and below ground, including, but not limited to:

___ electric, telephone and gas distribution lines.

___ water mains

___ fire hydrants and well sites.

___ storm sewer lines

___ sanitary sewer lines.

___ septic systems, if applicable.

___ retention and detention areas (inverts, hydrants, drainage flow patterns, locations of manholes and catch basins, calculations for size of storm drainage facilities, underground tanks and transportation pipelines.

___ The grading plan showing finished contours at a minimum interval of five feet and correlated with existing contours so as to clearly indicate cut and fill required.

___ The description of measures to be taken to control soil erosion and sedimentation during and after completion of grading and construction operations.

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Landscaping See Chapter 16

___ Number of plants, type, size, location and spacing for:

___ Greenbelts;

___ Front yard along all streets abutting property;

___ Parking lots including landscaping within islands and on perimeter;

___ Computations for all required landscaping;

___ Berms, walls and fences;

Waste Disposal

___ The location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.

Residential Developments

___ The total number of residential units proposed by type (e.g., 1-bedroom units, 2-bedroom units, etc.)

___ Floor area per unit for each type of unit.

- ___ Proposed density calculations for the completed project (dwelling units per acre.)
- ___ Location, use, dimensions and elevations of all common or community buildings
- ___ Garage and/or carport locations and details
- ___ Location, type, size and dimensions of the recreation and open space areas.

Signs

- ___ The location, size and specifications of all signs including signs to be placed on buildings. A separate sign permit is required. *See Chapter 18.*

The Planning Commission may require written statements relative to the effects of the proposed use on the traffic capacity and safety of existing streets, and the proposed development's impact on schools, existing utilities, the environment and natural features. In addition, the Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.