# PRAIRIE RONDE TOWNSHIP SITE PLAN REVIEW APPLICATION AND INFORMATION PACKET

May 2025

# PRAIRIE RONDE TOWNSHIP

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## Introductory Note

Chapter 14 of the Prairie Ronde Township Zoning Ordinance requires site plan review and approval for certain land uses, including the following:

- All special land uses.
- Office and commercial buildings and developments.
- Multiple-family dwellings.
- Industrial buildings and developments.
- Open space preservation developments (including with a condominium form of ownership).
- Any other uses as provided by the Zoning Ordinance.

Site plans submitted under Chapter 14 of the Zoning Ordinance are reviewed for approval by the Township Board. The intent of the site plan review process and approval requirements is to determine compliance with the provisions of the Zoning Ordinance, in order that the developer may accomplish his or her objectives in the utilization of the land in accordance with the regulations of the Zoning Ordinance and with minimum adverse effect on the use of adjacent streets and on existing and future land uses in the immediate area and vicinity.

Wherever a site plan approval is required, the Building Official cannot issue any construction permits in conjunction with the proposed use or development, and the use/development cannot otherwise be initiated, until the requisite site plan has been approved and any other relevant zoning approvals have been obtained.

This packet has been prepared to assist you with the application and site plan review process. The remainder of this packet consists of instructions, an application form, checklists pertaining to preliminary sketch plan review and formal site plan review, and the criteria for site plan review/approval, along with references to the rules concerning the term of approval of a site plan, and modification or revocation of an approved site plan.

## Applicant Instructions for a Complete Site Plan Submittal

1. Read this entire packet before preparing any aspect of your site plan submittal.
2. Complete the site plan review application form.
3. If you intend to submit an optional sketch plan pursuant to Section 14.3 of the Zoning Ordinance, refer to the Preliminary Sketch Plan Review Checklist and the related information on that sheet of this packet.
4. For a formal site plan submittal required pursuant to Section 14.4 of the Zoning Ordinance, refer to the Formal Site Plan Review Checklist and the related information in this packet.

   Note: if you believe any of the site plan content requirements on the checklist are not relevant to your site plan you should indicate an "NA" in front of that item on the checklist and attach an explanation of why you believe the requirement is not relevant. However, only the Township Board has the legal authority to waive any requirements relating to the content of a formal site plan submittal, as specified at the end of Section 14.4 of the Zoning Ordinance.
5. Assemble your complete site plan submittal, including the application form, a copy of your checklist, the site plan itself, and any supporting materials that are required or that you otherwise intend to submit.
6. File **a complete set of the entire site plan submittal** with the Township Zoning Administrator, along with payment of the required site plan review application fee, **at least 14 days before the Township Board meeting at which you would like to have the site plan reviewed**.
7. The Zoning Administrator will initially review your submittal to determine if it is complete, and notify you of any deficiencies or other problems, or to inform you when the site plan will be reviewed for approval. **If the Zoning Administrator determines a site plan submittal is not administratively complete, it will not be distributed to the Township Board members or placed on the agenda of a Township Board meeting for review,** without the permission of the Supervisor.
8. When the Zoning Administrator has determined a site plan to be administratively complete you are required to give the Zoning Administrator **8 copies of the administratively complete site plan and all related information**. The Zoning Administrator will retain one set of your site plan submittal, and file one copy of same with the Township Office to be available for public examination. The Zoning Administrator will refer the remaining copies to the Township Board members, and Building Official, with the Zoning Administrator's report on same. The Zoning Administrator (or Township Board) may also refer your site plan submittal for advisory review by the Planning Commission, Fire Chief, Planner, Engineer, or other officials, and request a subsequent report to the Township Board. **The filing of 8 copies of your site plan submittal must be sufficiently timely as to enable the Zoning Administrator to distribute the copies as indicated above no later than 7 days prior to the Township Board meeting at which you would like to have the site plan reviewed. Additional copies may be required for advisory review by the Planning Commission, or other officials.**

**Disclaimer**: This packet is intended to provide general guidance to site plan review applicants. It is not intended to be a substitute for or supercede the relevant provisions of the Prairie Ronde Township Zoning Ordinance applicable to any particular proposed land use/development. Site plan review applicants may purchase the entire Zoning Ordinance or selected parts by contacting the Township office. The complete Zoning Ordinance is also available for review without charge at the Township office, and on the Township website (www.prairierondetwp.net).

## (Optional) Preliminary Sketch Plan Review Checklist

Preliminary sketches of site and development plans may be submitted to the Township Board, but are not required. The purpose of the sketch plan stage is to allow discussion between the developer and the Township Board as to site, building, and general requirements, and to allow the developer to become acquainted with proper procedure and to investigate the feasibility of the project prior to extensive engineering plans being prepared for the formal site plan review procedure. All sketch plan stage applications shall include:

- The name and address of applicant; and the name and address of the owner of the property, if different from the applicant. If a corporation, the name and address of the officers thereof. If a partnership, the names and address of each partner.

- Legal description of the property.

- Drawings showing tentative plans, including the content items listed on the Preliminary Sketch Plan Application form.

Upon reviewing a preliminary sketch plan the Township Board may be expected to provide guidance to the applicant with respect to the proposed project, but will generally not take any action to formally approve or disapprove a preliminary sketch plan.

Note: this checklist applies to a preliminary sketch plan prepared under Section 14.3 of the Zoning Ordinance. Other provisions of the Zoning Ordinance may impose other requirements for a preliminary site plan associated with a particular type of development.

**PRELIMINARY SKETCH PLAN APPLICATION**
**(on this sheet, or attached informal site plan)**

Applicant/Owner: _____

Property Address: _____

Property Tax ID Number: _____

1.) Draw lot lines, including any contiguous property under same ownership (show dimensions in feet).
2.) Label all abutting streets.
3.) Show location/type of existing structures, and their uses.
4.) Show location/type of proposed construction, and proposed uses.
5.) Show dimensions of all existing and proposed structures.
6.) Show distance from all sides of existing and proposed structures to property lines (in feet, with all measurements from roof overhang or other closest point of structure).
7.) Show location of existing well and septic system/sewer connection.
8.) Draw lakes, streams, and wetlands on the property.

Signature of Applicant: _____ Date: _____

# PRAIRIE RONDE TOWNSHIP
# FORMAL SITE PLAN REVIEW APPLICATION FORM

1. Applicant name:_____Phone:_____
2. Applicant mailing address:_____

_____

3. Applicant email address:_____
4. Is applicant the owner of record of the subject property? _____yes _____ no
   (Attach copy of deed or other proof of ownership, or proof of other legal/financial interest in the property.)
5. Name/address/phone number of owner(s) of record if different than the applicant:___

_____

_____

6. Common address of the property/project location:_____

_____

7. Property Tax ID number: _____
8. Legal description (indicate here, or attach):_____

_____

9. Zoning District:_____ Parcel size:_____
10. Describe the proposed use/project:_____

_____

_____

Applicant signature:_____Date:_____

Property owner signature (if different than applicant):_____

(For Township Office use only)

Date application received by Zoning Administrator including payment of fee deposit:____

_____

Date Zoning Administrator determined application submittal to be administratively complete:_____

Date administratively complete application submittal referred to Township Board:_____

_____

## (Required) Formal Site Plan Review Checklist

All formal site plan review applications shall include the application form, and a site plan with all of the following information **unless specifically waived by the Township Board**:

A. The name and firm address of the professional individual responsible for the preparation of the site plan (including imprint of professional seal, if any).

B. The date, north arrow and scale [the scale shall be not less than one inch equals twenty feet for property under three acres and at least one inch equals one hundred feet for property of three acres or more].

C. All lot and/or property lines shown and dimensioned, including building setback lines.

D. The location, type and height of all existing and proposed structures on and within one hundred feet of the subject property.

E. The location and right-of-way/pavement width of all public or private streets, alleys, or easements, contiguous and within the subject property which are proposed to be continued, created, relocated, or abandoned.

F. The location and dimensions of all existing and proposed acceleration and deceleration lanes, sidewalks, curb openings, parking spaces, drives and aisles, and loading and unloading areas.

G. The location and dimensions of all existing and proposed signage, outdoor display and storage areas, and recreation areas.

H. The location and type of all existing and proposed exterior lighting, including method of assuring compliance with Section 3.10 of this Ordinance.

I. The location of all rubbish receptacles and landscaping and the location, height and type of fences and walls.

J. The size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems, if available.

K. The location of all fire hydrants.

L. The location and dimensions of all existing and proposed interior and exterior areas and structures (including above or below ground storage tanks) to be used for the collection, storage, use, loading/unloading, recycling or disposal of any chemicals, fuels, flammable materials, contaminated stormwater or washwater, or hazardous materials.

M. The size, type and location of all existing and proposed floor drains.

N. The location and size of all existing and proposed exterior drains, drywells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport stormwater, including the point of discharge for all associated drains and pipes.

O. The location of all areas on the site which are known or suspected to be contaminated, together with a report on the status of site clean-up.

P. The percentage of the property covered by buildings, and the portion reserved for open space.

Q. A property survey by registered surveyor.

R. The existing and proposed contour of the property, and its relationship to adjoining lands [two foot intervals, minimum].

S. The location of all lakes, rivers, streams, wetlands, county drains, and other waterways abutting or within 100 feet of the subject property.

T. The front, side and rear elevations for all buildings on the property. Also, with respect to site plans involving multiple family dwellings, either floor plans for all such buildings or information which is otherwise sufficient to show compliance with the applicable minimum gross floor area per dwelling unit square footage requirement. (Complete floor plans are optional with respect to other types of developments subject to site plan review, but may be required by the Township where deemed necessary to properly evaluate compliance with the criteria for site plan approval).

U. A description of the proposed use and development in sufficient detail to indicate the effects in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of all potentially harmful or obnoxious matter or radiation.

V. A statement of the environmental impact of the use and development, to the extent not addressed by the description as required above.

W. The proposed number of shifts to be worked and the maximum number of employees on each shift.

X. (where applicable) Engineering and architectural plans for the treatment and disposal of sewage and industrial waste tailings and unusable by products.

Y. (for mobile home parks only) The lot size, setbacks, trailer pads, patios, and complete park layout for mobile home parks.

Z. Any other information reasonably deemed necessary by the Township Board.

The Township Board 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. The Board may also request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.

Note: this checklist applies to a formal site plan prepared under Chapter 14 of the Zoning Ordinance. Other provisions of the Zoning Ordinance may impose other requirements for a site plan associated with a particular type of development, such as Section 13.7.10 with respect to a site plan for certain earth removal and other activities related to mineral extraction.

## Site Plan Approval

The Township Board is required to review a formal site plan according to the following criteria for approval, and any other applicable provisions of the Zoning Ordinance:

1. The proposed use will not have a harmful effect on the surrounding neighborhood or its development, and any adverse effect upon surrounding property is minimized by appropriate screening in the form of fencing, walls and/or landscaping.

2. There is a proper relationship between the existing streets and proposed service drives, acceleration and deceleration lanes, and driveways and parking areas so as to insure the safety and convenience of pedestrian and vehicular traffic.

3. The adverse effects resulting from the locations of buildings and accessory structures are minimized to the occupants of adjacent properties.

4. The proper development of roads, easements and utilities has been provided to protect the general health, safety and welfare of the inhabitants of the Township.

5. The natural features of the landscape, such as ponds, streams, hills, wooded areas, etc. have been retained as practicable, where they afford a barrier or buffer between adjoining properties being put to different use or where they assist in preserving the general appearance of the area, and any grade changes are in keeping with the general appearance of neighboring developed areas and not detrimental to erosion control.

6. The height and location of all portions of buildings and structures are accessible to available emergency vehicles and equipment.

7. The proposed development will comply with all applicable provisions of this Ordinance, and all other applicable ordinances, laws, rules and regulations.

8. The development plan is consistent with the purpose of zoning regulation in Prairie Ronde Township, as set forth in Section 1.2 of this Ordinance.

9. All areas and structures where chemicals, fuels, flammable materials, contaminated stormwater or washwater, or hazardous materials are to be collected, stored, used, loaded/unloaded, recycled, generated or disposed of have been designed and located to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers and wetlands, except as specifically permitted by a state or federal governmental agency.

10. All floor drains have been approved by the responsible governmental agency for connection to an on-site closed holding tank, or, where appropriate, to a septic system or public sewer system, or regulated through a State of Michigan groundwater discharge permit.

Note: When the Township Board is reviewing the site plan the applicant, or an appropriate representative, should be prepared to discuss how the site plan shows these standards are met.

The Township Board will approve a site plan upon determining all relevant approval criteria and requirements have been shown to be satisfied. As part of an approval of any site plan the Township Board may impose conditions or limitations necessary to insure that the criteria for site plan approval are met.

The Township Board has authority to require that an acceptable form of security be deposited with the Township to ensure compliance with the Zoning Ordinance and any conditions imposed upon the approved site plan, and to ensure faithful completion of certain features of the project. (See Zoning Ordinance Section 14.6.E, and *MCL 125.3505* for additional details).

## Term of Site Plan Approval

A site plan approval is valid for one year, unless extended. Upon written application, filed prior to the termination of the one-year approval period, the Township Board may grant one six-month extension of the site plan approval, upon a showing of "good cause". If a building permit has not been obtained and on-site development actually begun during the one-year approval (or an approved 6-month extension of same) the site plan approval becomes void and the developer must submit a new application for site plan approval in order to further proceed with the project.

## Conformity to Approved Site Plan

Property which is the subject of site plan approval must be developed in strict conformity with the approved site plan for that property, including any site plan modifications approved by the Township Board and variances granted by the Zoning Board of Appeals in accordance with this ordinance. A proposed site plan amendment is subject to the same approval procedure as the original site plan.

## Revocation

The Township Board may revoke any site plan approval when the construction of the development is not in conformance with the approved site plan. The Township Board shall give the applicant notice of intention to revoke such approval at least ten (10) days prior to review by the Township Board. After concluding such review the Township Board may revoke its approval of the development if the Township Board determines that a violation of the approved site plan exists and has not been remedied prior to such hearing.