

Mt. Morris Township Site Plan Review Check List

The application, fee and twelve (12) folded copies of the proposed site plan must be submitted to the Mt. Morris Township ten (10) to twenty (20) business days prior to a regular Township Planning Commission meeting. Meetings are held on the 1st Monday and 3rd Thursday of each month at 5:30pm.

The applicant and/or person submitting the data will receive a copy of the application with the date and time of the meeting noted on the application. PLEASE NOTE: There must be a representative present at the Planning Commission meeting.

The following information shall accompany all plans submitted for review and must comply with the procedures set forth in Mt. Morris Township Zoning Ordinance, Section 20.

SECTION 20.02 SITE PLAN INFORMATION

The Planning Commission may waive any site plan requirements they consider to be clearly unnecessary for substantial review and shall state the reasons for waiving such requirements in writing. The Planning Commission, at its option, may schedule a public hearing for site plan review.

A public hearing is mandatory for site plan review of special land uses and planned unit developments. Condominium projects shall also meet the provisions contained in Section 18.40. The site plan is to contain the following information:

A. Date; North Arrow and Scale. The scale shall be not less than one inch equals twenty feet (1" = 20') for property under three (3) acres, and at least one inch equals one hundred feet (100') for sites three (3) acres or more. For sites greater than three (3) acres, site plan details at a scale of not less than one inch equals twenty feet (1" = 20') may be required.

B. Statistical Data. Statistical data shall include the type of development, the number of structures, the number of subunits per structure, the size of each unit, the total area involved, the percent of area being developed, the percent of area used for structures, the percent to be paved with an impervious surface, and the percent left undeveloped. The statistical data shall also include the name and number of the public school district serving the site.

C. Location and Height of Existing and Proposed Structures. The location and height of all existing and proposed structures on the property being developed and within five hundred (500) feet of the property boundary lines shall be shown. In the cases where protective screening is required, the initial and long term effect of the screening with reference to the adjoining use shall be identified. If there are no adjoining residential structures, this requirement may be waived.

D. Property Lines. All lot and/or property lines are to be shown and dimensioned, including building setback lines.

E. Location and Dimensions; Existing and Proposed Drives, Exterior Lighting, Sidewalks and Similar Features. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space and handicapped parking space), unloading areas and open space recreation areas.

F. Vehicular Traffic and Pedestrian Circulation. Vehicular and pedestrian circulation features within and adjacent to the development site shall be shown.

G. Location of Proposed Landscaping. The location of all proposed landscaping, greenbelts, separation berm, fences and walls shall be shown. It shall also show any topographical alterations or changes in natural terrain including drainage patterns. See also Section 18.32.

H. Size and Location of Existing and Proposed Utilities. Size and location of existing and proposed utilities and easements, including proposed connections to public sanitary sewer or water supply system, storm sewer, and electric, gas, and telephone service lines and facilities. If an on-site system for wastewater treatment is proposed, the size and location of drain fields and reserve fields shall be noted.

I. Location Map. A location map indicating the relationship of the site to the surrounding land uses including respective zoning of the abutting properties whether separated by roadways or not.

J. Data on Abutting Roads, Alleys, Etc. The location and pavement width and right-of-way width of all abutting roads, streets, alleys or easements.

K. Drainage Facilities. The location and size of all existing and proposed surface water drainage features and changes that might affect drains shall be shown. The data shall include the percent coverage of impervious surfaces and the means to control storm water flow including computations of the volume and rate of storm water flow and the basis for establishing such rates and volumes.

L. Contour Intervals. Topographic contours shall be shown at not more than two (2) foot intervals, referenced to U.S.G.S. datum including the U.S.G.S. benchmark.

M. Wetland Determination. If wetland conditions are known or suspected to exist on the site, a determination of the condition and regulatory status of such wetlands.

N. Project Detail and Specific Use. The detail of the specific uses of the project under consideration for a special use permit must be included and may become part of the permit. Alterations of the plans and concepts made after approval by the Planning Commission will constitute a change in the project and may require a complete renewal of the site plan process.

O. Undisturbed Areas. Areas to be left undisturbed during construction shall be so indicated on the site plan and shall be so identified on the ground so as to be obvious to construction personnel.

P. Trash Receptacle. The location and screening of any trash receptacles as required by this ordinance.

Q. Registered Designer Required. The seal of one of the following professionals registered in the State of Michigan: Registered Architect, Registered Civil Engineer, Registered Landscape Architect, or Registered Professional Community Planner. Architectural plans of buildings shall be prepared by and bear the seal of a Registered Architect. Engineering drawings, engineering estimates and associated cost estimates shall contain the signature and/or seal of a registered civil engineer.