

Site Plan Review Process

Applicant Files Administrative Review

Staff prepares written report indicating additional information needed prior to formal site plan application

Staff requires 10 working days to address request

What is Site Plan Review?

Site Plan Review procedures provide a uniform method of review for proposed development plans. The requirements ensure compliance with ordinance standards, as well as other county, state, and federal laws are complied with.

Site plan review shall be required for all new uses in the following zones: M-1 to M-4, MHP, PO, OP, POD, BL, BC, BSC, IL, IH, IP, and R-1 to R-6 for all uses other than single-family. In addition, it shall be required whenever an existing use is expanded or is changed to another use in that district, unless in the latter case, the official determines the property and/or use is in compliance with current ordinance requirements for site development and the change in use does not require additional improvements not already met.

Review Requirements

Each site plan shall be reviewed for the purpose of determining that it meets all of the requirements and will:

- (1) Be harmonious with and in accordance with the general principles and proposals of the comprehensive development plan of the township.
- (2) Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
- (3) Not be hazardous or disturbing to existing or future uses in the same general vicinity.
- (4) Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

***Additional standards may be necessary depending on if a proposed use has supplemental review criteria**

Applicant addresses comments from Administrative Review and submits application for Site Plan Review

Applicant submits site plan review at least 4 weeks prior to Planning Commission meeting

Depending on the nature of the request, staff may conduct an agency review meeting with applicant to discuss the proposal with agencies having jurisdiction over the project

Staff reviews application materials and forwards request to appropriate agencies. Staff prepares staff report for Planning Commission

Planning Commission reviews request at 1st Monday of the month. Action would be for Approval/ Denial/ Table for more information

- Reviewing Agencies include but not limited to:
- a. Clinton County Drain Commissioner.
 - b. Clinton County Road Commission.
 - c. Michigan Department of Transportation.
 - d. Township Police Department.
 - e. Township Fire Department.
 - f. Southern Clinton County Municipal Utilities Authority (SCCMUA).
 - g. Mid-Michigan District Health Department.

Timeline

Assuming No concerns or issues arise from request.

Once a complete application is received to the date of effectiveness is approximately **45-75 Days**