

Site Plan Check List

Check List Must Be Returned Completed With Required Prints

Site Plan Print Requirement

A site plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation. The Township Board and Planning Commission must sign a minimum of three copies. Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36" with plan view drawn to scale of not less than 1" = 50' for property less than three acres or 1" = 200' for property three or more acres. Included on the site plan shall be all dimensions. For mailing purposes and distribution to the Planning Commission, a maximum sheet size of 11" x 17" shall be provided.

Sketch Plan Requirements – Major and Special Land Uses

The sketch plan shall be approximately to scale though it need not be to the precision of a finished engineering drawing; and it shall clearly show the following information.

- Boundaries of the property.
- The location of the various uses and their areas in acres.
- The location and height of all buildings and parking facilities.
- The interior roadway system and all existing rights of way and easements, whether public or private.
- Delineation of the various areas and approximate percentage allocation by unit type.
- The interior open space system.
- The overall drainage system.
- If the grades exceed three percent (3%), or portions of the site have a moderate to high susceptibility to erosion, or a moderate to high susceptibility to flooding and ponding, a topographic map showing contour intervals of not more than two (2) feet of elevation shall be provided along with an overlay outlining the above susceptible soil.
- Principal ties to the neighborhood and community with respect to transportation, water supply, and sewage disposal.
- General descriptions of the provisions of other community facilities, fire protection services, and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated.
- A location map showing uses and ownerships of abutting lands.
- Evidence that the proposal is compatible with the objectives of the official Comprehensive Plan.
- General statement as to how common open space is to be owned and maintained.
- If the development is to be stages, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the Sketch Plan of this section shall show the intended total projects.
- The second phase is called Preliminary Site Plan Approval. At this step a preliminary site plan, meeting the submittal requirements of this Ordinance, is reviewed by the Township Planning Staff and Planning Commission. The purpose of such preliminary review is to

confirm compliance with Township standards, policies, and relationships to the Land Use Plan, as well as to suggest changes necessary, if any, for the final site plan approval.

Final Site Plan Requirements – All Uses

This information must be addressed or stated as non-applicable.

- Proprietors', applicants', and owners' names, addresses, and telephone numbers. Letter of authority from owner if applicant is not owner.
- Date (month, day year), including revisions.
- A stake survey of the property by a registered surveyor if required by the Zoning Coordinator
- Location map drawn at a scale of 1" = 2,000' with north point indicated if required by the Zoning Coordinator.
- Architect, engineer, surveyor, landscape architect, or Planner's seal.
- Existing lot lines, building lines, structures, parking areas, etc. and within 100' of the site.
- Centerline and existing proposed right-of-way lines of any street.
- Zoning classifications of petitioner's parcel and all abutting parcels.
- Gross acreage figure and percentage of parcel coverage.
- Proximity to major thoroughfares and section corners.
- Pictures from all sides of property – may use a video (preferred).
- Acceleration, deceleration and passing lanes and approaches.
- A proposed location of access drives, street intersections, driveway locations, sidewalks, bike paths, curbing and areas for public use.
- Location of existing and proposed service facilities above and below ground, including:
 - Well sites.
 - Septic systems and other waste water treatment systems. The location of the septic tank and the drainfield soil absorption system should be clearly marked.
 - Chemical and fuel storage tanks and containers.
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - Water mains, hydrants, pump houses, standpipes and building services and sizes.
 - Sanitary sewers and pumping stations.
 - Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes.
 - Location of all easements.
 - All structures with dimensioned floor plans, setback and yard dimensions and typical elevation views.
 - Dimensional parking spaces and calculation, drives and method of surfacing.
 - Exterior lighting locations and illumination patterns.
 - Location and description of all existing and proposed landscaping berms, fencing and walls.
 - Trash receptacle pad location and method of screening.
 - Dedicated road or service drive locations.
 - Entrance details including sign locations and size.
 - Designation of fire lanes.

- A report from the Jackson County Road Commission as to the traffic capacity of the public road adjacent to the site together with a statement from the Road Commission indicating current traffic volume on said road.
- Any other pertinent physical features.
- Road right-of-ways shall meet Jackson County Road Commission standards, and construction shall equal Road Commission specifications for base and material.

Natural Features

- On parcels of more than one acre, existing topography with a maximum contour interval of two feet.
- Topography on and beyond the site for a distance of one hundred (100) feet in all directions should be indicated. Grading plan, showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
- Location of existing drainage courses and associated bodies of water, on and off the site, and their elevations.
- Location of existing wetlands.
- Location of natural resource features, including woodlands and areas with slopes greater than ten (10) percent (one foot of vertical elevation for every 10 feet of horizontal distance).
- A wetlands permit from the Michigan Department of Environmental quality if one is required by the State.
- A storm water management system and facility approved by the Jackson County Drain Commissioner that will not substantially reduce or increase the natural retention or storage capacity of any water body, or cause alterations that could increase flooding or water pollution on or off the site.
- The owner shall present the plan and be accompanied by an engineer, architect, or contractor to fully explain the plan unless the Zoning Coordinator waives the requirement for one of the professionals.

Additional Requirements for Multiple Family

- Density calculations by type of unit by bedroom counts.
- Designation of units by type and number of units in each building.
- Carport locations and details where proposed.
- Specific amount and location of recreation spaces.
- Type of recreation facilities to be provided in recreation space.
- Details of community building and fencing of swimming pool if proposed.

Additional Requirements of Commercial and Industrial Developments

- Presentation of the Site Plan must be an owner with an architect, engineer, or contractor present unless waived by Zoning Coordinator.
- Loading and unloading areas.
- Total and usable floor areas.
- Number of employees in peak usage.

Letters and Documents

Required

- Jackson County Road Commission and or Michigan Department of Transportaton (MDOT) – Traffic, Roads.
- Jackson County Drain Commission – Storm Water.
- Summit Township Assessing Department – Land Splits – Legal Description.
- Summit Township Treasurer – Status of Property Taxes.

Where Applicable

- Jackson County Health Department – Well and Septic
- Michigan Department of Environmental Quality (DEQ) – Wetland Issues.
- Summit Township Department of Public Works – Water and Sewer.
- Summit Township Fire Department – Fire Protection Issues- Burning Permit Requirements.
- A copy of any easement(s) as recorded by the Jackson County Drain Commission and recorded with the Jackson County Register of Deeds,
- Site Condo Projects – all documentation required by the Summit Township Assessing Department i.e. Master Deed
- Any other documents as required by the Ordinance or Zoning Coordinator i.e. Special Land Uses.

The Zoning Coordinator shall not issue a Zoning Compliance Permit for construction of, or an addition to, any of the above listed buildings or developments, until a final site plan has been reviewed by the Township Planning Commission and approved by the Township Board.

No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development, which requires site plan approval, until a final site plan is approved and is in effect.