

Site Plan Review Application and Submittal Checklist

CHARTER TOWNSHIP OF CANTON
DEPARTMENT OF MUNICIPAL SERVICES
PLANNING SERVICES DIVISION
1150 Canton Center Road, Canton, MI 48188 • 734/394-5170

Instructions:

When this completed application is filed in conjunction with a site plan, it will serve to initiate processing of the plans in accordance with the review procedures described in the Zoning Ordinance or Condominium Ordinance. Please review those Ordinances before submitting this application to assure compliance with the various provisions. Be sure to complete each applicable section of this application. Incomplete applications will delay the review process.

General Information:

Name of proposed development: _____

Site location: Land is located (circle one) N S E W of _____ Road.

Between _____ and _____ Roads.

Parcel(s) tax ID number(s): _____

Net acreage of site: _____ Current Site Zoning: _____

Proposed Land Use

Check the appropriate use and fill in the related blank:

_____ Site Condominium Number of Units _____ Preliminary Plan _____ Final Plan _____

_____ Attached Residential Number of Units _____ (Apartments or Condominiums)

_____ Commercial Gross Floor Area _____

_____ Office Gross Floor Area _____

_____ Industrial Gross Floor Area _____

_____ Dev. Instigated Revisions Gross Floor Area _____ and/or number of units _____

_____ Master Sign Plan Gross Floor Area _____

Other, Please Specify: _____ Gross Floor Area _____

For Township Use:

File Number: _____ Date Received: _____

Fee Paid: _____ Receipt Number: _____



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Current Property Owner Information:

Name: _____

Street: _____

City: _____

State _____ Zip: _____

Phone: () _____

Fax: () _____

Development Company Information:

Contact Name: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: () _____

Fax: () _____

Project Representative Information:

Contact Name: _____

Company: _____

Street: _____

City: _____

State: _____ Zip: _____

Email: _____

Phone: () _____

Fax: () _____

Project Value:

Land: \$ _____

Structure: \$ _____

Improvements: \$ _____

Total: \$ _____

Other Restrictions:

Legally binding development constraints such as planned unit development agreements, deed restrictions, or court rulings may limit the developmental capability for your site. It is your responsibility to be aware of such restrictions. Our review of your proposal is intended to assure compliance with governmental regulations inclusive of any binding legal agreements where the Township is a signatory.

Application Signature:

The project representative indicated above, must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the fee schedule as adopted by the Board of Trustees and a complete site plan as described in Article 27 of the Zoning Ordinance.

Projects Representative's Signature: _____

Project Representative's Printed Name: _____

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SITE PLAN REVIEW PROCESS FOR APPLICANT

1. Applicant contacts Planning Services for an appointment to discuss zoning, permitted uses, special land uses (if applicable), and the review process. (If a variance is required, applicant will be directed to make proper application to the Zoning Board of Appeals)
2. Applicant prepares site plan based on discussions with staff plus reference to applicable provisions of Zoning Ordinance, Forest Preservation, Condominium Ordinance, and other relevant ordinances and standards.
3. Any projects with curb cuts onto Michigan State Highways (i.e. Ford Road or Michigan Avenue) must complete a submittal package per a Permit Application Minimum Requirement at form attached in this package. Contact MDOT at 313/375-2433.

Any projects with curb cuts onto any County Road must contact Wayne County DPS-Permits 734/595-6504 for a permit application.

4. Applicant submits completed application, fee and **13** copies of site plan and **13** copies of signed and sealed landscape plans, to Planning Services for review by the Development Review Committee (DRC). A review letter is mailed to applicant within on week of the review, which will indicate necessary and advisable site plan revisions. **(Review sessions are scheduled for each Wednesday. Plans for review by DRC must be received in our office no later than 12pm Wednesday prior to a DRC meeting.)**
5. After the initial review, applicant revises site plan and resubmits revised plans to Planning Services for review prior to scheduling for Planning Commission. **Applicant submits 13 copies of revised plans at least 19 calendar days, Wednesday noon deadline, before meeting date (First Monday of each month).**
6. If Planning Commission recommends approval of the revised site plan, applicant makes all required modifications and requests placement on Township Board agenda for final site plan approval. **Thirteen (13) copies of the final revised site plan shall be submitted at least 13 calendar day, Wednesday noon deadline, before meeting date. (Township Board meets the second and fourth Tuesday of each month)**

It is recommended that the applicant prepare a colored rendering for all site plans. This drawing will be reviewed by the Planning Commission.

PLEASE NOTE:

Minimum time from initial submission of site plan to final approval by Township Board is 4 to 5 weeks. This time frame may be longer if a Special Land Use approval is needed in conjunction with the site plan.

ALL PLANS MUST BE FOLDED TO 8 1/2" X 14"

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THE FOLLOWING INFORMATION MUST APPEAR ON THE SITE PLAN IN ORDER TO FACILITATE AN ADEQUATE REVIEW

APPLICATION DATA REQUIREMENTS:

The following information shall be included with all site plan submittals:

1. APPLICATION FORM: The application form shall contain the following information:

- Applicant's name and address
- Name and address of property owner, if different from applicant
- Common description of property and complete legal description
- Dimensions of land and total acreage
- Existing zoning
- Proposed use of land and name of proposed development, if applicable
- Proposed buildings to be constructed, including square feet of gross floor area
- Proof of property ownership
- Project value
- Employment opportunities created, if applicable

2. SITE PLAN DESCRIPTIVE AND IDENTIFICATION DATE: Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch = 50 feet for property less than 3 acres, an 1 inch = 100 feet for property 3 acres or more in size. Sheet size shall be at least 24 inches by 36 inches. The following descriptive and identification information shall be included on all site plans:

- Scale
- Northpoint
- Dates of submission and revision (month, day, year)
- Location map drawn to scale with northpoint
- Legal and common description of property
- The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
- Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
- Written description of proposed land use
- Zoning classification of petitioner's parcel and all abutting parcels
- Proximity to section corner and major thoroughfares
- Notation of any variances which have or must be secured
- Net acreage (minus right-of-way) and total acreage, to the nearest 1/10 acre.

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3. SITE DATA:

- Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.
- Front, side, and rear setback dimensions
- Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark
- Proposed site plan features, including buildings, roadway widths and names, and parking areas
- Dimensions and center lines of existing and proposed roads and right-of-way
- Acceleration, deceleration, and passing lanes where required
- Proposed location of driveway entrances and on-site driveways
- Typical cross-section of proposed roads and driveways
- Location of existing drainage courses, floodplains, lakes and streams, with elevations
- Location of existing and proposed interior sidewalks and sidewalks in the right-of-way
- Exterior lighting locations and method of shielding lights from shinning off the site
- Trash receptacle locations and method of screening, if applicable
- Transformer pad location and method of screening, if applicable
- Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing
- Information needed to calculate required parking in accordance with Zoning Ordinance standards
- The location of lawns and landscaped areas, including required landscaped greenbelts
- Landscape plans, including location and type of shrubs, trees and other live plant material
- Location, sizes, and types of existing trees six inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
- Cross-section of proposed berms
- Location and description of all easements for public rights-of-way, utilities, access, shared access, and drainage
- Designation of fire lanes
- Loading/unloading area
- The location of any outdoor storage of materials and the manner by which it will be screened

4. BUILDING AND STRUCTURE DETAILS

- Location, height, and outside dimensions of all proposed building or structures
- Indication of the number of stories and number of commercial or office units contained in the building
- Building floor plans
- Total floor area
- Location, size, height, and lighting of all proposed signs
- Proposed fences and walls, including typical cross-section and height above the ground on both sides

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- Building facade elevations, drawn to a scale of one inch equal four feet, or another scale approved by the Zoning Administrator and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditions units, heating units, and transformers
- Master sign plan

5. INFORMATION CONCERNING UTILITIES, DRAINAGE, AND RELATED ISSUES:

- Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site: storm sewers and drainage facilities, including the location of retention/detention facilities; and the location of gas, electric, and telephone lines
- Indication of site grading and drainage patterns
- Types of soils and location of floodplains and woodlands, if applicable
- Soil erosion and sedimentation control measures
- Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots
- Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable

6. INFORMATION APPLICABLE TO MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENT:

- The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.)
- Density calculations by type of residential unit (dwelling units per acre)
- Lot coverage calculations
- Floor plans of typical buildings with square feet of floor area
- Garage and carport locations and details, if proposed
- Pedestrian circulation system
- Location and names of roads and internal drives
- Community building location, dimensions, floor plans, and facade elevations, if applicable
- Swimming pool fencing detail, including height and type of fence, if applicable
- Location and size of recreation open areas
- Indications of type of recreation facilities proposed for recreation area
- Colored rendering of typical building

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7. INFORMATION APPLICABLE TO MOBILE HOME PARKS

- Location and number of pads for mobile homes
- Distance between mobile homes
- Proposed placement of mobile home on each lot
- Average and range of size of mobile home lots
- Density calculations (dwelling units per acre)
- Lot coverage calculations
- Garage and carport locations and details, if proposed
- Pedestrian circulation system
- Location and names of roads and internal drives
- Community building location, dimensions, floor plans, and facade elevations, if applicable
- Swimming pool fencing detail, including height and type of fence, if applicable
- Location and size of recreation open areas
- Indications of type of recreation facilities proposed for recreation area

8. INFORMATIONAL APPLICABLE TO COMMERCIAL AND INDUSTRIAL DEVELOPMENT

- Type of commercial or industrial use being proposed
- Indications of the estimated number of employees
- Colored rendering of the building

9. NON-APPLICABLE ITEMS: If any of the items listed are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable and the reason(s) why each listed item is not considered applicable.

10. OTHER REQUIRED DATA: Other data may be required if deemed necessary by administrative officials, Planning Commission, or Township Board to determine compliance with the provisions in this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand of public facilities and services.

11. ADDRESSING: An application can be picked-up and submitted to Planning Services once the project is approved and undergoing Engineering Review. Applicant must submit the appropriate fee and three copies of the layout of the proposed development no larger than 18" X 24", entitled "Addressing Plan". For more information, please refer to the addressing application.

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SITE PLAN SUBMISSION CHECK LIST

All plans to be submitted in stapled sets of 13 unless otherwise noted

For Initial Submittal of All Projects, Please Have the Followings:

- _____ Cover Letter
- _____ Signed Application
- _____ Nonresidential Development
- _____ Appropriate Fee
- _____ Check List

Any projects with curb cuts into Michigan State Highways (i.e. Ford Road or Michigan Avenue) must complete a submittal packet per Permit Application Minimum Requirement. Contact MDOT for further information and processing of plans.

PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE FOLDED AND STAPLED AND INCLUDE THE FOLLOWING:

Site Plan Review (Includes Office / Commercial / Industrial (9 sets) / Attached residential)

- _____ Site Plan
- _____ Schematic Engineering Plan
- _____ Landscape Plan
- _____ Tree Survey
- _____ Architectural Plan (elevations, floor plan)
- _____ Signage Plan

Tentative preliminary and Final Preliminary Plats

- _____ Plat
- _____ Schematic Engineering Plans
- _____ Landscape Plan
- _____ Tree Survey

Final Plat

- _____ Plat

Site Condos (Preliminary and Final Plan)

- _____ Site Plan
- _____ Schematic Engineering Plan
- _____ Landscape Plan
- _____ Tree Survey

Special Land Use

- _____ Conceptual Site Layout with Utilities
- _____ Conceptual Building Elevations
- _____ Conceptual Landscape Plan
- _____ SLU Criteria

Planned Development District (Preliminary and Final)

- _____ Natural Features
- _____ Conceptual Site layout with utilities
- _____ Conceptual Landscape Plan
- _____ Draft PDD Agreements
- _____ Traffic Study
- _____ Market Study

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PLANNING COMMISSION MEMORANDUM

DATE: July 1, 2003
TO: Development and Building Community
FROM: Canton Township Planning Commission
SUBJECT: Architectural and Aesthetic Standards

PURPOSE/OBJECTIVE:

To communicate and provide standards for architectural and aesthetic design for new residential, commercial and industrial development construction throughout the township. It is the intent of the Township to promote high quality architectural designs which are traditional and timeless in nature and built environment which will result in a high quality of life.

RESIDENTIAL DEVELOPMENT

Building Materials

New development shall be strongly encouraged to utilize natural materials such as brick, stone, and wood. Vinyl siding shall be discouraged. Use of composite siding (such as HardiPlank) is encouraged. There shall be a minimum to 50% brick on all residential structures, unless the home design is subject to compliance with approved architectural guidelines, pattern book, or reproduce homes having a relationship to specific historic periods. Traditional, classical architectural designs are strongly desired.

Chimneys, when used, should be faced with brick or stone.

Trim boards should be of smooth, clear cut lumber instead of rough sawn lumber.

Garages

Garages should be oriented to enhance the overall design of the home. Front entry garages shall be de-emphasized by recessing the wall of the garage 10 feet and dividing double doors into single doors when possible.

Side entry garages should be pushed back behind the front face of the main body of the house or located in the rear quadrant of the house wherever possible. The garage portion of any home should not project off the front of any home in a manner which overpowers or compromised the design of the main body of the house. The exterior wall area above the garage doors shall be the same material as the wall adjacent to the garage door to maintain the architectural compatibility of the home.

Detached garages proposed for attached residential development should be architecturally compatible with and include the same decorative elements and roof line as the proposed residential structures.

Roof Lines

Roof lines shall be consistent with the design of the home. Homes of traditional design are encouraged to maintain simplified roof lines. Conventional contemporary homes should generally have varied roof lines with moderate to steep slopes. Dormers, when used, shall be appropriate to the style of the home and proportional to the scale of the home and the roof line. All roof venting should be painted to match the roof color of the building.

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Elevations

Rear elevations of all residential structures shall have a horizontal offset or the roof line shall have a vertical offset. Homes subject to an approved architectural code or pattern book would be exempt from this requirement. Rear and side elevations shall be treated with a similar level of detail as the front, such as providing for appropriate placement of windows on the side elevations, maintaining the same window styles and treatment, carrying forth appropriate portions of building materials, etc. Large expanses of blank wall should be avoided.

Utility Meters and Pedestals

Attached residential structures should incorporate features to hide banks of utility meters in alcoves, meter closets, or other means which are architecturally compatible with the buildings.

When located in the front yard, locations for utility pedestals (electric, cable, phone, etc.) shall be identified wherever possible and a typical landscape plan for screening those areas should be provided.

Landscaping

Provide a diverse selection of each type of plant materials to prevent mono-cultures. No more than 30% of the total for deciduous trees, evergreen trees, ornamental trees, shrubs, and perennials shall be of the same species.

Where subdivision entry wall(s) are proposed, the wall should be completed on the back with the same material used to face the remainder of the wall.

Lighting

Decorative entry light fixtures are recommended to be located at the drive entrances and should be compatible with the style and design of other decorative fixtures already in use along the street scape where possible.

Mailboxes

Standard mailboxes should be provided throughout each neighborhood and the covenants and restrictions should reflect the types of mailboxes to be provided and maintained.

NON-RESIDENTIAL DEVELOPMENTS

Building Materials

Commercial and industrial developments shall utilize high quality materials including brick and masonry. There shall be a minimum to 50% brick on commercial and office structures. The office portion of the industrial structures shall be 75% brick. Where face brick is not used, integrally colored masonry is encouraged.

The rear and sides of the builds shall be treated with equal importance to the front facade of the building to maintain appropriate use of building materials, roof lines, etc. Where expansion walls are proposed, the expansion wall shall be treated with similar types and colors and materials as the primary structure.

Metal siding shall be discouraged. Where metal siding is proposed, architectural metal panels should be considered instead of standard corrugated metal siding. In the case where expansion walls are proposed, the color of the expansion wall shall match the primary exterior material on the other building walls.

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Building material standard for non-residential structures may also be modified and approved by the Planning Commission to derive a specific architectural objective which meets the Townships standards for excellence in design.

Roof Treatments

Enhanced roof treatments should be utilized where appropriate, especially where adjacent to residential uses.

All roof venting shall be painted to match the color of the roof or be designed to be inconspicuous as possible.

Lighting

Lighting fixtures used in parking lot and other utility lighting proposed on buildings shall be chosen to blend in with the site and/or building and are not recommended to be white or lighter in color. Decorative fixtures are recommended to be located at the drive entrances and should be compatible with other decorative fixtures already in use along the street scape where possible. Building mounted lights should be compatible with the architecture of the structure and compatible with decorative drive entrance lights.

Wall and Roof-Mounted Utilities and Meters

Any building mounted meter should be screened or enclosed in a meter closet which is compatible with the design of the building.

Screening of roof mounted units is required wherever visible from any right-of-way. Consideration should be given to all sides of the building. Decorative roof lines or extended parapets should be used to screen roof top mechanical units wherever possible. Screens used around roof top mechanical units should be designed to be as unobtrusive as possible so they do not detract from the design of the building.

Compatibility with Residential Uses

In order to maintain a high degree of compatibility, office buildings and other non-residential structures located adjacent to residential neighborhoods should utilize types and building materials consistent with residential design. This includes the use of appropriate roof pitches and window styles.

Lighting levels in parking lots adjacent to residential neighborhoods shall be designed to be sensitive to the homes by minimizing lighting levels to the minimum necessary to maintain minimum levels required by ordinance to maintain safety. Consideration shall be given to providing circuits which can be turned off after hours to reduce light levels, if appropriate.

Other

New development or redevelopment within the Ford Road Corridor shall meet the DDA and Corporate Overlay design requirements, including decorative lighting, installation of garden walls, and landscaping. Existing signs should be brought into conformance with current sign regulations.

Nonresidential Development Project Form

Please complete this form for each new nonresidential construction project in your community. Return form(s) via email or fax using contact information on bottom of this page. Thank you.

Name of Project _____

Location (please provide parcel id if address not assigned yet)

Address: _____

Parcel Number/APN: _____

Status	COMPLETED Year _____	UNDER CONSTRUCTION	PROPOSED Projected Start _____
---------------	-------------------------	--------------------	-----------------------------------

Building Type

- | | |
|---|---|
| <input type="checkbox"/> Hotel (# of rooms _____) | <input type="checkbox"/> Industrial or Warehouse |
| <input type="checkbox"/> Institutional (schools/churches) | <input type="checkbox"/> Medical/Hospital (# of beds _____) |
| <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Office |
| <input type="checkbox"/> Retail/Commercial | <input type="checkbox"/> Transportation |

Investment Value

\$

Construction Type and Building Size – please circle one and provide square feet of floorspace

NEW or **REDEVELOPMENT** (demolish and rebuild) Square Feet of Project _____

ADDITION (to an existing structure) Square Feet of Project _____

RENOVATION (of an existing structure) Square Feet of Project _____

If no nonresidential construction occurred, please check box and fill in your community name below.

**No Construction
to Report** _____