

# PUTNAM TOWNSHIP

## SITE PLAN REVIEW INFORMATION SHEET

### What is a Site Plan?

Most Michigan communities have some form of site plan review. The State of Michigan's "Township Zoning Act" defines the site plan as "*the documents and drawings required by the zoning ordinance to insure that a proposed land use or activity is in compliance with local ordinances and state and federal statutes.*"

### The Benefits of Site Plan Review (SPR)

The purpose of reviewing a site plan is to make sure that the development conforms to the Zoning Ordinance, and to ensure that the site functions well and is attractive and safe for the public. Poorly designed sites that are cramped, inconvenient, unsafe and unattractive can hurt a business, have a negative impact on neighboring properties, and make a site more difficult to sell, lease or reuse. When reviewing a site plan, the Township considers such things as how vehicles and people circulate on the site, how stormwater will run off the site, where utilities will connect, and the effects of the development on its neighbors. To this end the Township may require changes that improve the project, thereby reducing costs, keeping future development options open, and enhancing the resale value of properties.

### What Kind of Development Needs Site Plan Review?

- 1) Special Uses.
- 2) Except for constructing a single family home or duplex, Permitted Principal Uses in the R-3 District (except for single and two family dwellings), the MHC District, the Commercial and Industrial Districts as outlined in Article X, and the Public Lands District, including existing main buildings or principal uses where an alteration, addition, expansion, change or conversion constitutes an increase to the existing structure or use in excess of one thousand (1,000) square feet or twenty-five percent (25%) of the existing main building or principal use area, whichever is greater.
- 3) Site condominium developments; and
- 4) Planned Unit Developments.

Note; any use that does not require Planning Commission approval is subject to review of a plot plan by the Zoning Administrator to ensure that Zoning Ordinance requirements are met.

### The SPR Process

1. The SPR process in Putnam Township has two steps: *preliminary* and *final* site plan approval. Preliminary site plan approval is required before a final site plan will be reviewed.
2. **Preliminary Site Plan Process**
  - a. The applicant requests a Zoning Application and the Preliminary Site Plan Review Checklist. The Zoning Administrator (ZA) will coordinate with other Township departments and consultants.
  - b. The ZA accepts the Zoning Application packet and the appropriate fee (including escrow fees to cover costs of review). All SPR applications must be filled out completely and accurately by the applicant in order to be accepted, and must be signed by the owner of the property, or his/her authorized agent. Three copies of the completed and signed Zoning Application form, a completed Preliminary Site Plan Review Checklist, and 12 copies of the site plan must be submitted at least 30 days before the Planning Commission meeting. Incomplete applications will not be accepted.

- c. The preliminary site plan is reviewed by relevant Township officials and consultants and their comments and recommendations are forwarded to the PC. The PC will recommend changes necessary, if any, for the final site plan.

**3. Final Site Plan Process**

- a. Following preliminary approval a request for final site plan approval must be submitted not less than 30 days or more than 180 days after receiving preliminary approval. One additional 180-day extension may be requested if submitted in writing within 30 days of the expiration date. Failure to apply prior to expiration will cause the approved preliminary plan to be voided.
- b. The applicant requests a Zoning Application and the Final Site Plan Review Checklist. The ZA will coordinate with other Township departments and consultants.
- c. A complete application consists of the following:
  - (1) Three completed and signed copies of the Zoning Application form.
  - (2) Application and escrow fees.
  - (3) A completed Final Site Plan Checklist.
  - (4) Twelve copies of the Environmental Permits Checklist/Hazardous Substances Form and requirements.
  - (5) Twelve copies of the Impact Assessment Report.
  - (6) Twelve (12) copies of a detailed Traffic Impact Study (required for any site over (10) acres in size or for a project expected to generate one-hundred (100) directional vehicle trips during the peak hour of traffic of the generator or on the adjacent streets).
  - (7) Proof that the site plan and Impact Assessment Report have been submitted for review to affected county, state, or federal agencies, including but not limited to the County Road Commission, County Drain Commissioner, County Health Department, Putnam Township Fire Department, and Michigan Departments of Transportation, Environmental Quality, or other applicable Departments.
  - (8) Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes, retaining walls; shall be submitted to and reviewed by the Township Engineer prior to Planning Commission review of the final site plan.
  - (9) Twelve (12) individually folded copies of the final site plan meeting the Final Site Plan Checklist.
- d. The PC will review the site plan at a public meeting and make a recommendation to the Township Board regarding the final site plan, to approve, conditionally approve, or deny it.
- e. The Township Board will make the final determination whether to approve, conditionally approve or deny the site plan.
- f. Once the final site plan has been approved, the ZA marks 3 copies of it as 'APPROVED'. One copy is returned to the applicant and the other 2 copies are kept on file at the Township Hall.
- g. Once the site plan gets final approval, construction must start within one year after the date of approval. If the year goes by with no construction started, the site plan will be null and void.
- h. Minor amendments to a final site plan may be approved by the ZA . Changes not considered to be minor require a new site plan review application, using the same process as for the original approval.

**What Should the Site Plan Include?**

Article XIV of the Zoning Ordinance addresses site plan review. The Township will provide you with a checklist for Preliminary and Final approval. Each checklist must be filled out completely and accompany the application and site plan drawings. If you have questions, contact the Zoning Administrator.

**Putnam Township Hall**  
3280 W. M36  
Pinckney, MI. 48169  
Telephone: (734) 878-3131 Fax: (734) 878-2545

