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## APPLICATION FOR SITE PLAN REVIEW

*Submit three (3) copies of completed application and one electronic copy and all required materials to the Township*

PLEASE PRINT OR TYPE (if additional space is needed, use back side of this application.)

### Applicant(s) Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Interest in the Subject Property: \_\_\_\_\_

### Owner Information

*(If different from applicant, include owner-signed consent to, and certification of, application)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Interest in the Subject Property: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Parcel Identification Number of Subject Property: \_\_\_\_\_

**Property Information** *(include survey with legal description)* (Use drop down list to select zoning where appropriate)

Current Zoning: \_\_\_\_\_

Master Plan Zoning: to be completed by Zoning Administrator

Requested Zoning: \_\_\_\_\_

Present Use: \_\_\_\_\_

Adjacent Zoning: *(use the drop down list to select zoning)*

Proposed Use: \_\_\_\_\_

*North:*

*South:*

*East:*

*West:*

Subject Property Size (Acres): \_\_\_\_\_

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Before the Planning Commission will consider the application for site plan review, Applicant(s) must complete and submit this application form, pay all fees, make any required escrow deposits and attach:

- Site Plan, at a scale not less than one (1) inch equals one hundred (100) feet with the following minimum information:
  - The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state of Michigan) and the date on which the plan was prepared;
  - Dimensions of property, of the total site area, locations of all buildings, driveways, parking areas or other structures on adjacent properties within one hundred (100) feet of the property, including those located across the street from the property;
  - Required and proposed building setbacks;
  - Location of abutting streets and proposed alignment of streets, drives, and easements serving the development, including existing right-of-way and pavement widths;
  - Location, screening, dimensions, and heights of proposed buildings, structures, such as trash receptacles, utility pads, etc., including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening such equipment, where appropriate;
  - Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
  - Proposed water supply and wastewater systems locations and sizes;
  - Proposed grades and site drainage patterns, including necessary drainage structures. Where applicable, indicate the location and elevation(s) of 100-year flood plain;
  - Proposed common open spaces and recreational facilities, if applicable;
  - Proposed landscaping, including quantity, size at planting, botanical, and common names of plant materials;
  - Signs, including location, height, and sizes; and
  - Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic control signs, or devices, and service drives;
  - Exterior lighting showing area of illumination and indicating the type of fixture to be used.
  
- If applicable, Development plans for residential projects, such as multiple family developments, mobile home subdivisions, and mobile home parks. The plans shall include the following additional information:

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*Site Plan Requirements, Cont.*

- Minimum floor area of the dwelling units;
  - Total number of units proposed;
  - Number of bedrooms per unit in multiple-family developments;
  - Areas to be used for open space and recreation; and
  - Space allowance for accessory buildings in mobile home subdivisions and mobile home parks.
- Supporting material, exhibits and information that will support a finding of the following criteria (Section 15.05 “Standards for Site Plan Approval” of the Zoning Ordinance):
- 1) Adequate ingress and egress to public right of ways. \_\_\_\_\_
  - 2) Landscaping, landscape buffers and green belts shall be provided and designed in accordance with the provisions of the Zoning Ordinance. \_\_\_\_\_
  - 3) All elements of the site plan shall be designed to take into account the sites topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in the Zoning Ordinance. \_\_\_\_\_
  - 4) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography that are reasonably necessary to develop the site in accordance with the requirements of the Zoning Ordinance. Tree stumps and miscellaneous debris from clearing of the property shall not be buried in rights-of-way, possible future rights-of-way, or potential building sites. \_\_\_\_\_
  - 5) The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, to accomplish these purposes. \_\_\_\_\_
  - 6) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department. \_\_\_\_\_
  - 7) The proposed use shall not increase traffic hazards or cause congestion on the public thorough fares of the area. To demonstrate compliance with this standard, applicant shall obtain approval from Michigan Department of Transportation or the Eaton County Road Commission. \_\_\_\_\_
  - 8) There shall be provided a pedestrian circulation system that is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses that generate a considerable amount of pedestrian traffic. \_\_\_\_\_
  - 9) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or

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*Standards for Site Plan Approval, Cont.*

bicycle pathways in the area. Streets and drives that are part of an existing or planned street pattern serving adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that required by the Eaton County Road Commission. \_\_\_\_\_

- 10) Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. The proposed shall comply with soil erosion and sedimentation control requirements and groundwater management provisions of local, state, and federal laws.  
\_\_\_\_\_
- 11) All loading and unloading areas and outside storage areas, including areas for the storage of trash that face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six (6) feet in height. \_\_\_\_\_
- 12) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted. \_\_\_\_\_
- 13) For proposed uses in recreational districts, no building or structure shall be constructed within 100 feet of road rights-of-way or property lines. \_\_\_\_\_
- 14) Landscaping landscape buffers and greenbelts shall be required where a non-residential use is adjacent to residential use. \_\_\_\_\_
- 15) Waiver from Landscaping and Screening Requirements: The Planning Commission during Site Plan review may determine that existing landscaping or screening intended to be preserved would provide adequate landscaping and screening. The Planning Commission may also determine dimensional conditions unique to the parcel would prevent development of required buffer zones, off-street parking area landscaping, greenbelts or required buffer zones. If such determination is made, the Planning Commission may waive, in whole or in part, the landscaping provisions of this section. Criteria that shall be used when considering a waiver shall include, but shall not be limited to:
  - A. Existing natural vegetation;
  - B. Topography;
  - C. Existing wetland, floodplain, and poor soil areas;
  - D. Existing and proposed building placement;
  - E. Building heights;

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*Standards for Site Plan Approval, Cont.*

- F.** Adjacent land uses;
  - G.** Distance between land uses;
  - H.** Dimensional conditions unique to the parcel;
  - I.** Traffic sight distances;
  - J.** Traffic operational characteristics on and off site;
  - K.** Visual, noise and air pollution levels; and
  - L.** Health, safety and welfare of the township.
- 16)** All provisions of the Township Zoning Ordinance must be complied with unless an appropriate variance has been previously granted by the Zoning Board of Appeals. \_\_\_\_\_

**Applicant(s) Certification:**

Applicant(s) and Owner(s) acknowledge(s) that the information submitted in and with this application is true and correct to the best of his or her knowledge.

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s) and Owner(s) acknowledges that it is their sole responsibility to comply with the requirements of any applicable Benton Township Ordinance notwithstanding the signature or approval of any Township employee(s) or official(s) and that Benton Township is not bound to recognize the approval or other action of any employees(s) or official(s) that is not in compliance with the applicable Benton Township Ordinance.

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY BENTON TOWNSHIP**

**Fee Received:** \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Escrow Deposit:** \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of:**

Pre-Application Conference: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

**Administrative Reports Received:** \_\_\_\_\_

*On \_\_\_\_\_, 20\_\_\_\_, the Benton Township Planning Commission:*

Approved the Application for Site Plan Review for the following reason(s):

\_\_\_\_\_

Approved the Application for Site Plan Review subject to the following conditions:

\_\_\_\_\_

\_\_\_\_\_

Denied the Application for Site Plan Review for the following reason(s):

\_\_\_\_\_

Expiration Date (one year after approval): \_\_\_\_\_

Extension (if required): \_\_\_\_\_

BENTON TOWNSHIP,  
EATON COUNTY, MICHIGAN

APPLICATION DATE \_\_\_\_\_

SITE PLAN NO. \_\_\_\_\_

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Planning Commission Chair

Date: \_\_\_\_\_

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Zoning Administrator

Date: \_\_\_\_\_

Copy of Completed Permit Application and, if issued, copy of Permit retained by or provided to:

- |  |   |
|--|---|
| <input type="checkbox"/> Applicant and Owner       | <input type="checkbox"/> Zoning Administrator |
| <input type="checkbox"/> Planning Commission Chair | <input type="checkbox"/> Township Clerk       |