



City of Burton
 Department of Public Works
 4093 Manor Drive
 Genesee County, Burton, Michigan 48519
 (810) 742-9230



APPLICATION FOR SITE PLAN REVIEW

DATE FILED: _____
 FEE: _____
 RECEIPT NO: _____
 CHECK NO: _____

SPR #: _____

PLEASE PRINT

DATE OF PLANNING COMMISSION MEETING: _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

APPLICANTS PHONE NO: _____

PROPOSED NAME OF BUSINESS: _____

SITE ADDRESS: _____

SUBDIVISION & LOT # OR PARCEL NUMBER: _____

RE: _____

APPLICANT: IT IS TO YOUR ADVANTAGE TO ATTEND THE ABOVE SCHEDULED MEETING. THE PLANNING COMMISSION MAY HAVE QUESTIONS THAT DIRECTLY AFFECT APPROVAL, DENIAL, OR POSTPONING UNTIL THESE QUESTIONS CAN BE ANSWERED.

APPLICANTS SIGNATURE: _____

NOTE: All site plans must be filed at least two (2) weeks prior to the Planning Commission hearing and **MUST** comply with the procedures set forth in Section 157.092 of Codified Ordinance as attached. Must include **twelve (12) sets** of prints in order to process the application.

§ 157.092 SITE PLAN REVIEW.

(A) The following provisions in this section shall apply to all site plan review procedures unless otherwise provided in this ordinance. The procedures of this section shall be minimum requirements, and additional procedures may be required by this ordinance or by the Planning Commission.

(B) Zoning review (rather than site plan review) is required whenever there is a change of ownership or change of use within a planned shopping center having previously received site plan approval, so long as the use does not differ from an approved use for that zoning. In instances where this applies, the Department of Public Works or authorized representative is hereby authorized to make the review and issue an approval or disapproval. Any interested party may appeal any decision made during this zoning review to the Planning Commission within 7 days of notification of the decision.

(C) (1) Administrative site plan review (rather than site plan review) is required whenever there is a change of ownership to the construction of an enclosed structure to be used exclusively for storage provided that the structure does not exceed the following size limitations. Where the parcel is less than 5 acres, the structure cannot exceed 2% of the area of the subject parcel. Where the parcel exceeds 5 acres, the structure cannot exceed 2% of the first 5 acres plus ½% per acre, but in no event shall the structure exceed 10,000 square feet in total size. In the event the structure does exceed these size limitations then site plan review shall be required. Administrative site plan review is also applicable to the construction of structures used for recreational purposes that are unenclosed except for columns supporting the roof, or exterior construction that does not require a building permit.

(2) The Director of the Department of Public Works, City of Burton, or his authorized representative, is hereby authorized to make the review and issue an approval or disapproval. Any interested party may appeal any decision made during the administrative site plan review of the Director of the Department of Public Works or his designate to the Planning Commission within 7 days of notification of the decision.

(D) Site plan review with Planning Commission approval is required when there is a change of use, additional use of an attached building or portion of building with a prior approved site plan on file of a use permitted in the same zoning district, development of a property, or construction of a previously developed property, except as provided in subsections (B) and (C) hereof. Whenever a site plan review is required by the provisions of this ordinance, 12 copies of the site plan to an architectural or engineering scale, including all items required together therewith, shall be submitted to the Planning Commission to permit study of all elements of the plan. The Planning Commission may prepare forms and require the use of such forms in site preparation.

(E) A copy of the site plan shall be distributed by the Planning Commission to the City Fire Chief, Police Chief, Attorney, Engineer, Planning Consultant, and other individuals and agencies as deemed necessary by the Planning Commission.

(F) The following information shall accompany all plans submitted for review:

(1) A legal description of the property under consideration;

(2) A map indicating the gross land area of the development, the present zoning classification thereof, and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements;

(3) A fully dimensioned map of the land showing topographic information a contour interval of 2 feet or less, if requested by the City Engineer;

(4) A statement of the adverse effects, if any, upon any property in the city which may result from the proposed development;

(5) A general development plan with at least the following details shown to scale and dimensioned:

(a) Location of each existing and each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines and approximate location of vehicular entrances and loading points;

(b) All streets, driveways, service aisles, and parking areas, including general layout and design of parking lot spaces;

(c) All pedestrian walks, malls, and open areas for parks and recreation;

(d) Location and height of all walls, fences, and screen plantings, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained;

(e) Types of surfacing, such as paving, turfing, or gravel, to be used at the various locations;

(f) A grading plan of the area; and

(g) The location and capacity of private or public water and sanitary sewerage services, storm drains, and solid waste disposal facilities serving the site.

(6) Plans and elevations of 1 or more structures, indicating proposed architecture and construction standards;

(7) Such other information as may be required by the city to assist in the consideration of the proposed development, such as signs and lighting.

(8) A statement of financial responsibility, including the posting of bonds or cash to ensure the installation of the improvements required by the city as a condition to the development.

(G) (1) The purpose of site plan review is to determine compliance with the provisions set forth herein and to promote the orderly development of the city, the stability of land values and investments, and the general welfare, and to help prevent the impairment or depreciation of land values and development by the erection of structures or additions or alterations thereto without proper attention to siding and appearances.

(2) In order that buildings, open space, and landscaping will be in harmony with other structures and improvements in the area, and to ensure that no undesirable health, safety, noise, and traffic conditions will result from the development, the Planning Commission shall determine whether the site plan meets the following criteria, unless the Planning Commission determines that 1 or more of the following criteria are inapplicable:

(a) The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment. (Basis for Burton City Council Side-Street Paving Requirements). The Planning Commission shall consider the following factors in exercising its discretion over site plan approval regarding traffic:

1. Whether traffic access to the site is such that vehicular congestion or other impairment of traffic may result from access to and from the site. Consideration will also be given to traffic patterns, curb cut locations, and access for adjacent development and for development across street;

2. Whether the traffic circulation features within the site and location of automobile parking areas are designed to ensure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets; and

3. Whether there is a need, after consultation with city, county, and state agencies as may be necessary, for a requirement of acceleration, deceleration, or bypass lineage to serve the particular site.

(b) Pedestrian walkway systems shall be provided to connect the areas of the site, and to connect the site with schools and shopping areas and other public gathering areas. Pedestrian walkways shall be provided as deemed necessary by the Planning Commission for separating pedestrian and vehicular traffic. (Basis for Burton City Council Sidewalk Construction Requirement).

(c) Recreation and open space areas shall be provided;

(d) The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density, and all other requirements as set forth in Appendix A of this ordinance, unless otherwise provided in this ordinance;

(e) The requirements for greenbelt, fencing, walls, and other protective barriers shall be complied with as provided in § 157.087, § 157.088, § 157.089;

(f) The site plan shall provide for adequate storage space for the use therein, including, where necessary, storage space for recreational vehicles; and

(g) The site plan shall comply with all requirements of the applicable zoning district, unless otherwise provided in this ordinance.

(H) The site plan shall be reviewed by the Planning Commission and approved, approved with any conditions the Planning Commission deems necessary to carry out the purpose of the ordinance and other regulations of the city, or disapproved. Any interested party shall have the right to appeal to the City Council any decision of the Planning Commission within 7 days after the decision of the Planning Commission.

(I) Following the approval of a site plan by the Director of the Department of Public Works or his or her designate or by the Planning Commission, the Zoning Administrator may issue a building permit and shall ensure that development is undertaken and completed in conformance with the approved plans.

(J) The building permit may be revoked in any case where the conditions of the permit have not been or are not being complied with. The Zoning Administrator shall give the permittee notice of intention to revoke the permit at least 7 days prior to the revocation of the permit. The permittee may appeal the revocation of the building permit to the Planning Commission within 7 days of the revocation of the permit.

(K) Every site that requires site plan review approval shall be designed to provide for a 5-foot concrete sidewalk along entire road frontage. This sidewalk is required within any right-of-way abutting

a parcel of land or platted lot requiring a site plan review. Unless determined to be required by the Planning Commission during site plan review, sidewalks shall not otherwise be required for interior streets in a platted subdivision.

(L) Once site plan approval has been granted by the City's Planning Commission, an applicant has a period of 1 year from that date to obtain the mandatory building or site permit. Failure to do so will result in the site plan approval being revoked.

(M) In the event that construction is not begun within 1 year from the date of the issuance of the building and site permits, the site plan approval shall be revoked, after which time no further consideration of the proposed development may be taken until a new site plan has been approved subject to the requirements of § 157.045(D). Application may be made to the City Council for a 1-year extension of the site plan approval.