

§ 152.388 GENERAL APPLICATION STANDARDS.

(A) Compliance required. No grading, filling, removal of trees or other vegetation, or construction of improvements shall commence for any development that requires site plan approval until the final site plan and land use permit have been approved by the village.

(B) Application information. All applications for site plan review shall include the following:

(1) Fee. The required application and escrow fees, as established by the Village Council in the Village Fee Schedule. No part of the application fee shall be refundable.

(2) Application form. Three completed copies of the village application form, which shall be signed by the property owner(s) and contain the following information:

(a) The name, address and telephone number of the applicant(s) and property owners(s);

(b) If the applicant is not the property owner(s), a notarized statement signed by the property owner(s) that the applicant is acting on the owner's behalf; and

(c) The legal description, tax identification number and address of the property.

(3) Site plan. A site plan in compliance with § 152.389 (preliminary) or § 152.391 (final), as applicable and conforming to Village Technical Standards.

(a) The applicant shall submit four individually folded copies of the site plan on 24-inch by 36-inch sheets and one digital copy. See Village Zoning Administrator for format details.

(b) The site plan shall be drawn to scale of not less than one inch = 20 feet for property under three acres and not more than one inch = 50 feet for sites three acres or more.

~~—(c) Upon acceptance of the above referenced site plan, as complete for review by the Zoning Administrator, Village Planner, Village Engineer, Department of Public Works and Fire Marshal, the applicant shall submit at least ten additional copies of the site plan on 24-inch by 36-inch sheets.~~

(4) Proposed waivers. The preliminary and final site plan shall clearly indicate any proposed reductions in off-street parking, loading and/or landscaping standards, to be modified by the Planning Commission during site plan review.

(5) Additional information for final site plan review. Other items required for final site plan review are as follows:

(a) An impact assessment report as required by § 152.392, below, including a completed environmental permit checklist and hazardous substances reporting form, if applicable, supplied by the Zoning Administrator.

1. The Zoning Administrator or Planning Commission may waive or modify the impact assessment report requirements, or accept an impact assessment report previously submitted relative to the site and proposed development, at its discretion;

(b) Copies of any deed restrictions, easements, protective covenants, master deed or association bylaws affecting the site: and

(c) Proof that the final site plan has been submitted for review to all other agencies that regulate the proposed development including, but not limited to: the County Road

Commission, Health Department, Building Department and Drain Commissioner and the Michigan Department of Transportation and Department of Environmental Quality.

(C) Submission. A complete application must be submitted to the Zoning Administrator at least ~~14~~ 30 business days prior to the Planning Commission meeting at which the proposal will first be considered.

(D) Application flexibility. If deemed unnecessary to determine site plan compliance with the provisions of this chapter, the Zoning Administrator and Planning Commission may waive the submittal of information required in the following (sections):

- (1) Section 152.388 (B) (general site plan);
- (2) Section 152.389 (D) (preliminary site plan);
- (3) Section 152.391 (final site plan); and
- (4) Section 152.392 (Impact Assessment Report).

(E) Concurrent preliminary and final site plan review. If requested by the petitioner, preliminary and final site plan review may be conducted concurrently.

(Ord. 37, passed 8-28-2005; Ord. 72, passed 4-24-2006; Ord. 82, passed 5-12-2008; Ord. 139, passed 9-11-2017; Ord. 154, passed 1-11-2021)