

Leoni Township

915 Fifth Street

Michigan Center, MI

Additional Information Needed for Site Plan Review

- 1) Jackson County Road Commission – driveway approval
(Mike Rand) 517-788-4230
- 2) Jackson County Health Department – well & sewer
permits 517-788-4433
- 3) Jackson County Drain Commissioner – drainage issues
517-788-7389
- 4) MDOT – business route I-94 only (Dettman Rd to Sargent
Rd) 517-373-2090

We cannot accept receipts for applications for these items, it must be the actual permits or verification.

Internet resources:

- 1) Municode/Leoni Township – Sec. 42-346
- 2) Leoni Township website

Date: _____

**APPLICATION FOR SITE PLAN REVIEW
TOWNSHIP OF LEONI
JACKSON COUNTY, MICHIGAN**

The following items are required and must be completed and attached to this application:

- Copy of your Well and Septic Permits from the Jackson County Health Dept. (Septic Permit if not in sewer system)
- Site Plan Approval from Jackson County Drain Commissioner – Geoff Snyder
- Release Form for Soil Erosion and Sedimentation Control – Form attached to application
- Jackson County Road Commission Approval

The application must be fully completed in order for the Planning Commission to proceed

A.

Business Name

Business Address

Phone

Contact Person

Address

Phone

B.

Give brief description of property (lot, block, tract, etc.)

C.

Property is situated: (give street, alleys, property lines, etc.)

D.

State intended use of buildings, structures, or land.

E.

Fee: _____

Date Paid: _____

In case of cancellation, I understand that all fees will be forfeited. Please refer to data sheet
Application must be received at least 7 working days before hearing.

Attendance at the site plan meeting is required.

Signature of Applicant (s)

Signature of Applicant (s)

LEON TOWNSHIP PLANNING COMMISSION
SITE PLAN REVIEW

DATE _____

FILE NO. _____

FOR _____

PROJECT LOCATION _____

SECRETARY _____

DATE _____

CHAIRMAN _____

DATE _____

Article 5.6.4

Meets Requirements

Remarks

A.) Scale 1" = 20' nor less than 1" = 200'

- B.)
1. Lot line
 2. Location
 3. Dimensions
 4. Angle and Size
 5. Legal Description
 6. Name and address of prop. Owner

7. Name and address of developer

8. Name and address of designer

- C.)
1. Drawing scale
 2. North arrow
 3. Boundary dimensions
 4. Topography (not more than 2' contour intervals)
 5. Natural features, such as:
 - a. Wood lots
 - b. Streams
 - c. Rivers
 - d. Drains

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5. Natural features, such as:		
a. Wood lots		
b. Streams		
c. Rivers		
d. Drains		

Meets Requirements

Remarks

5. Natural features, such as: (continued)

e. Lakes

f. similar features

D.) Show existing man-made features:

1. Buildings

2. Structures

3. High Tension towers

4. Pipe Lines

5. Existing utilities as:

a. water lines

b. sewer lines

6. Excavations

7. Bridges

8. Culverts

9. Drains and easements

10. Identify adjacent properties and their uses

E.) 1. Building Location

2. Proposed finished floor

3. Proposed grade line elevation

4. Size of proposed principle building

5. Size of accessory building (Sec. 4.5.6)

6. Building relation, one to another to any existing structure on the site

7. Height of all buildings (Sec. 4.6)

8. Square footage of floor space

9. Residential Development (only)

a. Density Schedule

b. Number of Dwellings and units per acre:

c. Dwelling schedule (showing the unit type and number of each type):

Meets Requirements

Remarks

F.)	1. Proposed streets (Sec. 5.3.4)		
	2. Proposed driveways (Sec. 5.20)		
	3. Proposed sidewalks (5.3.4)		
	4. Other vehicle circulation features within site:		
	5. Other pedestrian circulation features within site:		
	6. Other vehicle circulation features adjacent to site:		
	7. Other pedestrian circulation features adjacent to site:		
	8. Number of parking spaces (Sec 5.3.7)		
	9. Off street parking area (Sec. 5.3)		
	10. Identification of service lanes		
	11. Identification of service parking		
	12. Lighting (Sec. 5.3.4g)		
	13. Signs (Sec. 5.2)		
G.)	1. Show the proposed locations, use and size of open spaces:		
	2. Location of any landscaping		
	3. Location of any fences (Sec. 4.6 & 5.17)		
	4. Location of any walls (Sec. 5.17)		
	5. Any proposed alterations to the topography and other natural features shall be indicated:		
	6. Show any proposed location of connections to existing utilities and proposed extensions thereof:		

H.) Vicinity map shall be submitted showing the location of the site in relation to the surrounding street system:

I.) 1. Lot requirements (Sec. 4.6)
2. Lot split or combination

REMARKS: _____

APPROVAL WITH CONDITIONS: _____

NOT APPROVED: _____

Rev 6/2/22 cn

CLERKS SIGNATURE: _____

DATE: _____

TOWNSHIP OF LEONI TOWNSHIP

913 FIFTH ST., P.O. BOX 375
(address)

MICHIGAN CENTER, MI 49254
(city) (state) (zip)

Processed by: _____ Date processed: _____

**RELEASE FORM
SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PROGRAM
FOR JACKSON COUNTY**

STATE OF MICHIGAN
COUNTY OF JACKSON
TOWNSHIP OF LEONI

I, _____
(Applicant Name) _____ (Phone Number)

(Address) _____ (City, State, Zip Code)

hereby certify that the earth change activity to be conducted at

(Job Site Address) _____ and defined as _____ is
(Parcel ID Number)

1. less than one acre in size, and
2. more than 500 feet from a lake, river, or stream.

If the area of the earth change is greater than one acre, or is less than 500 feet from a lake or stream, a Soil Erosion and Sedimentation Control Permit must be obtained. Permits may be obtained from the office of the Region 2 Planning Commission, 9th Floor, 120 W. Michigan Ave, Jackson, Michigan 49203, phone (517) 768-6705; between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except for holidays observed by the County of Jackson.

Property Owner or Legal Representative _____ Date

Witness _____ Date

Cc: Jerry Stoneburner, SESC

Sec. 42-346. – SITE PLAN REVIEW & APPROVAL

Date Amended: 9/14/2021

Date Published: 9/19/21

Effective Date: 10/20/2021

- (a) *Purpose.* It is recognized by this chapter that there is a value to the public in establishing safe and convenient traffic movement to higher density sites, both within the site and in relation to access streets; that there is value in encouraging a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses; and further that there are benefits to the public in conserving natural resources. Toward this end, this chapter requires site plan review by the Zoning Administrator for certain buildings and structures that can be expected to have a significant impact on natural resources, traffic patterns, and adjacent land usage.
- (b) *Buildings, structures, and uses requiring detailed site plan.* The zoning inspector shall not issue a zoning compliance permit for the construction of the buildings and structures identified in this subsection unless a detailed site plan has been reviewed and approved by the planning commission and such approval is in effect.
- (1) A multiple-family building containing six or more dwelling units.
 - (2) More than one multiple-family building on a lot, parcel, or tract of land, or on a combination of lots under one ownership.
 - (3) A mobile home park.
 - (4) Planned unit development.
 - (5) A commercial land use.
 - (6) An industrial land use.
- (c) *Application and fee for site plan review.* Any person may file a request for a site plan review by the planning commission by filing with the clerk the completed application upon the forms furnished by the clerk and payment of a fee established by resolution of the township board. As an integral part of the application, the applicant shall file at least four copies of a site plan. Such application shall be dated and initialed by the township clerk or the clerk's deputy.
- (d) *Procedure for site plan review.* Upon receipt of such application from the clerk, the planning commission **zoning administrator** shall undertake a study of the application and shall, within 30 days, **pre-approve recommend approval or recommend disapproval** disapprove such site plan, advising the applicant in writing of the **any** recommendation, including any changes or modifications in the proposed site plan as **the planning commission believes** are needed to achieve conformity to the standards specified in this chapter. ~~After zoning administrator decision, the planning commission shall conduct a public hearing for the study of, and a final decision concerning the site plan. If any substantive changes are made to the site plan after Zoning Administrator decision, either at or before the planning commission review meeting, the site plan will be referred back to the zoning administrator for review and reconsideration of the changes before the planning commission vote.~~
- (e) *Required data for detailed site plan.* Every site plan submitted to the planning commission **zoning administrator** shall be in accordance with the following requirements:
- (1) The site plan shall be of a scale not to be greater than one inch equals 20 feet or less than one inch equals 200 feet, and of such accuracy that the planning commission can readily interpret the site plan, and shall include more than one drawing where required for clarity.
 - (2) The property shall be identified by lot lines and location, including dimensions, angles and size, correlated with the legal description of the property. Such plan shall further include the name and address of the property owner, developer, and designer.

- (3) The site plan shall show the scale, north arrow, boundary dimensions, topography (not more than two-foot contour intervals), and natural features such as wood lots, streams, rivers, lakes, drains, and similar features.
 - (4) The site plan shall show existing manmade features such as buildings, structures, high tension towers, and pipelines, and existing utilities such as water and sewer lines, excavations, bridges, culverts, drains, and easements, and shall identify adjacent properties and their existing uses.
 - (5) The site plan shall show the location, proposed finished floor and grade line elevations, and size of proposed principal and accessory buildings, their relation one to another and to any existing structure on the site, the height of all buildings, and square footage of floorspace. Site plans for residential development shall include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of each unit type.
 - (6) The site plan shall show the proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site; also, the location, size and number of parking spaces in the off-street parking area, and the identification of service lanes and service parking.
 - (7) The site plan shall show the proposed location, use, and size of open spaces, and the location of any landscaping, fences, or walls on the site. Any proposed alterations to the topography and other natural features shall be indicated. The site plan shall further show any proposed location of connections to existing utilities and proposed extensions thereof.
 - (8) A vicinity map shall be submitted showing the location of the site in relation to the surrounding street system.
- (f) *Standards for site plan review.* In reviewing the site plan, the **zoning administrator** and planning commission shall ascertain whether the proposed site plan is consistent with all regulations of this chapter **and any other provisions of law**. Further, in consideration of each site plan, the planning commission shall find that provisions of subsections (d) and (e) of this section, as well as the provisions of the zoning district in which the buildings, structures and uses are located as indicated in the proposed site plan, have been satisfactorily demonstrated and met by the applicant.
- (g) *Planning commission **Final approval of site plan**.* Upon the planning commission recommended approval of a site plan, the applicant shall file with the ~~planning commission~~ **Township Board** four copies thereof. **Upon the approval of the Township Board,** the clerk shall, within ten days, transmit to the zoning inspector one copy with the clerk's certificate affixed thereto, certifying that the approved site plan conforms to the provisions of this chapter as determined. If the **planning commission recommends disapproval of the** site plan is ~~disapproved by the planning commission~~, notification of such ~~disapproval~~ **recommendation** shall be given **by the clerk** to the applicant within ten days after such commission action. The zoning inspector shall not issue a zoning compliance permit until he has received a certified approved site plan. **In all applications for site plan approval, the Township Board shall have the authority to issue final approval or disapproval.**
- (h) *Expiration of site plan certificate.* The site plan certificate shall expire, and be of no effect, 365 days after the date of issuance thereof, unless within such time the zoning inspector has issued a zoning compliance permit for any proposed work authorized under the site plan certificate.
- (i) *Amendment or revision of site plan.* ~~At any time after the decision of the zoning administrator~~ A site plan, and the site plan certificate issued thereon, may be amended by the ~~planning commission~~ **Township Board** upon the request of the applicant. Such amendment shall be made upon application and in accordance with the ~~same~~ procedure provided in this section, **including review and recommendation by the planning commission.** Any fees paid in connection with such application may be waived or refunded at the discretion of the ~~planning commission~~ **Township Board.**
- (j) *Sketch plan review.* The township shall require that those conditional uses not required to submit a formal site plan shall provide a basic sketch plan for purposes of review prior to approval.

- (1) *Buildings, structures and uses requiring sketch plan review.* The following buildings, structures or uses shall be required to submit a sketch plan as part of the approval process for obtaining a conditional use permit:
 - a. Single-family dwellings (open space and high density residential/office districts).
 - b. Essential services.
 - c. Public or nonprofit structures or uses, including parks, golf courses, community centers or other uses not defined by this chapter as a commercial land use.
- (2) *Procedure.*
 - a. *Contents of sketch plan.* In order to allow the township planning commission and the developer to reach an understanding of basic design requirements prior to detailed design investment, the developer shall submit a sketch plan of his proposal to the township planning commission. The sketch plan shall be approximately to scale, though it need not be to the precision of a finished engineering drawing, and it shall clearly show the following information:
 1. The boundaries of the property.
 2. The location of the various uses and their areas in acres.
 3. The location and height of all buildings and parking facilities.
 4. The interior roadway system and all existing rights-of-way and easements, whether public or private.
 5. Delineation of the various residential areas, indicating for each such area its size and composition in terms of total number of dwelling units and approximate percentage allocation by dwelling unit type (i.e., single-family detached, duplex, townhouse, garden apartments, high rise), plus a calculation of the residential density in dwelling units per net acre (total area excluding interior roadways) for each such area.
 6. The interior open space system.
 7. The overall drainage system.
 8. If grades exceed three percent, or portions of the site have a moderate to high susceptibility to erosion, or a moderate to high susceptibility to flooding and ponding, a topographic map showing contour intervals of not more than two feet of elevation, along with an overlay outlining the susceptible soil.
 9. Principal ties to the neighborhood and community with respect to transportation, water supply, and sewage disposal.
 10. A general description of the provision of other community facilities, such as schools, recreational facilities, fire protection services, and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated.
 11. A location map showing uses and ownership of abutting lands.
 - b. *Additional required information.* In addition, the following documentation shall accompany the sketch plan:
 1. Evidence that the proposal is compatible with the objectives of the land use plan.
 2. A general statement as to how common open space is to be owned and maintained.
 3. If the development is to be staged, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the sketch plan required by this section shall show the intended total project.

- c. *Review and approval.* The township planning commission shall review the sketch plan and its related documents, and shall render either a favorable or unfavorable recommendation to the applicant.
1. A favorable recommendation shall include a report to the applicant that he may proceed with initiation of the rezoning request. It shall be included as part of the recommendation.
 2. An unfavorable recommendation shall state clearly the reasons therefor and, if appropriate, indicate to the applicant what might be necessary in order to receive a favorable recommendation. Within ten days after receiving an unfavorable recommendation, the applicant may, if he wishes, initiate a rezoning request, which would be accompanied by an unfavorable recommendation from the township planning commission.

(Ord. of 3-26-2001, § 5.6)

State Law reference— Site plans, MCL 125.286e.

SITE PLAN RECOMMENDATIONS

These requirements are specific to each Site Plan and may not all apply.

1. Parking Lot Dimensions (Width) and is it paved or not.
2. Name of developer and address.
3. Legal Description
4. Grade elevations around the building
5. Parking lot grades, slope, drains and lighting. Water runoff?
6. Show utility lines on easement and running to the building
7. Identify use of adjacent properties
8. Lighting on outside of building and grounds
9. Signage on building and property
10. Any use and size of open space in back
11. Location of landscaping
12. Location of well and septic
13. Show location of connections to existing utilities and building
14. Vicinity map showing location of site to surrounding street system
15. Size of entry (drive/curb cut)
16. Fencing in front by road (possible obstruction – maybe against code may change the landscaping)
17. May need drive to rear of building for deliveries
18. Snow removal?
19. Landscape layout