

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

A. _____
Business Name

_____ Phone

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)

LEONI TOWNSHIP PLANNING COMMISSION
SITE PLAN REVIEW

DATE _____

FILE NO. _____

FOR _____

PROJ. LOCATION _____

SECRETARY _____ DATE _____

CHAIRMAN _____ DATE _____

Article 5.6.4

	Meets Requirements	Remarks
4.) Scale 1" = 20' nor less than 1" = 200'		
3.) 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		
<hr/>		
) 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		
e. Lakes		

Meets Requirements	Remarks
5. Natural features, such as: (continued)	
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	
.) 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)		
.) 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:		
Vicinity map shall be submitted showing the location of the site in relation to the surrounding street system:		

Meets Requirements

Remarks

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

Meets Requirements	Remarks

REMARKS:

APPROVAL WITH CONDITIONS:

NOT APPROVED:

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

4. *Lights.* Towers shall not be illuminated by artificial means and shall not display strobe lights unless specifically required by the Federal Aviation Administration or other federal or state authority for a particular tower.
5. *Signs.* The use of any portion of a tower for signs other than warning or equipment information is prohibited.
6. *Application for building permit.* Application must be made for a building permit, and the following information must be submitted:
 - i. Site plan of the proposed tower location showing all existing and proposed features of the site.
 - ii. Elevation of the proposed tower height above grade, and any other improvements.
 - iii. Documentation of the purpose of the tower, the number and type of users to be served at this site, Federal Aviation Administration approval and an engineer's certification of structural and electrical safety.

(Ord. of 3-26-2001, § 5.5)

State law reference—Special land uses, MCL 125.286b.

Sec. 42-346. Site plan review and approval.

(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 planning commission 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 initialled 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 shall undertake a study of the application and shall, within 30 days, approve or disapprove such site plan, advising the applicant in writing of the recommendation, including any changes or modifications in the proposed site plan as are needed to achieve conformity to the standards specified in this chapter.

(e) *Required data for detailed site plan.* Every site plan submitted to the planning commission 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 planning commission shall ascertain whether the proposed site plan is consistent with all regulations of this chapter. 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 approval of site plan.* Upon the planning commission recommended approval of a site plan, the applicant shall file with the planning commission four copies thereof. 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 site plan is disapproved by the planning commission, notification of such disapproval shall be given 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.

(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 a the site plan certificate.

(i) *Amendment or revision of site plan.* A site plan, and the site plan certificate issued thereon, may be amended by the planning commission upon the request of the applicant. Such amendment shall be made upon application and in accordance with the procedure provided in this section. Any fees paid in connection with such application may be waived or refunded at the discretion of the planning commission.

(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.

Sec. 42-347. Nonconformities.

(a) *Generally.* Where, within the districts established by the chapter, or by amendments, there exist lots, structures, and uses of land and structures which were lawful before the date of adoption of the ordinance from which this chapter is derived or the date of adoption of an amendment to this chapter, and which would be prohibited, regulated, or restricted under the terms of this chapter or future amendment, it is the intent of this chapter, notwithstanding other provisions of this section, to permit these nonconformities to continue until they are discontinued, damaged, or removed, but not to encourage their survival. These nonconformities are declared by this chapter to be incompatible with the lots, structures, and uses permitted by this chapter in certain districts. It is further the intent of this chapter that such nonconformities shall not be enlarged, expanded, or extended except as provided in this section, or be used as grounds for adding other lots, structures, or uses prohibited elsewhere in the same district.

(b) *Nonconforming uses of land.* Where, on the date of adoption of the ordinance from which this chapter is derived or the date of adoption of an amendment to this chapter, a lawful use of land exists that is no longer permissible under the provisions of this chapter, such use may be continued, so long as it remains otherwise lawful, subject to the following provisions:

- (1) *Enlargement, expansion or extension of use.* No such nonconforming use of land shall be enlarged, expanded, or extended to occupy a greater area of land than was occupied on the effective date of the ordinance from which this chapter is derived or the date of adoption of an amendment to this chapter, and no accessory use or structure shall be established therewith.

1. From a previous site plan
Returned for a second meeting
to provide this information



Holiday Inn

Site Plan Needs

1. PARKING LOT DIMENSIONS (width) — PAVED —
2. NAME of DEVELOPER (AND ADDRESS)
3. LEGAL DESCRIPTION
4. GRADE ELEVATIONS AROUND bldg.
5. PARKING lot GRADES, slope, DRAINS, AND lighting. WATER RUN-off?
6. Show utility lines OR EASEMENT AND RUNNING to bldg.
7. Identify USE of ADJACENT PROPERTIES
8. Lighting on outside of bldg. AND grounds
9. SIGNAGE on bldg. 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) off of PAGE AVE.
16. FENCE in front by ROAD (possible obstruction - MAY BE AGAINST CODE - MAY CHANGE to LANDSCAPING).
17. MAY NEED DRIVE to REAR of bldg. for DELIVERIES.
18. SNOW REMOVAL?
19. SETBACKS OFF PROPERTY LINE (BUILDING LOCATION)
20. LANDSCAPE