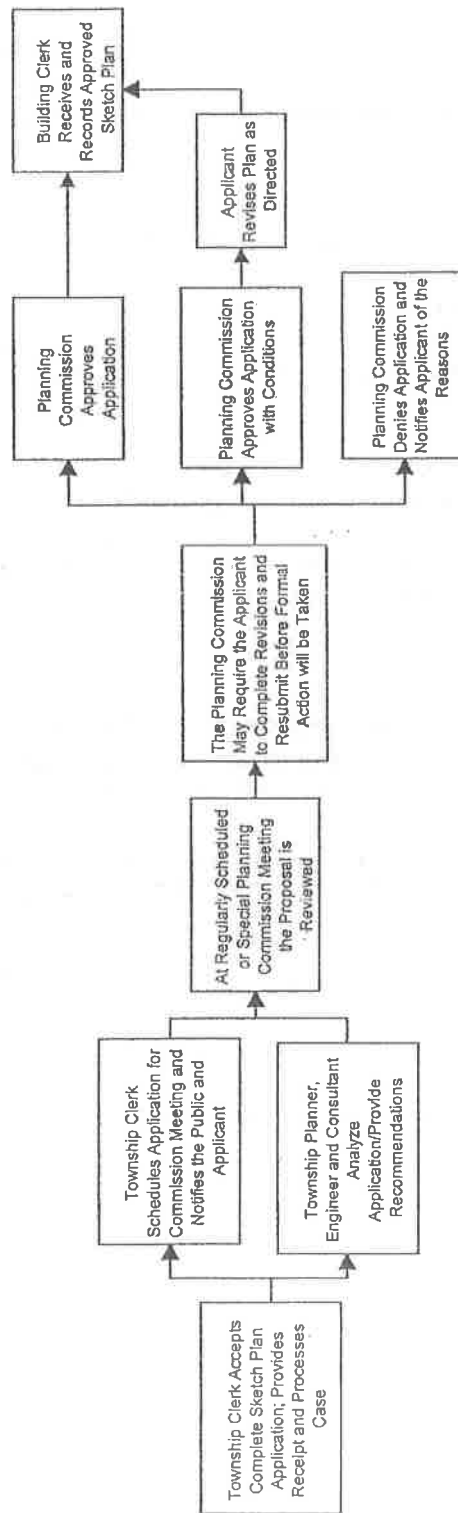




**MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN  
SKETCH PLAN REVIEW PROCESS**



## ***SITE SKETCH PLAN APPROVAL***

A Sketch Plan is a simplified Site Development Plan generally used for small development proposals. Site sketch plan review may be used when the applicant can demonstrate that:

- a. The proposed development is associated with a special use application and only minor structural or site alterations will be required to initiate the use; or
  - b. A proposed structural alteration or building expansion not associated with a special use request will change the floor area of buildings on the site by less than ten (10%) percent or twenty-five hundred (2,500) square feet, whichever is less of the last approved site development plan; or
  - c. A parking lot that provides, or will provide, more than four (4) parking spaces will be expanded.
- Authorization to use a sketch plan is a privilege and not a right. Not all developments are permitted to utilize the sketch plan because of their size or impact.
  - A site development plan may be required in place of a site sketch plan if the Planning Commission determines additional information is needed.

### **Instructions**

The Planning Commission shall complete all Site Development Plan reviews within sixty (60) days. Not less than fourteen (14) days prior to the Planning Commission meeting at which the review is requested, the applicant shall submit the following information::

- Fourteen (14) completed copies of the Sketch Plan review application (included in this manual)
- Fourteen (14) individually folded copies of the sketch plan
- Required review fees

### **Action by the Planning Commission**

The Planning Commission will review the sketch plan in accordance with the following:

- a. Sketch plans shall be prepared on paper at a scale evenly divisible by ten (10) between 1"=10' to 1"=50' or 1"=100'.
- b. Name, address and phone number of the applicant and the person preparing the drawing.
- c. Property boundary lines and dimensions; if more than one lot is included in the site, the lot lines of each lot shall be indicated.
- d. Edges of all existing and proposed paved surfaces complete with all parking spaces shown.
- e. The outline of all existing and proposed exterior building walls on the site.
- f. Existing and proposed driveways.
- g. All proposed exterior site improvements



# Charter Township of Monitor

TOWNSHIP APPLICATION FEE LIST  
 UPDATED ON APRIL 24, 2017

## PLANNING COMMISSION:

### APPLICATION FOR:

Rezoning – per parcel	\$1,000.00
Ordinance Amendment	\$1,000.00
Special Use Permit	\$ 700.00
* Each Additional Site Plan Submitted for Review	\$ 600.00
Extension, prior to expiration	\$ 390.00
Site Plan Review	\$ 700.00
* Each Additional Site Plan Submitted for Review	\$ 600.00
Site Sketch Review	\$ 450.00
Special Planning Commission Meeting	\$ 750.00
Subdivision Review, first 20 lots or less	\$ 850.00
(Preliminary, Final Preliminary, and Final Plat) Each	\$ 850.00
Each lot in excess of 20 lots	\$ 8.00
Site Condo	\$1,000.00
Home Occupation when submitted with a site sketch	\$ 600.00
Enlargement of non-conforming structures 1 & 2 Family dwellings and their accessory structures when submitted with a site sketch (Sec. 16.05)	\$ 600.00
Additional fees for professional services of Township Attorney and/or Planner. Note*	ACTUAL COST

## ZONING BOARD OF APPEALS:

Application for variance	\$ 250.00
Additional fees if Township Attorney and/or Planner is required. Note **	

LAND DIVISION APPLICATION + \$30 per each split	\$ 200.00
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APPLICATION FOR I.F.T.	\$ 350.00
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## WIRELESS COMMUNICATIONS PERMIT:

Application	\$ 250.00
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## CONSTRUCTION BOARD OF APPEALS:

Application for variance	\$ 500.00
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Note\*. In the event the application requires additional services, these professional services will be billed to the applicant on an actual cost basis. Such charges must be paid prior to the issuance of any permits by the Township.

Note\*\* Applications for variances or for appeals of administrative decisions generally do not require the services of the Township attorney or professional planner. In the event that, at the Township's sole discretion, any professional services are required by the Zoning Board of Appeals, the cost of such services will be billed to the applicant on an actual cost basis. Such charges must be paid prior to the issuance of any permits by the Township.

## *APPENDIX A*

### *PLANNING COMMISSION PROCEDURES*

The Planning Commission is the group responsible for reviewing and approving all applications for such things as site development plans, special use permits, subdivisions, and site condominiums submitted to the Township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follow.

1. Regular meetings of the Planning Commission are usually held at 7:00 p.m. on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E. Midland Road. Please check with the Township for the precise date of a particular meeting.
2. All materials submitted for review by the Commission are due at the Township offices not less than fourteen (14) days in advance of a scheduled Commission meeting date.
3. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Clerk's office can provide current fee information.
4. A public hearing must be held before action on any request for items, such as rezoning, special use permit, site condominium or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
5. At the first regular meeting at which a proposal is considered, the Planning Commission will set the date for a public hearing. However, under exceptional circumstances, the Planning Commission Chair may set a public hearing date for the next regular meeting.
6. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
7. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excessive number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00 p.m. on the next available Commission agenda.
8. Procedures have been established to guide the Planning Commission and the applicant through the various approval processes. These procedures place certain responsibilities upon the applicant.

## *PLANNING COMMISSION PROCEDURES*

Compliance with all of the procedural requirements, as well as the Zoning Ordinance, Subdivision Control Ordinance and other applicable standards, will minimize delays and assure expeditious review of the plan.

9. The Township Planner shall provide review comments to the Planning Commission in advance of action on each request for approval. In some circumstances, the Township may also request review comments from the Township Engineer or Planning Commission Attorney. Copies of all review comments shall be made available to the applicant.
10. The proponent of a development proposal shall have the opportunity to present the request and additional supplemental information to the Commission in advance of final action on the request.
11. After consideration of information presented regarding site plans and special use permits, the Commission is authorized to approve, approve with conditions or deny such requests consistent with the standards of the Zoning Ordinance and other applicable regulations.
12. For rezoning requests and applications for subdivision of land, the Commission is authorized to make a recommendation for approval or denial of the requests. The Township Board has final authority to approve or deny requests for rezoning or subdivision of land.
13. The Planning Commission encourages discussion from all members of the audience. There may times when it is necessary for the Planning Commission Chair to limit comments from individual members of the audience in order to assure that all opinions are heard and a decision made in an expeditious fashion. Both the audience and the Planning Commission should strive for a thorough yet concise discussion of each topic.

# Zoning Ordinance #52

## Chapter III

### General Provisions – Section 3.19

#### **SECTION 3.19 SITE DEVELOPMENT PLAN (Effective 4/1/96)**

To fully insure the safety, convenience, and well being of the citizens of the Township and of the intended occupants of a particular use, a site development plan or required site sketch plan for all uses which require more than four (4) parking spaces and all uses permitted as special uses in this Ordinance shall be required and receive approval by the Planning Commission prior to the issuance of a building permit. As used in this paragraph, a determination that a use requires four (4) or more parking spaces is based on the contemplated use and structural additions to the property, if any, which, by the terms of this Ordinance, would require an addition of four (4) parking spaces to the required minimum parking, irrespective of whether additional parking actually need be constructed. Approval shall be subject to the following procedures and conditions:

- (a) The applicant shall submit fourteen (14) copies of a site development plan at a scale not to exceed one (1) inch equals two hundred (200) feet (1" = 200'). The following items shall be shown on the plan:
  - 1) Property description.
  - 2) Property lines and dimensions, including individual lot lines and lot numbers if the complete parcel includes more than one platted lot.
  - 3) Dimensions of all existing structures and proposed structures or improvements.
  - 4) Utilities, showing the location of sanitary sewers and/or water lines or a statement of intent to utilize private wells and/or septic disposal systems.
  - 5) Street right-of-way, indicating proposed access routes and internal circulation.
  - 6) Storm drainage - how storm water will be drained.
  - 7) Easements, if any exist.

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- 8) Proposed paved parking areas, drives and landscaped areas. Parking areas shall be designated by lines showing individual spaces.
  - 9) The following information shown on the plan in separate tabular form:
    - a) Total lot (or parcel) area (square feet acreage)
    - b) Proposed building area (square feet).
    - c) Proposed parking area (square feet).
  - 10) Seal of the engineer, architect, landscape architect, or other registered professional responsible for preparation of the plan.
  - 11) Date site plan was prepared.
  - 12) If available for informational purposes, a floor plan of the proposed facility.
  - 13) Notation on the site plan describing the proposed use.
- (b) The Planning Commission shall determine that the proposed development is arranged:
- 1) To provide convenient and safe automobile circulation and parking in relation to streets, pedestrian walkways and adjoining properties or parking areas.
  - 2) To insure adequate visual distances for traffic.
  - 3) To minimize conflicts of traffic movements on public streets and upon the property involved.
  - 4) To insure the value and reasonable use of adjacent properties and the safety, convenience, and well being of adjoining property owners and the citizens of the Township.
  - 5) To insure adequate drainage without jeopardizing adjacent downstream properties.
  - 6) To maintain setback and yards as set forth in the zoning ordinance.
  - 7) To insure adequate paved parking areas and the proper identification of loading zones and storage areas.



*General Provisions*

- 8) To insure the provision of adequate and safe water supply and sewage disposal.
- 9) To preserve the existing natural landscape in its nature state as much as possible, by minimizing tree and soil removal.
- 10) To insure reasonable visual and sound privacy through the use of fences, walls, barriers and landscaping, as appropriate, for the protection and enhancement of property and the safety and privacy of occupants and users.
- 11) To insure convenient and direct emergency vehicle access.
- 12) To arrange exterior lighting so that it is deflected away from adjoining properties and so that it does not impede vision of drivers along adjacent streets.
- 13) To insure compliance with all applicable Federal, State, County and Township health and pollution laws and regulation.
- 14) To promote public health, safety and general welfare by requiring the screening, buffering and landscaping of sites and parking lots which will serve to:
  - a) reduce wind and air turbulence;
  - b) reduce heat and noise;
  - c) reduce the glare of automobile lights;
  - d) preserve underground water reservoirs and return precipitation to the ground in water strata;
  - e) act as a natural drainage system;
  - f) reduce the level of carbon dioxide and return oxygen to the atmosphere;
  - g) prevent soil erosion;
  - h) provide shade;
  - i) conserve and stabilize property values;

*General Provisions*

- j) relieve the stark appearance of parking lots; and
  - k) generally preserve a healthful and pleasant environment in keeping with Township character.
- 15) To improve the quality of existing developments as they are expanded, contracted, redeveloped or changed in keeping with the site development standards of the Township.
- 16) To retain, enhance, and protect the quality, value and privacy of the Township's single family land uses.
- 17) To insure the design of all development phases in logical sequence.
- 18) To insure the design of all sites in compliance with Federal, State and local barrier-free requirements and to reasonably accommodate the handicapped and elderly.
- 19) To provide a safe pedestrian environment that is insulated from the vehicular circulation system and provides comfortable pedestrian movement.
- (c) To accomplish these goals, the Planning Commission may recommend the following:
- 1) Entries and exits for vehicular traffic;
  - 2) The direction of traffic flows on off-street parking areas and drives;
  - 3) The number and location of entries and exits onto public streets;
  - 4) The use of existing entries and exits on adjacent properties to minimize traffic hazards on public streets.
- (d) Further, the Planning Commission is empowered to require a performance bond or certified check in an amount equal to the estimated cost of improvements (as defined in Section 2.40) associated with the project. Such performance guarantee shall be deposited with the Clerk of the Township at the time of the issuance of the permit authorizing the activity or project to insure faithful completion of the improvements indicated with the approved site development plan; if not, said performance bond shall be forfeited. The Township shall rebate a proportional share of the deposit, when requested by the depositor, based on the percent of improvements completed, as attested to by the depositor and verified by the Zoning Administrator. The Zoning Administrator may, at his discretion, call upon professional assistance from the Township Engineer or the Township Planner. In cases where the provisions of Section 3.19(e) have not been met, the amount of the aforementioned

## *General Provisions*

performance guarantee shall be used by the Township to return the property to a safe and healthy condition; and the balance, if any, shall be returned to the applicant.

- (e) Each development shall be under construction within one (1) year after the date of final approval by the Planning Commission. If said applicant does not fulfill this provision, the commission may grant a sixty (60) day extension provided the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties but is then ready to proceed. Should neither of the aforementioned provisions be fulfilled or a sixty (60) day extension has expired without construction underway, the site development plan shall be null and void.
- (f) The Planning Commission shall undertake and complete all site development plan reviews within sixty (60) days of submission by the applicant. Upon approval of said plan, the Chairman of the Planning Commission shall sign three (3) copies thereof. One (1) signed copy shall be made a part of the Commission's files and one (1) shall be forwarded to the Building Inspector for issuance of a building permit. The third copy shall be returned to the applicant.
- (g) A site sketch plan review may be used by the Planning Commission when the applicant can demonstrate that:
  - 1) The proposed development is associated with a special use application where only minor structural or site alternations will be required to initiate the use; or
  - 2) A proposed structural alteration or building expansion not associated with a special use request will change the floor area of the buildings on the site by less than ten percent (10%) or twenty-five hundred (2,500) square feet, whichever is less of the last approved site development plan; or
  - 3) A parking lot that provides, or will provide, more than four (4) parking spaces will be expanded.

At the discretion of the Planning Commission, a site development plan may be required in place of a site sketch plan if the Planning Commission determines that additional information is needed. The Planning Commission shall not accept a sketch plan in place of a site development plan if the requested approval will result in construction of a new building on a site. The Planning Commission shall not accept a sketch plan in place of a site development plan associated with a special use that requires expansion of a building in excess of (G)(2) above.

- (h) A site sketch plan is a scaled drawing and related written documentation that describes a proposed use and any related structural or site improvements. The following information shall be included in a site sketch plan for review by the Planning Commission in accordance with subsection 3.19(G) above:

## *General Provisions*

- 1) A drawing shall be prepared on paper at one of the following scales:
  - a) One (1) inch equal to ten (10) feet;
  - b) One (1) inch equal to twenty (20) feet;
  - c) One (1) inch equal to thirty (30) feet;
  - d) One (1) inch equal to forty (40) feet;
  - e) One (1) inch equal to fifty (50) feet;
  - f) One (1) inch equal to one hundred (100) feet.
- 2) Name, address and phone number of the applicant and the person preparing the drawing.
- 3) Property boundary lines and dimensions; if more than one lot is included in the site, the lot lines of each lot shall be indicated.
- 4) Edges of all existing and proposed paved surfaces, as required.
- 5) Parking spaces, at the size required by this Ordinance.
- 6) The outline of all existing and proposed exterior building walls on the site.
- 7) Existing and proposed driveways.
- 8) All exterior site improvements or modifications proposed in conjunction with the use described on the sketch plan including, but not limited to, building construction, new pavement, landscaping and site clearing.
- 9) A written description of the proposed use.
- 10) A floor plan describing the use of all interior floor space.