



SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345
(616) 887-8863 Fax (616) 887-3823
www.spartatownship.org

PLANNING COMMISSION PROCEDURES AND DEADLINES FOR SITE PLANS

Deadline: The deadline to submit materials for a Planning Commission Meeting is by 5:00 p.m., 35 days prior to the next scheduled meeting date. The materials must be dropped off at the Sparta Township Office, 160 E. Division St., Sparta, MI 49345.

Meeting: The Planning Commission meets the second Tuesday of the month at 7:00 p.m. at the Sparta Township Hall meeting room.

Cost: Request Fee: \$250; Escrow¹: \$1,000

Submittal: Three (3) identical packets must be submitted to the Township along with the fee by the deadline. They should be folded in 8 ½" by 11" sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives. An electronic copy (PDF) of the packet shall also be submitted.

Please call the Township Hall with any questions. 616-887-8863

DO NOT DISCARD THIS PAGE. YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION

DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY

Applicant Name & Address: _____

Application Fee/Escrow _____ **Date Received** _____ **Date Notices Mailed** _____

Public Hearing Date _____ **Approved** ____ **or Denied** ____ **or Approved with Conditions** _____

¹ Escrow funds are used to reimburse planning, engineering, and legal fees incurred. If the fund drops below 10% of the deposit, an additional deposit will be required to continue. Any funds remaining will be refunded when the project is complete. Any approvals will be subject to requiring any outstanding funds due are paid in full.



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SITE PLAN APPLICATION

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Email/Fax: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address and interest of every person who has a legal or an equitable interest in any property included in the site plan permit application.

What is the land use requested? _____

**Signature of Applicant

Date

**Signature of Property Owner

Date

Attach a detailed site plan of the property meeting the requirements of Article 6. (see following pages)

6.2. Site Plan Applicability

A. In accordance with the provisions of this Article, the Zoning Administrator or the Planning Commission (where applicable) shall review and approve, deny, or approve with conditions a site plan for the proposed development, activity, or use prior to the issuance of any permits for the creation of a use or the erection or expansion of a building in the zoning districts and as specified in this Article.

B. No use, activity, building, or structure that requires site plan approval shall be commenced, conducted, expanded, or constructed until and unless site plan approval has occurred.

C. The Zoning Administrator shall review and approve, approve with conditions, or deny a site plan for all of the following uses:

1. Any multi-family residential development (not involving a special use, plat, PUD, OSPUD, or conditional rezoning).
2. Any use in the C1 General Commercial zoning district.
3. Any use in the C2 Highway Commercial zoning district.
4. Any use in the I1 Light Industrial zoning district.
5. Any use in the I2 Heavy Industrial zoning district.
6. Any use within the Ap Airport zoning district (unless provided otherwise in this Ordinance).
7. Private streets (except as otherwise provided in Section 4.27 hereof).
8. Essential services.
9. Any commercial, industrial, business, or office use (unless a special use, PUD, OSPUD, or conditional rezoning is involved).
10. Home occupations.
11. State licensed residential family care facilities and family day care homes.
12. Any expansion, enlargement, or change to any of the preceding.

D. The Planning Commission shall approve, deny, or approve with conditions a site plan regarding any of the following uses:

1. Any mobile home park.
2. Any site plan associated with a special use in any zoning district.
3. Any plat.
4. Condominiums, site condominiums, and subdivisions in any zoning district.
5. Any site plan associated with a PUD.
6. Any site plan associated with an OSPUD.
7. Any expansion, enlargement, or change to any of the preceding.

E. The Zoning Administrator shall have the discretion to forward a site plan to the Planning Commission for any site plan

normally within the jurisdiction of the Zoning Administrator if the Zoning Administrator determines that the site plan and proposed use involve matters of significant public interest and that the Planning Commission may be better equipped to deal with the particular site plan involved. Should such referral occur with regard to a particular site plan, all the provisions in this Article 6 applicable to Planning Commission review of a site plan (including the standards for review and approval by the Planning Commission) shall apply.

6.4. Site plan application

An application for site plan review (along with sufficient copies of the site plan) shall be submitted to the Zoning Administrator along with any fee or escrow requirements as set by resolution of the Township Board. The application shall at a minimum contain all of the following information:

- A. The applicant's name, address and phone number.
- B. Proof that the applicant is the owner of the property or has a legal or financial interest in the property, such as a purchase agreement.
- C. The name, address and phone number of the owner(s) of record if different than the applicant.
- D. The address of the property.
- E. Legal description of the property.
- F. Current zoning.
- G. Project description.
- H. Size of the parcel in acres.
- I. Signature of the applicant and owner of the property.

6.10. Preliminary site plan review—Planning Commission

A. If desired by the applicant, a preliminary site plan may be submitted to the Planning Commission, where the Planning Commission has jurisdiction over the site plan process. The purpose of this procedure is to allow discussion between the applicant and the Planning Commission, to better inform the applicant of the acceptability of the project before significant engineering efforts are incurred that might be necessary for final site plan approval.

D. The preliminary site plan shall be drawn at a scale of not more than one inch equals 100 feet and shall contain the following information unless specifically waived by the Planning Commission.

- 1. Existing adjacent streets and proposed streets, public or private, as well as development within 100 feet of the site.
- 2. Parking lots and access points.
- 3. Proposed buffer strips or screening.
- 4. Significant natural features and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, floodplains, hills, and similar natural features.
- 5. Existing and proposed buildings.
- 6. General topographical features including existing contour intervals not greater than ten feet.
- 7. Proposed method of providing public or private utilities including stormwater drainage.
- 8. Small scale sketch of properties, streets, and zoned uses of land within one-half mile of the site.

E. The Planning Commission shall review the preliminary site plan and may make recommendations to assist the applicant in preparing a final site plan that will conform to the standards of this Ordinance.

6.11. Final site plan review

A. If desired by the applicant, a final site plan may be submitted for review without first receiving preliminary site plan approval. Application for final site plan review shall be made in accordance with the application procedures of this Article, and shall be reviewed in accordance with the same procedures for preliminary site plans.

B. Final site plans whether submitted to the Planning Commission or Zoning Administrator (as may be required by this Article) shall be drawn at a scale of not more than one inch to 100 feet and shall contain the following information unless specifically waived by the Planning Commission or Zoning Administrator (as the case may be):

1. The date on which the site plan was prepared.
2. The name, address, and professional seal of the architect, landscape architect, engineer, or professional surveyor who prepared the plan.
3. A north arrow and legal description based upon the most current survey.
4. Property lines, dimensions, and building setback distances and all structures, lot lines, and wetlands within 100 feet of the site.
5. Existing and proposed topographic elevations at two-foot intervals on the site and to a distance of 50 feet outside the boundary lines of the site.
6. Direction of stormwater drainage and how stormwater runoff will be handled, as well as a statement describing where stormwater will be ultimately discharged such as a creek, stream, lake, or wetland.
7. Location of existing and proposed buildings, their intended use, the length, width, and height of each building, and the square footage and finished floor elevation of each building.
8. Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site. Also driveway width, curb radii, and design of proposed deceleration lanes.
9. Location and size of all water and sanitary sewer lines and storm drainage lines as well as fire hydrants and catch basins, and location of septic tanks and drain fields, and utility easements.
10. Location and type of all sidewalks, bike paths, and other walkways.
11. Location, type, and size of any walls, fences or other screening devices.
12. Location of all proposed landscape materials, including size and type of plantings.
13. Location, size and height of all proposed accessory structures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, and methods of screening, and existing and proposed utility poles. Rooftop or outdoor equipment shall also be indicated, including proposed methods of screening where appropriate.
14. Proposed parking areas and access drives showing the number and dimensions of spaces and aisles, loading

areas, handicapped access ramps, and the method of surfacing such areas.

15. Exterior lighting showing areas of illumination and type of fixtures as well as the method of shielding lights from adjacent properties and roadways.

16. Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Vegetation that is to be retained on the site must be illustrated.

17. Location of existing and proposed slopes that are 20 percent or greater.

18. Zoning and land use on adjacent properties.

19. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or by state or federal agencies.

20. The Planning Commission or Zoning Administrator may request architectural elevation drawings of a building and cross-section drawings of the site.

21. Small-scale sketch of properties, streets, and zoned uses of land within one-half mile of the site.

ARTICLE 6 (SITE PLAN REVIEW)

The applicant must review Article 6 in its entirety, depending upon plan submission type. Not all provisions of Article 6 are provided in this application.

The following sections of the Zoning Ordinance may also apply to the proposed use. If applicable, please see the Planner for copies of applicable sections or the Zoning Ordinance in its entirety.

- Article 4 – General Regulations (Parking, Lighting and Screening, etc.)
- Article 8 – Supplemental Use Regulations
- Article 9 – Mobile Homes Parks
- Article 10 – Signs
- Appendix A – Table of Use Regulations
- Appendix B – Table of General Bulk Regulations

The applicant is advised to review the Sparta Township Zoning Ordinance in its entirety to ensure complete compliance with said Ordinances.