

ARTICLE 35

SITE PLAN REVIEW

SECTION 35.01. Purpose

The purpose of this Article is to establish procedures and standards that provide a consistent method for review of site plans, and to ensure full compliance with the standards contained in this Ordinance and other applicable Codes and Ordinances.

It is the further purpose of this Article to protect natural, cultural and civic resources, minimize adverse impacts on adjoining or nearby properties, encourage cooperation and consultation between the Township and the applicant, and facilitate development in accordance with the Township's Master Plan.

SECTION 35.02. Site Plan Review Required

Two separate review processes have been established in accordance with the purpose of this Article, as follows:

A. Uses Subject to Planning Commission Review

A site plan shall be submitted for review by the Planning Commission as set forth in this Section before the issuance of a building permit and before any building construction or development, except in the case of construction limited to one (1) single-family home for location on a lot in a previously approved subdivision or plat, a previously approved acreage parcel or a previously approved site condominium. Before issuance of a building permit, or the beginning of building construction or development related to a second or subsequent single-family home on a lot in an approved subdivision or plat, a previously approved acreage parcel or a previously approved site condominium, a site plan shall be submitted for review as set forth in Article 35 of this Ordinance.

B. Projects Eligible for Administrative Review

The following development projects, uses and other activities have been determined to be eligible for administrative review and approval of a site plan by the Planning Director:

1. A change in use to a similar or less intense use, as determined by the Planning Director, provided that significant site changes (such as a change in parking or vehicular layout, landscape screening, or reorientation of the building) are not required for compliance with the provisions of this Ordinance.
2. Construction buildings and uses, and minor changes during construction due to unanticipated site constraints or outside agency requirements.
3. Multiple-family and non-residential accessory structures and uses.

4. Re-occupancy of a building that has been vacant for more than 30 days, where no zoning variances are necessary, the proposed use will be conducted fully within an enclosed building, and re-occupancy will not require significant additional parking demands, access changes or other substantial modifications to conform with the provisions of this Ordinance.
5. Sidewalk or pedestrian pathway construction or relocation, and installation of screening around outdoor trash storage areas.

The site plan shall be accompanied by a review fee as established by the Township Fee Ordinance. The proposed development shall comply with all requirements of this Ordinance except where, in the determination of the Planning Director, strict adherence to the requirements of this Ordinance would place an undue hardship on the property owner because of existing conditions or the necessary improvements would be far beyond the scope of the project proposed. The Planning Director shall verify that the proposed development complies with all requirements of this Ordinance, consistent with its determination.

The Planning Director or applicant shall have the option to request Planning Commission consideration of a project otherwise eligible for administrative review. In such cases, the Planning Commission shall review the site plan in accordance with the procedures outlined in Article 35 (Site Plan Review Procedure).

SECTION 35.03. Required Information for Site Plans.

The site plan shall contain the following information:

MINIMUM SITE PLAN INFORMATION REQUIREMENTS	
SITE PLAN DESCRIPTIVE INFORMATION:	
✓	Applicant’s name, address, telephone number and name of township, city or village of residence.
✓	Title block.
✓	Scale.
✓	Northpoint.
✓	Dates of submission and revisions (month, day, and year).
✓	Location map drawn to a scale of one (1”) inch equals 2,000 feet, with northpoint.

MINIMUM SITE PLAN INFORMATION REQUIREMENTS

- ✓ Legal and common description of property.
- ✓ Identification and seal of architect, engineer or, landscape architect who prepared plans.
- ✓ Written description of proposed land use.
- ✓ Zoning classification of petitioner’s parcel and all abutting parcels.
- ✓ Proximity to section corner and major thoroughfares.
- ✓ Net acreage (minus rights-of-way) and total acreage.

SITE DATA:

- ✓ Site plans shall be drawn to an engineer’s scale appropriate for a sheet size of at least 24 by 36 inches. Sites three (3) acres or less shall be drawn at a scale of one (1) inch equals 20 feet and sites greater than three (3) acres shall be at a scale of one (1) inch equals 50 feet. If a large development must be depicted in sections on multiple sheets, then an overall composite sheet shall be provided.
- ✓ Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.
- ✓ On parcels of more than one acre, topography on the site and within 100 feet of the site at two foot intervals, referenced to a U.S.G.S. benchmark.
- ✓ Proposed lot lines, lot dimensions, property lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
- ✓ Dimensions and centerlines of existing and proposed roads and road rights-of-way.
- ✓ Acceleration, deceleration, and passing lanes, where required.
- ✓ Proposed location of access drives and on-site driveways.
- ✓ Location of existing drainage courses, floodplains, lakes and streams, with elevation.
- ✓ Location of existing and proposed interior sidewalks, sidewalks in right-of-way, and pathways.
- ✓ Exterior lighting locations and methods of shielding. Details of the lighting fixtures shall be provided in a site plan in accordance with Article 31 (Exterior Lighting).

MINIMUM SITE PLAN INFORMATION REQUIREMENTS

- ✓ Waste receptacle location and method of screening, in accordance with Article 29.
- ✓ Transformer pad location and method of screening.
- ✓ Front, side and rear yard dimensions, as provided for in Article 6 (Dimensional Standards).
- ✓ Parking spaces, drives and method surfacing, in accordance with Article 28 (Parking, Loading, and Access Management).
- ✓ Information needed to calculate required parking in accordance with zoning ordinance standards.
- ✓ All existing and proposed easements.
- ✓ Designation of fire lanes.

BUILDING AND STRUCTURE DETAILS:

- ✓ Locations, height, and outside dimensions of all proposed buildings or structures.
- ✓ Building floor plans.
- ✓ Floor area (total and usable).
- ✓ Location, size, height and lighting of all proposed signs, as well as a cross-section depicting the entire sign structure and message.
- ✓ Obscuring walls or berm locations with cross sections, where required.
- ✓ Building elevations, drawn to scale of one (1”) inch equals four (4’) feet, or to another scale approved by the Planning Director and adequate to determine compliance with the requirements of this Ordinance.
- ✓ Roof-top and ground-mounted HVAC equipment and the method of screening, with details.

✓ INFORMATION CONCERNS UTILITIES, DRAINAGE AND RELATED MATTERS:

- ✓ Location of sanitary sewers and septic systems, existing and proposed, in accordance with Township Engineering Design Standards.

MINIMUM SITE PLAN INFORMATION REQUIREMENTS	
✓	Location and size of watermains, well sites, and building service, existing and proposed, in accordance with Township Engineering Design Standards.
✓	Location of hydrants, existing and proposed in accordance with the Township Engineering Design Standards (See “Watermains” and “Standards for Site Plans”).
✓	Location of storm sewers, existing and proposed, in accordance with Township Engineering Design Standards.
✓	Indication of site grading, drainage pattern, and other storm-water control measures, in accordance with Township Engineering Design Standards.
✓	Stormwater drainage and retention calculation, in accordance with Township Engineering Design Standards.
✓	Location of gas, electric, cable TV, and telephone lines, above and below ground, in accordance with Township Engineering Design Standards.
✓	Assessment of potential impacts from use, processing, or movement of hazardous materials or chemicals, if applicable.
✓	The location of all public utilities, whether they are proposed to be installed or may be installed in the future, including, but not limited to, electrical, telephone, natural gas, cable TV, municipal water and sanitary sewers shall be indicated on the Engineering plans for site condominium projects. All public utilities shall be constructed where indicated on the approved engineering plans.
✓	INFORMATION PERTINENT TO SINGLE-FAMILY CONDOMINIUMS, TWO-FAMILY AND MULTIPLE-FAMILY RESIDENTIAL, MOBILE HOMES, OR SINGLE FAMILY CLUSTER DEVELOPMENT:
✓	The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).
✓	Density calculations by type of residential unit (dwelling units per acre).
✓	Swimming pool fencing detail, including height and type of fence, if applicable.
✓	Location and size of recreation and open space areas.
✓	Indication of type of recreation facilities proposed for recreation areas.

MINIMUM SITE PLAN INFORMATION REQUIREMENTS

✓ INFORMATION PERTINENT TO QUASI-PUBLIC, COMMERCIAL, INDUSTRIAL, AND SPECIAL PURPOSE DEVELOPMENT:

✓ Loading and unloading area, in accordance with Article 28 (Parking, Loading, and Access Management).

✓ Propane tank locations and methods of shielding and any overhead utilities.

✓ For industrial development, research office uses, or automobile service stations, the quantity and quality of industrial waste.

✓ LANDSCAPING AND SCREENING:

✓ All single trees and plantings in their actual location and identified as to species and height at planting and height at maturity.

✓ Required trees or plantings within road or highway rights-of-way in their actual location and identified as to species and height at planting and height at maturity.

✓ Entranceway details, including trees, plantings and berms. The landscape plan shall show the relationship of the entranceway to the right-of-way of the intersecting roads and/or driveways.

✓ Any wooded area shall be shown by symbolic lines tracing the spread of outer most branches and shall be described as to the general sizes and species of trees contained.

✓ Preservation of Existing Plant Material. The plan shall show all existing trees with a two (2”) inch caliper, or greater, measured twelve (12”) inches above grade to be saved. If existing plant material is labeled “to be saved” on the site plan, protection measures must be implemented, such as the placing of fencing or stakes at the dripline. No vehicle or other construction equipment shall be parked or stored within the dripline of any plant material intended to be saved.

✓ The landscape plan will be reviewed taking into consideration such factors as contribution to visual orientation and safe circulation, variety of plants used, seasonal interest, hardiness, appropriateness to the conditions and other design criteria.

✓ Parking lot landscaping and screening.

ADDITIONAL REQUIRED INFORMATION:

✓ Other information as requested by the Planning Director or Planning Commission to verify that the site and use are in compliance with this Ordinance.

The Planning Commission may waive required site plan items that, if in the opinion of the Planning Commission, are not necessary to achieve the objectives of this Ordinance.

SECTION 35.04. Site Plan Review Procedures

Site plans shall be reviewed in accordance with the following:

A. Pre-application meetings

To minimize time, costs and interpretation of Township development requirements, applicants are encouraged to meet informally with the Planning Director and Building Director and other Township officials to discuss a conceptual site plan, site issues and application of Ordinance standards, prior to submitting site plans for formal review.

1. Any person may also request that a conceptual site plan be placed on a regular Planning Commission meeting agenda as a discussion item for review and comment. The conceptual plan shall have sufficient detail to permit the Planning Commission to determine relationships of the site to nearby land, adequacy of landscaping, open space, access, parking, and other features.
2. Comments and suggestions by the Planning Commission regarding a conceptual site plan shall constitute neither an approval nor a disapproval of the plan, nor shall the Township be bound in any way by such comments or suggestions in preparing for formal submittal or review of a site plan.

B. Submittal requirements

The site plan shall contain all of the information and site details required by Article 35 (Required Information for Site Plans).

C. Application

The owner of an interest in land for which site plan approval is sought, or the owner's designated agent, shall submit a completed application form and sufficient copies of a site plan to the Township. Any application or site plan that does not satisfy the information requirements of this Section shall be considered incomplete, and shall be returned to the applicant, except that one copy shall be retained for Township records.

D. Technical review

Prior to Planning Commission consideration, the site plan and application shall be distributed to appropriate Township officials and staff for review and comment. The Planning Director may also submit the plans to applicable outside agencies and designated Township consultants for review and comment.

E. Planning Commission consideration of the site plan

The Planning Commission shall review the site plan, together with any reports and recommendations from Township officials, staff, consultants, and other reviewing agencies and any public comments. The Planning Commission shall then make a determination based on the requirements of this Ordinance and the standards of Article 35 (Standards for Site Plan Approval). The Planning Commission is authorized to postpone, approve, approve subject to conditions or deny the site plan as follows:

1. **Postponement.** Upon determination by the Planning Commission that a site plan is not sufficiently complete for approval or denial, or upon a request by the applicant, the Planning Commission may postpone consideration until a later meeting.
2. **Denial.** Upon determination that a site plan does not comply with the standards and regulations set forth in this Ordinance, or would require extensive revisions to comply with said standards and regulations, the site plan may be denied.

If a site plan is denied, a written record shall be provided to the applicant listing the reasons for such denial.

3. **Approval.** Upon determination that a site plan is in compliance with the standards and regulations set forth in this Ordinance, the site plan shall be approved.
4. **Approval subject to conditions.** The Planning Commission may approve a site plan, subject to any conditions necessary to address required modifications, ensure that public services and facilities can accommodate the proposed use, protect significant site features, ensure compatibility with adjacent land uses, or otherwise meet the intent and purpose of this Ordinance.

SECTION 35.05. Outside Agency Permits or Approvals

The applicant shall be responsible for obtaining all necessary permits or approvals from applicable outside agencies, prior to construction plan approval.

SECTION 35.06. Construction Plans

When detailed construction or engineering plans are required by the Township, county or other agency with jurisdiction, the applicant shall submit copies of such plans to the Township for review and approval. The Township Engineer or designated consultant shall verify that the site design and improvements shown on the construction or engineering plans are consistent with the approved site plan, except for changes that do not materially alter the approved site design, or that address any conditions of site plan approval.

- A. Where construction or engineering plans are not consistent with the approved site plan, the Township Engineer or designated consultant shall direct the applicant to revise the plans to conform to the approved site plan.
- B. Where specific engineering requirements or conditions require an alteration from the approved site design, such construction or engineering plans shall be subject to review and approval by the Planning Commission as an amended site plan, prior to the start of development or construction on the site.

SECTION 35.07. Approval of Phased Developments

The Planning Commission may grant approval for site plans with multiple phases, subject to the following:

- A. The site design and layout for all phases and outlots are shown on the site plan to ensure proper development of the overall site.
- B. Improvements associated with each phase shall be clearly identified on the site plan, along with a timetable for development. Development phases shall be designed so that each phase will function independent of any improvements planned for later phases.

Each phase shall be subject to a separate plan review by the Planning Commission. Any revisions to the approved site plan shall be reviewed in accordance with Article 35 (Revisions to Approved Site Plans).

SECTION 35.08. Site Plan Resubmission

A site plan that has been denied may be modified by the applicant to address the reasons for the denial and then resubmitted for further consideration. Upon determination that the applicant has addressed the reasons for the original denial, the Planning Commission shall review the amended site plan as if it were a new application, per Article 35 (Site Plan Review Procedure).

SECTION 35.09. Appeals

The Zoning Board of Appeals (ZBA) shall not have the authority to consider appeals of site plan determinations, except as follows:

- A. **Appeals of Planning Commission actions.** Appeals of Planning Commission site plan review actions shall be subject to the review procedure and criteria for appeals of administrative actions, as specified in Article 41 (Administrative Appeals).
- B. **Order of review.** Development projects requiring approval of a dimensional variance and a site plan shall first be submitted for site plan review, prior to ZBA consideration of dimensional variances.
- C. **Appeals of Planning Commission actions.** If the Planning Commission approves a site plan contingent upon approval of one or more variances from specific requirements of

this Ordinance, ZBA consideration shall be limited to the specific variances identified as conditions of site plan approval.

SECTION 35.10. Site Plan Expiration

Any site plan receiving approval shall be effective for a period of 365 days, or the life of a Building Permit obtained pursuant to the approved site plan, whichever is longer. If construction is not undertaken within the period that the site plan is effective, no construction shall take place unless there has been an extension approved by the Planning Commission, and before the extension is granted there is compliance with applicable site plan requirements that are in effect at the time of the extension.

SECTION 35.11. Rescinding Approval of Site Plans

Upon determination that the site has not been improved, constructed or maintained in compliance with approved permits, site plans, or conditions of site plan or special land use approval, the Planning Commission shall work with the applicant to resolve the unaddressed issues. If this effort fails, then the site plan may be rescinded by the Planning Commission. Such action shall be subject to the following:

- A. Public hearing.** Such action may be taken only after a public hearing has been held in accordance with the procedures set forth in this Ordinance at which time the owner of an interest in land for which site plan approval was sought, or the owner’s designated agent, shall be given an opportunity to present evidence in opposition to rescission.
- B. Determination.** Subsequent to the hearing, the decision of the Planning Commission with regard to the rescission shall be made and written notification provided to the owner or designated agent.

SECTION 35.12. Revisions to Approved Site Plans

The Planning Director may administratively review and approve minor revisions to an approved site plan, provided that such changes do not materially alter the approved site design, intensity of use or demand for public services. Revisions to an approved site plan not considered by the Planning Director to be minor shall be reviewed by the Planning Commission as an amended site plan, per Article 35 (Site Plan Review Procedure).

SECTION 35.13. Standards for Site Plan Approval

In the process of reviewing the site plan, the Planning Commission shall determine that there has been compliance with the following requirements before approval:

- A. Adequacy of information.** The site plan includes all required information in a complete and understandable form, provides an accurate description of the proposed uses, and complies with all applicable Ordinance requirements.

- B. Site appearance and coordination.** The site is designed in a manner that promotes the normal and orderly development of surrounding property, and all site design elements are harmoniously organized in relation to topography, adjacent facilities, traffic circulation, building orientation, and pedestrian access and safety.
- C. Harmonious Relationship.** There shall be a satisfactory and harmonious relationship between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
- D. Preservation of site features.** The site design preserves and conserves natural, cultural, historical and architectural site features, including architecturally or historically significant buildings, archeological sites, wetlands, topography, tree rows, hedgerows, woodlands, and significant individual trees, to the extent feasible.
- E. Pedestrian access and circulation.** Existing and proposed sidewalks or pedestrian pathways connect to existing and planned public sidewalks and pathways in the area, are insulated as completely as possible from the vehicular circulation system, and comply with applicable regulations regarding barrier-free access.
- F. Vehicular access and circulation.** Drives, cross-access drives, shared drives, roads, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent roads and promote safe and efficient traffic circulation within the site.
- G. Building design and architecture.** Building design and architecture relate to and are harmonious with the surrounding neighborhood and area with regard to scale, mass, proportion, and materials.
- H. Parking and loading.** Off-street parking lots and loading areas are arranged and located to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, and promote shared-use of common facilities where feasible.
- I. Landscaping and screening.** Landscaping and screening are provided in a manner that adequately buffers adjacent land uses and screens off-street parking, mechanical appurtenances, loading and unloading areas and storage areas from adjacent residential areas and public rights-of-way. Further, landscape improvements shall be provided consistent with the desired public frontage character of the surrounding neighborhood and area. On-site landscaping shall enhance the visual appeal of the site and uses.
- J. Exterior lighting.** All exterior lighting fixtures are designed arranged and shielded to minimize glare and light trespass, prevent night blindness and vision impairments, and maximize security.
- K. Impact upon public services.** The proposed development shall not place an undue burden on public roads, schools or other facilities and shall not compel significant expenditure of public funds.

- L. Drainage and soil erosion.** Adjoining properties, public rights-of-way and the capacity of the public storm drainage system will not be adversely impacted by stormwater runoff and sedimentation.
- M. Emergency access and vulnerability to hazards.** All sites and buildings are designed to allow convenient and direct emergency access, and the level of vulnerability to injury or loss from incidents involving hazardous materials or processes will not exceed the Township’s emergency response capabilities.

SECTION 35.14. Compliance with an Approved Site Plan

It shall be the responsibility of the property owner(s), and their assignees and successors, and the owner(s) or operator(s) of the use(s) for which site plan approval has been granted, to develop, improve and maintain the site, including the use, structures and all site elements in accordance with the approved site plan and all conditions of approval, until the property is razed, or a new site plan is approved.

- A.** Failure to comply with the provisions of this Section shall be a violation of this Ordinance and shall be subject to the penalties specified in Article 1 (Violations and Penalties).
- B.** The Building Director and Planning Director shall make periodic investigations of developments for which site plans have been approved. Noncompliance with the requirements and conditions of the approved site plan shall constitute grounds for the Planning Commission to rescind site plan approval.
- C.** If site plan approval is rescinded, all uses on the site shall be suspended unless or until a new or amended site plan is approved or the violations are corrected or mitigated.

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