

BEDFORD TOWNSHIP PLANNING COMMISSION

APPLICATION FOR SITE PLAN REVIEW

1. _____

Developer	Phone	Fax
Property Address	City / State / Zip	
Parcel Number	Number of Acres	E-mail Address (used for notification purposes)

2. _____

Property Owner(s)	Phone	Fax
Address	City / State / Zip	
E-mail Address (used for notification purposes)		

3. _____

Name of Engineer or Architect	Phone	Fax
Address	City / State / Zip	
E-mail Address (used for meeting notification purposes when a fax option is not available)		

4. _____

Description of Development

Current Zoning	Pre-Application Conference Date
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5. I (We), _____, _____, _____, property owner(s), hereby grant permission for members of the Bedford Township Planning Commission, Planning Department staff, and consultants to enter the above-described property for the purpose of gathering information related to this application. (Note to applicant: Failure to grant permission to enter this property will not affect any decision regarding your application.)

Signature	Typed/Printed Name	Date
Signature	Typed/Printed Name	Date

6. **PLEASE READ BEFORE SIGNING THIS APPLICATION**

Approval of the final site plan shall expire unless a building permit is taken out within 180 days of the date of approval of the final site plan. Approval of the final site plan shall lapse unless construction has actually begun on the site in conformance with the approved final site plan within one year after the date of approval of the final site plan. The Township requires that a sealed engineered record drawing be placed on file with the Planning Department and Building Department prior to issuance of a Certificate of Occupancy (C of O) or release of performance guarantees, including the planning escrow. In the event your planning escrow account for this project is found to be insufficient, your signature below indicates that you agree to remit additional funds to rectify the account. Any site plan approval may be revoked when the project is not completed in conformance with the approved plan, or if the project is not completed within two years. (Township Zoning Ordinance: *Site Plan Review, Section 400.1913.11*).

Signature	Typed/Printed Name	Date
Signature	Typed/Printed Name	Date

I. Pre-application Conference

Prior to completion of a site plan the applicant is encouraged to schedule a pre-application conference with the Planning and Zoning Department, and if necessary the Township Engineer and Planning Consultant. The purpose of this meeting is to guide the applicant through the site plan development and review process.

II. Site Plan Review and Approval

1. The developer obtains and completes this Site Plan Application and Checklist. Return completed form to the Zoning Department along with 3 copies of the Site Plan prepared in accordance with this checklist. Upon submittal, the site plan will be reviewed by the Zoning Department. Any deficiencies must be corrected and 13 copies of the revised site plan must be submitted along with the application fees to the Planning Department prior to sending the site plan out for review.
2. Upon presentation of a conforming site plan, the Planning Commission may approve, approve with conditions, or deny approval.
 - a. If approved, the applicant may continue the final site plan review process to final plan review.
 - b. If approved with conditions or denied, the applicant must revise the final site plan in accordance with the conditions established by the Planning Commission during final plan review.
3. The following information must be included on the site plan in accordance with Bedford Township Ordinance #44, Section 400.1913. *A site plan, which is deficient in any way, will not be accepted by the Planning and Zoning department for presentation to the Planning Commission.*
4. 1. Name, address and telephone number of applicant.
 2. Date of site plan preparation.
 3. North arrow and two (2) USGS benchmarks.
 4. General location map.
 5. Proof of ownership or option to purchase.
 6. Property address and parcel number.
 7. Scale of not less than 1" = 50' if subject property is less than three acres or 1" = 100' if property is three acres or more.
 8. Plans prepared and submitted on sheet size of 24" x 36".
 9. Name, address, phone and Michigan registration number of plan preparer. *Include raised seal on plan.*
 10. Location of the following:
 - Existing structures on site and within 100' of the site.
 - Complete topography with a maximum contour interval of 2' both on site and 100' from the site.

- Existing natural resources and features including vegetation, wetlands, soil types, drains, and water courses and 100-year flood elevations (must identify FEMA community panel number on plan).
- 11. Indicate the following:
 - Type of development.
 - Location, use, and number of structures, units, offices, parking spaces, employees, building height, gross and net square footage, and building elevations (floor plan).
 - Completion schedule, development plans and total project area.

See SECTION 400.1800 "Schedule of Regulations" for the following:

- 12. Existing zoning on site and surrounding parcels.
- 13. Lot frontage requirements.
- 14. Building setback requirements.
- 15. Calculation of usable floor space.
- 16. Open space requirements and lot coverage requirements, if applicable (see specific zoning ordinance requirements).
- 17. Square footage requirements, if applicable.
- 18. Rezoning required? _____.
Variance required? _____.
- 19. Location of existing and proposed electric, natural gas, telephone, railroad, cable TV and other utility cables, and any easements for those utilities.
- 20. Location of commercial pipelines, electrical transformers, and fire protection devices, including on site hydrants and standpipes.

Water / Wastewater Systems: (see pages 5-15 of Site Plan Review as published by Monroe County Planning, June 1989 for specific requirements)

- 21. Location of existing and proposed water wells or water lines, sanitary sewer services to include hydrants, clean-outs and shutoff valves properly depicted and conforming to engineering spec's and the Environmental Health Division.
- 22. Adjacent water wells and septic fields within 100' of the site if on-site water wells and waste system are proposed.

23. Identify any special water or wastewater needs or uses.
On-site wastewater disposal: _____.
On-site water supply: _____.

Storm Drainage (see pages 17-21 of Site Plan Review as published by Monroe County Planning, June 1989 for specific requirements)

24. Benchmark elevation including USGS datum or other pre-approved equivalent.
25. If necessary, indicate area tributary to individual catch basin or manholes.
26. Storm sewer calculation (use method approved by Monroe County Road Commission and Drain Commission).
27. Show location of existing and proposed storm sewers, indicate top of casting, pipe invert sump elevations. Show size and slope of piping.
28. Indicate name of receiving stream.
29. If storm sewer is receiving stream, show top of casting and invert elevation, size of pipe and direction of flow (sufficient information to determine capacity of line).
30. If required, provide storm detention basin design calculations (use method approved by Monroe County Road Commission and Drain Commission).
31. Show location of detention basin on plan including dimensions, side slopes, invert, top of bank and maximum capacity of basin and hydraulics. Submit all calculations on pre-approved form provided by reviewing agency.

Roadways, Access Points and Circulation

32. Location and dimensions of all proposed streets, alleys, driveways, island dividers, curbs, gutters and right-of-ways.
33. Location and dimensions of all proposed bicycle paths, sidewalks, fire lanes and emergency vehicle access.

Complete Geometrics Including:

34. Location and dimensions of all proposed curb cuts, curb radii, throat width and tapers.

- 35. Location and dimensions of all proposed deceleration, acceleration, bypass lanes, and / or center turn and corner sight distance clearances.
- 36. Provide ditch profile, pavement sections, boring and jacking details for road crossing and proposed cover for utilities.

Parking: (see SECTION 400.1904 "Off Street Parking Requirements", SECTION 400.1905 "Off Street Parking Space Layout", Standards, Construction and Maintenance, and SECTION 400.1906 "Off Street Loading and Unloading")

- 37. Show number of parking spaces.
- 38. Show number of handicapped spaces.
- 39. Show dimensions and size of typical space, angle of stalls.
- 40. Show width of aisles, size and location of islands.
- 41. Loading and unloading areas.
- 42. Surfacing materials.

Fencing, Screening, Buffering and Landscaping (see SECTION 400.1800 "Schedule of Regulations", SECTION 400.1911 "Walls")

- 43. Proposed location and method of fencing, screening, landscaping or buffering of project. A complete landscape plan and fencing / wall and refuse storage detail will be required for final site approval.

Signs (see SECTION 400.1922 "Signs")

- 44. Proposed location of signs, including traffic control and advertising signs. A detailed sign plan including number, height and size of signs will be required for final site plan approval.

Lighting Standards (see SECTION 400.1908 "Exterior Lighting")

- 45. Show proposed location, type, direction and method of shielding of all site lighting.

Other Requirements

- 46. Existing and proposed location, size, and screening of refuse storage and solid waste disposal bins (see **SECTION 400.1907 "Landscaping and Screening"**).
- 47. Proposed location of outdoor storage areas (see **specific zoning district requirements, SECTIONS 400.1800 "Schedule of Regulations" and SECTION 400.1917 "Performance Standards"**).
- 48. Show location of all existing (including those in use, out of service, or abandoned), and proposed storage, loading and disposal areas, including underground and above ground storage tanks for chemicals, hazardous substances, materials, and wastes, and flammable or combustible materials, salts, and fuels, including the location, amount, and specifications, which comply with any federal, state, and township regulations, including those of the Michigan State Fire Marshall and Michigan Department of Natural Resources, and the Bedford Township Building Code.
- 49. The location of any endangered plant or animal inhabitants, if known.
- 50. Identification of any significant views from or onto the site.
- 51. Identify any historic structures or amenities, if known.
- 52. Identify and produce any environmental searches, surveys or studies performed, which relate to the site. Disclose any known or reported spill (see **SECTION 400.1913.5a**).
- 53. Note any anticipated performance guarantees and / or surety bonds required. (A performance bond in the amount of 40% of the cost of paving is required prior to issuance of building permits.)
- 54. Provide detail of proposed building facade (see **SECTION 400.1925 "Building Facade Elevation Requirements"**).
- 55. Note the location, dimension, and proposed use for all buildings, structures, and improvements, including, but not limited to lights standards, pedestrian walkways, external appurtenant air conditioning equipment or related and similar appendages.
- 56. Show proposed finish grade of buildings, improvements, driveways, walkways, parking lots, and lawned areas.
- 57. Provide detail of all provisions for external barrier-free design requirements.
- 58. For industrial developments, provide a detail of the type and method of disposal of all industrial effluent.

In addition to the above information, you may be required to provide other documentation regarding any other state or county reviewing agency requirements.

THIS SECTION TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

Checked By: _____ Date _____

Date of Final Review: _____

Planning Commission Action and Conditions Imposed: _____

Date of Pre-construction Meeting _____

Plans submitted to MCRC _____ (Date) Fees Paid _____ (Date) \$ _____

Plans submitted to MCDC _____ (Date) Fees Paid _____ (Date) \$ _____

Soil Erosion Permit Application _____ (Date)

Soil Erosion Permit Issued _____ (Date)

Copy of Right-of-Way Application _____ (Date)

Right-of-Way Permit Issued _____ (Date)

Sewer Tap Fees Paid & Permit Issued _____ (Date)

Environmental Health Permits (if required) _____ (Date)

MDEQ/MDNR Permits (if required) _____ (Date)

Building Permit Issued _____ (Date)

Applications: Site Plan Application