

WAYLAND TOWNSHIP

PO Box 1 1060 129th Avenue Bradley, MI 49311

Phone: 269 -792-6394 Fax: 269 -792-0366

www.waytwp.org

SITE PLAN REVIEW PROCEDURES

For additional information or questions contact

Professional Code Inspections (PCI)

Kirk Scharphorn Jr. or Lori Castello, Zoning Administrators

1575 142nd Avenue Dorr, MI 49323

Ph: 616-877-2000 Fax: 616-877-4455

www.pcimi.com

Application Fee: \$ _____

The application fee covers the cost of advertising the rezoning, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing.

Planning Commission Meeting Dates, Time, & Place.

- Second Wednesday of each month
- 6:30 P.M.
- Wayland Township Offices, 1060 129th Avenue, Bradley, Michigan, 49311

Site Plan Review Required

A site plan shall be submitted for review and approval prior to the issuance of a building permit as follows:

The Planning Commission Reviews:

- Any new principal commercial, office, industrial, business, or institutional use or a residential use having more than a two-family dwelling unit.
- An alteration of the building or property or change in the use of a building or property which results in the increase in the intensity of the use or results in the need for more parking spaces as required by this Ordinance.
- Special land uses and planned unit developments.
- See Section 18A.4 for Preliminary Site Plan Review procedures

The Zoning Administrator Reviews:

- Expansion of an existing use or building which does not increase the intensity of the use or result in the need for additional parking as required herein and which would not otherwise require review by the Planning Commission.
- Accessory buildings larger than 200 sq.
- The Zoning Administrator may refer the uses listed above to the Planning Commission to be reviewed in accordance with the requirements of this Ordinance.

The following are not subject to site plan review:

- Single- and two-family dwellings
- Farm buildings as defined by the Township Zoning Ordinance.

Processing Period

A site plan application usually takes 30 -45 days to process assuming all required information is provided.

Application Procedures

- *Pre-application Conference.* Before submitting a formal application for a site plan the applicant is encouraged to meet with the Township Zoning Administrator to discuss the review process.
- *Application form.* The application form is on the Wayland Township website: www.waytwp.org or the form can be obtained from PCI.

Submission Requirements

- ***Site plans must be submitted a minimum of 21 days before the date of review by the Planning Commission to Professional Code Inspectors.***
- Application form signed by the property owner and applicant.
- Application fee.
- Narrative describing the project.
- 10 copies of a site plan prepared in accordance with the attached site plan checklist and other information required by Article 18A of the Zoning Ordinance.
- Completed site plan checklist.
- An electronic version of the site plan and all other items submitted in a form acceptable to the Township.

Review Process

- PCI forwards the fee to the Township Clerk and the site plan and application materials to the Township Planner and to the Township engineer and Fire Chief if necessary.
- Planner reviews the plan for completeness with the site plan checklist. If substantially complete the plan can be forwarded to the Planning Commission for the next meeting. If not, the applicant is notified and must revise the site plan to comply with the checklist.
- Planner provides a written report to the Planning Commission and to the applicant a minimum of 5 days before the Commission meeting.
- At the Commission meeting the plans submitted at the time of application will be reviewed along with the staff reports. In order to allow for proper review the Commission will not accept revised plans submitted at the meeting.
- The Planning Commission at its meeting, reviews the plan in accordance with the standards for approval contained in Section 18A of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.
- The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Township Planner or Zoning Administrator to review and approve the revised plan according to the changes required by the Commission.
- The Commission may require approval of the Allegan County Road Commission and/or Drain Commission as well as other applicable State and federal agencies as a condition of approval.

Approved Site Plan

Once all revisions to the site plan have been made and all conditions of approval satisfied and verified by Township staff the applicant shall provide three copies of the site plan to the Township which shall be signed and dated by the Chairperson of the Planning Commission, or the Zoning Administrator in the case of staff review. One copy is for the Township's file, one for the Building Inspector and one for the applicant.

An electronic version of the approved site plan in a form acceptable to the Township shall also be provided.

Building Permit

Following approval of the site plan, the applicant may apply for a building permit at the offices of Professional Code Inspections, 1575 142nd Avenue Dorr, MI 49323 Ph: 616-877-2000.

Validity of Approved Site Plan and Extension

Approval of the final site plan is valid for a period of no longer than one year. If actual construction of a substantial portion of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion during that period, the approval of the final site plan shall be voided.

Upon written application, *filed prior to the termination of the one-year review period*, the Planning Commission may authorize a single extension of the time limit for approval of a final site plan for a further period of not more than one year. Such extension shall only be granted based on evidence from the applicant that there is a likelihood of construction commencing within the one-year extension.

Changes to an Approved Site Plan

Changes to an approved site plan shall be submitted to the Zoning Administrator who shall determine if the change is minor or major. A minor change may be approved by the Zoning Administrator who shall notify the Planning Commission in writing of the change. See Section 18A.11 for examples of a minor change. If the changes are considered to be major, then a new site plan shall be submitted for review by the Planning Commission in accordance with the review procedures noted above.