

SITE PLAN DETERMINATION CHECKLIST
WINDSOR CHARTER TOWNSHIP

Applicant: _____ Date Received: _____

Property Address: _____

Proposed Use: _____

As required by Section 6.8.2 of the Windsor Charter Township Zoning Ordinance, Site Plan Review By The Planning Commission Shall Only Be Required For The Following Activities;

1. Construction of any permanent or new structure, or the relocation of an existing structure.
2. Structural alteration of an existing which increases the intensity of use (number of parking spaces required) or increases the exterior footprint of the structure.
3. New construction or alteration of an existing structure within the 100 Year Flood Plain.
4. Proposed Land Uses Which Require A Special Use Permit.
5. A Planned Residential Development or Planned Unit Development.
6. A site condominium development.
7. Any other activity that the Zoning Administrator determines to be necessary to carry out the intent of this ordinance or may be required by law (to be specified by the Zoning Administrator).

As required by Section 6.8.3 of the Windsor Charter Township Zoning Ordinance, the following activities shall not require site plan review and approval by the Planning Commission:

1. Single Family or Two-Family Structures
2. Customary Accessory Uses and Structures in the Agricultural and Residential Zoning Districts.
3. A proposed development that does not require more than 10-off-street parking spaces.

Note: The Zoning Administrator, based on the intensity of the proposed use, may require final site plan review by the Planning Commission of items 1, 2, or 3.

Zoning Administrator Has Determined That Final Site Plan Review Is ____ Is Not ____
Required

Zoning Administrator: _____ Date: _____

APPLICATION FOR SITE PLAN REVIEW

WINDSOR CHARTER TOWNSHIP

Note: To Be Completed Only After Site Plan Determination Checklist Has Concluded That A Site Plan Is Required Under Section 6.8 Of The Windsor Charter Township Zoning Ordinance.

All Site Plans Must Meet The Requirements of Section 6.8 (Site Plan Review) of the Windsor Charter Township Zoning Ordinance.

Date: _____

Applicant:

Name: _____

Address: _____

Telephone Number / Other Contact Information: _____

Property Owner (If Different From Applicant):

Name: _____

Address: _____

Telephone Number / Other Contact Information: _____

Address of Property:

Legal Description and Tax Parcel Number(s): Note – Existing Property Survey Document May Substitute For This Requirement.

Name: _____

Address: _____

Telephone Number / Other Contact Information: _____

Final Site Plan Requirements

- Proposed Land Use (Please Provide A Written, Detailed Description Of The Proposed Use)
- Number of Site Plan Copies (Twelve Copies Must Be Provided at a Readable Scale)
- The Following Information Must Be Provided On The Site Plan Documents:

1. Existing Development, Zoning and Property Information.

- Zoning Districts of the Site and Adjacent Parcels
- Land Use of the Site and Adjacent Parcels
- Parcel Area In Acres and/or Square Feet
- Property Line Dimensions
- Location and Dimensions of Existing Structures, Drives, Parking Areas, and Existing Signs
- Location of Structures, Drives, and Parking Areas of Adjacent Parcels

2. Proposed Development

- Proposed Location of Structures, Square Footage, and Dimensions
- Proposed Front, Side, and Rear Yard Setback Dimensions (Must Meet Requirements of Article V, Schedule A)*
- Proposed Location and Dimensions of Parking Area (Must Meet Requirements of Article 7)*
- Proposed Location and Dimensions of Vehicular Drives (Approved By Road Commission or MDOT)
- Proposed Location and Dimensions of Sidewalks
- Proposed Location and Dimensions of Signs (Must Meet Requirements of Section 6.2.4)*
- Details of Proposed Site Lighting Plan
- Proposed Buffer Yard Plan (Must Meet Requirements of Section 6.9)*

*Windsor Charter Township Zoning Ordinance

Public Agency Information

The applicant is encouraged to coordinate with other public agencies: Road Commission, Drain Commissioner, Health Department, Public Utilities, Michigan Department of Transportation, Michigan Department of Environmental Quality, and the Michigan Department of Natural Resources. The Planning Commission is required to follow the recommendations and requirements of these agencies.

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Site Plan Review Procedure

- The Planning Commission Will Not Place A Final Site Plan On The Agenda Until All Information Required By This Application Has Been Provided.
- The Final Site Plan Application and Supporting Documents Shall Be Filed At Least 30 Days Prior to the Planning Commission Meeting.
- The Final Site Plan Application Will Not Be Placed On The Planning Commission Agenda Until A Preliminary Site Plan Review Meeting Has Been Held With The Zoning Administrator.
- All Site Plan Review Fees Must Be Paid Prior To Placing The Final Site Plan Review Application on the Planning Commission Agenda.
- All Application Shall Be Filed With The Windsor Charter Township Clerk at, 405 West Jefferson, Dimondale, Michigan, 48821. Telephone (517) 646-0772.

_____ Applicant's Signature _____ Date

_____ Printed Applicant's Name

_____ Owner's Signature (If Not Applicant) _____ Date

_____ Printed Owner's Name

Zoning Administrator Comments: _____

