

**FRENCHTOWN CHARTER TOWNSHIP  
MINI COMMITTEE SITE PLAN APPLICATION  
OFFICE (734) 242-5900 EXT. 4 – FAX (734) 242-1634**

PARCEL I.D.# \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

Zoning classification (present): \_\_\_\_\_

Attach copy of legal description.

When did you obtain the title to the property affected by this application? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you do not own this property, please attach a copy of the purchase agreement, etc.

**LOCATION**

Side of Street (N.S.E.W.) \_\_\_\_\_

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Between (cross streets) \_\_\_\_\_ and \_\_\_\_\_

If a building is presently located upon the premises, attach a photograph of the building.

Are you represented by an Architect or Engineer? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Architect / Engineer \_\_\_\_\_

Address \_\_\_\_\_

Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Are you represented by an Attorney? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Attorney \_\_\_\_\_

Address \_\_\_\_\_

Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

NEITHER THE FRENCHTOWN CHARTER TOWNSHIP, OR ANY OF ITS EMPLOYEES, AGENTS OR REPRESENTATIVES SHALL BE RESPONSIBLE FOR ANY ERROR OR OMISSION IN INFORMATION OR DATA SUBMITTED WITH THE SITE PLAN APPROVAL.

**THIS AFFIDAVIT IS USED BY THE APPLICANT**

I hereby certify that the information being submitted is true and correct. I acknowledge that I am solely responsible for any error or omissions.

\_\_\_\_\_  
Signature of Applicant ( print name)

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Township Clerk or Notary Public

**THIS AFFIDAVIT IS USED BY THE OWNER TO APPOINT AN AGENT TO APPLY FOR THEM**

I hereby certify that I have appointed the above applicant as my agent and that He / She is qualified to make the above affidavit for me and to secure the permit. I further certify that all information and data furnished for Site Plan Approval is true and correct. I acknowledge that I am solely responsible for errors and omissions.

\_\_\_\_\_  
Signature of Owner ( print name )

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Township Clerk or Notary Public

**MINIMUM INFORMATION REQUIRED FOR TENTATIVE SITE PLAN REVIEW**

1. Name, Address and Telephone number of the Owner / Developer.
2. Name, Address and Telephone number of the person or firm preparing the Site Plan, including Seal and Signature of the registered professional(s) responsible for the Plan. (All engineering documents must be sealed by a registered professional engineer licensed in the State of Michigan.)
3. Name and address of the proposed project.
4. Short narrative description of the proposed uses of the property clearly indicating the activity. If applicable, indicate the total number of employees, and the maximum number of employees at any given shift. (NARRATIVE MUST BE ON SITE PLAN FOR REVIEW.)
5. Scale, North arrow, and Date of Preparation, to include any revision dates.
6. Location or Vicinity map showing the Site location in relationship to streets, major thoroughfares, drainage course or bodies of water, railroad lines, etc. The vicinity map shall include the existing zoning and land use within the boundaries of the Site and of properties abutting the Site.
7. If the proposed Site described in the Site Plan is part of a larger parcel, indicate the boundaries of the total parcel and the intended use of the remaining portions of the parcel.
8. Legal description of the property determined by an existing title policy or recent boundary survey. (Unplatted land shall be described by metes and bounds description.)
9. Show on the Plan View all property lines, fully dimensioned as per the legal description, street setback lines, existing and proposed right-of-way and centerline of right-of-way lines. All existing and future right-of-way lines shall be dimensioned from the centerline of the right-of-way.
10. Topographic survey indicating all existing topography, referenced to U.S.G.S. Datum, consisting of:
  - a. Minimum of two identified (permanent) benchmarks on or adjacent to the site;
  - b. Existing ground contours at one-foot intervals on site and to a minimum of 50' beyond the site's property lines for sites under three acres and 100' for sites three acres or larger, with sufficient intermediate grades to determine the location of ditches, waterways, swales, and top or bottom of bands, adjacent pavement, finish grade of (existing, buildings, inverts of culverts, centerline and edge of roadways);
  - c. Existing structures, sidewalks, buildings, paved and gravel parking areas and driveways, both on-site and to a minimum of 100' beyond the site's property lines;

- d. Location, size and approximate depth of all existing sewer (sanitary and storm), water (to include fire hydrants), gas, telephone and electrical utilities, both on-site and adjacent to the site.
  - e. Nearest fire hydrant(s) to the site should be shown, or the location reference by note if not within the scale of the plan.
  - f. All existing (recorded) and proposed easements for utilities and/ or right-of-way.
11. General explanation and indication of how the site will be serviced with utilities (sewer, water, gas, telephone and electrical). Proposed locations of new water (including fire hydrants, if any), sewer and storm drainage lines should be indicated (line sizes, if known, would be helpful, but are not mandatory for tentative approval. Sizes should be shown for final approval).
  12. Projected water demand and / or wastewater volumes (average and peak – GPM) for the project should be provided. Include fire flow in the peak water demand figure, and so note on the plan.
  13. General description of method, and location, of the storm water detention unless detention requirements are specifically waived by the agency or jurisdiction. (Monroe County Drain Commissioner and / or the Monroe County Road Commission). The developer is responsible to obtain the written waiver(s), and to submit a copy with the Site Plan.
  14. Delineation of the plan of all front, rear, and side yard requirements for the zoning district in which the Site is located.
    15. The jurisdiction of right-of-ways and drains on or adjacent to the site should be indicated on the plans.
    16. Location and width of access drives and abutting streets. All streets in the township are under the jurisdiction of the Michigan Department of Transportation, the MCRC, or are under the private ownership. Prior to the final Site Plan Approval, a letter should indicate the approval of the location and geometrics of any proposed egress / ingress. While not a requirement for the tentative Site Plan, obtaining preliminary approval from the agency of jurisdiction for the general access location and geometrics is encouraged. Prior to final Site Plan approval, an approval letter will be required. The applicant is advised to contact the authority having jurisdiction as soon as possible to avoid delays at the time of final Site Plan review.
    17. Gross acreage of the Site to the nearest tenth of an acre.
    18. Net acreage of the Site. The net acreage shall be exclusive all existing and future right-of-ways.

19. In the case of multiple family projects, a Dwelling Unit Schedule must be included indicating the total number of units proposed, broken down by the number of bedrooms and keyed to the buildings on the Site Plan. An example schedule follows:

Total Number of Units by Bedrooms		Total Number of Bedrooms
1 bedroom units _____	=	_____
2 bedroom units _____	=	_____
3 bedroom units _____	=	_____
4 bedroom units _____	=	_____
Total # of units _____ = _____ total bedrooms proposed.		
Total bedrooms proposed divided by net acreage _____		
= _____ Bedrooms proposed per acre.		

20. The floor area ration is the ratio between the amount of floor area proposed on all floors in a building or group of buildings and the total site area as defined by the Zoning Ordinance. This should be presented in table form. An example format follows:

Building 1 – total square feet _____	
1 <sup>st</sup> floor total square feet _____	
2 <sup>nd</sup> floor total square feet _____	
 Building 2 – total square feet _____	
1 <sup>st</sup> floor total square feet _____	
2 <sup>nd</sup> floor total square feet _____	
3 <sup>rd</sup> floor total square feet _____	
Total square feet proposed _____ divided by total site area = _____	

21. A table shall be included indicating the number of parking spaces required, showing how the figure was determined and total number of spaces provided. See the Zoning Ordinance for requirements.
22. Parking Lot layout showing dimension of parking bays (width & length), including handicapped parking and maneuvering lanes. See the Township Zoning Ordinance for minimum requirements.
23. Location and dimension of barrier free parking spaces. Location of barrier free ramps. Barrier free parking spaces should be located in close proximity of spaces and ramp must be identified on the plans.
24. Loading and unloading space and service and / or stacking space if required. All such spaces are to be dimensioned.
25. One hundred year floodplain and floodway locations shall be shown, by contour line, if present on the subject Site or within 50' of the Site Boundaries. If not in the flood plain, then note this on the plans.

26. Location of any known or anticipated Wetlands present on the subject Site, or within 50' of the Site Boundaries. If none exists, so note on the plan.
  - a. Has an environmental assessment or wetland investigation been preformed for this site?
27. Location and size of all proposed greenbelt areas.
28. Location of all proposed structures. All structures shall be dimensioned, and gross floor area indicated. All structures shall be dimensioned from property lines and distance between buildings shall be indicated.
29. Location of solid waste storage areas and pick-up points. Indicate method of collection to be used and type of screening proposed.
30. Location and proposed height and detail of screen walls or fencing proposed.
31. Location of existing and proposed pavement (type) and curb (type).
32. Interior and exterior walks should be located and width indicated.

NOTE: A COMPLETED AND SIGNED COPY OF SUBMITTAL CERTIFICATION AND A COMPLETED COPY OF THIS CHECK LIST MUST BE SUBMITTED WITH THE APPLICATION FOR TENTATIVE SITE PLAN REVIEW / APPROVAL.

MINIMUM INFORMATION REQUIRED FOR FINAL SITE PLAN REVIEW

1. All applicable information required on Site Plan for tentative review should also be included on or with the Final Site Plan submittal.
2. Location and identification of all public areas, right-of-ways, and proposed easements, within or adjacent to the proposed project.
3. Acceleration, deceleration and passing lanes and tapers as required by the Michigan Department of Transportation and / or Monroe County Road Commission.
4. Location and type of outdoor lighting. Information should include type of light fixture, proposed height and general area impacted light from fixture **and a graphical illumination plot indicating lighting levels throughout the site and any impact to off site areas.** Lighting must be hidden source.
5. Location and detail of signs indicating height, setbacks and display surface of the proposed signs. If it is determined by the applicant that this information cannot be submitted at the time of submission for Final Site Plan review, a note should be included on the Site Plan indicating "Signs will meet ordinance requirements and no signs are approved for location, height or area as part of the Site Plan." Whether shown on the Site Plan or not, a sign permit will have to be secured from the Building Department for all signs prior to construction.
6. Details of all proposed screen walls showing type of materials to be used, type of construction, height and proposed relationship to proposed grades on both sides of wall.
7. Landscape plans for all greenbelt and areas proposed to be landscaped. Plans shall include type, quantity, location and size of plant material proposed. Format as follows:
 

<u>Quantity</u>	<u>Botanical Name</u>	<u>Common Name</u>	<u>Size</u>
X	Acer Platanoides	Norway Pine	2 – 2 ½ cal.
8. Designation of material for all drives, parking area, walls, open areas, etc.
9. Proposed building elevations indicating materials proposed and height of building.
10. Schematic floor plans showing general relationship of interior spaces.
11. In the case of multiple family projects, floor plans shall be provided indicating minimum livable floor area requirements per the Zoning Ordinance.
12. Detail of all other Architectural Elements proposed.
13. Designed area for snow storage must be identified on the Site Plan.
14. Verification that all required Engineering Plan approvals have been obtained, and that copies of the approvals have been submitted to the Township Building Department and Township Engineer:

**FRENCHTOWN CHARTER TOWNSHIP  
MINI COMMITTEE FEES**

TOWNSHIP PLANNER FEE-----	\$500.00(Escrow)
TOWNSHIP ENGINEER FEE-----	\$750.00(Escrow)
	<b>\$1,250.00 1<sup>st</sup> check</b>

PLANNING COMMISSION CHAIRMAN-----	\$ 60.00(General)
BUILDING OFFICIAL-----	\$ 75.00(General)
	<b>\$135.00 2<sup>nd</sup> check</b>

FIRE DEPARTMENT FEE----- **\$100.00(Fire Fund)**  
**3<sup>rd</sup> check**

IF ADDITIONAL REVIEWS ARE REQUIRED THE FEE'S WILL BE:

TOWNSHIP PLANNER-----	\$200.00
TOWNSHIP ENGINEER-----	\$200.00
PLANNING COMMISSION CHAIRMAN-----	\$ 60.00
BUILDING OFFICIAL-----	\$ 75.00

MUST SUBMIT 4 SETS OF PLANS TO BUILDING DEPARTMENT

- 1 SET OF PLANS FOR FIRE DEPARTMENT
- 2 SETS OF PLANS TO MONROE COUNTY DRAIN COMMISSION IF NEEDED
- 1 SET OF PLANS TO MONROE COUNTY ROAD COMMISSION IF NEEDED

**GUIDELINES FOR MINI COMMITTEE REVIEW**

Site plan and development approval shall be required for all uses in all zoning districts except for one family residences constructed on properly zoned land, for residential subdivisions subject to the Subdivision Control Act and the Township Subdivision Ordinance and permitted uses in an Agricultural District.

The Building Official may review and approve a proposed Site Plan after the Township Planner, Township Engineer, Chairman of the Planning Commission and Frenchtown Charter Township Fire Inspector in an joint meeting have signed an approved Site Plan.

An addition to an existing building and the square footage of the addition proposed is less than 40% of the square footage of the existing building.

Remodeling, re-occupancy of a vacant building, or change in use and said remodeling, re-occupancy or change in use shall result in 30% or less of the existing exterior Site conditions being modified.

The Site Plan Development procedure may be modified as follows. Said Site Plan submission shall be accompanied by a Site Plan review fee as established. The Building Official shall insure that the proposed development shall comply with all requirements of this Ordinance except where, in the opinion of the Building Official, after consultation with the Township Planner, Township Engineer, Chairman of the Planning Commission, Fire Inspector and the Building Official determines that 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.

In the above cases, the Building Official, after consultation with the Township Planner, Township Engineer, Chairman of the Planning Commission any Fire Inspector may approve the Site Plan with a waiver and/or alternative solution provided that the development would be brought into substantial conformity with the spirit and intent of the Zoning Ordinance. Where a mutual agreement cannot be reached or in the opinion of the Building Official, the scope of the proposed development warrants, the Building Official may require formal submission and site plan review by the entire Planning Commission.