

## SITE PLAN REVIEW APPLICATION

**PERMIT FEE SCHEDULE:** *Dependent upon nature of project - Refer to Development Review Schedule attached*

The Site Plan Review Application will be presented to the Planning Commission who will schedule a review of the application within 14 days of the receipt of the site plans and application. The Site Plan and application must be filed with the Village of Mattawan a minimum of fourteen (14) days prior to the next regular Planning Commission meeting. The Site Plan review will be based on information submitted with this application and the application of the Criteria for Review detailed in Section 15.40 of Article 15 of Ordinance no. 214, Zoning Ordinance, a copy of which is attached.

The Planning Commission may require performance bond of the owner to assure that the site plan be followed. Approval of a site plan will be valid for one (1) year. If a building permit has not been obtained and on-site development is not actually begun within one (1) year of site plan approval, that approval will become null and void at the conclusion of one (1) year.

### GENERAL INFORMATION

Name of Property Owner \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

Day-time Phone number \_\_\_\_\_

### SPECIFIC SITE INFORMATION

Address of property for which Site Plan Review is being requested \_\_\_\_\_

Property tax ID number \_\_\_\_\_

Current zoning of property \_\_\_\_\_

### SPECIFY TYPE OF PROJECT

CLUSTER HOUSING DEVELOPMENT \_\_\_\_\_ COMMERCIAL or OFFICE DEVELOPMENT \_\_\_\_\_

INDUSTRIAL DEVELOPMENT \_\_\_\_\_ PLANNED UNIT DEVELOPMENT or MIXED USE \_\_\_\_\_

PUBLIC or SEMI-PUBLIC \_\_\_\_\_ SITE CONDO/MULTI FAMILY/MOBILE HOME PARK \_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WILL THIS PROPOSED USE/OPERATION ADVERSELY AFFECT ADJOINING LANDS? \_\_\_\_\_

WHAT SPECIAL FEATURES ARE PROPOSED TO RELIEVE THOSE EFFECTS? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WILL PROPOSED USE/OPERATION DEMAND FUTURE COMMUNITY SERVICES (DESCRIBE) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NO. OF CURRENT EMPLOYEES ON-SITE \_\_\_\_\_ NO. OF FUTURE EMPLOYEES ON SITE \_\_\_\_\_

All Village of Mattawan Site Plan review applications are reviewed by the Village Planner to insure that Village Zoning, Planning, and Engineering requirements are met.

All Village of Mattawan Site Plan review applications may be reviewed by the Village Attorney for legal implications.

I acknowledge that I have been notified that this request will be considered at a meeting of the Planning Commission to be held on \_\_\_\_\_ at \_\_\_\_\_ o'clock, and that I will follow all requirements of Article 15 of Ordinance No. 214.

Owner's signature \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application approved?       YES       NO

Application approved contingent upon modification or alteration?       YES       NO

Detail of required modifications or alterations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further review required?       YES       NO

Signature \_\_\_\_\_  
                    *Planning Commission Chair*

Date \_\_\_\_\_



STATE & COUNTY ENVIRONMENTAL PERMITS CHECKLIST  
(FOR municipality and or county)\_\_\_\_\_

Name of Business:  
Mailing Address:  
Telephone:  
Facility Owner or Manager:  
Date:  
Signature:

Note: For assistance with permits and approvals from the Michigan Department of Environmental Quality, including permit coordination among MDEQ divisions, contact the Permit Coordinator, 517-335-4235

---

Circle (Y/N) the items that MAY pertain to your project or facility; then contact the office(s) listed to determine specific requirements. Return a copy of this checklist to the municipality as part of your site plan submittal- even if state and county approvals have not yet been obtained. An updated copy should be submitted to prior occupancy.

This list includes the most common permits and approvals related to waste, water quality, and air quality. Other permits and approvals, including local approvals, may also be needed.

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, wetland or other surface water? *Contact: MI Dept. of Environmental Quality Surface Quality Division, Permits section: 517-373-8088* Water
2. Y N Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or on the ground? *Contact: MI DEQ Management Division, Groundwater Program Section: 517-373-8148* Waste
3. Y N Will the project involve construction or alteration of any sewage collection or treatment facility? For facilities discharging to surface waters, contact the MI DEQ, Surface Water Quality Division, District Office. For facilities discharging to groundwater, contact the MI DEQ, Waste Management Division, District Office:
4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan may be required. *Contact: MI DEQ Waste Management Division, District Office.* (PIPP)
5. Y N Will the project involve the installation, operation, or removal of an underground or above ground tank containing a petroleum product or a hazardous substance? *Contact: MI Storage Tank Division: 517-373-8168* DEQ
6. Y N Will the project involve liquefies petroleum gas storage tanks or container filling locations? *Contact: MI DEQ Storage Tank Division: 517-373-8168*
7. Y N Does the project involve the installation of a compressed natural gas dispensing station with storage? *Contact: MI DEQ, Storage Tank Division: 517-373-8168*
8. Y N Will the project involve the generation of hazardous waste? Contact: MI DEQ. Waste Management Division, District Office.
9. Y N Will the project involve the on-site treatment, storage or disposal of hazardous waste? *Contact MI DEQ, Waste Manage Division, Hazardous Waste Permit Unit: 517-373-9875*

10. Y N Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? *Contact: MI DEQ, Waste Management Division, Hazardous Waste Program: 517-373-9875*
11. Y N Will the project involve land filling, transferring of processing solid non-hazardous wastes on site? *Contact: MI DEQ Waste Management Division, District Office.*
12. Y N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants? *Contact: MI DEQ Air Quality Division, Permit Section: 517-373-7023*
13. Y N Will the project or facility involve the storage, mixing or distribution of pesticides or fertilizers in bulk quantities. *Contact: MI Dept. of Agriculture, Pesticide and Plant Pest Management Division: 517-373-1087*
14. Y N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb and area of one acre or more, or occur within 500 ft of a lake or stream? If the answer to both questions is yes, a soil erosion and sedimentation control permit is required. *Contact: County Drain Commissioner.*
15. Y N Will the project involve dredging, filling or construction in, across or under (1) a river, stream, creek, ditch, drain, lake, pond or swamp? (2) wetlands? (3) floodplain (area that may have or ever had either standing or flowing water)? *Contact: MI DEQ Land and Water Management Permit consolidation Unit, 517-373-9244.*
16. Y N Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek or ditch? *Contact: Mi. Dept. Environmental Quality Land and Water Mgmt. Permit Consolidation Unit: 517-373-9244.*
17. Y N Will the project involve an earth change activity within 500 feet of a lake or stream or will the project disturb an area greater than one (1) acre in size? *Contact: Mi. Dept of Environmental Quality land & Water Mgmt, Division, Soil Erosion & Sedimentation 517-373-3178.*
18. Y N Does the project involve any construction or land alteration within 400 feet of a designated natural river or tributary? *Contact: Mi. Dept. of Natural Resources, Forest Mgmt. Division, Rivers Program Unit, 517-373-1275.* *Natural*
19. Y N Does the project involve construction of a building or septic system in a designated great lakes high risk erosion area? *Contact: Mi. Dept. of Environmental Quality, Land and Water Mgmt. Division Great Lakes Section, 517-373-1950.* *Division*
20. Y N Does the project involve dredging, filling, grading or other alteration of the soil, vegetation or natural drainage, of placement of permanent structures in a designated environmental area? *Contact: MI. Dept. Environmental Quality Land and Water Management Division, Great Lakes Section 517-373-1950*
21. Y N Does the project involve development, silvicultural activities or contour alterations within a designated critical dune area? *Contact: Mi. Dept. of Environmental Quality, Land and Water management Division, Great Lakes Section 517-373-1950.*
22. Y N Will an on-site waste water treatment system or septic system be installed? For subsurface sanitary sewage disposal in quantities of 10,000 gallons per day or less:
23. Y N Will the project involve County or District Environmental Health? For any subsurface discharge of sanitary sewage in quantities equal to or greater than 10,000 gallons per day- *Contact: Mi. Dept of Environmental Quality, Waste Management Division, 517-373-8148.*

For subsurface disposal of sanitary sewage in quantities of 6,000 to 10,000 per day. In addition to obtaining a construction permit from the county or district environmental health department, submit a waste water discharge notification form. Flow monitoring and reporting are required. *Mi. Dept. of Environmental quality, Waste Management Division, Groundwater Permits Unit, 517-373-8148.* For industrial or commercial waste water (other than sanitary sewage) in any quantity, *Mi. Dept. of Environmental quality, Waste Management Division, Groundwater Permits Unit; 517-373-8148*

24. Y N Will the project involve the construction of a water supply well or the extension of a water supply service from an existing water system? *Contact: Mi. Dept. Environmental Quality Drinking Water program, appropriate District office, and County or District Environmental Health.*

25. Y N Are there out-of-service wells, abandoned wells, or cisterns on the site? (drinking water, irrigation, & monitoring wells) *Contact: County or District Environmental Health.*

26. Y N Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? *Contact: County or District Environmental Health.*

27. Y N Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? *Contact: Mi. Dept. of Environmental Quality, Waste Management Division, Groundwater Program Section, 517-373-8148.*

28. Y N Has the property or facility ever been subject to a remedial action, limited closure, or other environmental cleanup response under Part 201, Natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? *Contact: Mi. Dept. of Environmental Quality, Environmental Response Division: 517-373-9893 and /or Mi. Dept. of Environmental Quality Storage Tank Division, 517-373-8168.*

## VILLAGE OF MATTAWAN DEVELOPMENT REVIEW SCHEDULE

Development review costs may vary depending on the completeness and complexity of the application.

- |  |  |
|--|--|
| 1. Subdivision (plat) Review (for Conventional, Manufactured Homes, Commercial or Industrial Subdivision.) |  |
| a. Preliminary plat review   |  |
| 1) Tentative/Preliminary Approval  | \$ 400 + \$5 / Lot   |
| 2) Final approval  | \$ 200 if no change from tentative/prelim.<br>\$ 400 + \$5 / Lot with change |
| b. Final Plat Review   | \$ 400 + \$5 / Lot   |
| 2. Site Plan Reviews   |  |
| a. Detached single-family condominium (site condos) multiple family or mobile home park development        | \$ 400 + \$5 / Lot or Unit   |
| b. Cluster housing development   | \$ 400 + \$5 / Lot or Unit   |
| c. Commercial or office development  | \$ 250 + \$100/1/2 acre or any part thereof per review.                      |
| d. Industrial development  | \$ 300 + \$100 / ½ acre or any part thereof per review                       |
| e. Public of semi-public uses  | \$200 + \$50 / ½ acre or any part thereof per review                         |
| f. Planned neighborhood or unit development or mixed use development                                       |  |
| 1) Preliminary review  | \$ 200+ \$50 / ½ acre or any part thereof per review                         |
| 2) Final review  | \$ 200 + \$50 / ½ acre or any part thereof per review                        |
| 3) Planned development review  | \$ 200 + \$50 / ½ acre or any part thereof per review                        |
| 3. Plan Revisions  | \$100/sheet or \$200 per acre  |
| 4. Special Approval/ Conditional Use<br>Special Land Use   | \$ 400 + \$100 /1/2 acre or any part thereof per review                      |
| 5. Rezoning Review   | \$ 450   |
| 6. Land Division Review  | \$ 150 + \$20 ea division over two   |
| 7. Variance Review   |  |
| a. Commercial  | \$ 450   |
| b. Residential   | \$ 400   |
| 8. Use Variance Review   | \$ 450   |
| 9. Street / Alley Vacations  | \$ 350   |
| 10. Applicant Assistance Conference  | At hourly rate \$60-\$120 / hour   |
| 11. Review of Woodlands & Wetlands<br>Plans and or field Inspections of same                               | At hourly rate \$60-\$120 / hour   |
| 12. Site (traffic) Impact Analysis   | At hourly rate \$60-\$120 / hour   |

Section 15.35 **Action on Application and Plans**

- A. The Zoning Official shall record the date of the receipt of the application and plans and if the application is found complete shall transmit three (3) copies thereof to the Chairperson of the Planning Commission; one (1) copy with original seals, to the Zoning Official or Consultant, and one (1) copy, with original seals, to the Village engineer or consultant.
- B. A hearing shall be scheduled by the Chairperson of the Village Planning Commission for review of the application and plans as well as reviewing the recommendations of the Village Engineer, Village Building Inspector, and/or Consultant. Members of the Planning commission shall be delivered copies of the application and plans prior to the hearing for their preliminary information and study. The hearing shall be scheduled not less than fourteen (14) days and not more than thirty (30) days, following the receipt by the Village of the plans and applications.
- C. The applicant shall be notified by certified mail, of the date, time, and place of the hearing on his application not less than three (3) days prior to such date.

Section 15-40 **Criteria for Review**

In order that building, open space, and landscaping will be in harmony with other structures and improvements in the area, and to ensure that no undesirable health, safety, noise, and traffic conditions result from the development, the Planning Commission shall upon review, determine whether or not the development plan meets the following criteria, unless the Planning Commission determines that one or more of such criteria are inapplicable, except that this Section shall not apply to Manufactured Housing Parks, which shall only be required to conform to the applicable standards identified in Public Act 96 of 1987 as amended:

**A. General**

All elements of the site plan shall be designed to take into account the site's topography, the size and type of the plot, the character of the adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance, including those of applicable zoning district(s).

- B. The building design shall relate to the surrounding environment in regard to texture, scale, mass, and proportion. High standards of construction and quality materials will be incorporated into the new development. The building design shall meet the architectural and building material requirements of this Ordinance, if any.

**C. Preservation of Significant Natural Features**

Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural, historical, and architectural features as defined in this Ordinance, in a particular wetlands designated/regulated by the Michigan Department of Environmental Quality.

**D. Streets**

All streets shall be developed in accordance with the Village of Mattawan Subdivision Control Ordinance, and Village Design Standards.

E. Access, Driveways, and Circulation

Safe, convenient, un congested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points. All driveways shall meet the design and construction standards of the Village. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site. For uses having frontage and/or access on a major traffic route, as defined in the Village of Mattawan Master Plan, the number, design, and location of access driveways, and other provisions for vehicular circulation shall comply with the access management provisions of this Ordinance.

F. Emergency Vehicle Access

All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department and Police Department.

G. Sidewalks, Pedestrian, and Bicycle Circulation

The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/pedestrian or bicycle pathways in the area. Sidewalks to be provided by owner and connect from lot line to lot line, (and connect to adjacent sidewalks wherever possible); corner lots shall include sidewalks located adjacent to existing or planned streets. There shall be provided a pedestrian circulation system that is separated from the vehicular circulation system from lot line to lot line. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals, and other such facilities may be required in the vicinity of primary and secondary schools playgrounds, local shopping areas, fast food/service restaurants, and other uses which generate a considerable amount of pedestrian or bicycle traffic.

H. Barrier Free Access

The site has been designed to provide barrier-free parking and pedestrian circulation.

I. Parking

The number and dimensions of off-street parking spaces shall be sufficient to meet the minimum required by this Ordinance.

J. Loading

All loading and unloading areas and outside storage areas, including refuse storage stations shall be screened in accordance with this Ordinance.

K. Landscaping, Screening, and Open Spaces

The landscape shall be preserved in its natural state, insofar as practical, but removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping, landscape buffers, greenbelts, fencing, walls, and other protective barriers shall be provided and designed in accordance with the landscaping provisions of this Ordinance. (See Article 18).

L. Soil Erosion and Sedimentation Control

The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material.

M. Utilities

Public water and sewer facilities shall be available or shall be provided for by the developer as part of the site development, where such systems are available.

N. Stormwater Management

Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may also be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water. All such measures shall comply with any applicable county drain control ordinances.

O. Lighting

Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent light shall not be permitted.

P. Noise

The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.

Q. Mechanical Equipment

Mechanical equipment, both roof and ground mounted, shall be screened in accordance with the requirements of this Ordinance.

R. Signs

The standards and requirements stated in this Ordinance are adhered to.

S. Hazardous Materials or Waste

For businesses utilizing, storing, or handling hazardous materials such as automobile service and automobile repair stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.

T. Other Agency Reviews

The applicant has provided documentation of compliance with other appropriate agency review standards, including but not limited to, the Michigan Department of Environmental Quality, Michigan Department of Transportation, County Drain Commissioner, County Health Department, and other federal, state, and local agencies, as applicable. Completion of the "State and County Environmental Permits Checklist" provided by the Village of Mattawan, shall be done and a copy provided as part of the Site Plan Application ( see page 194 of this Article for a sample copy of the checklist.)

U. Approval Process

The development shall be reviewed by the Planning Commission. If the Commission action is disapproval, the commission shall cite reasons for such disapproval. If the Planning Commission finds a site plan not in conformity with this section, it may, at its discretion, return the site plan to the applicant with written statement of the modifications necessary to obtain approval. Upon resubmission of the modified site plan, the Planning Commission shall review the plan. The Commission may approve, disapprove, or approve subject to compliance with such modifications and conditions as may be deemed necessary to carry out the purpose of this Ordinance.