

Please Note:

The sample templates placed on this website by the Planning Department are intended to aid individuals and their attorneys in preparing documents that may be required by the Township in various situations. While the forms have been prepared to comply with the requirements generally imposed by the Township, additions and/or alterations in some situations may be necessary given the particular circumstances in each case. Additionally, these documents are provided for the reference of the drafter and the Township recommends that all documents be prepared or reviewed by an attorney. The Township expressly disclaims any liability for the use of the sample templates and expressly states that no express or implied warranty is made as to the effectiveness, validity or suitability of the language for their use in any particular situation. As always, the drafting lawyer is responsible for making all necessary modifications and to assure compliance with all applicable laws.



**PLAINFIELD CHARTER TOWNSHIP
APPLICATION FOR PLANNING COMMISSION
PUBLIC HEARINGS & REVIEW**

Office Use Only:
Escrow Number: 701-000-235-_____
Escrow Amount: _____
Receipt Number: _____
Receipt Date: _____

Type of Application

- _____ Special Use Request
- _____ PUD
- _____ Change in PUD
- _____ Site Plan Review
- _____ Rezoning
- _____ Soil Removal Permit Application
- _____ Major Change to an Approved Site Plan
- _____ Plat (Tentative Preliminary, Final Preliminary, or Final Plat Approval)
- _____ Site Condominium
- _____ Private Road (Not Reviewed by Planning Commission)

Reviewed by:

- _____ Water Department
- _____ Fire Department
- _____ Township Engineer
- _____ Township Planner
- _____ Streetlights

Current Use: _____
 Current Zoning: _____
 Requested Zone (if applicable): _____

Applicant: _____

Applicant Address: _____

Project Name: _____

Owner: _____

Phone: _____ Fax: _____

Contact Person(s): _____

Property Address: _____

Parcel No.: 41-10-_____

No. of Acres of Lot Size: _____

PROJECT DESCRIPTION (Please use separate sheet as needed.)

ATTACHMENTS TO THIS APPLICATION SHALL INCLUDE THE FOLLOWING ITEMS AS APPLICABLE:

1. Proof of interest in the property: _____
2. Legal Description: _____
3. Site Plans: _____
 - 8 folded copies for Development Review
 - 15 folded copies for Planning Commission Meeting
 - 1 (11" by 17") Copy of Plat, Site Condo or Subdivision Plan
4. Letter addressed to Consumers Energy (Post Drive office) requesting Consumers to design and provide installation and ongoing energy cost figures for the new development's street lighting on **Public Streets**: _____

Please sign the enclosed Petition and Waiver and Consent to Streetlighting Special Assessment forms enclosed - two pages. (These forms are needed for steps 4 or 5.)

5. Letter addressed to Consumers Energy (Post Drive Office) requesting Consumers to design and provide installation figures to the contractor for the new development's street lighting on **Private Streets**: _____
6. **When seeking Final Approval on Plats, Subdivisions, Condominiums, etc. please provide a listing of Lots correlated to Street Addresses.**

I have completed the application information listed above, the checklist on the second page, submitted the required documentation and fees. I/We understand that I am/we are responsible for any shortages in escrow funds for consultant fees that may be incurred in relation to this request.

APPLICANT'S SIGNATURE: _____ Date _____

PROPERTY OWNER(S) SIGNATURE: _____ Date _____
(If not applicant)

_____ Date _____

SITE PLAN REQUIREMENTS

(See Chapter XXVII of the Zoning Ordinance for additional information)

- | | |
|---|--|
| _____ Scale (not more than 1" = 200') | _____ Location & specifications for any existing or propose or below ground storage facilities for any chemicals, flammable material or hazardous material |
| _____ A vicinity map | _____ Location of septic tanks and drainfields |
| _____ Date Site Plan was prepared | _____ Location of utility easements |
| _____ Name, address, & professional seal of preparer | _____ Location & type of significant existing water courses or existing bodies of water |
| _____ North Arrow | _____ Location of existing wetlands |
| _____ Legal Description based on most current survey | _____ Location & type of significant existing county drains and/or manmade surface drainage problems |
| _____ Property lines & dimensions | _____ Zoning on adjacent properties |
| _____ Building setback distances | _____ Location of all storage sheds |
| _____ All structures & lot lines within 100 feet of site | _____ Location of all proposed accessory structures |
| _____ Existing & proposed topographic elevations at 2-foot intervals on the site. <u>(All data needs to be shown based on USGS datum.)</u> | _____ Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened. |
| _____ Existing & proposed topographic elevations a distance of 10 feet outside the boundary lines of the site. | _____ Location of all light poles or fixtures |
| _____ Location of any existing building | _____ Location of all signs |
| _____ Location of any proposed building | _____ Location & size of any walls, fences or other screening provisions |
| _____ Intended use of proposed building | _____ Location of proposed parking areas & access drives |
| _____ Length, Width, & Height of proposed building | _____ Number of parking spaces & aisles |
| _____ Square footage of proposed building(s) | _____ Dimensions of spaces & aisles |
| _____ First floor area of each building | _____ Location of parking blocks, landscape timbers, etc. |
| _____ Location of abutting streets | _____ Location of loading areas |
| _____ Location of Rights-of-Way | _____ Location of parking island |
| _____ Location of services drives | _____ Location of handicapped spaces & access ramps |
| _____ Location of curb cuts | _____ Type of parking lot surface |
| _____ Location of access easements serving the site | _____ Location of curbs |
| _____ Location of driveways opposite the site 100 feet on either side of the site | _____ Location of sidewalks |
| _____ Location & size of all water lines* | _____ Location of all bike paths |
| _____ Location & size of all sanitary sewer lines* | _____ Location of all other walkways |
| _____ Location & size of storm water drainage lines, *including location of hook up to building if applicable | _____ Location of all existing & proposed utility poles |
| _____ Direction of storm water drainage & how storm waster runoff will be handled | _____ Location & type of existing vegetation |
| _____ Location of fire hydrants | _____ Vegetation which is to be retained on the site must be illustrated |
| _____ Location of catch basins | |

IN ORDER TO ACCEPT YOUR PLANS, YOU MUST HAVE THIS PAGE FILLED OUT WITH EITHER A CHECK THAT EACH ITEM IS ON THE SITE PLAN, OR "NA" (not applicable), AND SIGN THE BOTTOM.

Signature of person who prepared the site plan

Date

Please print name

PLANS WILL NOT BE ACCEPTED WITHOUT SEAL OF PREPARER

GENERAL STANDARDS

The Site Plan Review Committee or Planning Commission shall review the site plan for compliance with the requirements of this ordinance and conformance with the following general standards:

1. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property, and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development of surrounding property for uses permitted in this Ordinance.
2. The landscape shall be preserved in its natural state, in so far as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
3. Special attention shall be given to proper site drainage so that removal of storm water will not adversely affect neighboring properties.
4. The site plan shall provide reasonable, visual, and sound privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property for the privacy of its occupants.
5. All buildings or groups shall be so arranged as to permit emergency vehicle access by some practical means as required by the Township Fire Department.
6. Every structure or dwelling unit shall have access to a public street, walkways, or other area dedicated to common use.
7. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from vehicular circulation system.
8. All loading and unloading areas and outside storage areas including areas of the storage of trash, which face or are visible for the residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height.
9. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision along adjacent streets.
10. With respect to vehicular and pedestrian circulation, including walkways, interior drives, and parking, special attention shall be given to location and number access points, general interior circulation, separation of pedestrian and vehicular traffic, particularly the avoidance of building corners next to access drives, and arrangement of parking areas that are safe and convenient, and in so far as practicable, do not detract from the design of the proposed buildings and structures and the neighboring properties. Streets and drives which are part of an existing or planned street pattern which serve adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the Plainfield Township Master Plan.
11. All streets shall be built in accordance with the requirements of the Plainfield Township Subdivision and Site Condominium Ordinance with the specification of the Kent County Road Commission.
12. Site plans shall conform to all applicable requirements of state and federal statutes and approval may be conditioned on the applicant receiving state and Federal permits before final site plan approval or an occupancy permit is granted.