



SITE PLAN PROCEDURE EXPLANATION ARTICLE XX

Thornapple Township, 200 E. Main St., Middleville, MI 49333

Phone: 269-795-7202 Fax: 269-795-8812

Email: zoning-administrator@thornapple-twp.org

1. General Information:

The Site Plan Review procedure is intended to ensure compliance with the Zoning Ordinance. Site Plan Reviews evaluate the potential effects on the site and surrounding area as further described in detail in Section 20.1(b) of the Zoning Ordinance. These reviews are also used to ensure that the purpose and intent of the Master Plan and Zoning Ordinance are maintained.

2. Pre-Application Consultation

In some cases, a pre-application meeting with Township staff or consultant is recommended, prior to submission of the application.

3. Applicability

A site plan review application is required for certain types of projects or as a component of other Planning Commission reviews. Whenever Site Plan Review is part of another review, such as Special Land Use or private road serving 5 or more parcels, the requirements of site plan review are incorporated within the procedure.

4. Application

A site plan review application form and companion forms are available from the Zoning Administrator or online at: www.thornapple-twp.org.

A completed application form along with 14 sets of site and building plans meeting content requirements of the Zoning Ordinance are required.

Application forms not completed or plans lacking information will be returned to the applicant for further processing.

Each site plan requiring review by the Planning Commission shall be filed no less than 30 days prior to the date on which the site plan will be first considered by the Planning Commission.

5. Staff or Consultant Review

Staff or the Township's Planning Consultant will review the complete site plan application and plans. Staff or the consultant may wish to meet with the applicant regarding aspects of the proposed site plan. A report on the review of each site plan with recommendations will be submitted to the Planning Commission. The applicant is entitled to a copy of the report or request.

6. Site Plan Distribution

Depending on the scope and complexity of the project depicted on the site plan, copies may be distributed to the Township engineer, Fire Chief, TK Public Schools, Barry/Eaton County Health Department, Drain Commissioner, Barry County Road Commission or other public agency. Each referral shall be asked to make comments on the site plan.

7. Site Plan Review Committee

The applicant shall meet with a 3 member site plan review committee of the Planning Commission prior to the date at which the full Planning Commission will consider the application.

8. Staff Report

The Zoning Administrator or Planning Consultant shall prepare a written report on behalf of the Committee containing a detailed set of recommendations pertaining to the site plan.

9. Planning Commission Meeting

Following the staff review, the Site Plan Review request is forwarded to the Planning Commission. The staff or planning consultant introduces and explains the request to the Planning Commission. The applicant is then asked to present his or her proposal. The Planning Commission may ask questions of the consultant and/or applicant. The Planning Commission deliberates on the request in open session. The Planning Commission may approve, approve with conditions, deny, or table the application. An approval is effective immediately.

10. Written Notice

The applicant will be provided by the Zoning Administrator, a letter and resolution that documents the decision of the Planning Commission, including any conditions of approval.

11. Appeal

Any applicant who disagrees with a decision of the Planning Commission may appeal the decision to the Zoning Board of Appeals, consistent with Section 20.11 of the Zoning Ordinance.