

ARTICLE 15

SITE PLAN REQUIREMENTS

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Section 15.05 Purpose

The purposes of site plan review are to determine compliance with this Ordinance, to promote the orderly development of the Village, the stability of land values and investments and the general welfare, and to help prevent the impairment or depreciation of land values and development by the erection of structures or additions thereto without proper attention to siting and appearance. It is further the intent of this Article to require the gradual upgrade of existing sites that do not conform with current standards of this Ordinance and ensure that the arrangement, location, design and materials within a site are consistent with the character of the Village and the goals and design guidelines in the Master Plan.

Section 15.10 Site Plan Review Required.

Prior to the erection of any building or structure in any zoning district for any principal permitted use in the Village, any land use requiring special use approval or any planned unit development, other than single-family detached residences and accessory buildings, structures and uses thereto, the site plan review procedures set forth in the section shall be followed unless otherwise provided for in Section 15.15 Administrative Review.

Section 15.15 Administrative Review

The Zoning Official may approve a site plan or sketch plan for the following uses, provided the site plan or sketch meets the application submittal requirements of Sections 15.20, 15.30 Sketch Plan Review, Applications Requirements, and complies with all other requirements and standards of this Ordinance.

- A. An increase or decrease in floor area of a building up to one-thousand (1,000) square feet with no required increase in parking area (only if the total number of expansions within the last five (5) years as determined by the Zoning Official, do not exceed this amount.)
- B. A new use that is a principal permitted use in a given zoning district and requires no significant changes to the building footprint, facade, parking, landscaping, lighting, signs, or vehicular access.
- C. An expansion, replacing or alteration of landscaping areas consistent with the requirements of this Ordinance.
- D. Improvements or installation of walls, fences, lighting, or curbing consistent with the requirements of this Ordinance.
- E. Alterations to the off-street parking layout or installation of pavement or curbing improvements, provided the total number of spaces shall remain constant, and the construction plans and lot construction are approved by the Village.
- F. Relocation of a waste receptacle to a more inconspicuous location, or the installation of screening, both consistent with the requirements of this Ordinance.
- G. Changes to a facade, architectural features or wall signs, provided such changes are consistent with the requirements of this Ordinance and do not significantly and materially change the appearance of the building. (An elevation plan showing changes and construction material is required).

- H. A change from a non-conforming use, building, or site to a more conforming situation consistent with the requirements of this Ordinance.
- I. Modifications to upgrade a building to improve barrier-free design, comply with Americans with Disabilities Act, or other federal, state, or county regulations.
- J. Changes in use to another principal permitted use within a given zoning district, as defined in this Ordinance, that do not increase the gross floor area, provided all other improvements are consistent with the requirements of this Ordinance.
- K. Internal construction of change in the floor plan for a conforming use that does not increase gross floor area, provided the construction cost over a twelve (12) month period does not exceed fifty percent (50%) of the building's state equalized value or affect parking requirements on a site.
- L. Repairing, resurfacing, re-striping, or curbing of parking lots.
- M. Construction or erection of signs, retaining walls, fences, waste receptacles, sidewalks, antennae lights, poles, cooling/heating or other mechanical equipment, telephone booths, newspaper boxes, landscaping, or similar structures which conform to the requirements of this Ordinance or other Village standards, and where site plan review is not specifically required under other sections of this Ordinance.

The Zoning Official may require that any of the above mentioned uses shall require formal site plan approval by the Planning Commission as described within this section.

Section 15.20 Sketch Plan Review.

A. Intent

The intent of this section is to permit submittal of a sketch plan in certain specific instances where a complete site plan is not considered essential to ensure compliance with the intent and standards of this Ordinance.

B. Procedure

The process for administrative approval stated in Section 15.15, above, shall involve submittal of a sketch plan and required application form and fee to the Zoning Official. The sketch plan shall be reviewed in the accordance with the same procedure, requirements, and standards used by the Planning Commission for a formal site plan. The Zoning Official shall make a report of the administrative reviews to the Planning Commission.

The sketch plan shall meet the requirements for a preliminary site plan as specified in subparagraph (3), below. The Zoning Official retains the option to require additional information or a complete site plan for review by the Planning Commission, particularly for sites that do not comply with previously approved site plans, sites with parking deficiencies, sites abutting residential districts, or sites experiencing problems with drainage, traffic, noise, aesthetics, or other general health and safety issues. If a formal site plan is required, the Zoning Official shall inform the applicant in writing to submit a set of plans in accordance with this Article.

C. Application Requirements

The sketch plan for administrative approval shall contain the following information unless the Zoning Official determines that some of the required information is not reasonably necessary:

1. The name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership.
2. The legal description and dimensions of the parcel in question.
3. The location of existing and proposed buildings and structures.
4. The locations of drives, public or private roadways, sidewalks, easements, and parking areas.
5. Location of existing and proposed utilities, water and sewage systems.
6. Description of adjacent land uses.
7. Location of existing natural and man-made site features including wetlands, streams, lakes, ponds, and similar environmental features.
8. A description of any proposed change in grade or drainage system, except those changes to accommodate basement and driveway grading.

9. Any other information required by the Zoning Official necessary to establish compliance with this and other Ordinances of the Village of Mattawan.

D. Eligibility

A sketch plan, rather than a complete site plan package, may be submitted for minor modifications to a legally existing and conforming use and building which is permitted in the zoning district, (special uses are not eligible) including alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public infrastructure or services, significant environmental impacts, or increased potential for hazards.

E. Planning Commission Review.

The sketch plan may be referred to the Planning Commission for review when deemed necessary by the Zoning Official. The Zoning Official shall report on any changes regarding a site/sketch plan to the Planning Commission.

Section 15.25 Application Submittal.

Prior to formal submittal of a site plan, the applicant is encouraged to schedule a pre-application conference with the Village. The purpose of the conference is to review a generalized version of the site plan to discuss basic questions regarding use, density, integration with existing development in the area, and impacts on and the availability of public infrastructure. Also, the applicant may at this time be presented with the applicable procedures required by this Ordinance for approval of the proposed development and with any special considerations or steps that might have to be addressed or followed, such as variance requests to the Zoning Board of Appeals. The conference may be scheduled by a prospective applicant with the Zoning Official and such other Village representatives, as appropriate, including up to one (1) member of the Planning Commission.

Twelve (12) copies of the site plan, at a scale of not more than one (1) inch equals twenty (20) feet for sites of three (3) acres or less or one (1) inch equals one-hundred (100) feet for sites in excess of three (3) acres, including all items required therewith, shall be submitted to the Zoning Official not less than fourteen (14) days prior to the next regular or special scheduled Planning Commission meeting in order to be placed on the agenda for that particular meeting. The Commission may from time to time, prepare forms and require the use of such forms in site plan preparation.

Section 15.30 Application Requirements.

The following information shall accompany all plans submitted for formal site plan review, unless the Zoning Official determines that some of the required information is not reasonably necessary:

- A. A completed application form as supplied by the Village, and an application fee as determined by the Village.
- B. Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement, and a title search or other evidence of any applicable easements or deed restrictions.
- C. A narrative indicating the period of time within which the project will be completed.
- D. One (1) copy of the final site plan, reduced in size to eight and one-half (8 1/2) by eleven (11) inches, on clear acetate or similar material suitable for use with an overhead projector.
- E. Sheet size of submitted drawings shall be 30" x 42" with graphics at an appropriate engineer's scale.
- F. A cover sheet providing the following:
 - 1. The applicants name.
 - 2. The name of the development.
 - 3. The preparers name and the professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan.
 - 4. The date of preparation and any revisions.
 - 5. A north arrow and graphic scale.
 - 6. Property lines and dimensions.

7. A complete and current legal description and size of property in acres and square feet.
8. Notation of any variances which have been or must be secured.
9. Existing land uses and zoning classification of the subject parcel and adjacent parcels.
10. A small location map of sufficient size and scale, showing the locations of the area in relation to surrounding properties, streets, schools, parks, and other significant features where appropriate.
11. All pertinent local, state, and federal checklists and required accompanying information, as attached to the application provided by the Village.

G. Plan sheet(s) indicating the following:

1. The zoning and current land use of the applicant's property and all abutting properties and of properties across any public or private street from the site.
2. Lot lines and all structures on the property and within one hundred (100) feet of the sites property lines.
3. The location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed.
4. Existing buildings and any public or private easements, noting those that will remain and which are to be removed.
5. The layout and typical dimensions of the proposed lots, building footprints and dimensions of proposed buildings and structures, the uses contained therein, the number of stories, gross building areas, distances between structures and lot lines, and setback lines, with the acreage or area in square feet allotted to each use.

For residential developments, the number, type, and density of proposed housing units shall be included

If a multi-phased development is proposed, identification of the areas included in each phase shall be included.

6. Elevations showing height, materials, and colors for all proposed non-residential or multiple-family structures, shall be provided and considered part of the approved development plan. The building elevations must show all rooftop mechanical units along with the proposed method of screening.
7. Building footprints, setbacks, typical floor plans and a sketch of any ground mounted equipment to scale along with required screening.
8. The size, type, and location of proposed identification signs.
9. Existing and proposed locations of utility services (with sizes), including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements; notes shall be provided clearly indicating which existing services will remain and which will be removed.
10. Location and type of existing vegetation, including location of all existing trees over five (5) inches in diameter.
11. Locations of significant natural, historical, and architectural features, including landmark trees, that will be designated "to remain", and protected by a fence or barrier installed prior to site preparation, and/or as "areas not to be disturbed" and secured through installation of a snow fence, other fencing, or police line during the development of the site, and including acreage of the designated areas.
12. The location and elevation of existing water courses and water bodies, including county drains and man-made surface drainage ways.
13. Locations of any wetlands regulated by the Michigan Department of Environmental Quality, submission of a wetland delineation by a qualified wetland consultant and indication of the status of application for a wetland permit from the Michigan Department of Environmental Quality or a copy of the a permit received including description of any wetland mitigation required, and location of other significant non-regulated wetland areas over two (2) contiguous acres.

14. Location and method of screening for all waste receptacles meeting the requirements of this Ordinance.
15. Details of exterior lighting meeting the requirements of this Ordinance including location, height, and method of shielding.
16. Location and dimensions of parking lots and spaces, and loading/unloading areas, and calculations to meet the requirements of this Ordinance.
17. Lotlines and all structures on the property and within one-hundred (100) feet of the site along streets where access to the site is proposed.
18. Proposed water service including any proposed tap-ins, main extensions, or extensions for adequate fire hydrant spacing, and/or considerations of extensions to loop other public water mains.
19. Proposed sanitary sewer facilities and locations of all existing utilities, easements, vacations, and the general placement of lines, manholes, tap-ins, pump stations, and lift stations.
20. Location and detail of all soil erosion and sedimentation control measures.
21. Location and specifications for any existing or proposed outdoor or below ground storage facilities as well as any screening or containment structures or clear zones required by governmental authorities.
22. Size, location, and description of any proposed interior or exterior areas or structures for storing, using, loading, or unloading of hazardous substances. A listing of types and quantities of hazardous substances which will be used or stored on-site in quantities greater than one-hundred (100) kilograms or twenty-five (25) gallons per month.
23. Locations of all signs including:
 - a. Location, type, height, and method of lighting for identification signs.

- b. Location and type of any directional or regulatory/traffic control signs, with details for any sign not conforming to the Michigan Manual of Uniform Traffic Control Devices.
- 24. Details of site circulation and access design, including:
 - a. Dimensions of existing and proposed right of way lines, including those abutting the site and names of abutting public streets.
 - b. Indication of street, parking lot, and other surfaced areas pavement widths, pavement type, and curbing meeting requirements of this Ordinance.
 - c. Street horizontal and vertical dimensions, including curve radii.
 - d. Locations and dimensions of access points, including deceleration or passing lanes, distance from adjacent driveways or intersection streets, including those across a street.
 - e. Parking areas, including the general layout and design of parking lot spaces.
 - f. The location of existing sidewalks and the location and dimensions for proposed sidewalks.
- H. A landscape plan meeting the requirements of this Ordinance. Berms, retaining walls, screening walls, screening landscaping, or fencing shall be shown with elevations from the surrounding grade.
- I. A site grading plan for all development where grading will occur, with existing and proposed topography at a minimum of two (2) foot contour intervals and with topographical information extending a minimum of fifty (50) feet beyond the site in all directions and a general description of grades within one-hundred (100) feet, and further where required to indicated stormwater runoff into an approved drain or detention/retention pond.
- J. A general description and location of stormwater management system shall be shown on the grading plan, including pre- and post-site development runoff calculations used for determination of stormwater management, and location and design (slope) of any

retention/detention ponds. Stormwater outfall structures or basins constructed in a wetland regulated by the Michigan Department of Environmental Quality may require a wetland permit from the Department; and, if constructed below the ordinary high water mark of an inland lake or stream, will require a permit under the Inland Lakes & Streams Act, PA 346 of 1972, as amended. Status of permit application to the Department or copy of permit with attached conditions shall be provided as applicable.

- K. Written verification of access easements or agreements, if applicable.
- L. A note on each plan sheet stating "Not to be used as construction drawings".
- M. Any additional graphics or written materials requested by the Zoning Official or the Planning Commission to assist the Village in determining the compliance with the final development plan standards, such as aerial photography, photographs, conceptual as-built renderings, traffic impacts, and impact on significant natural features and drainage.
- N. Such other information as may be required by the Village to assist in the consideration of the proposed development, including but not limited to an analysis of the planning implications of the proposed development including the methodology of how the planning implications were determined. The analysis shall be carried out by qualified individuals and shall include, but need not be limited to:
 - 1. Estimated population holding capacity of any residential land uses to be included in the proposed development and general impact on community facilities such as primary and secondary schools and parks.
 - 2. A traffic analysis which relates the trip generation of the proposed development to existing and projected traffic capacities, volumes, and patterns on surrounding streets.

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 Chairman 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 Chairman 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 application.
- 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 buildings, 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 this Ordinance and those 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 sites 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. Building Design

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, uncongested, 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, by 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 lights shall not be permitted. Sharp cut off fixtures shall be utilized. A photometrics plan shall be required that demonstrates ZERO lumens at all property lines.

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 Commission, 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 a 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.

Section 15.45 Review and Approval Procedures.

Site plans shall be reviewed in accordance with the following procedures:

A. Department Review

The Zoning Official may secure comments from the any of the Village Departments, Boards, Committees or Commissions as well as the same from the State, County, or Township, and shall forward all comments to the Planning Commission for its review. The Planning Commission may as part of the review of the site plan, solicit further comments from any engineer, planning consultant, agency, group, or person, as deemed appropriate.

B. Site Plan Approval

The Village Planning Commission is authorized to review and approve, with or without conditions or to review and deny approval of all site plans submitted under this Ordinance. When the Commission approves a site plan with conditions, the Zoning Official shall require a revised site plan with a revision date, indicating said conditions on the site plan.

C. Record of Action

Each action taken with reference to site plan review and approval shall be duly recorded in the minutes of the Village of Mattawan Planning Commission. A final copy of the approved site plan shall be so marked and placed on file with the Village Clerk's office. Approval of the site plan shall be valid for a period of one (1) year. If a building permit has not been obtained and on-site development actually commenced within one (1) year, the site plan approval shall become void and a new application for site plan approval shall be required and new approval obtained before any construction or earth change is commenced upon the site.

D. Final Site Plan

When a site plan approval is required, no building permit shall be issued until three (3) copies of a final site plan, which includes all conditions of approval, a revision date, and notation of all variances has been signed by the Chairperson of the Planning Commission, the Zoning Official, and the Village Engineer, or their designees. Prior to the issuance of a

building permit one (1) copy of the final signed plan shall be filed with each of the following: Village Clerk, Zoning Official, and the Applicant.

Section 15.50 Issuance of Building Permit

If an applicant fails to secure a building permit within one (1) year of the date of approval of the site plan, the site plan shall be deemed expired and void, and is of no force or effect unless extended by the Planning Commission. Revocation of an approved site plan shall be communicated to the developer in writing. Building permits shall be issued in accordance with the adopted Village Building Permit Issuance Policy.

Section 15.55 Conformity to Approved Site Plan Required

Following approval of a site plan by the Planning Commission, the applicant shall construct the site plan improvements in complete conformity with the approved plan. Failure to do so, is considered a violation of this Ordinance and subject to the actions provided for in this Ordinance.

Upon completion of the installation of required improvements as shown on the approved site plan, the developer shall submit to the Zoning Official one (1) copy of an "as-built" site plan, certified by an engineer or architect at least one (1) week prior to the anticipated occupancy of any building. A Certificate of Occupancy shall be withheld by the Building Inspector in any case where the site plan and major conditions as approved by the Planning Commission have not been complied with. Minor variations may be approved by the Zoning Official and shall be reported within thirty (30) days to the Planning Commission after the issuance of the Certificate of Occupancy.

Section 15.60 Performance Guarantee

The Planning Commission shall have the right and authority to require the developer to file with the Village Zoning Official at the time of application for a building permit, a performance guarantee in a form acceptable to the Village, which may include a performance bond or a bank letter of credit in such amounts as determined by the Planning Commission to insure the development of the site in accordance with the approved site plan. Such guarantee, if required shall continue for the duration of the construction and development of the site.

Section 15.65 Amendments to Approved Site Plan

Once a site plan has been approved by the Planning Commission, changes to the approved site plan shall require a re-submission to the Commission and payment of any associated fees, except that minor changes as defined below may be permitted by the Zoning Official:

- A. For residential buildings, the size of the structure may be reduced or increased by up to five percent (5%), provided that the overall density of units does not increase.
- B. Square footage of nonresidential buildings may be decreased or increased by up to five percent (5%).
- C. Movement of a building or buildings by no more than ten (10) feet.
- D. Designated "areas not to be disturbed" may be increased.
- E. Plantings approved in the final development plan landscape plan may be replaced by similar types and sizes of landscaping which provides a similar screening effect on a one-to-one or greater basis, provided they comply with the landscaping standards of this Ordinance.
- F. Improvements to site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc. which conform to the requirements of this Ordinance.
- G. Changes of building materials to another of higher quality.
- H. Changes in floor plans which do not alter the character of the use.
- I. Slight modification of sign placement or reduction in size.
- J. Relocation of sidewalks and/or waste receptacles.
- K. Internal rearrangement of parking lots that do not affect the number of parking spaces or alter access locations or design.
- L. Changes required or requested by the Village for safety reasons.

Section 15.70 Appeals

In instances where specific requirements of this Ordinance are not satisfied on the site plan, a request for a variance to such specific requirement(s) may be initiated by the applicant to the Zoning Board of Appeals, subject to Planning Commission recommendation on the proposed variance and prior to formal site plan approval. An appeal of a Zoning Board of Appeals decision concerning a site plan shall be made to the Circuit Court.

Section 15.75 Property Maintenance after Approval

It shall be the responsibility of the property owner for which site plan approval has been granted to maintain the property in accordance with the approved site plan on a continuing basis until the property is razed or until new zoning regulations supercede the regulations upon which site plan approval was based, or until a new site plan is approved. This requirement includes healthy landscaping, walls, fences, pavement, pavement markings, signs, building exterior, drainage facilities, and all other elements of the site. Any property owner who fails to so maintain an approved site shall be deemed in violation of the use provisions of this Ordinance and shall be subject to the same penalties appropriate for such a violation.

With respect to condominium projects, the master deed shall contain provisions describing the responsibilities of the condominium association, condominium owners, and public entities, with regard to maintenance of the property in accordance with the approved site plan. The master deed shall further establish the means of permanent financing for required maintenance and improvement activities which are the responsibility of the condominium association. Failure to maintain an approved site plan shall be deemed in violation of the use provisions of this Ordinance and shall be subject to the same penalties for such a violation.

STATE & COUNTY ENVIRONMENTAL PERMITS CHECKLIST
FOR (municipality and/or county) _____

Name of Business:

Mailing Address:

Telephone:

Fax: Type of Business:

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 prior to 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 Water Quality Division, Permits Section: 517/373-8088.
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. Dept. of Environmental Quality, Waste Management Division, Groundwater Program Section: 517/373-8148.*
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. Dept. of Environmental Quality, Surface Water Quality Division, District Office: _____. For **facilities discharging to groundwater**, contact the Mi. Dept. of Environmental Quality, 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 (PIPP) may be required.
Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Division, District Office: _____
5. Y N Will the project involve the installation, operation, or removal of an underground or aboveground storage tank containing a petroleum product or a hazardous substance?
Contact: Mi. Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.
6. Y N Will the project involve liquefied petroleum gas storage tanks or container filling locations?
Contact: Mi. Dept. of Environmental Quality, 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. Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.*
8. Y N Will the project involve the generation of hazardous waste?
Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Division, District Office: _____
9. Y N Will the project involve the on-site treatment, storage or disposal of hazardous waste?
Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. 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. Dept. of Environmental Quality, Waste Mgmt. Division, Hazardous Waste Program Section: 517/373-9875.
11. Y N Will the project involve landfilling, transferring or processing solid non-hazardous wastes on-site?
Contact: Mi. Dept. of Environmental Quality, Waste Mgmt. Division; District Office telephone: _____
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. Dept. of Environmental Quality, Air Quality Division, Permit Section: 517/373-7023.

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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.
15. 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 an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required.
Contact: County Drain Commissioner (or other responsible office): _____
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. Dept. Environmental Quality, Land and Water Mgmt. Div. 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. Division, 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., Natural Rivers Program Unit, 517/373-1275.
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.
20. Y N Does the project involve dredging, filling, grading or other alteration of the soil, vegetation or natural drainage, or 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. Environmental Quality, Land and Water Management Division, Great Lakes Section: 517/373-1950.*
22. Y N Will an on-site wastewater 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 gallons per day -
In addition to obtaining a construction permit from the county or district environmental health department, submit a state wastewater 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 wastewater (other than sanitary sewage) in any quantity -
- *Mi. Dept. of Environmental Quality, Waste Management Division, Groundwater Permits Unit: 517/373-8148.*
23. 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: _____*
24. 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: _____
25. 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:*
26. 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 Sect.: 517/373-8148.*
27. 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.

Revised April 17, 2000

STATE & COUNTY ENVIRONMENTAL PERMITS CHECKLIST
FOR (municipality and/or county) _____

Name of Business:

Mailing Address:

Telephone:

Facility Owner or Manager:

Date:

Fax: Type of Business:

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 prior to 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 Water Quality Division, Permits Section: 517/373-8088.
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. Dept. of Environmental Quality, Waste Management Division, Groundwater Program Section: 517/373-8148.*
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