

LEE TOWNSHIP SITE PLAN REVIEW APPLICATION PACKET

Note: The Lee Township Planning Commission recommends that applicants attend a regular monthly Planning Commission meeting prior to submitting their Site Plan Review Application. This would provide answers to your questions, application requirements and procedures.

SITUATIONS REQUIRING A FORMAL SITE PLAN REVIEW:

The Township Planning Commission must review and approve site plans before granting approval for Special Use Permits.

In addition, and in the case of a new development, Site Plan Review before the Township Planning Commission is required for any project meeting one of the following conditions:

- 1) The proposed project will have more than two (2) dwelling units.
- 2) The proposed project is in a Commercial Zoning District.
- 3) The proposed project is in an Industrial district.
- 4) The project is a Special Use.

A Site Plan Review Checklist (attached) should serve as a guide to applicants:

- 1) The site plan review checklist is available at the Township offices or On-line on the Lee Township website at www.leetownship.org
- 2) Site Plans shall conform to the provisions approved on the checklist.
- 3) All site plans must be prepared in a complete and accurate manner so that the site plan can be used by the building inspector for all other necessary permits.

**At no time shall a Site Plan review be required as a part of the decision process for rezoning. This is because the decision to rezone property should be based on consideration of its effects on long-range plans for the Township, and on the merits of the proposed Zoning District, and the uses it would allow, as they relate to the subject property and surrounding area.*

A SITE PLAN APPLICATION MUST INCLUDE:

Ten copies of a scaled drawing of the site and proposed development, showing the scale used (for example 1" = 50'), and indicating where North is on the drawing. The drawing must also show the following:

- Property lines.
- Relationship of abutting properties, including distance to buildings on adjacent lots.
- Location of drives and parking areas.
- Location of drains, septic systems, water supply and any other facilities on- site.
- Landscaping, fences, and screening.
- Name and address of person responsible for the preparation of the site drawing.
- Complete and accurate dimensions pertaining to the above.

NOTE: Professionally, certified and stamped site plan drawings are required in most cases, for example, involvement of a governmental unit/agency or use of contractors and sub-contractors. However, Owner-designed and Owner-built projects may not require professionally certified and stamped drawings.

Please contact any Planning Commission member for further questions.

An application will not be processed if no drawing is submitted, if the drawing is not complete or the fee hasn't been paid.

**LEE TOWNSHIP
SITE PLAN REVIEW APPLICATION**

Fill out completely and return to Lee Township Clerk
1485 W. Olson Rd. Midland, MI 48640
(989) 832-2874

DATE _____ **FEE: \$500.00** Check # _____

APPLICANT _____ PHONE _____

ADDRESS OF APPLICANT _____

ADDRESS/LOCATION OF PROPERTY _____

PARCEL ID # _____

LEGAL DESCRIPTION OF SITE _____

PRESENT ZONING CLASSIFICATION _____

(Application must include petition for rezoning if a change is required.)

GENERAL DESCRIPTION OF PROPOSED DEVELOPMENT _____

PERSON(S) RESPONSIBLE FOR ALL DRAWING IF DIFFERENT THAN APPLICANT _____

OWNERS NAME IF DIFFERENT THAN APPLICANT _____

ADDRESS AND PHONE _____

SIGNATURE OF APPLICANT _____