

# LAPEER TOWNSHIP

## SITE PLAN REVIEW PROCEDURES

### PRELIMINARY SUBMISSION

1. The applicant shall obtain site plan review application form **and** a copy of the Lapeer Township Zoning Ordinance and Engineering Standards Ordinance from the Township Clerk or from the Lapeer Township website at <http://lapeertownship.org>.

### SUBMISSION TO TOWNSHIP CLERK

1. The applicant shall submit fifteen (15) copies of the site plan, the application with signed checklist and all pertinent data properly folded into packets to the Township Clerk by 3:00 p.m. on the second Monday of the month preceding a regularly scheduled Planning Commission meeting in order to be placed on the agenda for the following month.
2. The application fee along with administration fee and consultant deposits shall be paid at the time of the plan submission. Any additional fees incurred by additional reviews shall be paid in order to remain on the Planning Commission agenda.

### PLANNING COMMISSION REVIEW

1. The Planning Commission shall review the site plan to determine its compliance with the criteria established in Article 5 of the Lapeer Township Zoning Ordinance and all other applicable Zoning Ordinance requirements. The Planning Commission shall take action on the site plan as follows:

**Approval:** Upon determination that the site plan is in compliance with the Zoning Ordinance, the site plan shall be approved.

**Conditional Approval:** If, upon determination by the Planning Commission that a site plan is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on the site plan. When these changes have been adequately provided, the applicant may resubmit the revised site plan to the Planning Commission or their designee for the approval.

**Disapproval:** If substantial revisions to the site plan are necessary to meet the Zoning Ordinance requirements, the site plan shall be disapproved and the applicant shall be required to file a new application, site plan and fee before plans for development of the site will again be reviewed.

2. If the review of the site plan is tabled or postponed to the next meeting to allow applicant to present a revised plan and/or further Information for the Planning Commission to complete the review process, ten (10) copies of the revised plan and/or information shall be submitted to the Township Clerk by 3:00 p.m. on the Monday two (2) weeks prior to the regular Planning Commission meeting.
3. The Planning Commission may require a cash bond covering improvements associated with a site plan as specified in the Zoning Ordinance.

#### APPROVAL PERIOD

Site plan approval shall be valid for one (1) year from the date of approval. Physical improvements to the site must begin within one (1) year and be completed within two (2) years or the plan approval will expire unless application has been made and approved for an extension by the Planning Commission.

#### ZONING COMPLIANCE PERMIT

Approval of the site plan by the Planning Commission shall satisfy the requirements of the Zoning Ordinance (or a Zoning Permit.) It shall not exempt the petitioner from compliance with other Township Ordinances. The Zoning Administrator shall not issue a building permit until site plan approval and / or engineering plan approval have been given and the Township Clerk has issued a Permit to Construct.



DATE: \_\_\_\_\_

APPLICATION NO: \_\_\_\_\_

## LAPEER TOWNSHIP SITE PLAN REVIEW CHECKLIST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

### SUBMISSION REQUIREMENTS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> PRINTS SEALED BY REGISTERED ARCHITECT OR ENGINEER</li> <li><input type="checkbox"/> PROPOSED STRUCTURES &amp; IMPROVEMENTS</li> <li><input type="checkbox"/> EXISTING STRUCTURES &amp; IMPROVEMENTS</li> <li><input type="checkbox"/> COMPLETE LEGAL DESCRIPTION</li> <li><input type="checkbox"/> SITE ZONING: _____</li> <li><input type="checkbox"/> YARDS - FRONT _____; REAR _____</li> <li><input type="checkbox"/> SCREENING AREAS AND WALLS</li> <li><input type="checkbox"/> NUMBER OF PARKING SPACES</li> <li><input type="checkbox"/> PAVEMENT TYPE</li> <li><input type="checkbox"/> SIGN LOCATION, DRAWING, DIMENSIONS, LANDSCAPING &amp; LIGHTING DETAIL</li> <li><input type="checkbox"/> UTILITIES</li> <li><input type="checkbox"/> SITE DIMENSIONS</li> <li><input type="checkbox"/> DIMENSIONS BETWEEN SITE FEATURES</li> <li><input type="checkbox"/> SCALE AND NORTHPOINT</li> <li><input type="checkbox"/> EQUIPMENT SIZE AND LOCATION (INDUSTRIAL)</li> <li><input type="checkbox"/> HAZARDOUS SUBSTANCES</li> <li><input type="checkbox"/> ADJACENT ZONING, BUILDINGS and/or</li> <li><input type="checkbox"/> TRASH RECEPTACLES &amp; METHOD OF SCREENING IMPROVEMENTS</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> BUILDING ELEVATIONS, USE AND FLOOR PLANS</li> <li><input type="checkbox"/> SIZE IN ACRES</li> <li><input type="checkbox"/> LOCATION MAP</li> <li><input type="checkbox"/> EXISTING AND PROPOSED ROW</li> <li><input type="checkbox"/> DRIVE AND STREET APPROACHES</li> <li><input type="checkbox"/> BUILDING SURFACE MATERIAL</li> <li><input type="checkbox"/> SITE TOPOGRAPHY AND VEGETATION</li> <li><input type="checkbox"/> STATISTICAL DATA</li> <li><input type="checkbox"/> PEDESTRIAN CIRCULATION</li> <li><input type="checkbox"/> EXTERIOR LIGHTING</li> <li><input type="checkbox"/> LANDSCAPE PLAN</li> <li><input type="checkbox"/> SURFACE DRAINAGE CHARACTER</li> <li><input type="checkbox"/> DEVELOPMENT IMPACT STMT.</li> </ul> |
|--|--|

LEGEND

- OK
- N/A
- NOT SHOWN

**\*\*It is highly recommended that you attend all of your hearings to answer any questions that may arise.\*\***

---

---

### ZONING ADMINISTRATOR'S ACTION:

Plan appears to meet the Submission Requirements. Please forward to the Planning Commission.

Submission incomplete for the following reasons: \_\_\_\_\_

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

DATE

SIGNATURE



## CHECK APPROPRIATE BOX:

- Plot plan for single dwelling unit site: \$270.00 for submittal review, \$150.00 for any subsequent reviews.
- For small projects with a site improvement construction cost of \$35,000.00 or less \$850.00.\*
- For projects with site improvement construction costs greater than \$35,000.00, the fee shall be \$850.00 or 1.33% of the estimated site improvement construction costs which ever is greater. If more than one review is required, the Engineer shall charge the additional review fees on an hourly basis.
- For projects that require our engineer to attend the preconstruction meeting or any special meeting regarding construction, a fee of \$100.00 per hour will be charged portal to portal.
- Any changes to the project or resubmittals requiring further engineering by our engineers shall be billed to developer on an hourly basis.
- Public Utility Company - For installations to be made as part of a Developer's Project, there shall be no separate charge.
- Public Utility Company - For installations in locations other than a Developer's Project, the fee shall be at the rate of eight cents (\$.08) per foot of utility proposed to be constructed, with a minimum fee per project of one hundred dollars (\$100.00).

\*The site improvement construction cost shall be based on all site improvements (excluding buildings) which includes improvements constructed off-site for the benefit of the development. The tabulation of quantities and the construction cost estimate shall be submitted with the plans and shall be prepared by a registered Civil Engineer and shall bear the Engineer's Seal and signature. Unit costs utilized shall be based upon anticipated current prices for publicly bid project. If the Township Engineer determines that the submitted estimate is incorrect, he may prepare a revised estimate and require the applicant to pay the additional review fees and the cost of the estimate preparation.

**LAPEER TOWNSHIP**  
PERMIT TO CONSTRUCT PROJECT NO. \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEVELOPMENT: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ESTIMATED CONSTRUCTION COST: \_\_\_\_\_  
(See #4 below)

CONSTRUCTION INSPECTION DEPOSIT: \_\_\_\_\_ and

CASH BOND POSTED: \_\_\_\_\_

**CONSTRUCTION INSPECTION DEPOSIT AND CASH BOND AND COMPLETION GUARANTEE**

1. To cover cost of construction inspection, the Applicant shall pay minimum cash deposit to the Township Clerk based on the applicable one of the following conditions;

	<u><b>DEPOSIT AMOUNT</b></u>
* For a construction cost estimated to be less than \$10,000.00	10% on construction cost - Minimum \$270.00
* For a construction cost estimated to be from \$10,000.00 to \$100,000.00	8% of construction cost - Minimum, \$1,000.00
* For a construction cost estimated to be over \$100,000.00	6% of construction cost - Minimum \$6,000.00

2. The inspection fee for the above-described project will be based on \$496.00 per "Crew Day". A refund will be made if the project is completed and a balance is left after "Crew Day" expenses have been deducted from the deposit collected. If the work is incomplete and the "Crew Day" expenses exceed the amount deposited, it will be necessary to pay for the additional "Crew Days" before project will be finalized.

3. A cash bond in the form of a Certificate of Deposit or irrevocable letter of credit in the name of the developer and the Township of Lapeer in the amount of the estimated construction cost guaranteeing satisfactory completion of the site improvements shall be provided to the township per Section 105.H of the Township of Lapeer Engineering Standards Ordinance.

4. Construction costs shall include off-site improvements required. Site improvements shall include all improvements outside of the building associated with the project. ***The construction cost estimate shall be prepared by a registered civil engineer and shall bear the engineer's seal.***
5. Before final acceptance of the above said construction, the applicants engineer shall supply the Lapeer Township Engineer with a set of as-built plans as required.
6. A letter of acceptance will be issued by the Lapeer Township Engineer upon satisfactory completion of the project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_  
Township Clerk



# LAPEER TOWNSHIP

## SIGN PROCEDURES / CHECKLIST

1. An application shall be made by the applicant to the Planning Commission for any sign construction, erection or alteration of all applicable signs, as stipulated in the Lapeer Township Zoning Ordinance. Fifteen (15) copies of the Application and plan shall be submitted to the Township Clerk by 3:00 p.m. on the second Monday of the month preceding a regularly scheduled Planning Commission meeting.
2. The application shall be submitted along with:
  - A scaled drawing indicating the proposed *location* of the sign on the site.
  - A scaled drawing indicating:
    - The height of the sign above the ground
    - The face of the sign (material, color and dimensions)
    - The area of the sign surface
    - Sign lettering, as it will appear on the sign

***\*\*The style of the lettering does not have to be represented; however, it should be printed to the size and weight which will be utilized on the sign.***

- The method and color of illumination, if any, shall be specified.
  - Any logos, emblems or additional features must be specified.
  - For wall signs, the applicant shall submit a scaled drawing of the sign (preferably ¼" = 1'0") showing the relationship of the sign to the total building wall on which it is to be installed.
3. The Planning Commission may require the applicant to submit additional information necessary and / or pertinent to the application.
  4. If the application is approved by the Planning Commission, the applicant shall apply for a building permit for all signs less than sixteen (16) square feet. The Zoning Administrator shall, however, review all signs, irrespective of size, for conformity with the Township Building Code.

Date Received: \_\_\_\_\_

Application No: \_\_\_\_\_

APPLICATION FOR SIGN REVIEW  
LAPEER TOWNSHIP  
FAX: (810) 667-4101  
Lapeer County, Michigan

Business/Development Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ email address: \_\_\_\_\_

Drawing Prepared By: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIGN INFORMATION**

**TYPE**

- New
- Resurface Existing
- \_\_\_\_\_

**STYLE**

- Wall
- Pole / Freestanding
- Ground / Monument

**LIGHTING**

- None
- Indirect
- Internal

**Colors:**

Background: \_\_\_\_\_ Letters: \_\_\_\_\_

**Dimensions:**

Sign Area: \_\_\_\_\_ Height: \_\_\_\_\_

Letter Size: \_\_\_\_\_

Setback from Road Centerline: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (if not the applicant) Legal

**ACTION:**

- Approved
- Denied

Date: \_\_\_\_\_