

**RUTLAND CHARTER TOWNSHIP**  
**Barry County**  
**2461 Heath Rd, Hastings, MI 49058**  
**Phone: 269-948-2194 Fax: 269-948-4180**

**APPLICATION FOR SITE PLAN REVIEW**

**DATE RECEIVED:** \_\_\_\_\_ **BY:** \_\_\_\_\_ **FEE PAID:** \_\_\_\_\_

Property location (address or description): \_\_\_\_\_

Zoning classification: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Number of structures: \_\_\_\_\_

Area of Proposed Structure(s): \_\_\_\_\_

Number of Dwelling Units (if Multiple Family): \_\_\_\_\_

Applicant's interest in the property (title holder-owner, land contract, purchaser, tenant, lessee, etc.):

\_\_\_\_\_

Indicate any restrictions which encumber the property (plat or deed restrictions, easements), if any:

\_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone# Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

Owner or agent (capacity of agent) \_\_\_\_\_

I, the undersigned acknowledge that approval of this site plan by the Rutland Charter Township constitutes an agreement with the Rutland Charter Township, and all improvements and obligations indicated herein shall be completed in a good and workmanlike manner, acceptable to the township, within the times specified by ordinance.

Date: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_

Note: A site plan must be included with this application, and review will be initiated when the appropriate fees have been paid. See checklist on reverse.

FOR OFFICIAL USE ONLY: DATE APPROVED: \_\_\_\_\_/REJECTED \_\_\_\_\_

REASONS: \_\_\_\_\_

\_\_\_\_\_

## **RUTLAND CHARTER TOWNSHIP SITE PLAN REVIEW REQUIREMENTS**

DEVELOPMENTS REQUIRING SITE PLAN REVIEW: The building Inspector or Zoning Administrator shall not issue a building permit or zoning permit for the construction of the following buildings, structures or uses until a detailed site plan has been reviewed and approved by the Township Planning Commission.

- Multiple-family residential development
- Mobile home park development
- Office development
- Commercial development
- Industrial development
- PUD
- R-4/Permitted uses other than one- and two-family residential
- All special exception uses
- Site Condominium projects
- Any other uses of land for which site plan review is required under any provision of this Ordinance.

APPLICATION: Requests for site plan review shall be made by filing with the Township Clerk the following.

Review Fee: A schedule of fees for site plan review shall be determined by the Township Board based on the cost of processing the review and shall be made available to the public at the Township Office.

INFORMATION REQUIRED: Eight (8) copies of the application for site plan review, which shall contain the following data, where applicable.

- Proof of ownership
- Parties with legal interests
- Accurate legal description
- Proposed use permitted in zone
- Special use, variances needed
- Zoning status on parcel
- Hydrologic floodplain, scenic river, wetland, recharge area
- Locations of proposed structures, roads, etc.
- Setbacks, lot area, width, coverage, etc.
- Off-street parking and loading areas
- Vehicular and pedestrian circulation
- Easement existing/proposed
- Landscaping plans
- Utilities sanitary, sewerage, drains, gas, electricity, cable
- Drain Commissioner comments, if applicable
- Road Commission comments, if applicable
- Open space provisions
- Fencing and screening
- Relationship to adjacent properties land use, density, street and utility extensions, privacy, property values
- Phasing plan for project

PROCEDURE: when the completed application is filed, the Township Clerk shall transmit it to the Chairman of the Planning Commission, who shall place it on the agenda of the Planning Commission and cause written notice to be given to the applicant of the date, time and place when the application will be reviewed. The applicant shall be given the opportunity to appear before the Planning Commission at the time, date and place stated in the notice to present his plan and discuss it with the Commission.

STANDARDS FOR SITE PLAN REVIEW: In reviewing the detailed site plan, the Planning Commission shall ascertain whether the proposed site plan is consistent with all regulations of this Zoning Ordinance. Further, in consideration of each site plan, the Planning Commission shall endeavor to insure the following.

The proper development of roads, easements and public utilities has been provided to protect the general health, safety and welfare of the Township including the following.

All drives and parking areas to be surfaced with bituminous or concrete paving or equivalent.

All public roads and streets shall be equal to County Road Commission standards of construction and drainage.

All roads and streets, drives and parking areas shall provide for disposal of surface water into the ground, into an approved leaching basin, or into a storm sewer.

Roads, streets and parking areas may be required to provide artificial lighting automatically timed and providing a minimum of one watt per twenty (20) square feet of road or parking surface with all light sources shielded from adjacent residential windows.

There is a proper relationship between major thoroughfares and proposed service drives, driveways and parking areas so to insure the safety and convenience of pedestrian and vehicular traffic.

The adverse effects resulting from the locations of buildings and accessory structures will be minimized to the occupants of the subject parcel and the occupants of adjacent properties.

The proposed use will not have a harmful effect on the surrounding neighborhood development. Provisions for fencing, walls and landscaping devices may be required to provide screening from adjacent land.

That the proposed use is consistent with and promotes the intent and purposes of this Ordinance, and is compatible with the natural environment and the capacities of public services and facilities affected by the proposed use.