GENOA CHARTER TOWNSHIP
Application for Site Plan Review

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

(Application must be completed in its entirety)

APPLICANT NAME & ADDRESS: _____

If applicant is not the owner, a letter of Authorization from Property Owner is needed.

OWNER'S NAME & ADDRESS: _____

SITE ADDRESS: _____ PARCEL #(s): _____

LOCATION AND BRIEF DESCRIPTION OF SITE: _____

_____

_____

_____

BRIEF STATEMENT OF PROPOSED USE: _____

_____

_____

_____

THE FOLLOWING BUILDINGS ARE PROPOSED: _____

_____

_____

_____

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: _____

ADDRESS: _____

APPLICANT INFORMATION:

Applicant Phone: (_____) _____ Owner Phone: (_____) _____

Owner Email: _____

Contact Information - Review Letters and Correspondence shall be forwarded to the following:

1.) _____ of _____ at _____
Name Business Affiliation E-mail Address

FEE EXCEEDANCE AGREEMENT

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ PHONE: _____

ADDRESS: _____

STEP-BY-STEP INSTRUCTIONS FOR SITE PLAN REVIEW

SUBMIT ALL MATERIALS TO: Planning Director, Genoa Township Hall, 2911 Dorr Road, Brighton, Michigan 48116.

STEP 1: Pre-Application Meeting *(Optional)*
Staff and consultants are available for this introductory meeting at request of the applicant. See Application Meeting Request Form.

STEP 2: Submit Application
The Planning Commission will consider your application during their regularly scheduled meeting after consultant reviews. The meeting date is determined by the date you submit a complete application and will be strictly followed. See the Planning Commission Submittal Schedule for details. The following documents ***must*** go through the Township office before going to consultant review. *Submittal requirements include: (incomplete submittals will not be scheduled for the next PC meeting)*

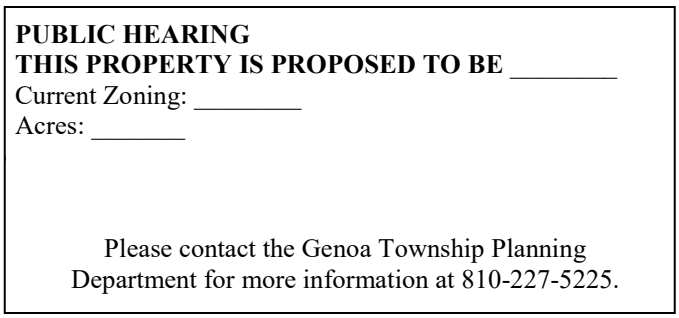
1. **This Site Plan Application (four copies, signed)**
2. **Site Plan (four large copies, folded)**
   The site plan *must* be sealed by an architect or engineer registered in the State of Michigan.
3. **Environmental Impact Assessment (four copies)**
4. **Related Details Specification, if necessary (lighting details, renderings, etc.) (four copies)**
5. **Reduced-File-Size collated/combined pdf of all submittal materials including signed applications (on disk)**
6. **Review Fees. These *must* be paid at time of submission. See Fee Schedule.**

STEP 3: Property Posting Requirements: A sign shall be posted on property that has submitted application for a **residential plat or site condominium development, rezoning or special land use** by the applicant indicating the proposed project in accordance with the following:

(a) The sign shall be eight (8) feet in width by four feet (4) in height and constructed of durable and weather resistant materials.
(b) The sign shall be erected in full public view ten (10) feet from the private or public road right of way. If property is located at an intersection, a sign for each road frontage shall be provided which must be readable from the adjacent roadway.
(c) Sign location must ensure that sign is fully visible and the area should be kept clear from obstructions.
(d) Sign shall be erected at least twenty-one (21) days prior to the first scheduled public hearing
(e) Applicant shall be responsible for erecting and maintaining the signs through the public hearing dates and removing the sign. The sign shall be removed within seven (7) days after final decision from the Township Board of Trustees.
(f) Sign lettering size shall be eight (8) inches for the first line announcing the project and four (4) inches for all other text and must be readable from the adjacent roadway.
(g) Sign shall utilize a white background with black lettering.
(h) Sign shall include the following information:
   1. The text "Notice of Public Hearing" shall be included.
   2. Current and proposed zoning and/or brief description of proposed project.
   3. Generalized map of property shall be included on the sign.
   4. Property size in acres shall be included the sign.
   5. Sign shall indicate to contact the Planning Department for information regarding the date, time and location of the Planning Commission/ Township Board public hearing as well as phone number and contact information for the Planning Director. (See figure 21.1)

(i) The design and location of the sign shall be approved by the Township prior to installation.

Figure 21.1



STEP 4: First Review of Your Application by Township Consultants
Your application is reviewed by fire, engineering, and community planning professionals. As the applicant, you will receive their comments approximately three weeks after your submittal.

STEP 5: Submit Revised Materials
Submit the following within one week after receipt of consultant comments:

1. **Cover Letter, detailing changes (four copies)**
2. **Site Plan (four large copies, folded). *Large-scale projects or long/oversized items may require submittal of several additional hard copies.***
3. **Environmental Impact Assessment and other supporting information (four copies)**
4. **Reduced-File-Size collated/combined pdf of all submittal materials including cover letter (on disk).**

STEP 6: Second Review of Your Application by Township Consultants
Second Review comments from consultants will be the discussed at the scheduled Planning Commission meeting. As the applicant, you will receive copies of their comments approximately three business days before the meeting. Your attendance is required at the meeting. *Please note - at the discretion of staff and Planning Commission Chairman, if there are a number of outstanding non-discretionary items remaining with the submittal after staff receives the 2nd review letters, the project could be moved to the next scheduled meeting.*

STEP 7: Planning Commission Review at Public Hearing
Held at Genoa Township Hall, the second Monday of each month at 6:30 p.m.

STEP 8: Submit Revised Materials for Genoa Township Board of Trustees
After Planning Commission approval, your case will go before the Board. The Board meets on the 1st and 3rd Monday of each month. To allow for the preparation of Planning Commission minutes and to allow the applicant time to address changes required by the Planning Commission, projects ***will not*** be reviewed by the Township Board on the Monday immediately following a Planning Commission meeting. (Board-agenda submittals are required the Monday *before* the Board meeting by 1:00 p.m.) *Submittals should reflect any changes required by the Planning Commission and include:*

1. Site Plan (one copy)
2. Environmental Impact Assessment (one copy)
3. Any other required information (one copy)
4. Reduced-File-Size **collated/combined** pdf of all submittal materials (on disk)

STEP 9: Board of Trustees' Review at Regular Meeting

NEXT STEPS: If approved by the Township Board, a Land-Use Permit shall be obtained prior to seeking County Building and related permits.

Apply for Land-Use Permit with Genoa Township Planning Department, submitting the following:

1. Construction Plans and Site Plans (three copies)
   All conditions of Township Board approval must be satisfied prior to issuance of the Land-Use Permit.
2. Complete Land Use Permit Form
3. Fees Paid

Commercial/Industrial	$150.00
New Construction Residential	$75.00 (per unit)
Sewer Tap Fee	to be determined by Township
Water Tap Fee	to be determined by Township
Meter Fee	to be determined by Township

Contact MHOG Utilities for Construction Plan Review Process (if required).
Projects involving the installation of public infrastructure will incur a construction plan review and inspection fee. Before construction, a budget will be established and funds will be placed in escrow**.**

Contact Livingston County:

Drain Commissioner
Addressing
Health Department
Building Department

REQUIRED SITE PLAN CONTENTS

Each site plan submitted to the Township Planning Commission shall be in accordance with the provisions of the Zoning Ordinance. No site plan shall be considered until reviewed by the Zoning Administrator. The following information shall be included in the site plan submittal packet:

SUBMITTED	NOT APPLICABLE	ITEM
☐	☐	**Application form and fee**: A completed application form and payment of a non-refundable application fee. (A separate escrow fee may be required for administrative charges to review the site plan submittal.)
☐	☐	**Applicant information**: The name and address of the property owner and applicant, interest of the applicant in the property, the name and address of the developer, and 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.
☐	☐	**Scale**: The site plan should be drawn at an engineers scale on sheets measuring 24x36 inches at the scale noted below.

ACREAGE	SCALE
160 or more	1" = 200'
5- 159.9	1" = 100'
2- 4.99	1" = 50'
1- 1.99	1" = 30'
0- .99	1" = 20'

COVER SHEET CONTAINING

☐	☐	The name and address of the project.
☐	☐	The name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan.
☐	☐	A complete and current legal description and size of property in acres and square feet. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or angles or bearings shall be based upon a boundary survey and shall correlate with the legal description.
☐	☐	A small location sketch of sufficient size and scale to locate the property within the Township.
☐	☐	Title block with north arrow, date of preparation and any revisions.

EXISTING CONDITION SHEETS ILLUSTRATING

☐	☐	All existing lot lines and dimensions, including setback lines and existing or proposed easements.
☐	☐	Existing topography (minimum contour interval of two feet)
☐	☐	Existing natural features such as streams, marshes, ponds; wetlands labeled with size and type (upland, emergent, etc)
☐	☐	Existing woodlands shall be shown by an approximate outline of the total canopy; individual deciduous trees of eight inch caliper or larger and individual evergreen trees six feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreen).

☐	☐	Soil characteristics of the parcel to at least the detail as provided by the Soil Conservation Service Soil Survey of Livingston County. A separate map or overlay at the same scale as the site plan map may be used.
☐	☐	Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site.
☐	☐	Indication of existing drainage patterns, surface or water bodies.
☐	☐	The limits of any wetland regulated by the MDEQ, including attachment of any MDEQ approved wetland determination or documentation that an application for an MDEQ review has been submitted. If an MDEQ regulated wetland is to be impacted, an indication of the status of application for an MDEQ wetland permit or copy of a permit including description of any wetland migration required attached.
☐	☐	Aerial photograph indicating the limits of the site, surrounding land uses and street system.
		PROPOSED PROJECT INFORMATION
☐	☐	**Base information**: The location of all existing buildings, structures, street names and existing right-of-way, utility poles, towers, drainage ditches, culverts, pavement, sidewalks, parking areas and driveways on the property and within one-hundred feet of the subject property (including driveways on the opposite side of any street). Notes shall be provided indicating those which will remain and those which are to be removed.
☐	☐	**Building information**: Footprints, dimensions, setbacks, typical floor plans, and a sketch of any rooftop or ground mounted equipment to scale.
☐	☐	**Building elevations**: Elevation drawings shall be submitted illustrating the building design and height, and describing construction materials for all proposed structures. Elevations shall be provided for all sides visible from an existing or proposed public street or visible to a residential district. The Planning Commission may require color renderings of the building. Proposed materials and colors shall be specified on the plan and color chips or samples shall also be provided at the time of site plan review. These elevations, colors, and materials shall be considered part of the approval site plan (as amended 4/15/95).
☐	☐	**Building and lot coverage**: Percentage of building coverage and impervious surface ratio (all paved areas and building v. total lot area) compared to the percentages specified in the Table of Dimensional Standards Article 4.
☐	☐	**For residential developments**: Number of units for each project phase divided by acreage exclusive of any public right-of-way or private road access easement; lot area for each lot; and a description of the number of each unit by size and number of bedrooms; if a multi-phase development is proposed, identification of the areas included in each phase.
☐	☐	**For commercial and office uses**: The Gross Floor Area and Useable Floor Area of each use or lease space. For industrial uses: The floor area devoted to industrial uses and the area intended for accessory office use.
☐	☐	**Streets, driveways, and circulation**: The layout and dimensions of proposed lots, streets and drives (including grades, existing or proposed right-of-way or easement and pavement width, number of lanes and typical cross section showing surface and sub base materials and dimensions,

grades of all entrances and exits, location and typical detail of curbs, intersection radii), access points (including deceleration or passing lanes, distance from adjacent driveways or street intersection), sidewalks (width, pavement type and distance from street) and recreation areas. Written verification of any access easements or agreements for shared access or driveway curb return extending beyond the property line shall be required.

☐ ☐ **Utilities**: Existing and proposed locations of utility services (with sizes), degrees of slope of sides of retention/detention ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks and drain fields; location of manholes, catch basins and fire hydrants; location, size, and inverts for storm and sanitary sewers, any public or private easements; notes shall be provided clearly indicating which existing services will remain and which will be removed.

☐ ☐ **Grading and drainage**: A site grading plan for all developments where grading will occur, with existing and proposed topography at a minimum of two (2) foot contour intervals and with topography extending a minimum of twenty (20) feet beyond the site in all directions and a general description of grades within fifty (50) feet, and further where required to indicate stormwater runoff into an approved drain or detention/retention pond so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines. A general description and location of the stormwater management system shall be shown on the grading plan. The Township Engineer may require detailed design information for any retention/detention ponds and stormwater outfall structures or basins. If MDEQ regulated wetlands are to be used, status of MDEQ permit application or copy of permit with attached conditions shall be provided.

☐ ☐ **Landscape and screening**: A landscape plan indicating proposed ground cover and plant locations and with common plant name, number, and size at installation. For any trees over eight (8) inch caliper to be preserved. A detail shall be provided to illustrate protection around the tree's drip line. Berms, retaining walls or fences shall be shown with elevations or cross section from the surrounding average grade. The location, type and height of proposed fences shall be described.

☐ ☐ **Waste receptacles**: Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions in compliance with Zoning Ordinance Standards.

☐ ☐ **Signs**: Locations of all signs including location, size, area type, height, and method of lighting. Note that all regulatory signs shall meet the standards from the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

☐ ☐ **Lighting**: Details of exterior lighting including location, height, method of shielding and style of fixtures.

☐ ☐ **Parking**: Parking, storage and loading/unloading areas, including the dimensions of typical space, aisle, and angle of spaces. The total number of parking and loading/unloading spaces to be provided and the method by which the required parking was calculated shall be noted.

☐ ☐ The applicant shall erect flagged stakes at the perimeter points of the property to assist Township officials and staff in reviewing the site.

SUBMITTING THE IMPACT ASSESSMENT

To complete the Impact Assessment, place the following categories on a separate sheet of paper and describe each section as it relates to your project. Rather than re-typing the sections below, you may copy and paste from the available pdf at: http://genoa.org/departments/planning or request a Microsoft Word file at (810) 227-5225.

For Special Land Use and Site Plans, information should be detailed.

For a Re-Zoning request inconsistent with the Township Master Plan, the impact assessment should demonstrate how conditions have changed to warrant deviation from the Master Plan.

Any Impact Assessment previously submitted relative to the site and proposed development which fulfills the below requirements (and contains accurate information of the site) may be submitted as the required Impact Assessment.

a. **Name(s) and address(es) of person(s) responsible for preparation** of the impact assessment and a brief statement of their qualifications.

b. **Map(s) and written description/analysis of the project site** including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 10 feet of the property. An aerial photograph or drawing may be used to delineate these areas.

c. **Impact on natural features:** A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, wildlife, woodlands, mature trees (eight-inch caliper or greater), wetlands, drainage, lakes, streams, creeks or ponds. Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland. Reduced copies of the Existing Conditions Map(s) or aerial photographs may accompany written material.

d. **Impact on stormwater management:** Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the Livingston County Drain Commission at (517) 546-0040.

e. **Impact on surrounding land used:** Description of the types of proposed uses and other man-made facilities, including any project phasing, and an indication of how the proposed use conforms or conflicts with existing and potential development patterns. A description shall be provided of any increases of light, noise or air pollution which could negatively impact adjacent properties.

f. **Impact on public facilities and services:** Describe the number of expected residents, employees, visitors, or patrons, and the anticipated impact on public schools, police protection and fire protection. Letters from the appropriate agencies may be provided, as appropriate.

g. **Impact on public utilities**: Describe the method to be used to service the development with water and sanitary sewer facilities, the method to be used to control drainage on the site and from the site, including runoff control during periods of construction. For sites serviced with sanitary sewer, calculations for pre- and post development flows shall be provided in comparison with sewer line capacity. Expected sewage rates shall be provided in equivalents to a single-family home. Where septic systems are proposed, documentation or permits from the Livingston County Health Department shall be provided.

h. **Storage and handling of any hazardous materials:** A description of any hazardous substances expected to be used, stored or disposed of on the site. The information shall describe the type of materials, location within the site and method of containment. Documentation of compliance with federal and state requirements, and a Pollution Incident Prevention Plan (PIPP) shall be submitted, as appropriate.

i. **Impact on Traffic and Pedestrians:** A description of the traffic volumes to be generated based on national reference documents, such as the most recent edition of the *Institute of Transportation Engineers Trip Generation Manual,* other published studies or actual counts of similar uses in Michigan. A detailed traffic impact study shall be submitted for any site over ten (10) acres in size which would be expected to generate 100 directional vehicle trips (i.e. 100 inbound or 100 outbound trips) during the peak hour of traffic of the generator or on the adjacent streets. The contents of the detailed study shall include:

- □ Description of existing daily and peak hour traffic on adjacent street(s) and a description of any sight distance limitations along the right-of-way frontage of the site.
- □ Forecasted trip generation of the proposed use for the a.m. and p.m. peak hour and average daily traffic generated.
- □ For any project with a completion date beyond one year at the time of site plan approval, the analysis shall also include a scenario analyzing forecasted traffic at date of completion along the adjacent street network using a forecast based either on historic annual percentage increases and/or on expected development in the area.
- □ Projected traffic generated shall be distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site driveways and nearby intersections. Rationale for the distribution shall be provided.
- □ Capacity analysis at the proposed driveway(s) using the procedures outlined in the most recent edition of the *Highway Capacity Manual* published by the Transportation Research Board. Capacity analyses shall be provided for all street intersections where the excepted traffic will comprise at least five-percent (5%) of the existing intersection capacity.
- □ Accident data for the previous three (3) years for roadway sections and intersections experiencing congestion or a relatively high accident rate, as determined by the township or staff from the Livingston County Road Commission or Michigan Department of Transportation.
- □ Analysis of any mitigation measures warranted by the anticipated traffic impacts. Where appropriate, documentation shall be provided from the appropriate road agency regarding time schedule for improvements and method of funding.
- □ A map illustrating the location and design of proposed access, including any sight distance limitations, dimensions from adjacent driveways and intersections within 250 feet of the edge of the property frontage, and other data to demonstrate that the driveway(s) will provide safe and efficient traffic operation and be in accordance with Article 15.

j. **Special Provisions:** General description of any deed restrictions, protective covenants, master deed or association bylaws.

k. **A list of all sources shall be provided.**

Revised 3-17-26, ar