

LOWELL CHARTER TOWNSHIP

2910 Alden Nash SE

Lowell, MI 49331

Phone: 616-897-7600 Fax: 616-897-6482

www.twp.lowell.mi.us

SITE PLAN REVIEW PROCEDURE

- 1. **Fees for Review** **\$300.00**
Plus
Escrow Fee **Minimum \$1,000.00**

The application fees cover the cost of reviewing the preliminary and final site condominium plan and holding a public hearing for the preliminary plan and/or the final site plan. The escrow fee covers the cost of services provided by professional consultants retained by the Township to assist in reviewing the plan.

2. Meeting Dates

The Lowell Charter Township Planning Commission holds its regular meetings on the second Monday of each month at 7:00 P.M. at the Lowell Charter Township Hall, 2910 Alden Nash SE, Lowell, MI 49331. Work sessions are held as needed on the fourth Monday of each month. Special meetings of the Commission may be requested through the Township Clerk.

3. Processing Period

A site plan takes approximately 45 days to process.

4. Site Plan Review Required

a. Planning Commission Review

A site plan shall be submitted for review and approval by the Planning Commission prior to the issuance of a building permit for:

- (1) Any new principal commercial, office, industrial, business, or institutional use or a residential use containing three or more dwelling units. Farm buildings and single and two family dwellings on individual lots do not require site plan review;
- (2) An alteration of the building or property or change in the use of a building or property which results in the increase in the intensity of the use or results in the need for more parking spaces as required by this Ordinance;
- (3) Special land uses and planned unit developments;
- (4) Open space preservation projects per Section 22.04 herein;
- (5) All other uses requiring site plan approval as required by this Ordinance.

b. Zoning Administrator Review

A site plan shall be submitted for review and approval by the Zoning Administrator prior to the issuance of a building permit for:

- (1) Expansion of an existing use or building which does not increase the intensity of the use or result in the need for additional parking as required herein and which would not otherwise require review by the Planning Commission.
- (2) Construction of a building or structure which is accessory to the principal use or building.

5. Farm Buildings Review

For farm buildings as defined herein the applicant shall provide:

- an accurate drawing to the Zoning Administrator illustrating the property proposed for the building;
- dimensions of the building, setbacks from lot lines and;
- other information pertaining to the building as may be required by the Zoning Administrator to determine compliance with applicable Township Ordinances.
- A building permit is not required for a farm building except as may be required by the State of Michigan Construction Code.

6. Site Plan Review Requirements & Procedures

a. **Application Requirements**. The applicant must submit a signed application form, application and escrow fees, and at least nine copies of the site plan to the Township Clerk **not less than three weeks before** the date when it will be reviewed by the Planning Commission.

b. **Site Plan Requirements**. The site plan must be prepared in accordance with Article 21 of the Township Zoning Ordinance. A site plan check list is attached.

c. **Review Process**. Whenever an application is filed for site plan review, the following steps are taken:

(1)The Clerk forwards copies of the application and site plan to the Zoning Administrator, Planning Commission, Township Engineer, and Planner.

(2)Reports from Planner and Engineer may be prepared for the Planning Commission.

(3) The Planning Commission at its next regular meeting reviews the site plan and staff reports. The Commission reviews the plan in accordance with the standards contained in Section 21.06 of the Zoning Ordinance. The Commission may approve, modify or deny the site plan or approve it subject to revisions being made.

(4) The Commission may require the revised plan to be brought back to the Commission for final approval or allow the Township Planner or Zoning Administrator to review and approve the revised plan according to the changes required by the Commission. This revised plan must be submitted not less than 14 days before the Planning Commission meeting when it will be reviewed.

(5) Once final approval is given and the site plan contains all required corrections, the Chairperson of the Planning Commission, or the Zoning Administrator in the case of staff review, signs three copies of the plan: one for the Township Clerk's file, one for the Building Inspector and one for the applicant.

7. Building Permit

Following approval of the site plan, the applicant may apply for a building permit at the Township office.

Submittal requirements for a building permit are:

- three sets of sealed construction drawings;
- a driveway permit from the Kent County Road Commission;
- a Soil Erosion Permit from the Road Commission if the work being performed is over one acre or within 500 feet of a body of water and;
- well and septic permits from the Kent County Health Department.

If all information is properly provided the Township Supervisor signs the Building Permit and the applicant is then responsible to deliver the permit and all information to:

Brian Wilson, Township Building Official, Cascade Charter Township
2865 Thornhills Drive SE Grand Rapids, MI 49546 Ph: 616 949-3765