

PLANNING COMMISSION PACKAGE

- *Township Policy for Applications*
- *Article 13 of Zoning Ordinance*
- *Application requirements*
- *Application*
- *Fee Schedule for Planning Commission*



Oregon Township
Lapeer County Michigan
2525 Marathon Road~Lapeer MI 48446
Phone~(810) 664-5971
Fax~ (810) 664-0014

POLICY FOR APPLICATIONS MADE UNDER THE OREGON TOWNSHIP ZONING ORDINANCES

All applications for matters to be decided by the Oregon Township Planning Commission or the Oregon Township Zoning Board of Appeals (rezoning, special land use, site plans and variances) shall be submitted to the Township office no later than **thirty (30)** days prior to the next meeting of the Planning Commission or the Zoning Board of Appeals. The **thirty-day (30)** filing requirement shall apply to the completed application, which shall include the application form, any required plans or drawings; any required supporting documentation and full payment of fees.

Additional supporting information may be submitted by the applicant at any time.

Upon compliance with all Township requirements, the application will be scheduled for hearing before the Planning Commission or Zoning Board of Appeals.

Motion #043-23
Adopted – April 11, 2023



Section 13.01. PURPOSE.

- A. The intent of this Article is to provide the Township with the opportunity to review land use changes in relationship to surrounding uses, accessibility, pedestrian and vehicle circulation, off-street parking, public utilities, drainage, environmental characteristics, and other site characteristics that may impact the public health, safety, and compliance with this Zoning Ordinance and other applicable ordinances.
- B. A site plan shall be prepared and submitted for every construction project and every proposed change in land use, except that no site plan shall be required for single-family residences, farm buildings, or buildings which are accessory to single-family residences.

Section 13.02. PRELIMINARY SITE PLAN REVIEW.

An applicant may request a preliminary meeting before formal submittal of a site plan to review the general concept or basic location of various features and characteristics. The preliminary meeting can be held in two (2) different ways:

- A. Township Staff and other Township Representatives can meet with the applicant to provide general feedback and information about the preliminary plan.
- B. The applicant can be placed on the Planning Commission's agenda to provide general feedback and information about the preliminary plan.

Section 13.03. PROCEDURE.

- A. All site plans shall be submitted first to the Zoning Administrator, who shall review the plans for compliance with the requirements of the Zoning Ordinance. The application submitted shall include:
 - 1. Completed application with a completed site plan that includes information and number of copies indicated on the application.
 - 2. Proof of ownership or authorization by the property owner.
 - 3. Payment of associated fees, established by the Township Board in their fee schedule.
- B. The Zoning Administrator shall then refer the site plan to the Planning Commission for review and decision. The Township may request additional Township Representatives such as the Township Attorney, Township Engineer, or Township Planning Consultant and other governmental jurisdictions such as Lapeer County as part of the site plan review process.
- C. Once a site plan is approved by the Planning Commission, it shall not be altered without the consent of the Planning Commission.
- D. An appeal of the Planning Commission's decision is subject to the process outlined in Section 15.04.E.

Section 13.04. CONTENT.

Each site plan shall include the following:

- A. Area of the site.
- B. Date, north point, and scale of not less than one (1) inch equals one hundred (100) feet.
- C. Location map.
- D. Dimensions of all property lines and required setback lines.



- E. Name, address, and telephone number of the person who prepared the site plan.
- F. Location and dimensions of all existing and proposed structures on the property and on adjacent properties within one hundred (100) feet of the property lines.
- G. Location, material, and dimensions of all existing and proposed roads (including rights-of-way), driveways, sidewalks, and parking areas.
- H. Location of all existing and proposed utility lines, wells, septic systems, and storm drainage.
- I. Soil samples and contour information at one (1) to two (2) -foot intervals for proposed and existing topography.
- J. Location, species, dimensions and details of proposed plantings, greenbelts, and landscaped areas.
- K. Location, type of fixture, mounted height, and projection of lighting on all existing and proposed lighting.
- L. Location, material, and dimensions of existing or proposed dumpster enclosure or statement regarding waste management.
- M. Location, type, and control of existing or proposed hazardous materials on site.
- N. Exterior drawings of proposed new buildings or existing buildings to which major additions are proposed.
- O. Location, dimensions, and drawings of existing and proposed signs.
- P. Any additional items identified by the Planning Commission to verify compliance with the Oregon Township Ordinances.
- Q. The Planning Commission may waive any information requirements in this Section because the information is not necessary to verify compliance with the Oregon Township Ordinances.

Section 13.05. STANDARDS.

In determining whether to approve, modify, or deny a site plan, the Planning Commission shall consider the following:

- A. Adequacy of traffic ingress, egress, circulations, and parking.
- B. Adequacy of landscaping to protect adjoining properties and enhance the environment of the community. Location and design of signs so as to prevent highway visibility obstructions, driver distractions, encroachments, and adverse impacts on the community environment. Compliance with all requirements in the Oregon Township Ordinances.
- C. Adequacy of public utilities and public services to service the proposed site plan.
- D. Location and design of proposed structures to ensure that detrimental effects on adjacent properties will be minimized.
- E. Adequacy of storm drainage and protection of natural features to conserve natural resources.

Section 13.06. CONDITIONS.

Any conditions associated with an approval shall meet the requirements in Section 3.10.

Section 13.07. TIME FOR COMPLETION.

All construction subject to a site plan shall be completed in full compliance with the plan. Site plan approval shall expire two (2) years from the date the Planning Commission granted initial

approval unless the site plan has been fully completed or unless an extension has been granted by the Planning Commission.

Section 13.08. PERFORMANCE GUARANTEE.

Any performance guarantee associated with a Special Land Use approval shall meet the requirements in Section 3.11.

Section 13.09. AMENDMENTS.

- A. Any incidental and minor variations as determined by the Zoning Administrator will require an administrative approval by the Zoning Administrator. These shall include, but are not limited to:
1. Movement of a building or structure no more than five (5) feet from the location originally indicated in the site plan (must still meet all other requirements unless otherwise noted).
 2. Movement of required landscaping no more than five (5) feet from the location originally indicated in the site plan.
 3. Changes required or requested by the county, state, or federal agency for safety reasons or for compliance with applicable laws that do not alter the basic design, compliance with the standards of approval, nor any specified conditions of the approved site plan.
- B. Any changes more significant than previously mentioned are considered major changes and shall be reviewed as a new application by the Planning Commission for site plan compliance.

Section 13.10. DEVELOPMENT IMPACT STATEMENT.

- A. The purpose of the Development Impact Statement is to provide the Township with relevant information on the anticipated impact of a proposed development of adequate utilities, public services, the economy, environmental conditions, and adjacent land uses. This process recognizes that many development proposals have impacts on existing site conditions and that these impacts often extend beyond the boundaries of the site. The intent of these standards is to identify and assess these impacts and, thereby, provide the Township with information necessary to understand and address these impacts.
- B. Submission Requirements.
1. Qualifications of Preparer. Name(s) and address(s) of person(s) or firm(s) responsible for the preparation of the impact statement and a brief description of their qualifications.
 2. A Development Impact Statement containing all the required information specified herein shall be required whenever one or more of the following conditions apply:
 - a. For any request for site plan review or Special Land Use having an area of (5) acres or more.
 - b. For any rezoning over five (5) acres or more.
 - c. For any proposal for residential development (site plan, subdivision, or site condominium) of fifty (50) or more units and/or resulting in a density of more than four (4) units per acre.
 - d. The Planning Commission may waive any of the Development Impact Statement submission requirements if it is determined that the subject information is not necessary to conduct a review of the application or determine that the potential impact of the project does not warrant.



3. Information and Data Required. The Development Impact Statement shall include all applicable information as normally required for site plan review, rezoning, subdivision review, site condominium review, or Special Land Use, as specified in the Zoning Ordinance and Subdivision Ordinance; and, in addition, the following supplemental information shall be required:
 - a. If the possibility of wetlands exist on-site is indicated by the National Wetland Inventory map or at the request of the Township Engineer, an official Level III wetlands assessment conducted by the Michigan Department of Environmental Great Lakes, and Energy (EGLE) shall be conducted.
 - b. Conceptual plan, showing how the proposed development relates to the above referenced conditions.
 - c. Any application for commercial or industrial rezoning shall be accompanied by a market study demonstrating that there is sufficient demand to support the project. The market study shall take into consideration the availability of existing retail and service businesses within the trade area and retail vacancy rates, as well as stating reasons why currently vacant buildings or properties are not a viable option.
 - d. Other information, as determined by the Planning Commission that may be necessary to assess the impact of the proposed development.
4. Impact Assessment. The applicant shall provide information assessing the impact of the proposed development as it pertains to the following factors. The required information shall be provided in narrative and graphic formats, as appropriate. (For rezoning requests, the impact assessment shall be based on the most intense use possible under the permitted uses within the zoning district being requested).
 - a. Brief description of the proposed land use.
 - b. Hours of operation, if applicable.
 - c. Identify whether the proposed use will create dust, noise, odor, or glare that may impact abutting property.
 - d. Project phasing plan or schedule.
 - e. Describe how the site will be provided with water and sanitary sewer facilities, including the adequacy of the existing public utility system to accommodate the proposed new development.
 - f. For sites to be served by wells and septic systems, documentation of adequacy and/or permits from the Lapeer County Health Department shall be required.
 - g. Describe the methods to be used to control storm water drainage from the site. This shall include a description of measures to control soil erosion and sedimentation during construction. Correspondence from the Lapeer County Drain Commissioner stating their initial concerns and recommendation shall be attached.
 - h. Describe the number of expected residents, employees, visitors or patrons, and the anticipated impact on public schools, police, fire, and other emergency services. Attention should be given to the relationship of the proposed development to the municipal fire stations. Letters from the appropriate agencies shall be provided, as appropriate.



5. **Evaluation Standards.** In reviewing Development Impact Statements, the Planning Commission shall consider the information provided in relation to the following standards:
 - a. The use shall not result in a negative impact on surrounding development, taking into consideration the type and intensity of use on the basis of the potential for nuisances (glare, noise, odor, etc.).
 - b. The use is compatible with planned development patterns, as expressed in the Township's adopted Master Plan.
 - c. Adequate water, sanitary sewer, or storm water is managed appropriately to not impact the surrounding neighbors.
 - d. The Township is capable of providing police and fire protection to the proposed development on the basis of existing equipment and personnel. The decision by the Planning Commission regarding police and fire services shall be based on information provided to the commission from the fire and police departments.
 - e. Public schools are available to serve the anticipated number of children to be generated by the proposed development (residential projects only). The decision by the Planning Commission regarding the ability of the public school system to accommodate a proposed residential development shall be based on information provided to the Planning Commission from the school district.
 - f. That natural resources will be preserved to the maximum extent feasible, and that areas to be left undisturbed during construction shall be so indicated on the plan.
 - g. The proposed development does not encroach into floodways or floodplains.
 - h. Any adverse impacts that are the direct result of mitigation strategies shall also be addressed.

Section 13.11. SITE CONDOMINIUM DEVELOPMENTS.

A. Site condominium developments.

Single-family detached condominium developments are subject to the following requirements:

1. **Review.** Pursuant to authority conferred by Section 141 of the Michigan Condominium Act, all Site Condominium Plans shall require final approval by the Planning Commission before site improvements may be initiated. The review process shall consist of the following two steps:
 - a. **Preliminary Plan Review.** In the preliminary review phase, the Planning Commission shall review the overall plan for the site including basic road and unit configurations and the consistency of the plans with all applicable provisions of Township ordinances. Plans submitted for preliminary review shall include information specified in items a, b, and c of the submission requirements in subsection 2 below.
 - b. **Final Plan Review.** Upon receipt of preliminary plan approval, the applicant may prepare the appropriate engineering plans and apply for final approval by the Planning Commission. Final plans shall include information as required by items (a through g) of the submission requirements. Such plans shall have been submitted for review and comment to all applicable county and state agencies. Final Planning Commission approval shall not be granted until such time as all applicable review agencies have had an opportunity to comment on the plans.
2. **Submission Requirements.** All Condominium Plans shall be submitted for review pursuant to the standards in ARTICLE 13 of this Ordinance (Site Plan Review) and



ZONING BOARD OF APPEALS

The following requirements are needed to process your application. If the requirements are not met this would delay your meeting date. The application will have to be sent back to you for the lack of detailed information not submitted.

(1) APPLICATION:

Must submit **twelve (12)** copies of the application and site plan, if required.

(2) SITE DRAWING:

1. The site plan **MUST INCLUDE:** showing location, property line dimensions, and set back of **ALL** buildings, driveways existing on the subject property and specific uses on the site.
2. Indicate the size and location of any **PROPOSED** buildings and/or uses on the subject site.
3. Indicate **PROPOSED** setbacks to buildings on the subject site and to buildings on adjacent parcels along any common property lines.
4. Indicate such building or structural elevations, floor plans and hardships which may be important in determining particular building heights, use areas and/or site development needs.

(3) SEE ATTACHED FEE SCHEDULE

APPLICATION FOR PLANNING COMMISSION OREGON TOWNSHIP

Applicant's Name: _____

Address: _____

Phone: () _____ Cell: () _____

Legal Owner: (if other than applicant) _____

Address: _____

Phone: () _____ Cell: () _____

Name of Proposed Development: (if applicable) _____

Parcel Identification Number: 44-017- _____ Zoning: _____

Attach complete Legal Description.

Special Land Use: (See Ordinance) Briefly describe the proposed land use and attach a written narrative addressing the "standards for approval" pursuant to section _____ of the Oregon Township Zoning Ordinance.

Rezoning: (See Ordinance) Is this proposed rezoning consistent with the Oregon Township Master Plan? ___ Yes ___ No If not, explain below the reasons why the applicant feels the subject property should be rezoned.

Site Plan Review: (See Ordinance)

Name of Proposed Developers: _____

Estimated Total Cost of Project: _____

Brief Description of Proposed Land Use

Outdoor Assembly: (See Ordinance 4001)

Date of Assembly: _____ Hours: _____

Maximum # of Attendees: _____

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. Board members have my permission to perform on-site reviews, as required, of my property.

Applicant's Signature Date

Legal Owner's Signature Date
(Required if not Applicant)

This application will not be accepted if incomplete. All required materials must be submitted no later than 30 calendar days prior to a Planning Commission Meeting.

**PLANNING COMMISSION FEES
AND
ZONING BOARD OF APPEALS FEES**

PLANNING COMMISSION FEES:

OUTDOOR ASSEMBLY APPLICATION:\$ 700.00
(\$200.00 of fee is refunded if the Assembly is conducted in compliance with Ordinance #4000 & 4001)

REZONE :

- Simple Rezone – no development (no escrow deposit required) \$ 500.00
- Complex Rezone – for current or future development
- Section 19 of Zoning Ordinance (Amendments and Rezoning)** \$1,400.00
 - Site Plan Review Required (see additional fees below)
 - Escrow Deposit Required for Engineering & Professional Fees... \$3,500.00
(due upon application) up to actual costs.

- Section 20 of Zoning Ordinance (Voluntary Rezoning Agreement)** \$1,400.00
 - Site Plan Review Required (see additional fees below)
 - Escrow Deposit Required for Engineering & Professional Fees.....\$3,500.00
(due upon application) up to actual costs.

SITE PLAN REVIEW:

- Performance BondSite Plan Review Zoning Ordinance Section 13
- Residential (if required) \$ 500.00
- Commercial.....\$1,500.00
- Escrow Deposit Required for Engineering & Professional Fees.....\$3,500.00
(due upon application) up to actual costs.
- Moving lot lines in a platted sub **ONLY**.....\$ 350.00

SPECIAL LAND USE..... \$ 700.00
(Fee change per Motion #097-23, 1-10-23)

- If Site Plan Review required, see additional fees above

TENTATIVE / FINAL / PRELIMINARY PLAT.....(Origination fee) \$1,000.00*
*Plus actual costs, and all other costs and fees required by statute or required by law.

ZONING BOARD OF APPEALS APPLICATION FEES:

Variance request.....\$ 500.00*
*Plus actual costs, and all other costs and fees required by statute or required by law.
(Per Motion 013-22 dated 2-8-22)

SPECIAL MEETINGS Planning Commission or Zoning Board of Appeals (additional)\$ 500.00
(Special meeting requests require thirty (30) day notice to allow for necessary publication and mailing)

~All fees are non-refundable with the exception of undisbursed escrow deposit monies~