



15185 ALGOMA AVE., NE  
CEDAR SPRINGS, MI 49319  
PHONE: 616-696-1718 FAX: 616-696-3970

**SOLON TOWNSHIP APPLICATION for SITE PLAN REVIEW and/or SPECIAL LAND USE**

**Chapter 14 of the Solon Township Zoning Ordinance describes the Site Plan Review procedure and duties of the Solon Township Planning Commission (Sec. 14.03 attached).**

Received on: \_\_\_\_\_

The Solon Township Planning Commission meets the 4<sup>th</sup> Wednesday of each month.

**COMPLETE APPLICATIONS MUST BE SUBMITTED 45 DAYS PRIOR TO THE PLANNING COMMISSION SCHEDULED MEETING DATE.**

**A COMPLETE APPLICATION MUST INCLUDE DOCUMENTATION ALREADY EVALUATED BY THE ZONING ADMINISTRATOR PRIOR TO THE 45 DAY DEADLINE START AND DEEMED ACCEPTABLE FOR SUBMISSION TO THE BOARD.**

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship of Applicant to Property Owner: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Site Address of Review Property: \_\_\_\_\_

Parcel Number of Review Property: \_\_\_\_\_ 41-02- \_\_\_\_\_

Zone District of Review Property: \_\_\_\_\_ Size \_\_\_\_\_

**Attach Legal Description of Review Property**

Current use of Property: \_\_\_\_\_

Detailed Description of Proposed Use: \_\_\_\_\_

\_\_\_\_\_ (include additional sheets if necessary).

Property Easements or Deed Restrictions (if any): \_\_\_\_\_



**ALL COMPLETED SITE PLAN REVIEW APPLICATIONS REQUIRE THE FOLLOWING:**

- ✓ ALL APPLICATION FEES APPLICABLE TO THIS PROJECT – Separate check
- ✓ ALL ESCROW FEES APPLICABLE TO THIS PROJECT – Separate check
- ✓ 10 COPIES OF ALL PLANS, 1 DIGITAL COPY, NARRATIVE, ENGINEER REVIEWS, HEALTH DEPARTMENT REPORTS, ROAD COMMISSION REPORTS, DNR OR DEQ REPORTS, IF REQUIRED.
- ✓ APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE MEETING

WITHDRAWAL OF THIS PROJECT WILL NOT RESULT IN A REFUND OF THE APPLICATION FEE.

*(If this is a PUD, Site Condo, or Open Space Development, Commercial Building, etc., please request Solon Township’s Zoning Ordinance pertaining to your project.)*

General Standards of Approval. Prior to approving a special land use application, the Planning Commission must find that the following general standards are met. Please explain how your request will meet these standards:

A. The proposed special land use will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the special land use will not change the essential character of the area in which it is proposed.

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B. The proposed special land use will be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities.

C. The proposed special land use does not create excessive additional requirements at public cost for public facilities and services.

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D. The proposed special land use does not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

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6. Specific Standards of Approval. In addition to the above general standards, there are specific standards that apply to the specific special use being requested, as stated in Chapter 16 of the Zoning Ordinance (a copy of which may be obtained from the Zoning Administrator). The applicant, on a separate sheet of paper attached to this application, must address how the proposed use meets these specific standards.
7. Time Limitation. If approved, the Special Land Use Permit shall expire if the special land use has not commenced within twelve (12) months from the date of issuance.
8. Conditions of Approval. The Planning Commission may impose conditions and limitations 1) that are necessary for the protection of property, health, safety, or general welfare; 2) that are necessary to ensure that the intent, purposes, and objectives are met and will be observed; and 3) that relate to the standards established in the Zoning Ordinance for the land use or activity under consideration. The Zoning Administrator shall make periodic inspections of the use authorized in an approved special use permit to ensure compliance with all requirements of the Zoning Ordinance and the special use permit. Noncompliance may result in termination of an approved special use permit.
9. Applicant Certification.

**By my signature below, I certify that I am the property owner, agent of the owner, or authorized by the property owner to submit this application. Further, I certify that the information provided within or attached to this application is, to the best of my knowledge, true and accurate. I hereby authorize the Township to enter the property associated with this application for purposes of conducting necessary site inspections.**

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

\_\_\_\_\_  
Applicant's Printed Name

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



**ESCROW POLICY ACKNOWLEDGMENT**

*I have read, and agree to abide by, the Solon Township policy concerning escrow fees.*

Name (please print): \_\_\_\_\_

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

Project Name: \_\_\_\_\_

PERSON/COMPANY RESPONSIBLE FOR ACCOUNT (statement/billing purposes):

Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(street/PO Box)

\_\_\_\_\_ (city) (state) (zip)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*THESE ARE MINIMUM DEPOSITS ONLY. If there is a CREDIT balance after all expenses have been paid it will be refunded to the applicant. If there is a DEBIT balance it must be paid before the project can continue.*

**ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE REMOVED FROM AGENDA AND NO ACTION WILL BE TAKEN.**

**NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.**

**ESCROW PAYMENT MUST BE SEPARATE FROM APPLICATION PAYMENT.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICATION/ESCROW FEE SCHEDULE**

**THE FOLLOWING FEES ARE REQUIRED AT THE TIME OF APPLICATION AND MUST BE SUBMITTED ON SEPARATE CHECKS**

DESCRIPTION	FEE
Site Plan Review	\$ 850.00
Zoning Admin Consultation	\$ 150.00 – \$ 1,000.00 (TBD)
Escrow Required	\$ 2,000.00 – \$ 5,000.00 (TBD)

THE FOLLOWING FEES ARE IN ADDITION TO SITE PLAN REVIEW FEES AND ALSO MAY BE REQUIRED AT THE TIME OF APPLICATION.

The following listed fees do not include the application or escrow fee for PRIVATE STREETS or STORM WATER permits. Those permits need to be submitted separately.

DESCRIPTION	FEE
OS-PUD or Rezone Application Zoning Admin Consultation Escrow Required Escrow Required	\$ 850.00 – Request Chapter 13 \$ 150.00 – \$ 1,000.00 (TBD) PUD = \$ 2,000.00 Rezone = \$ 3,000.00
Site Condo Application Fee Zoning Admin Consultation Escrow Required	\$ 850.00 – Request Chapter 13B \$ 150.00 – \$ 1,000.00 (TBD) \$ 2,000.00 - \$5,000.00
Open Space Development Fee Zoning Admin Consultation Escrow Required	\$ 850.00 – Request Chapter 13A \$ 150.00 – \$ 1,000.00 (TBD) \$ 2,000.00 - \$5,000.00
Special Land Use Application Fee – Residential Zoning Admin Consultation Escrow Required	\$ 850.00 – Request specific chapter \$ 150.00 – \$ 1,000.00 (TBD) \$ 1,000.00 - \$ 4,000.00
Special Land Use Application Fee – Commercial Zoning Admin Consultation Escrow Required	\$ 850.00 – Request specific chapter \$ 150.00 – \$ 1,000.00 (TBD) \$ 2,000 - \$ 5,000.00

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Township Representative: \_\_\_\_\_

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

Application Fee(s): \$ \_\_\_\_\_ Received on: \_\_\_\_\_

Escrow Fee(s): \$ \_\_\_\_\_ Received on: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

Approved: \_\_\_\_\_ Conditions (if any): \_\_\_\_\_

Denied: \_\_\_\_\_ Conditions: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Applicant receives a copy of this application - Original stays with Solon Township.***

## ***SOLON TOWNSHIP - ZONING ORDINANCE***

### **SECTION 14.03 SITE PLAN REVIEW REQUIREMENTS.**

#### **A. Preliminary Site Plan Review.**

1. If desired by the applicant, ten copies of a preliminary site plan may be submitted for review by the Planning Commission prior to final site plan submittal. The purpose of such procedure is to allow discussion between the applicant and the Planning Commissioners, to better inform the applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval.
2. Preliminary site plans shall include the following, unless deemed unnecessary by the Zoning Administrator.
  - a. Small scale sketch of properties, streets and use of land within one-half mile of the area, including the zoning or surrounding property.
  - b. Ten copies of a site plan at a scale not to exceed 1"=100'. The following items shall be shown on the plan:
    - (1) Existing adjacent streets and proposed streets.
    - (2) Lot lines and approximate dimensions.
    - (3) Parking lots and access points.
    - (4) Proposed buffer strips or screening.
    - (5) Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, floodplains, hills, and similar natural assets.
    - (6) Location of any signs not attached to the building.
    - (7) Existing and proposed buildings.
    - (8) General topographical features including contour intervals no greater than ten feet.
    - (9) All buildings and driveways within 100 feet of all property lines.
  - c. A narrative (shown on the site plan or submitted separately) describing in general terms:
    - (1) The overall objectives of the proposed development.
    - (2) Approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
    - (3) Dwelling unit densities by type, if applicable.
    - (4) Proposed method of providing sewer and water service, as well as other public and private utilities.
    - (5) Proposed method of providing storm drainage.
3. The Planning Commission shall review the preliminary site plan and make such recommendations to the applicant that will cause the plan to be in conformance with the review standards required by this article. The Planning Commission shall advise the applicant as to the general acceptability of the proposed plan, but shall not be bound by any statements or indications of acceptance of the plan.

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B. **Final Site Plan Review.** If desired by the applicant, ten copies of a final site plan prepared by a registered professional competent in such matters may be submitted for review without first receiving approval of a preliminary site plan. Applications for final site plan reviews shall include the following information, unless deemed unnecessary by the Zoning Administrator:

1. The date, north arrow, and scale. The scale shall be not less than 1"=20' for property under three acres and at least 1"=100' for those three acres or more.
2. The seal, name, and firm address of the professional individual responsible for the preparation of the site plan, unless waived by the Planning Commission.
3. The name and address of the property owner or petitioner.
4. A location sketch.
5. Legal description of the subject property.
6. The size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
7. Property lines and required setbacks shown and dimensioned.
8. The location of all existing structures, driveways, and parking areas within 100 feet of the subject property's boundary.
9. The location and dimensions of all existing and proposed structures on the subject property including dwelling unit densities by type, if applicable.
10. The location of all existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number and location of parking spaces to be provided), and off-street loading and unloading areas. (Amended March 13, 2007)
11. The location, pavement width and right-of-way width of all roads, streets, and access easements within 100 feet of the subject property.
12. The existing zoning and use of all properties abutting the subject property.
13. The location of all existing vegetation and a landscaping plan showing the location, type and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls and the materials to be used in constructing such fences and walls. (Amended March 13, 2007)
14. Size and location of existing and proposed utilities, including any proposed connections to public, or private community sewer or water supply systems.
15. The location and size of all surface water drainage facilities.
16. Existing and proposed topographic contours at a minimum of five-foot intervals.
17. Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.