

1500 Morris Road  
Lapeer, MI 48446  
(810) 664-3700

# Lapeer Township Site Plan / Special Land Use Review Procedures

## PRELIMINARY SUBMISSION

1. The applicant shall obtain site plan review application form **and** a copy of the Lapeer Township Zoning Ordinance and Engineering Standards Ordinance available on the Township website at <http://lapeertwp.org>.

## SUBMISSION TO TOWNSHIP CLERK

1. The applicant shall submit fifteen (15) hard copies of the site plan plus one (1) digital (PDF file, emailed) submission, the application with signed checklist and all pertinent data properly folded into packets to the Township Clerk by 3:00 p.m. on the *second Monday of the month preceding a regularly scheduled Planning Commission meeting* in order to be placed on the agenda for the following month.
2. The application fee along with administration fee and consultant deposits shall be paid at the time of the plan submission. Any additional fees incurred from the Township Planning Consultant and Township Engineering Consultant is the responsibility of the applicant as stated in Article 1, Section 1.17 of the Zoning Ordinance. Any **additional fees incurred shall be paid** in order to remain on the Planning Commission agenda.

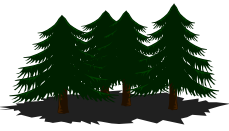
## PLANNING COMMISSION REVIEW

1. The Planning Commission shall review the site plan to determine its compliance with the criteria established in Article 5 of the Lapeer Township Zoning Ordinance and all other applicable Zoning Ordinance requirements. The Planning Commission shall take action on the site plan as follows:

**Approval:** Upon determination that the site plan is in compliance with the Zoning Ordinance, the site plan shall be approved.

**Conditional Approval:** If, upon determination by the Planning Commission that a site plan is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on the site plan. When these changes have been adequately provided, the applicant may resubmit the revised site plan to the Planning Commission or their designee for the approval.

**Disapproval:** If substantial revisions to the site plan are necessary to meet the Zoning Ordinance requirements, the site plan shall be disapproved and the applicant shall be required to file a new application, site plan and fee before plans for development of the site will again be reviewed.



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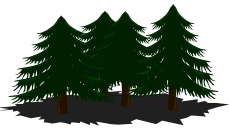
2. If the review of the site plan is tabled or postponed to the next meeting to allow applicant to present a revised plan and/or further Information for the Planning Commission to complete the review process, ten (10) hard copies plus one (1) digital (PDF) of the revised plan and/or information shall be submitted to the Township Clerk by 2:00 p.m. on the Monday two (2) weeks prior to the regular Planning Commission meeting.
3. The Planning Commission may require a cash bond covering improvements associated with a site plan as specified in the Zoning Ordinance.

## APPROVAL PERIOD

Site plan approval shall be valid for one (1) year from the date of approval. Physical improvements to the site must begin within one (1) year and be completed within two (2) years or the plan approval will expire unless application has been made and approved for an extension by the Planning Commission.

## ZONING COMPLIANCE PERMIT

Approval of the site plan by the Planning Commission shall satisfy the requirements of the Zoning Ordinance (or a Zoning Permit.) It shall not exempt the petitioner from compliance with other Township Ordinances. The Zoning Administrator shall not issue a building permit until site plan approval and / or engineering plan approval have been given and the Township Clerk has issued a Permit to Construct.



Lapeer Township  
Application for  
Site Plan Review/Special Land Use

<input type="radio"/> Site Plan <input type="radio"/> Special Land Use
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Applicants Name: \_\_\_\_\_

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

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

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

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

Name of proposed development: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Size in Acres: \_\_\_\_\_

Legal Owner: \_\_\_\_\_

NAME

ADDRESS

PHONE

Site Plan Preparer: \_\_\_\_\_

(If petitioner is **not the owner**, state basis for representative (i.e. Attorney, Representative, Option-to-buy, etc.)

**ATTACH COMPLETE LEGAL DESCRIPTION & DETAILED DESCRIPTION OF PROPOSED USE**

**(SATELLITE/INTERNET MAPS ARE NOT ACCEPTABLE AS A SUBSTITUTE SITE PLAN)**

Fifteen (15) hard copies of the application and plan plus one (1) digital (PDF) shall be submitted to the Township Clerk by 3:00 p.m. on the second Monday of the month preceding a regularly scheduled Planning Commission meeting. The site plan shall include all information required by Article 5.00 of the Lapeer Township Zoning Ordinance. The applicant or representative must be present at the Planning Commission meeting. All plans must be folded into 10x12 inch packets when presented.

\*The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF LEGAL OWNER (if not Applicant)

\_\_\_\_\_  
(Please print / type name)

\_\_\_\_\_  
(Please print / type name)

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

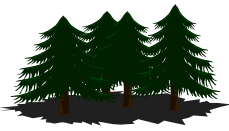

APPROVED

DENIED

DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

APPLICATION NO: \_\_\_\_\_



Lapeer Township  
Application for  
Site Plan Review  
Checklist

NAME: \_\_\_\_\_

SUBMISSION REQUIREMENTS

- PRINTS SEALED BY REGISTERED ARCHITECT OR ENGINEER
- PROPOSED STRUCTURES & IMPROVEMENTS
- EXISTING STRUCTURES & IMPROVEMENTS
- COMPLETE LEGAL DESCRIPTION
- SITE ZONING: \_\_\_\_\_
- YARDS - FRONT \_\_\_\_\_; REAR \_\_\_\_\_
- SCREENING AREAS AND WALLS
- NUMBER OF PARKING SPACES
- PAVEMENT TYPE
- SIGN LOCATION, DRAWING, DIMENSIONS, LANDSCAPING & LIGHTING DETAIL
- UTILITIES
- SITE DIMENSIONS
- DIMENSIONS BETWEEN SITE FEATURES
- SCALE AND NORTHPOINT
- EQUIPMENT SIZE AND LOCATION (INDUSTRIAL)
- HAZARDOUS SUBSTANCES
- ADJACENT ZONING, BUILDINGS and/or
- TRASH RECEPTACLES & METHOD OF SCREENING
- BUILDING ELEVATIONS, USE AND FLOOR PLANS
- SIZE IN ACRES
- LOCATION MAP
- EXISTING AND PROPOSED ROW
- DRIVE AND STREET APPROACHES
- BUILDING SURFACE MATERIAL
- SITE TOPOGRAPHY AND VEGETATION
- STATISTICAL DATA
- PEDESTRIAN CIRCULATION
- EXTERIOR LIGHTING
- LANDSCAPE PLAN
- SURFACE DRAINAGE CHARACTER
- DEVELOPMENT IMPACT STMT.
- DIGITAL FILES SUBMITTED (PDF/TIF)

LEGEND

- OK
- N/A
- NOT SHOWN

**\*\*It is highly recommended that you attend all of your hearings to answer any questions that may arise.**