



Date: _____
 Application Number: _____
 Review Fee: \$ _____

CITY OF CLIO SITE PLAN REVIEW APPLICATION

Applicant Information

Name: _____
 Street Address: _____
 City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
 Street Address: _____
 City: _____ Zip: _____ Home Ph: _____ Day Ph: _____

Property for which site plan is requested

Street Address: _____
 Nearest Crossroads: _____
 Tax Parcel ID#: _____ Zoning District: _____

Brief description of the proposed use: _____

Name and Address of every other person, firm or corporation having a legal or equitable interest in the property.

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

Check proper category: Site Plan Review for Signage Site Plan Review Other

Attach the following to the application:

- 12 copies of a site plan of the proposed site (see site plan checklist)
- A copy of the Site Plan Informational Requirements Checklist
- A separate sheet explaining how the site plan will meet the standards for approval (see Section 8).

I hereby affirm that the above information is correct to the best of my knowledge.

_____ Signature of Applicant	_____ Print/type name	_____ Date
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_____ Signature of Property Owner (if different from applicant)	_____ Print/type name	_____ Date
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INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

REGULAR PLANNING COMMISSION MEETINGS are held at 7:30 p.m. on the 4th Wednesday of each month at the City Hall.

The deadline for filing applications is 21 days prior to the meeting.

**HEARINGS WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEE PAID.
 (See reverse)**

Information required on a site plan is outlined in the attached site plan checklist. Applicant must attend the City Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant. Said written approval **must be notarized** and left on file with the City.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Application to the Planning Commission on the reverse side of this sheet.
2. Proof of Ownership – Deed
3. Site Plan
4. Application fee for regular meeting. Meeting fee does not apply toward building permit fees. There are additional fees for a special meeting
5. **Notarized Letter of Representation from Deed Holder required if different from applicant.**

FOR OFFICE USE ONLY

Date received: _____ Fee paid _____ Receipt #: _____

Action of: Site Plan Review Committee _____
Planning Commission _____
Building Department _____

Name _____ Address _____

Copies of site plan sent for review (attach comments)

	Date Sent	Date of Response
Fire Chief	_____	_____
Police Chief	_____	_____
DPW Director	_____	_____

Site Plan Approval

Site plan approved Site plan denied Site plan approved w/conditions

Date of Planning Commission meeting (minutes attached): _____

Remarks: _____

WHAT IS SITE PLAN REVIEW?

Site plan review procedures are instituted to provide an opportunity for the City Planning Commission to review the proposed development of a site in relation to drainage, pedestrian and vehicular circulation, off-street parking, structural relationships, public utilities, landscaping, accessibility and other site design elements which may have an adverse effect upon the public health, safety, morals, and general welfare, as well as to provide for the best interests of the property owner.

WHEN ARE SITE PLANS REQUIRED?

- Before construction of any building other than a single family residence, a duplex or a building accessory to a single family or duplex residence.
- Before commencing a use that requires a Conditional Use Permit.

SITE PLAN REVIEW IS NOT REQUIRED FOR CONSTRUCTION OR ADDITIONS TO INDIVIDUAL SINGLE FAMILY RESIDENCES, BUT ISSUANCE OF A ZONING PERMIT IS.

WHAT INFORMATION IS REQUIRED ON A SITE PLAN?

Information required on a site plan is listed in Section 8.02. The applicant is required to complete and submit a Site Plan Review Checklist as well as twelve (12) copies of the plan as part of the application.

WHO REVIEWS SITE PLANS?

The Planning Commission is authorized to review all site plans, including site plans submitted as a part of a Conditional Use Permit application, except those Conditional Use Permits which are approved administratively. The Planning Commission is authorized to approve, disapprove or approve the site plan with conditions.

WHAT IS THE SITE PLAN REVIEW PROCESS

The site plan review process is intended to allow the City the opportunity to review a proposed development prior to its construction, to determine compliance with the requirements of this Ordinance. A visual representation of the process is illustrated in the Site Plan Review Flow Chart.

WHAT ARE THE STANDARDS FOR SITE PLAN APPROVAL?

All approved site plans shall comply with the appropriate zoning district regulations, parking requirements, general provisions and other requirements of this Ordinance as they apply to the proposed site plan. In addition, each site plan shall comply with the general requirements listed in Section 8.03 of the ordinance.

WHY DOES THE PLANNING COMMISSION PLACE CONDITIONS ON SITE PLAN APPROVAL?

The Planning Commission may place conditions on approval of a site plan when such conditions:

1. Would ensure that public services and facilities will be capable of accommodating increased service and facility loads caused by the land use or activity.
2. Would protect the natural environment and conserve natural resources and energy.
3. Would ensure compatibility with adjacent uses of land.
4. Would promote the use of land in a socially and economically desirable manner.

WHAT ARE PERFORMANCE GUARANTEES?

In the interest of insuring compliance with the Zoning Ordinance provisions, protecting the natural resources and the health, safety and welfare of the residents of the City of Clio and future users or inhabitants of an area for which a site plan for a proposed use has been submitted, the Planning Commission may require the applicant to deposit a performance guarantee as set forth within the ordinance. Performance guarantees shall be required in instances where an occupancy permit is requested prior to completion of all improvements on an approved site plan. The purpose of the performance guarantee is to ensure completion of improvements connected with the proposed use as required by the ordinance, including but not limited to roadways, lighting, utilities, sidewalks, drainage, fences, screens, walls, landscaping, and widening strips.

CAN AN APPLICANT MAKE CHANGES TO APPROVED SITE PLANS?

All revisions to an approved site plan shall be reviewed by the City of Clio Site Plan Review Committee. Should the Committee determine that the revisions/amendments are minor in nature, the Committee is permitted to approve such revisions in accordance with the ordinance standards as follows:

The Site Plan Review Committee can approve revisions that,

1. Do not impact a specific condition of previous approval,
2. Do not require a variance,
3. Do not result in a net increase in building size,
4. Do not require additional parking spaces.

Any other site plan revision that does not meet the above referenced criterion shall be referred back to the City Planning Commission for review.

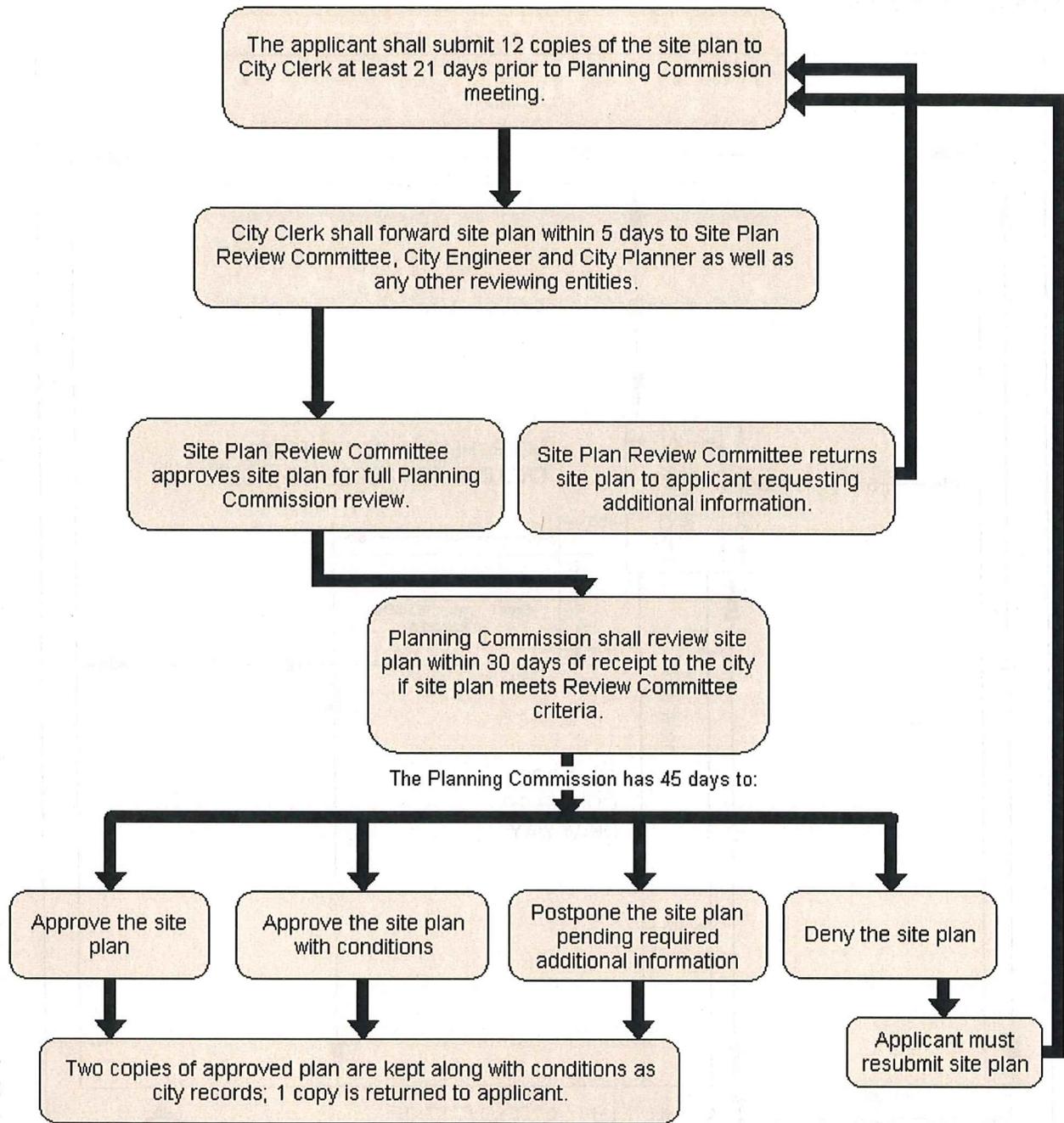
WHAT ARE THE TIME LIMITS FOR COMPLETION

- A. The applicant shall have 12 months from the date of final approval of the site plan to apply for a building permit to begin construction of the project.
- B. The applicant shall have 24 months from the date that physical construction has commenced to complete the project.
- C. The applicant may apply to the Planning Commission for an extension of up to 6 months. The applicant must demonstrate that suitable progress has been made on the project. If an extension is granted, the project must be completed by the end of the extension period.

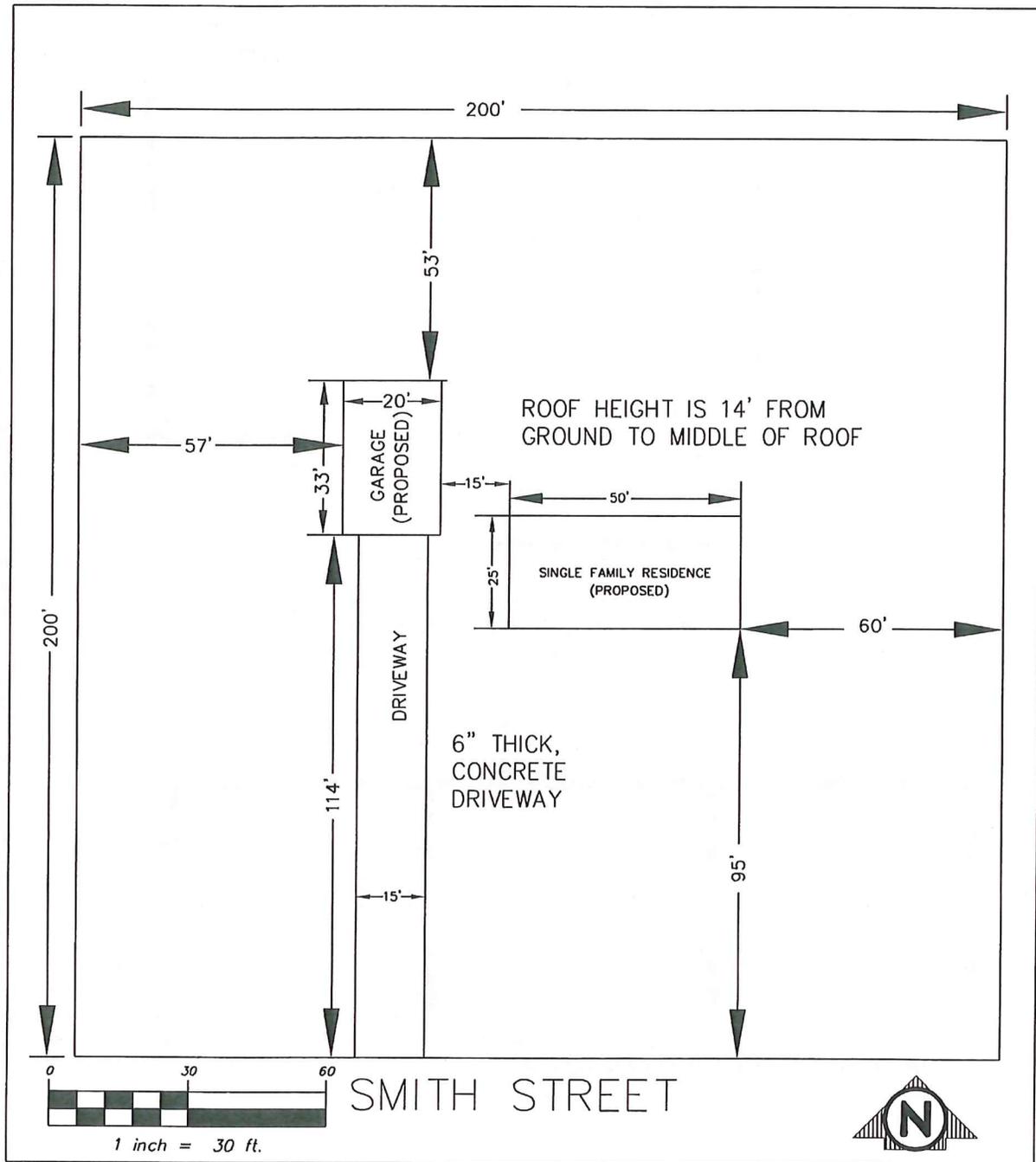
SECTION 8.03 STANDARDS FOR SITE PLAN APPROVAL

All approved site plans shall comply with the appropriate zoning district regulations, parking requirements, general provisions and other requirements of this ordinance as they apply to the proposed site plan. In addition, each site plan shall comply with the following requirements found in Section 8.03:

- A. Require underground lines where appropriate.
- B. The structural types and density of the proposed development are compatible with existing land use and zoning patterns within the area.
- C. Sufficient setbacks, distances between buildings and maximum building heights are maintained to ensure compatibility with existing land use and zoning patterns within the area.
- D. Vehicular traffic and pedestrian circulation features are designed so as to minimize conflicts between vehicular movement and pedestrian movement, adequate clear vision zones are provided, and ingress and egress drives are located and designed so as to minimize vehicular conflicts.
- E. All provisions of this ordinance are met including off-street parking areas and off-street loading and unloading space requirements, dimensional requirements including setbacks and lot sizes, and landscape requirements.
- F. When appropriate, minimum areas for open space or on-site recreation, as defined within other sections of this Ordinance, shall be provided.
- G. The location and capacity of water, sanitary sewer, storm drainage, and solid waste facilities shall be adequate to serve the proposed development. Electrical, phone, cable television and similar lines shall be installed underground where appropriate.
- H. All signs shall conform to the location, intensity and dimensional requirements of the zoning district in which the proposed use is located and in accordance with the City Sign Ordinance.
- I. The location, intensity, and orientation of all lighting facilities, including lighted signs, shall be designed so as not to create an adverse effect on adjacent properties, shall provide adequate light to ensure the safety of occupants of the proposed development and shall not create a nuisance or safety hazard to pedestrians or motorists in the vicinity of the site.
- J. No proposed development shall create smoke, noise or odors in excess of that permitted under Sections 12.11, 12.12 and 12.13.
- K. All proposed developments shall take into account any natural features which exist on the site and shall be designed to ensure the maximum protection of such features.
- L. The City Planning Commission shall approve a site plan, only upon a finding that the proposed use will not, upon the facts known at the time of submission of the site plan, cause undue hardship, or create unsafe or hazardous health or safety conditions, or create a nuisance condition to the detriment of prospective occupants of the subject property, adjoining land users, or the general public.
- M. Any required modification shall be directed to the specific elimination of unsafe or hazardous health or safety conditions or the prevention of nuisance conditions and shall be so noted.
- N. The site plan shall conform to all federal, state, county and local laws, ordinances and regulations.



Simple Site Plan



Site Plan Approval