

**For Township Use Only:**

File No.: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Application Fee Paid: \_\_\_\_\_  
Escrow Fee Paid: \_\_\_\_\_



## Holly Township

# Application for Site Plan Review

**NOTICE TO APPLICANT:** Applications for Site Plan review by the Planning Commission must be submitted to the Township in **substantially complete form** at least 21 days prior to the Planning Commission's meeting at which the proposal will be considered. Submission does not guarantee a specific meeting agenda placement, as the consultants will first need to review the application to determine if it is ready for Planning Commission review. The applicant must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review guidelines, including fully dimensioned site plans, plus the required review fees.

All meetings are held at the Township of Holly Office, 102 Civic Drive, Holly, Michigan 48442. Phone number: 248-634-9331. Fax number: 248-437-2336.

**TO BE COMPLETED BY APPLICANT:**

I (We), the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

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

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

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

Telephone: \_\_\_\_\_

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

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

**Property Owner(s) (if different from Applicant):**

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

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

Telephone: \_\_\_\_\_

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

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

Applicant's Legal Interest in Property: \_\_\_\_\_

***If the applicant/petitioner is not the owner of record, a notarized letter of authority or Power of Attorney must be included as part of this application.***

**Designer (Registered Engineer, Architect, Surveyor, Landscape Architect, or Planner):**

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

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

Telephone: \_\_\_\_\_

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

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

Interest: \_\_\_\_\_

**LOCATION OF PROPERTY:**

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

Nearest Cross Streets: \_\_\_\_\_

Sidwell Number: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

If all or part is a recorded plat, provide lot numbers and subdivision name. If all or part is a condominium, provide unit numbers and condominium name. If all or part of the property is not part of a recorded plat (i.e., "acreage parcel"), provide metes and bounds description. Attach separate sheets, if necessary.

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**Property Size** (Square Feet): \_\_\_\_\_ (Acres): \_\_\_\_\_

**EXISTING ZONING** (please check):

<input type="checkbox"/> AGRE Agricultural Residential (5.0 ac.)	<input type="checkbox"/> RM-2 Multi-Family Residential (RM-2)
<input type="checkbox"/> R-1 Single Family Residential (0.5 ac.)	<input type="checkbox"/> C-1 Local Commercial
<input type="checkbox"/> R-2 Single Family Residential (1.0 ac.)	<input type="checkbox"/> C-2 General Commercial
<input type="checkbox"/> SR Suburban Residential (1.5 ac.)	<input type="checkbox"/> OS Office Service
<input type="checkbox"/> RE Rural Estate (2.5 ac.)	<input type="checkbox"/> L-1 Limited Industrial
<input type="checkbox"/> MHP Mobile Home Park	<input type="checkbox"/> G-1 General Industrial
<input type="checkbox"/> RM-1 Multi-Family Residential (RM-1)	

Present Use of Property: \_\_\_\_\_

Proposed and Intended Use: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING CHART:**

Type of Development	Number of Units	Gross Floor Area	Number of Employees on Largest Shift
Detached Single Family			
Attached Residential			
Office			
Commercial			
Industrial			
Other			

**INSTRUCTIONS TO APPLICANT:**

1. The applicant may choose to submit three (3) copies of a site plan for cursory review by the Township Planner and staff, prior to submitting to the Planning Commission for review. Applications and applicable fees must be provided at this time.
2. Upon submission of site plan and application, the Township Planner shall complete the site plan checklist; the site plan shall contain all of the data required by the checklist (per Chapter 32 Article 6) prior to the site plan's submission to the Planning Commission for review. The site plan checklist is available upon request from the Township.
3. Discussion with the Township Planner as it concerns the proposed site plan and its conformity with the Township Master Land Use Plan and Holly Township Code of Ordinances are suggested prior to submitting a formal petition to the Planning Commission. Appointments with the Township Planner may be made by contacting McKenna at 248-596-0920.
4. All applicants to be submitted to the Planning Commission must be accompanied by ten (10) copies of the site plan prepared in accordance with Chapter 32 Article 6 of the Holly Township Zoning Ordinance and submitted 21 days prior to a regularly scheduled Planning Commission meeting.
5. Proof of property ownership (title insurance policy or registered deed with County stamp).
6. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including, but not limited, to:
  - Road Commission for Oakland County
  - Oakland County Health Division
  - Michigan Department of Transportation
  - Oakland County Water Resources Commission

Mich. Dept. of Natural Resources & Environment

EGLE (Environment, Great Lakes, & Energy)

7. Applications must be submitted with the application fees as set by resolution "Res 2023-23".

**PLEASE NOTE:** The applicant or a designated representative **MUST BE PRESENT** at all scheduled meetings, or the special use review may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to the site plan approval.

**APPLICANT'S ENDORSEMENT:**

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information in this application and the Zoning Ordinance has been submitted. I further acknowledge that the Township and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

Additionally, I hereby authorize the employees and representatives of Holly Township to enter upon and conduct an inspection and investigation of the above-referenced property.

Signature of Applicant: \_\_\_\_\_

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

Applicant Name (Print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

Applicant Name (Print): \_\_\_\_\_

Signature of Property Owner Authorizing this Application: \_\_\_\_\_

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

Property Owner Name (Print): \_\_\_\_\_

## **Site Plan Review Guidelines**

### **Purpose of Site Plan Review**

The purpose of site plan review is to determine if proposals for development are in compliance with the Zoning Ordinance and other applicable ordinances and laws. Standards in the Zoning Ordinance are intended to promote the orderly development of the Township and preserve the social and economic stability of the Township.

### **Basis for Site Plan Review**

Section 32-232 of the Zoning Ordinance requires site plan review for all uses where an alteration, addition, expansion, change, or conversion is proposed. Site plan review is not required for one-family detached dwellings and agricultural uses.

### **Qualified Site Plan Review Applicants**

Anyone may submit an application for site plan review, provided the property owner has signed off on the application and all other required items have been included.

### **Review Fees**

Review fees must be paid at the time the site plan is submitted. The review fees included a non-refundable administration fee and an escrow. Invoices from consultants involved in the review will be deducted from the escrow. A site plan will not be reviewed until the review fees are paid.

### **Site Plan Review Process**

Procedures have been established to guide the Planning Commission and the applicant through the site plan review process. These procedures place certain responsibilities on the applicant. Compliance with all procedural requirements, as well as all Zoning Ordinance standards, will minimize delays and assure expeditious review of the plan.

A step-by-step description of the review procedure follows:

**Step 1: Submittal Requirements.** The applicant is required to submit the following materials to the Holly Township Office, 102 Civic Drive, Holly, Michigan 48442.

1. A completed and signed **Application for Site Plan Review**.
2. 14 sets of physical copies, measuring 24" x 36"
3. PDF / Digital copies of the plans
4. If applicable, evidence that the site plan has been submitted to County, State, or Federal agencies that have jurisdiction over the project, including, but not limited, to: the North Oakland County Fire Authority, the Road Commission for Oakland County, the Oakland County Drain Commissioner, the Oakland County Health Division, the Michigan Department of Natural Resources, and the Michigan Department of Transportation.

**Step 2: Distribution of Plans.** Upon submittal of all required application materials, copies of the site plan application will be transmitted to the Township Planner, Township Engineer, and the North Oakland County Fire Authority (NOCFA) for review.

**Step 3: Reports from the Planner and Engineer.** The Township Planner and Township Engineer will review the plan to determine compliance with the Zoning Ordinance and other applicable ordinances and regulations. Copies of the Planner's and Engineer's reports will be transmitted to the applicant and to the Planning Commission with copies of the site plan. There may also be reports from the Township Attorney and NOCFA.

**Step 4: Placement on the Planning Commission Agenda.** A site plan will not be placed on the Planning Commission's regular agenda until it is in **substantial compliance** with all applicable regulations, except in the circumstances listed below.

**\*Exceptions**

A site plan or other review may be placed on a Planning Commission agenda prior to being in **substantial compliance** with applicable regulations where:

1. The Planning Commission's interpretation or viewpoint is needed regarding a regulation or issue that affects the site plan;
2. The applicant requests the Planning Commission's review and action, even though the applicant is aware that the site plan is not in compliance with applicable regulations; or
3. The applicant disagrees with the Township Planner's interpretation of one or more particular codes or regulations.

Where Planning Commission review is desired due to these circumstances, the applicant should submit a written request. Review of a site plan or other case on the agenda will be at the discretion of the Planning Commission in all cases.

*These cases differ from applications that are not substantially complete, which will not be considered as an exception. Incomplete applications will not be placed on the agenda until necessary information is provided for the Township and its consultants to conduct reviews.*

**Step 5: Deadlines.** The applicant may submit revised plans as soon as desired after receiving a review letter from the Township Planner or Engineer or other review authority. However, if the applicant wishes to have his/her plan considered for placement of the regular agenda, the plans must be submitted in a **substantially complete form** at least 21 days prior to the Planning Commission's meeting at which the proposal will be considered.

**Step 6: Planning Commission Consideration.** At the regular meeting at which a site plan proposal is considered, the Planning Commission will review the plan, giving consideration to the reports and comments from the Planner, Engineer, and other review authorities; the applicant; and, members of the audience and other concerned citizens. Site plans involving a special land use require a public hearing. The site plan and special land use will be reviewed concurrently by the Planning Commission.

**Step 7: Final Action.** The Planning Commission is authorized to take the following action on a site plan, subject to the guidelines in the Zoning Ordinance; approval, approval with

conditions, or denial. If a plan is approved subject to conditions, the applicant must submit revised, dated plans illustrating compliance with all required conditions.

**Step 8: Distribution of Final Plan.** After the Planning Commission takes final action, the applicant must submit four (4) final sets of plans to the Township that address any conditions of approval. The Township Planner and Township Engineer will review the final plans and mark them Approved with the date, if all conditions have been met. If necessary, revised plans will be requested.

Once approved, one copy will remain on file with the Township, and the other copies will be distributed as necessary.

**Step 9: Engineering Review, Pre-Construction Meeting, and Obtaining Permits.**

After receiving Planning Commission approval and having the final plans approved, the applicant must submit an Engineering Review application to the Township. All items required to be addressed during the Engineering Review must be completed before a pre-construction meeting can be scheduled. After the pre-construction meeting, the applicant can then apply for building permits. **Construction shall not begin until all required permits are obtained.** Please contact the Holly Township Office for further direction regarding preparation of construction documents and plans and obtaining required permits.

**Applicant's Endorsement**

I acknowledge receiving copies of these Site Plan Review Guidelines as part of the Holly Township Site Plan Review Application package.

Signature of Applicant: \_\_\_\_\_

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

Applicant Name (Print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

Applicant Name (Print): \_\_\_\_\_

## Site Plan Review Checklist

As noted in the Site Plan Review Guidelines, each applicant is required to submit certain materials to the Township. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application.

**Failure to submit a complete application can result in delay or denial of the site plan.**

The site plan shall consist of an overall plan for the entire development, drawn to a scale of 1" = 50' if the site is less than three (3) acres, 1" = 100' if the site is three (3) or more acres.

To assist in the processing of application, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operation; number of units; number of employees on largest shift; number of company vehicles; etc.

Site Plan Review Checklist	Submitted	Not Applicable
<b>(1) General Information</b>		
a. Proprietors' applicants', and owners' names, addresses and telephone numbers		
b. Date (month, day, year), including revisions		
c. Title block		
d. Scale		
e. North point		
f. Location map drawn at a scale of one inch equals 2,000 feet with north point indicated		
g. Architect, engineer, surveyor, landscape architect, or planner's seal		
h. Existing lot lines, building lines, structures, parking areas, etc., on the parcel, and within 100 feet of the site		
i. Proposed lot lines, property lines and all structures, parking areas, etc. within the site, and within 100 feet of the site		
j. Centerline and existing and proposed right-of-way lines of any street		
k. Zoning classification of petitioner's parcel and all abutting parcels		
l. Gross acreage figure		
m. Proximity to major thoroughfares and section corners		

<b>(2) Physical Features</b>		
a. Acceleration, deceleration and passing lanes and approaches		
b. Proposed locations of access drives, street intersections, driveway locations, sidewalks, safety paths as identified in the Holly Township Master Plan, curbing and areas for public use		
c. Location of existing and proposed service facilities above and below ground including :		
1. Well sites		
2. Septic systems and other wastewater treatment systems. The location of the septic tank and the drainfield (soil absorption system) should be clearly distinguished		
3. Chemical and fuel storage tanks and containers		
4. Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels		
5. Water mains, hydrants, pump houses, standpipes and building service and sizes		
6. Sanitary sewers and pumping stations		
7. Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainageways and other facilities, including calculations for sizes		
8. Location of all easements		
d. All structures with dimensioned floor plans, setback and yard dimensions and typical elevation views		
e. Dimensional parking spaces and calculation, drives and method of surfacing		
f. Exterior lighting locations and illumination patterns		
g. Location and description of all existing and proposed landscaping, berms, fencing and walls		
h. Trash receptacle pad location and method of screening		
i. Transformer pad location and method of screening		
j. Dedicated road or service drive locations		
k. Entrance details including sign locations and size		
l. Designation of fire lanes		
m. Any other pertinent physical features		
n. A fire protection plan indicating how the fire protection features required by Chapter 12 of this Code shall be addressed		

<b>(3) Natural Features</b>		
a. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Oakland County, Michigan," 1980		
b. Existing topography with a maximum contour interval of two feet. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated		
c. Grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading		
d. Location of existing drainage courses and associated bodies of water, on-site and off-site, and their elevations		
e. Location of existing wetlands		
f. Location of natural resource features, including woodlands and areas with slopes greater than ten percent (one foot of vertical elevation for every ten feet of horizontal distance)		
<b>(4) Additional Requirements for Residential Developments</b>		
a. Density calculations by type of unit by bedroom counts		
b. Designation of units by type and number of units in each building		
c. Carport locations and details where proposed		
d. Specific amount and location of recreation spaces		
e. Type of recreation facilities to be provided in recreation space		
f. Details of community building and fencing of swimming pool if proposed		
<b>(5) Additional Requirements for Commercial and Industrial Developments</b>		
a. Loading/unloading areas		
b. Total and usable floor area		
c. Number of employees in peak usage		

#### **Other Required Data**

If phased construction is to be used, each phase must be noted, and each phase must be able to stand on its own.

Other data may be required if deemed necessary by administrative officials or the Planning Commission to determine compliance with the provisions of this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand on public facilities and services.