

**CHARTER TOWNSHIP OF MILFORD  
APPLICATION FOR  
SITE PLAN REVIEW**

**FOR TOWNSHIP USE**

Site Plan Review No.: \_\_\_\_\_ Date and Time Application Received: \_\_\_\_\_

Sidwell No. Confirmation By: \_\_\_\_\_

Township Plan Review Fee: \$ \_\_\_\_\_ Consultant's Review Deposit: \$ 3,000

Total : \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

NOTE: Additional consultant's review escrow, if necessary, prior to eligibility for Planning Commission agenda \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

**A minimum escrow balance of \$2,000 must be maintained at all times until such time as the project is considered complete.**

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Prior to the erection of any building or structure or additions to, a new project or site condominium, expansion of an existing project, and in conjunction with a request for a special approval use, other than single family detached residences and accessory buildings, structures, and uses thereto, the following site plan review procedures shall be complied with:

Requests for Site Plan Review must be accompanied by a completed application, site plan review fee, and six (6) folded copies of all required plans. Initial submittal will be reviewed by the Township Planning Consultant, Civil Engineering Consultant, Fire Chief, and Police Department for recommendation. All revisions and/or corrections, if any, must be made prior to eligibility for the planning Commission agenda. The objective is to have the submitted site plans processed for local approval within 90 days of submittal. Milford Township encourages a "pre-application conference" with Township officials and consultants to support this process and timeline. If deadlines cannot be met there is the opportunity for special meetings that assist in the completion of the review procedure.

Upon eligibility for the Planning Commission agenda, thirteen (13) folded copies of the site plan, and all other required plans and documentation must be submitted a minimum of ten (10) days prior to the development of the agenda of the next scheduled Planning Commission meeting. The Planning Commission meetings are generally held on the last Thursday of every month. ALL COMMUNICATION WILL BE HANDLED THROUGH THE TOWNSHIP OFFICE, applicants are not to contact Commissioners directly.

At least one (1) week prior to the Planning Commission hearing, the front property corners must be clearly "staked" and a sign centered on the front property line showing the "Site Plan Review Number". NO ACTION WILL BE TAKEN if there is a failure to comply with this requirement.

In reviewing a site plan application, the Planning Commission and Township Board shall consider the following standards:

- a. The applicant is legally authorized to apply for site plan approval, and all required information has been provided.
- b. The proposed development is in compliance with the standards and the requirements imposed by Chapter 32 of the Code of Ordinances for the Charter Township of Milford (Zoning Ordinance), the policies of the Milford Community Master Plan, and other applicable Township ordinances.
- c. The site plan meets the applicable standards of other governmental agencies having jurisdiction and necessary outside agency approvals have been obtained or are assured.

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- d. The proposed site plan will be harmonious with, and not be harmful, injurious, or objectionable to existing and planned future uses in the immediate area.
- e. The proposed development will be coordinated with improvements serving the subject property and with other developments in the vicinity.
- f. The proposed development will preserve the integrity of natural resources as defined by Section 32-604, (b) to the maximum extent practicable.
- g. The movement of vehicular, bicycle, and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient and not adversely affect the flow of traffic on the adjacent roads or create pedestrian-vehicle conflicts.
- h. Adequate ingress to and egress from the site and all buildings or group of buildings is provided for emergency vehicles, and has been approved by local public safety officials.
- i. Development phases are in a logical sequence so that any phase is not dependent upon a subsequent phase for access, utilities, drainage or erosion control.
- j. Placement and height of buildings, structures, and off-street parking areas preserve existing views to lakes, wetlands, woodlands, and other significant visual resources to the greatest extent practicable.
- k. The design of a building, its location on the site, and site layout adequately respond to site conditions and are appropriate for the size and shape of the lot or parcel.
- l. Noise, vibration, odor, light, glare, noise and other external effects expected to be generated from the proposed use will not have a detrimental effect on neighboring property.
- m. All preliminary site engineering plans for water supply, sewage disposal or treatment, storm drainage, and site grading have been recommended for approval by the Township Engineers.
- n. The proposed development and related improvements are designed to protect land and water resources from pollution, including pollution of soils, groundwater, and water features,
- o. The location, height, and nature of walls and fences, and the nature and extent of new landscaping proposed for the site, will not hinder or discourage the proper development and use of adjacent land or impair the value thereof.

**NOTICE FOR APPLICANT**

Application for Site Plan Review will not be accepted until the following items (if applicable) are submitted:

- 1. Approved Well and Septic Permits from Oakland County Health Department. Perk Test locations completed for all planned units.
- 2. Delineation of Wetlands (if applicable), by Civil Engineer.
- 3. All required data on application check list.
- 4. Payment of Engineering Bond and Site Plan Fee.
- 5. Signed and sealed drawings by Civil Engineer or architect.
- 6. Proof of ownership and valid land split.
- 7. Approval from Post Office and Road Commission (248-858-4829) on acceptance of road names.
- 8. Completed Site Maintenance Agreement. Contact Township Clerk for assistance.
- 9. Approved right-of-way permit from the Road Commission of Oakland County, where applicable.
- 10. If request is for Cluster Housing Option (see cc for requirement)

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Site plan application must be completed in its entirety along with the complete payment of applicable fees prior to the release of the plan to the consulting examiners.

Upon motion of the Planning Commission ten (10) folded copies of the site plan must be submitted for placement on the Township Board Agenda, with all recommended revisions.

This informational packet and application has been provided to assist applicants with the site plan submittal process. It does not however relieve the applicant from conforming to all applicable zoning requirements and standards which are wholly contained in Chapter 32 (Zoning) of the Charter Township of Milford Code of Ordinances.

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To The Planning Commission:

I (We) the undersigned do hereby respectfully make application for site plan review of the following property:

1. The property is located on \_\_\_\_\_ between \_\_\_\_\_  
and \_\_\_\_\_ on the \_\_\_\_\_ side of the street.

2. The property is in acreage, and is not therefore a part of a recorded plat.

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

3. The subject property is owned by:

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

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

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

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

E-mail: \_\_\_\_\_

4. Firm or individual requesting Site Plan Review of above described property:

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

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

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

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

E-mail: \_\_\_\_\_

5. It is proposed that the property will be developed as follows: Include a description of existing and proposed use(s) and also a brief description of: general topographic conditions, vegetation, drainage patterns, and to what extent the proposed development will alter these conditions. You may utilize additional pages. \_\_\_\_\_

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		Information Shown		
		Yes	No	N/A
6.	All applicable data listed below must be included on all Site Plans drawn to scale depicting actual physical relationship and submitted for review and processing. The exclusion of any required data will result in the Site Plan being returned to the applicant and NO action being taken until such information is submitted.			
a.	Title block containing:			
	(1) Project name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Sidwell number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Proprietor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(4) Architect or Civil Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(5) Date, northpoint, scale (scale shall not be less than 1" = 50' if subject property is less than three acres, and 1" = 100' if more than three acres. The sheet size shall be 24" x 36") and legend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Location map, scale 1" = 2,000', showing major thoroughfares, site location, adjacent zoning and drainage courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Property line dimensions, with ties to major thoroughfares and to a section corner or quarter corner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Description of site metes and bounds for acreage parcels, lot number(s), liber and page in subdivisions, area of site (in square feet and acres).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Physical features containing:			
	(1) Existing topography with contours at 2' intervals, (based on U.S.G.S. datum) extending a minimum of 100' beyond site boundaries. NEW contour lines to be delineated and survey be sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Existing drainage course and existing lake or stream elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Size and location of trees and all other existing significant natural features that has an impact on the environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(4) Size and location of wetland areas pursuant to Chapter 14, Division 1, Charter Township of Milford Code of Ordinances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(5) Location of septic tank, septic field and isolation distance in relation to all properties and wells. (Isolation distance between septic field and well may not overlap adjacent property lines without written permission from adjacent property owners.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Zoning of subject property and all adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	The location and use of all existing structures and proposed structures on subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	The location and use of all existing structures within 100' of the subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	A schedule of required and proposed parking spaces, including handicapped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
j. The location of all existing and proposed drives, turning lanes, parking areas and parking spaces, including handicapped. The location of all driveways to neighboring properties within 125' of the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Proposed building heights and building elevations of proposed building(s) (typical elevations may be submitted if buildings are the same). Separate drawing sheets are permissible if related to specific buildings on the Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. For Multiple-Family development provide typical floor plans for each type unit indicating: (separate drawing sheets are permissible if related to specific buildings on the Site Plan)			
(1) Principal entrances and service entrances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Relationship of typical unit within each structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Number and uses of rooms, including a breakdown of how many 1 bedroom, 2 bedroom, and 3 bedroom units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. For nonresidential developments provide a floor plan to scale indicating: (separate drawings are permissible if related to building(s) shown on the Site Plan)			
(1) The interior layout of the building(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) What each room is to be used for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) The floor area of each room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Buildings built on speculation shall be so indicated when floor plans are not finalized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Yard setback dimensions as they relate to the minimum front, side and rear yard setback requirements. Reference Zoning Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. The location and right-of-way widths of all existing and proposed abutting streets, alleys, railroads and rivers. Reference Master Plan for Thoroughfare proposals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. The location and width of private and public sidewalks within the site and public sidewalks adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Location and dimension of off-street loading area if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Location and dimensions of outdoor storage and trash areas including screening devices. Location and details of any screening walls and/or perimeter controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Planting plan and plant material list for any greenbelts, berms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Location and size details of any signs proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Exterior lighting plan as it relates to level of illumination as it would be measured at property lines shared with adjacent properties. Including a lighting and photometric study, detail on all exterior lighting fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. A statement to be noted on the site plan permitting initial review by the engineer relative to the proposed means and location of:			
(1) Water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Sanitary Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Storm Water Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
w. Generalized site and proposed paving grades and/or drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x. If phased construction is to be used, each phase must be noted and each phase must stand on its' own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y. Information pertaining to the expected level(s) of employment, including maximum employment during any single shift. Refer to lighting ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z. Information pertaining to the expected hours of operation for any office, business or industrial use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aa. If a proposed industrial project, evidence of compliance or an ability to comply with the performance standards established for your use district as stipulated by the Township Zoning Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bb. Traffic impact or environmental studies as may be required for a particular use or use district as stipulated by the Township Zoning Ordinance. Please refer to Sections 32-598, 32-604, 19-444, 32-477, (2), (b), and 32-480. Market Analysis may be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cc. If a Cluster Housing Development Option is requested. A written explanation and reasoning to justify use of Cluster option is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dd. Type and location of outdoor storage listed by product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the above required information is shown on the Site Plan and included on this form (incomplete Site Plans will be returned to applicant and presentations postponed until complete information is provided).

NOTE: Approval of the Site Plan by the Township Board does not infer any approval of engineering or building details and plans. Any comments and/or recommendations to the Township Board by the engineer or Building Inspector will generally be tentative in nature and their final review of detailed engineering plans will be necessary prior to the issuance of the building permit.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**SITE MAINTENANCE AGREEMENT**

As a condition of site plan approval (Ordinance Section 32-586), the landowner is to provide Milford Township a perpetual Site Maintenance Agreement for this property. Please note that:

- The attached Site Maintenance Agreement form must be signed and completed in accordance with these instructions and returned to Milford Township prior to Planning Commission Approval.
- This agreement will be recorded by Milford Township with the Oakland County Register of Deeds and will be binding on the landowner and its successors.

Instructions for the processing and recording of this Site Maintenance Agreement:

1. Provide a signed and executed Site Maintenance Agreement. The attached Site Maintenance Agreement and these instructions are to be delivered to and signed by the landowner.

NOTE: The landowner's name on the signed Agreement must be the same as on the recorded deed, or the person signing this agreement must have the legal authority to sign for the owner.

2. Provide a recording fee. Make check payable to Milford Township. The Township will then record this Agreement with Oakland County.

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**AS-BUILT CHECK LIST**

Storm Sewer- in Plan & Profile, Show:	Completed	Outstanding	N/A
All invert & rim elevations to USGS			
Actual laying length between structures			
Type of pipe			
Actual slope of pipe			
Size of Pipe			
Tie all structures to property lines or existing buildings			
Lead information (distance from downstream manhole, tie down end, etc.)			

Detention Basin	Completed	Outstanding	N/A
Letter required by the design engineer stating that the pond is properly sized according to approved plans, and the outlets are properly located and sized.			

Roads/Parking Lots	Completed	Outstanding	N/A
Roadway centerline spot elevations			
Edge of road tied to ROW/ easement			
Curbing and parking lot spot elevations			
Spot elevations on parking lot			

Miscellaneous	Completed	Outstanding	N/A
Plans noted as as-built and dated in title block			
As-builts sealed			

**Additional information may be required at the discretion of the Engineer.**

**Please note that any deviation from the Approved Site Plan must be reviewed by the Planning Commission or receive Administrative Approval.**