

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

Accepted by the Township Planning Commission
at its July 25, 2002 Regular Meeting

FOR TOWNSHIP USE

Site Plan Review No.: _____

Date and Time Received: _____

Fee Paid: _____

Received By: _____

Sidwell No. Confirmation By: _____

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.
2. Delineation of Wetlands (if applicable).
3. All required data on application check list.
4. Payment of Engineering Bond and Site Plan Fee.
5. Signed and Sealed Engineered drawings.
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. Site Maintenance Agreement.
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)

Requests for **Site Plan Review** must be accompanied by a completed application, site plan fee, engineering bond and six (6) folded copies of all required plans. All revisions and/or corrections, if any, must be made prior to eligibility for the Planning Commission agenda.

Upon eligibility for **Planning Commission agenda**, thirteen (13) folded copies of the site plan, and all other required plans and documentation must be submitted a minimum of one (1) month prior to the next scheduled Planning Commission meeting. The Planning Commission meetings are generally scheduled for the last Thursday of every month.

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

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

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 _____

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

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____

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.

		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	()	()	()
	(2) Sidwell number	()	()	()
	(3) Proprietor	()	()	()
	(4) Architect, Engineer, Designer or Planner preparing plan	()	()	()
	(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.	()	()	()
b.	Location map, scale 1" = 2,000', showing major thoroughfares, site location, adjacent zoning and drainage courses.	()	()	()
c.	Property line dimensions, with ties to major thoroughfares and to a section corner or quarter corner.	()	()	()
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).	()	()	()
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.	()	()	()
	(2) Existing drainage course and existing lake or stream elevations.	()	()	()
	(3) Size and location of trees and all other existing significant natural features.	()	()	()
	(4) Size and location of wetland areas pursuant to Chapter 13, Article III, Charter Township of Milford Code of Ordinances	()	()	()
f.	Zoning of subject property and all adjacent properties.	()	()	()
g.	The location and use of all existing structures and proposed structures on subject property.	()	()	()
h.	The location and use of all existing structures within 100' of the subject property.	()	()	()

		Information Shown		
		Yes	No	N.A.
i.	A schedule of required and proposed parking spaces, including handicapped.	()	()	()
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.	()	()	()
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.	()	()	()
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.	()	()	()
	(2) Relationship of typical unit within each structure.	()	()	()
	(3) Number and uses of rooms, including a breakdown of how many 1 bedroom, 2 bedroom, and 3 bedroom units.	()	()	()
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).	()	()	()
	(2) What each room is to be used for.	()	()	()
	(3) The floor area of each room.	()	()	()
	(4) Buildings built on speculation shall be so indicated when floor plans are not finalized.	()	()	()
n.	Yard setback dimensions as they relate to the minimum front, side and rear yard setback requirements. Reference Zoning Ordinance.	()	()	()
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.	()	()	()
p.	The location and width of private and public sidewalks within the site and public sidewalks adjacent to the site.	()	()	()
q.	Location and dimension of off-street loading area if applicable.	()	()	()
r.	Location and dimensions of outdoor storage and trash areas including screening devices. Location and details of any screening walls and/or perimeter controls.	()	()	()

		Information Shown		
		Yes	No	N.A.
s.	Planting plan and plant material list for any greenbelts, berms, etc.	()	()	()
t.	Location and size details of any signs proposed.	()	()	()
u.	Exterior lighting plan as it relates to level of illumination as it would be measured at property lines shared with adjacent properties.	()	()	()
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	()	()	()
	(2) Sanitary Waste Disposal	()	()	()
	(3) Storm Water Disposal	()	()	()
	(4) Paving	()	()	()
w.	Generalized site and proposed paving grades and/or drainage patterns.	()	()	()
x.	If phased construction is to be used, each phase must be noted and each phase must stand on its' own.	()	()	()
y.	Information pertaining to the expected level(s) of employment, including maximum employment during any single shift.	()	()	()
z.	Information pertaining to the expected hours of operation for any office, business or industrial use.	()	()	()
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.	()	()	()
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 19-103, 19-109, 19-440, 19-467, (2), (b), and 19-470.	()	()	()
cc.	If a Cluster Housing Development Option is requested. A written explanation and reasoning to justify use of Cluster option is required.	()	()	()

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(s) of Petitioner(s)

Print Name

Date

SITE MAINTENANCE AGREEMENT

**CHARTER TOWNSHIP OF MILFORD
OAKLAND COUNTY, MICHIGAN**

Site Plan No.: _____

Building Name and Address: _____

This agreement is entered into this _____ day of _____, 20____, by (name of landowner as it appears on the deed) _____ hereinafter referred to as the "Owner," whose address is _____

WHEREAS, on _____ the Charter Township of Milford approved the Owner's site plan for a development located at _____,

hereinafter referred to as the "Property," which is described as follows:

And

WHEREAS, as a condition of the above site plan approval, in accordance with Section 19-84, (9) of the Township Zoning Ordinance, the Owner is to provide for the perpetual maintenance of the Property.

NOW, THEREFORE, the Owner hereby agrees to perpetually adhere to the following site maintenance practices on the Property:

1. All lawn areas on the Property will be mowed at least every ten (10) days, during the months of April through October of each year.
2. All lawn areas of the property shall be kept in a vigorous growing condition by regularly scheduled lawn care practices. Each year all dead areas shall be restored to a dense healthy condition.
3. The Owner shall maintain detention ponds and natural areas on the property, if any, by keeping said areas free of debris, mud, or other unsightly conditions. Drainage systems shall be kept fully operable as designed and built.
4. Trees and shrubs on the Property shall be pruned and maintained according to standard horticultural practices to keep plants in a neat healthy condition. Broken, dead and unsafe branches shall be removed as they occur.
5. Trees, shrubs and other plantings shall be replaced with similar material when dead.

6. All planting beds, mulched tree rings, landscaped islands, and similar areas on the Property shall be kept weed free and have additional bark mulch provided every two (2) years, or sooner if needed.
7. All landscape irrigation systems on the Property shall be kept operable as designed and shall be utilized as site weather dictates to ensure healthy, quality lawns and landscape throughout the property.
8. Owner shall keep site free of litter.
9. Dumpsters and trash containers on the Property shall be kept within dumpster enclosures and shall be serviced as often as necessary to ensure that these areas are kept neat and orderly.
10. All paved areas, curbs, fencing, sidewalks, signs, lighting, and other physical features on the Property shall be maintained in a complete, safe, and attractive condition as they were originally designed and constructed. Needed repairs or replacements shall conform to the approved site plan.
11. All paved areas on the Property that are striped shall be re-striped when faded.
12. The Building Official, in his/her capacity as Zoning Administrator, shall be the responsible party for determining compliance with the terms of the Site Maintenance Agreement in accordance with Article XX of the Township Zoning Ordinance. In the event the Owner fails to comply with the terms of this agreement, Milford Township may serve a written notice on the owner in accordance with the provisions of Section 19-84(9) of Milford Township's Zoning Ordinance setting forth the manner in which there has been failure to comply with this agreement and requiring that the deficiencies be cured within ten (10) days from the receipt of the notice. If the deficiencies set forth are not corrected in the allowed time the Township has the right to seek legal action to ensure compliance.
13. This Agreement shall run with the property and shall be binding upon the Owner and their successors and assigns.

Signed, _____

Print name:

Date