

# SITE PLAN REVIEW / CONDITIONAL LAND USE APPLICATION

|                          |  |
|--------------------------|--|
| <b>OFFICIAL USE ONLY</b> | Date Received  |
| Project Title:           | Received by  |
| Case No.                 | Fee Amount <span style="float: right;">Fee Received</span> |

**SUBMIT TO:**

**LONG LAKE TOWNSHIP  
PLANNING AND ZONING DEPARTMENT  
8870 NORTH LONG LAKE ROAD  
TRAVERSE CITY, MI 49684  
PHONE # 231 946-2249 FAX 231 946-4573**

**You MUST answer all questions and include all attachments as required by the Long Lake Township Zoning Ordinance #109, as amended, or the application will be considered incomplete. Submittal of application is required 45 days prior to the regular meeting date of the Long Lake Township Planning Commission**

| <b>A. Applicant &amp; Owner Information</b>                                    |  |
|--|--|
| Owner(s): attach list of all principals/officers if owner is not an individual | Applicant (if different): attach list of all principals/officers if applicant is not an individual |
| Owner's Address:   | Applicant's Address:   |
| City:                      State:                      Zip:                    | City:                      State:                      Zip:  |
| Phone Number                      Fax Number                                   | Phone Number                      Fax Number   |
| Email Address  | Email Address  |

| <b>B. Property &amp; Plan Preparer Information</b>  |   |
|---|---|
| Property ID:<br>28-08-   -   -   28-08-   -   -<br>28-08-   -   -   28-08-   -   -  | Property Address:<br><br>Proof of ownership (copy(s) attached):<br><i>select one from pull down list &amp; provide copy of proof</i><br>_____ |
| Name & Address of professional (engineer, land surveyor, landscape architect) licensed in Michigan who prepared the plan: |   |
| Name:   | Firm:   |
| Address:  | Phone:                      Fax Number:   |
| City:                      State:                      Zip:   | Email Address   |

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## C. Project Information

Type of use (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Commercial        | <input type="checkbox"/> Industrial                  | <input type="checkbox"/> Single Family Residential Development |
| <input type="checkbox"/> Office(s)         | <input type="checkbox"/> Multiple Family Development | <input type="checkbox"/> Utility                               |
| <input type="checkbox"/> Commercial/Retail | <input type="checkbox"/> Condominium                 | <input type="checkbox"/> Other                                 |

Project Description:

Section 24.5 lists the standards for approval of a site plan. Explain below or on an attached sheet how the project meets all standards.

- Arrangement of Structure.** Site Plans shall demonstrate that buildings, parking areas, signs, walls, fences, and the like are designed to minimize adverse affects on development users and the occupants of adjacent properties.
- Natural Features.** Site Plans shall demonstrate that as many natural features as possible have been retained, particularly where such features provide a buffer between adjoining properties or assist in preserving the general appearance of the neighborhood or help control soil erosion or stormwater.
- Vehicular and Pedestrian Traffic.** Site Plans shall fully conform to the driveway and traffic standards of the Michigan Department of Transportation and the Grand Traverse County Road Commission. Further, the Site Plan shall demonstrate that there is proper relationship between existing and proposed roadways, parking areas, and that the safety and convenience of pedestrian and vehicular traffic has been assured. Manufactured housing communities, multifamily developments, shopping centers and/or office parks are not exempt from providing interior roads for vehicular and pedestrian access to abutting properties.
- Public Safety.** Site Plans shall fully conform to the applicable fire safety and emergency vehicle access requirements of the Grand Traverse County Construction Code.
- Drainage.** Site Plans shall fully conform to the Grand Traverse County Drain Commission standards.
- Erosion.** Site Plans shall fully conform to the Grand Traverse County Soil Erosion and Sedimentation Control Ordinance.
- Hazardous Waste Management.** Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment.
- Public Health.** Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and the Grand Traverse County Health Department.
- Statutory Compliance.** Site Plans shall fully conform to all applicable state and federal statutes.
- Conformance with Township Master Plan.** Site Plans shall fully conform to the land use policies, goals and objectives of the Long Lake Township Master Plan.

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## D. Conditional Land Uses

Is the proposed use a conditional land use?

- Yes → *complete the rest of Section D*  
 No → *skip to Section E*

Are there use specific standards under Article 19 that apply to the use proposed?

- Yes, Section 19. → *explain how the standards are met on attached sheet*

Section 19.1.3 requires the Planning Commission to find that the following general standards are met to approve any conditional use. Explain how the proposal meets these standards (*add additional sheets if necessary*)

- Will be harmonious with and in accordance with the goals, objectives and policies of the Township Master Plan.
- Will be designed, constructed, operated and maintained in harmony with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
- Will not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.
- Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water and sewage facilities and schools or persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.
- Will not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.
- Will not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.
- Will ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.

## E. Required Submittals

Engineered Site Plan - all of the following are required

- Digital version (.pdf) of each page of plan set
- 1 copy attached of full size site plan set
- 3 copies attached of 11" x 17" size plan set

- Signed Escrow Agreement Attached

## F. Required Signatures

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided by the Long Lake Township Zoning Ordinance #109, effective August 29, 2010, as amended.

Owner's  
Signature: \_\_\_\_\_  
(Required)

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

Applicant's  
Signature: \_\_\_\_\_  
(If Applicable)

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

NOTE: By signing this application, the property owner agrees to on-site inspections by Long Lake Township Zoning, Planning, or Assessing officials, necessary to ascertain compliance, completion and value of the content of the application.

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\*\*\*Application is available to be completed electronically at [www.longlaketownship.com](http://www.longlaketownship.com)

Applications will not be accepted unless complete with the following information:

1. Completed Application
2. Detailed Cover Letter
3. Engineered Site Plan meeting the requirements of Section 24.3 of the Zoning Ordinance (Section 24.3 attached)
4. Completed Escrow Policy Acknowledgement Form
5. Written approvals (if applicable) from:
  - Soil Erosion (231)995-6042
  - Road Commission/MDOT (231)922-4848
  - Health Department (231)995-6022
6. Fee:
  - Site Plan only \$450
  - Site Plan only for Change in Use only or Agri-Business, Major Home Occupation, Home Day Care, etc. \$350
  - Conditional Land Use (Includes Site Plan Review) \$650
  - Conditional Use (includes Site Plan Review) for Change in Use only or Agri-Business, Major Home Occupation, Home Day Care, etc. \$550

Additional Information may be required by the Planner and/or Zoning Administrator

## Meeting Schedule

| Submittal Date-Application Due on or by: | Planning Commission Meeting |
|--|-----------------------------|
| January 12, 2021                         | February 23, 2021           |
| February 9, 2021                         | March 23, 2021              |
| March 9, 2021                            | April 27, 2021              |
| April 13, 2021                           | May 25, 2021                |
| May 11, 2021                             | June 22, 2021               |
| June 8, 2021                             | July 27, 2021               |
| July 13, 2021                            | August 24, 2021             |
| August 10, 2021                          | September 28, 2021          |
| September 14, 2021                       | October 26, 2021            |
| October 12, 2021                         | November 23, 2021           |
| TBA                                      | TBA                         |

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## SECTION 24.3 DATA REQUIRED FOR SITE PLANS

| Required information or Presentation Standard  | Administrative Review | Planning Commission Review |
|--|-----------------------|----------------------------|
| Site Plans shall be drawn at a scale of at least one (1) inch equals one hundred (100) feet and include plan preparation and revision dates, a graphical scale, north arrow, and a location map. The location map shall depict the proposed development site, section lines and numbers, and major roadways within two thousand (2,000) feet of the site.  | Required              | Required                   |
| The applicant's name, address and telephone number, the property owner's name, address and telephone number, if different than that of the applicant, and the site plan preparer's name, address and telephone number, if applicable.  | Required              | Required                   |
| A survey of the property showing property line dimensions and bearings, and easements of record, required setbacks, and a written legal description.   | Required              | Required                   |
| Notation of all federal, state and local permits required.   | Required              | Required                   |
| Bear the seal of the responsible licensed professional engineer, land surveyor, or registered landscape architect prior to issuance of a Land Use Permit   | Required              | Required                   |
| A written statement which describes the characteristics of the development. For residential developments, the project description shall describe the number of dwelling units, bedrooms, carports or garages, and the type and amount of recreational open space. For nonresidential developments, the project description shall describe the intended use, hours of operation, the gross and useable floor areas in square feet, and the number of employees per shift. | Required              | Required                   |
| A site data chart which compares the existing and proposed improvements to the lot area, setback, height and lot coverage requirements of the zoning district and the off-street parking and landscape requirement calculations  | Required              | Required                   |
| Location of natural features such as, but not limited to, woodlots, streams, floodplains, county drains, lakes, ponds, and existing topography at ten (10) foot intervals within one hundred (100) feet of the site. To the extent that such information departs from that referenced in the Natural Features Inventory, the applicant shall provide supporting information satisfactory to the Planning Commission explaining such departure.                           |                       | Required                   |
| Location and dimensions of existing structures within 100 feet of the site including notation as to which on-site structures will be retained and which will be removed or altered.  |                       | Required                   |
| Location and dimensions of proposed structures, including building elevations and floor plans  |                       | Required                   |

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| Required information or Presentation Standard  | Administrative Review | Planning Commission Review |
|--|-----------------------|----------------------------|
| Location and dimensions of existing public right-of-way (including paving material), private roads, or access easements of record  |                       | Required                   |
| Location and dimensions of proposed rights-of-way, acceleration/deceleration lanes, driveways, parking spaces, maneuvering lanes, loading areas, and sidewalks. Proposed traffic control measures and proposed street names shall also be indicated. | Required              | Required                   |
| Location of existing and proposed utilities, water mains, well, fire hydrants, sewers, septic fields, storm drains, as well as any easements that exist or are proposed to be established for the installation, repair, or maintenance of utilities. |                       | Required                   |
| Location and dimension of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps, and other facilities designed to collect, store or transport stormwater or wastewater as well as point of discharge.                    |                       | Required                   |
| Proposed location of signs, trash receptacles, light fixtures, and any other accessory structures and uses.  |                       | Required                   |
| Typical straight cross-sections including slope, height, and width of any berms and type of ground cover, and height and type of construction of any wall or fence, including footings.  |                       | Required                   |
| Location, spacing, type and size of proposed plant materials.  | Required              | Required                   |
| Location and specifications for any existing or proposed storage of any chemicals, salts, flammable or hazardous materials as well as any required containment structures or clear zones.  |                       | Required                   |

**Long Lake Township**  
**Escrow Policy**  
Adopted: 1/3/08

1. In an effort to ensure that any unforeseen costs of processing an application for Planning Commission, Township Board, or Zoning Board of Appeals review is covered by the applicant, the Township has established an Escrow Policy. The Escrow Policy shall apply to actions for any of the following:
  - a. Site Plan Review
  - b. Conditional Land Use Permit
  - c. Subdivision Review
  - d. Planned Unit Development
  - e. Zoning Board of Appeals Review (variance or appeal)
  - f. Zoning Amendment
  - g. Private Road Review
  
2. The initial application fees (per the Long Lake Township fee schedule) for the above actions are based on the estimated actual costs for processing an application. Any application requiring staff services, mailings, notices or professional review in addition to normal processing costs shall be subject to the Escrow deposit policy outlined in paragraph 3 hereof. The normal processing costs and services covered by the initial application fee include:
  - a. Site Plan Review, Conditional Land Use
    - Up to two (2) Planning Commission meetings including any costs for copies, advertising, recording secretary, supplies and, staff time to prepare
    - One (1) mailing of notices
    - Meetings with staff
    - Copy of staff reviews/reports to Planning Commission

- b. Planned Unit Development, Zoning Map Amendment
  - Everything from 2(a) above
  - Two (2) total mailing of notices
  - Up to two (2) regularly scheduled Township Board meetings including any costs for copies, advertising, recording secretary, supplies, and staff time to prepare
  - Submission for County Planning review
  - Any post-approval advertisement
  - Copy of staff reviews/reports to Planning Commission/Township Board
  
- c. Zoning Board of Appeals Review (variance or appeal)
  - Up to two (2) Zoning Board of Appeals meetings including any costs for copies, advertising, recording secretary, supplies and, staff time to prepare
  - One (1) mailing of notices
  - Meetings with staff
  - Copy of staff reviews/reports to ZBA
  
- d. Private Roads
  - Up to two (2) Township Boards meetings including any costs for copies, advertising, recording secretary, supplies and, staff time to prepare
  - One (1) mailing of notices
  - Meetings with staff
  - Copy of staff reviews/reports to Township Board

All costs incurred in the processing of any application mentioned in this section that are beyond the services listed above will be charged to the applicant and are subject to the terms of this Escrow Policy and the Long Lake Township Zoning Ordinance.

- 3. Escrow deposits. No application for approval will be processed until the assessed escrow is deposited in cash or certified check with the Township Treasurer. The amount of the escrow deposit shall be established based on an estimate of the cost of the services to be rendered by the professionals contacted by the Township. Generally, escrow deposits shall be required for, but not necessarily limited to, the following:
  - Attorney reviews, including attendance at meetings
  - Condominium Documents
  - Easement Review
  - Traffic Impact Studies
  - Environmental Assessments
  - Structural Design Review
  - Septic System Review



- Maintenance Agreement Review
- Landscape Architect
- Performance Bond Review
- Other necessary reviews as required by the Zoning Administrator, Planning Commission or Township Board.

Additional escrow deposits may be required at any time during staff review if additional information changes the requirements of the application and/or upon Planning Commission review.

4. Per the Long Lake Township Zoning Ordinance, section 20.7, all escrow deposits must be current or the application will be removed from the agenda or tabled and no action will be taken.
5. Any professional review for which an escrow deposit is required will result in a report to the Township indicating the extent of conformance or non-conformance of the proposed land use. The applicant is entitled to receive a copy of any professional review prepared for the Township and a copy of the statement of expense for the professional services rendered.
6. The applicant shall be entitled to a refund of any unused escrow deposit and a statement of account at such time as all outstanding questions and issues with respect to the application have been resolved.
7. Waivers. Where an action or omission by the Township Board, Planning Commission or Zoning Administrator results in unusual or duplicative services, mailings, notices or professional services, the Township Supervisor may, but shall not be required to, waive the payment of additional escrow deposit amounts or application fees which, but for such action or omission, would otherwise not have been required.

## Escrow Policy Acknowledgement

I have read, and agree to abide by, the Long Lake Township policy concerning escrow fees.

Name (please print) \_\_\_\_\_

Representing \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

Person/Company responsible for account (billing purposes):

Name \_\_\_\_\_

Mailing Address/PO Box \_\_\_\_\_

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

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

e-mail address \_\_\_\_\_

**\*\*\*ALL ESCROW DEPOSITS MUST BE CURRENT OR PROJECT WILL BE  
REMOVED FROM AGENDA OR TABLED,  
AND NO ACTION WILL BE TAKEN**