

## **VILLAGE OF ALMONT**

### **SITE PLAN REVIEW PROCEDURES**

#### **WHEN IS A SITE PLAN REQUIRED?**

A site plan is required whenever the following conditions apply:

1. Whenever a building permit is required for the erection or structural alteration of a building (other than a farm structure, single-family home and accessory building to such dwelling).
2. Wherever a parking or storage area is to be used or constructed.
3. For any substantial change in use or class of use.
4. The erection or addition to any major public utility service facilities.
5. For all applications for Special Land Use Approval.

#### **SUBMISSION REQUIREMENTS**

Submit twelve (12) copies of the site plan and completed application form to the Village at least fourteen (14) days prior to a scheduled Planning Commission meeting. The site plan shall meet all applicable submission requirements of Section 7.02(2) of the Village of Almont Zoning Ordinance. The completed application must be accompanied by the required fee as established by resolution of the Almont Village Council.

#### **TRANSMITTAL OF SITE PLANS**

Copies of the site plan shall be submitted to the Village Manager, applicable Village Departments, consultants and other review agencies, as appropriate. All review agencies shall submit comments on the site plan to the Planning Commission for their consideration.

#### **PLANNING COMMISSION ACTION**

The Planning Commission shall review the site plan with reference to all applicable requirements of the Village of Almont Zoning Ordinance and the comments of all applicable review agencies and shall act on the proposed plan as follows:

Village of Almont  
Site Plan Review Procedures  
Page Two

### **Approval**

Upon determination that a site plan is in compliance with the Zoning Ordinance, the site plan shall be approved. The Planning Commission may require a cash bond or letter of credit covering the estimated cost of all site improvements. When approval has been granted, the Planning Commission Chairperson shall stamp, date and sign three (3) sets of plans, noting any special conditions or requirements on each set of plans. The Village shall keep two sets of plans; the applicant shall receive one set.

### **Conditional Approval**

If, upon determination by the Planning Commission that a site plan is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on the site plan. When these changes have been adequately provided, the applicant may resubmit the site plan to the Chairman of the Planning Commission or his designee for the approval.

### **Disapproval**

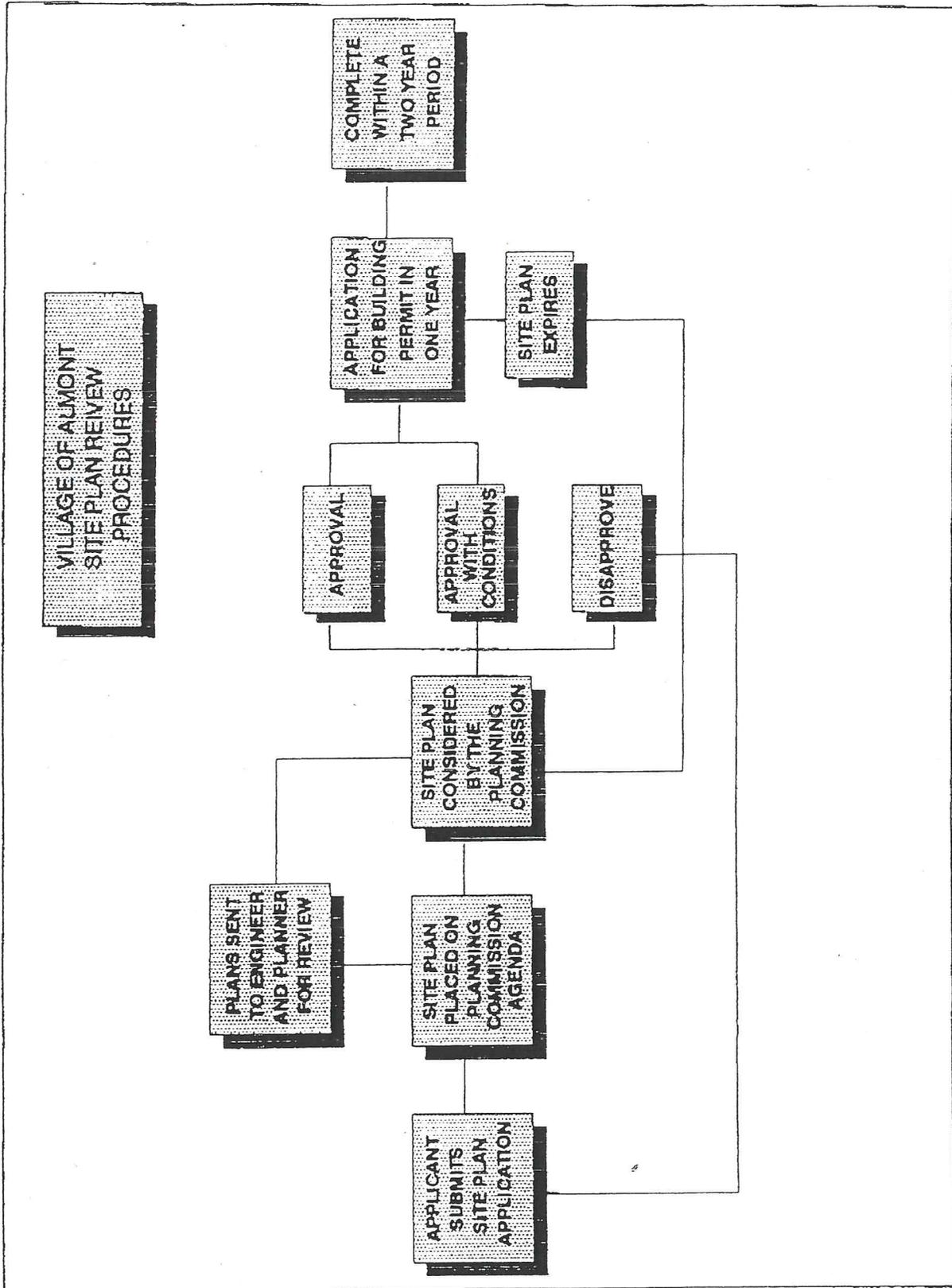
If substantial revisions to the site plan are necessary to meet the Zoning Ordinance requirements, the site plan shall be disapproved and the applicant shall be required to file a new application, site plan and fee before plans for development of the site will again be reviewed. In this case, "Disapproved" shall be written on the site plan and the reasons for disapproval indicated on the plans or in the official minutes of the Planning Commission.

### **APPROVAL PERIOD**

Site plan approval shall be valid for one (1) year from the date of approval. Physical improvements to the site must begin within one (1) year and be completed within two (2) years or the plan approval will expire, unless renewed by the Planning Commission prior to the expiration date.

### **ZONING COMPLIANCE PERMIT**

Approval of the site plan (as submitted or with additions, corrections or alterations) by the Planning Commission shall satisfy the requirements of the Zoning Ordinance for a Zoning Compliance Permit. It shall not exempt the petitioner from compliance with other Village Ordinances. The Building Inspector shall not issue a building permit until a site plan approval is received.



Date: \_\_\_\_\_  
Application No. \_\_\_\_\_  
Review Fee: \$ \_\_\_\_\_

APPLICATION FOR SITE PLAN REVIEW APPROVAL  
VILLAGE OF ALMONT

APPLICANT'S NAME \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

PARCEL IDENTIFICATION NO: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately.) \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_ SIZE (In Acres): \_\_\_\_\_

LEGAL OWNER: \_\_\_\_\_

Name	Address
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SITE PLAN PREPARER: \_\_\_\_\_

If petitioner is not the owner, state basis for Representative.  
(i.e., Attorney, representative, Option-to-Buy \_\_\_\_\_)

Twelve (12) copies of the application and plan shall be submitted to the Village at least fourteen (14) days prior to a scheduled Planning Commission Meeting. The site plan shall include all information required by Article 7 of the Village of Almont Zoning Ordinance. The applicant or representative must be present at the Planning Commission meeting.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

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

\_\_\_\_\_  
Signature of Legal Owner (if not applicant)

\_\_\_\_\_  
(Please print/type name below signature)