



Village of Stockbridge
305 W. Elizabeth St., Room 112
Ordinance approval Date _____ Revision 2 6/29/20

Code of Ordinances Village of Stockbridge Michigan (Modified)
Site Plan Manual for compliance With
CHAPTER VI
ARTICLE IV ZONING DISTRICT REGULATIONS
SECTION 6-45

Inside this manual you find the type of application, forms and check sheets that need to be submitted in addition to applicable required information that must be included with application.

Site plan approval Process for all Types of required site plans.

The village shall not issue a building or an occupancy permit for any use until one of the three types of different primary or modified type (Type 1, Type 2, Type 3) of site plan has been approved and is in effect.

How to Access the entire Zoning ordinance

Applicant are encouraged to review the villages CHAPTER VI ARTICLE IV ZONING DISTRICT REGULATIONS of Village of Stockbridge Michigan Code of Ordinances (Modified) accessible on the Villages internet site vosmi.org home page scroll over to Info click on Infor drop down menu click on Ordinance , the Village ordinance will appear scroll down menu to Chapter VI, in search bar just type in the topic you are interested in .

Note: This manual is not all conclusive and the Village recommends that in addition to reading the manual that applicant read section 6 – 45. If any conflict is discovered between this manual and section 6 -45 or the ordinance as a whole, the zoning ordinance controls.

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1. INTRODUCTION: 6-45

- 1.1. The Village of Stockbridge has implemented three types of site plan reviews. The purpose of requiring three types of Site plan reviews is to simplify and clarify the site plan review process and attract business by providing a cost effectively site plan review process and still comply with requirements imposed by the Village of Stockbridge Michigan (Modified) ordinance chapter vi, article iv zoning district Regulations Sec. 6-45 and all applicable Village Ordinances.
- 1.2. What is the benefit to applicants for the Village implementing a new type of site plan review process called Administrative Site Plan Review Process (ASPR) The Village believes significant cost saving and time for completing a site plan review process will occur compared to the previously required single type of site plan review process .
- 1.3. The three(3) new types of site plan review requirements are as follow Site Plan Review Type 1, Site Plan Review Type 2, and sub type 2a, Site Plan Review Type 3 and are applicable to the following districts: (CBD) Central Business, (C-2) General Commercial,(C-3) Highway Commercial,(M-1) Light Industrial, (OSC) Open Space Conservation, (PUD) Planned Unit Development, (R-2) Residential development,(R-3)Residential developments, (PUB) Public.
- 1.4. Each type of Site plan review increases in complexity, so site plan review type 1 is more cost effective and less complicated than site plan review type 2 or type 3. Site plan review type 2 is more cost effective than modified type 2a or type 3 Full, Type 3 Full site plan review process is very expensive and extremely time consuming.
- 1.5. Planning commission review and approval shall be required for all site plans that involve construction of a new structure , a request for a variance, a special land use, major modifications, new parking lot a proposal that involves a discretionary decision or a proposal that involves a nonconforming use or structure or at the request of the zoning administrator .

2. Applying the newly adopted Administrative Site Plan Review Process (ASPR) to Sec. 6-70. - Purposes and uses within zoning districts to:

2.1. Partial description of the 3 types of site plan reviews available

Type 1: Site Plan Review: .

- 2.1a. Site plan review type 1 process is intended to facilitate occupancy requirements for existing Structures, interior rooms, accessory, and subordinate buildings when use is approved by right.
- 2.1b. The zoning administrator utilizing the ASPR process and provided definitions shall determine if the proposed modifications are minor or major in accordance with the guidelines in this section.

Type 2: Site Plan Review:

Site Plan Review Type 2. process is intended to facilitate occupancy requirements for existing Structures, interior rooms, accessory, and subordinate buildings requiring minor interior and external changes to primary structure and or subordinate buildings provided.

Introduction continued (Partial description of the 3 types of site plan reviews available)

Type 2a: Modified Site Plan Review (Special Use)

- 2.2a. Site Plan Type 2a review process is intended to facilitate occupancy by fulfilling the requirements an application for Special use request that applies to an existing Structures, interior rooms, accessory, and subordinate buildings Utilizing the ASPR process with no parking changes requiring renovations and compliance with 6-44.
- 2.2b. The zoning administrator utilizing the ASPR process and provided definitions shall determine if the proposed modifications are minor or major in accordance with the guidelines in this section

Type 3 Site Plan Review

- 3.1. Is intended to be used for reviewing Site plan proposal for a new major buildings, construction of a new parking lot, installing new entrances located in a different part of structure, major interior and external changes to primary structure, subordinate buildings and grounds, changes to means of access thereto from adjoining public roads or highways, create additional parking or need additional REU's.

2. What is the ASPR Site Plan review Process

- 2.1. The ASPR process allows significant latitude for the Zoning Administrator working with the Chair of the Planning Commission to determine how much of a site plan review must be performed. The Zoning Administrator with the Chair of Planning Commission evaluate and determine using guidelines provided to what extent a site plan review must be completed.
- 2.2. The ASPR process requires obtain specific information by using check sheets, questionnaire, interview and drawings what needs to occur for a business to occupy existing space or possibly construct an entirely new facility .The type of information that the Zoning Administrator and or the Chair of the Planning Commission will acquire is: what specifically does the business require to happen in order for them to move into : existing space such as, are modifications needed to move in? If modification are necessary how much of a modification needs to occur (minor or major) modification or are new or addition parking required they will also determine if the activity is approved by right or requires special use or a variance approval.
- 2.3. After the Zoning Administrator and Planning Commission Chair obtain this information, they can then inform the applicant as to which Type of site plan review of variance is require for them to successfully achieve their objective.

3. Implementation process Administrative Site Plan Review (ASPR) Process.

3.1. The zoning administrator after consultation with the Planning Commission Chairperson shall determine whether a proposed project is eligible for the ASPR process and may be granted site plan approval pursuant to that process. The zoning administrator shall refer to planning commission for review and approval consideration pursuant to the preceding provision of this article any proposed project for which the Planning Commission Chairperson has not recommended approval pursuant to the ASPR process after consultation with the zoning administrator .

3.1a. In addition, the zoning administrator

In addition, the zoning administrator shall have discretion to decline applying the ASPR process to an eligible project, and instead refer such project to the planning commission for review and approval consideration pursuant to the applicable provisions of this article.

4. ASPR Review and approval criteria.

4.1. The zoning administrator shall review and determine whether to approve a project eligible for the ASPR process pursuant to the criteria specified in this section of ordinance and all other applicable provision required by ordinance. The zoning administrator may require the applicant to submit such information pursuant to the formal site application content requirements of 6-45 formal type 3 site review process of this ordinance as the zoning administrator deems necessary to properly review the project pursuant to the ASPR process.

5. Significance of approval

5.1. Pursuant to ASPR Process. A project approved by the zoning administrator pursuant to the ASPR process shall be considered to have site plan approval , subject to penalties and actions that may be taken as describe elsewhere in this ordinance for modification request and or failure to not complete project and expiration limits of approval .

6. Modifications to approved ASPR Site Plan

6.1. Any person who has been granted ASPR site plan approval shall notify the zoning administrator for guidance of approval process for amendment driven changes to previous site plan.

6.2. Modification of plan during construction. All improvements shall conform to the final site plan. It shall be the responsibility of the applicant to notify the zoning administrator of any such changes prior to such change being made. Any changes which result in a material alteration of the site plan approved by the planning commission shall be subject to the ASPR process if warranted require resubmittal to the planning commission. The planning commission, or zoning administrator may require the applicant to correct the changes to conform to the approved site plan.

6. Modifications to approved ASPR Site Plan (continued)

6.3 The zoning administrator utilizing the ASPR process shall have the authority to determine if a proposed change requires an amendment to an approved final site plan. A site plan may be amended upon application and in accordance with the procedure herein for a final site plan. The zoning administrator may approve minor or a major change if determined change is required to prevent a life threatening issue. Zoning administrator shall immediately report said decision to Planning commission Chair, project manager building inspector especially if change results in additional funding for project being required. Changes in an approved final site plan, provided that a revised final site plan drawing (s) be submitted showing such minor / major changes, for purposes of record.

7. The ASPR process shall not apply if a project involves any of the following:

7.1. A new building or structure

7.2. A new or altered access to site

7.3. A major change as determined by zoning administrator and definition result in a change in use and/or a new use not authorized by right.

7.3a. A major change as determined by zoning administrator and definition variance from any provisions previously approved.

7.3b. A major change as determined by zoning administrator by definition variance from any provisions of the zoning ordinance is required or the project fails to comply with Applicable provision of this ordinance or any other applicable ordinance, regulation or law.

8. Why do I have to complete a site plan review?

8.1. The village will not issue a building or an occupancy permit for any use until one of the three types of different primary or modified type (Type 1, Type 2, Type 3) site plan has been approved and is in effect.

8.2. Applicant must obtain and application for Certification for authorization to Open a new business, Modify and existing business or Build a (new construction) building for a new business.

9. Where to obtain the application, forms and check sheets?

9.1. Contact the Village office at (517) 851-7435 ask for the New business process manual Inside the manual you will find the information required to open a new business in the Village of Stockbridge MI.

10. What is the PROCESS FOR OBTAINING A SITE PLAN REVIEW (ALL TYPES):

10.1 What information does the application ask for?

10.1a. The application ask for the following information that depicts in detail the type of business specifically occupying space, type and extent of modification in detail, hours of operation, zoning district classification use group of business is located in, name of building owner and name of business owner with respective contact phone numbers name of legal owner of property, name of Developer if applicable / name of owner, building owner / business owners email, phone number of business owner, Property information , address of Property, Tax ID number of Property:

10.2a. Requested new zoning classification if applicable, Numbers of residential equivalent units. (REUs) required per Appendix A – Table of Unit Factors, and other information that may be required by provisions of the zoning ordinance or zoning administrator. Additional information required shall be attached and made a part of the application., Applicants Signature and Date of application received by Village Clerk, date submitted to zoning administrator and if applicable date sent to planning commission.

10.2b. The zoning administrator or Planning commission chair or Village Clerk in step 2 above having advised the applicant as to the type of Site Plan below needs to submit.

11. What does the applicant do once they received direction from the zoning administrator as which type of site plan to complete.

11.1 The Applicant contacts the Village Office for the purpose of obtaining a copy of this manual.

11.2. The Site Plan Manual contains all documents required for compliance with 6-45 site plan review Types 1, 2,2a and ,3. site plan review in including check sheets Certification application forms and reference tables and applicable sections of the zoning code.

11.2a. The applicant scrolls down the list listed below to the type of site plan review applicant was directed to use and follows the direction listed below for completing applicable site plan application and selects the applicable site plan review process listed below.

12. Listing of Site plan review Types.

12.1. Type 1: Site plan review requirements

12.1a. Site Plan type 1 process is intended to facilitate a new business moving into and existing structure located in one of the Zoning districts listed above if in compliance with the below listed criteria. Submittal of drawings are not required for this Type 1 site plan review process application and check sheet for certification is required.

- 12.1b. In order for a new business to qualify for Type 1 site plan review, the Business must certify they will not be making any , structural changes to the interior or exterior of structure or any sub structures and business is permitted use (approved by right) requiring any addition REU,s , requires no additional parking, or parking lot modification.
- 12.1c. Type 1 site plan review and Certification is accomplished through the applicant submitting the application and applicable check sheet provided in manual and any additional required supporting documentation.
- 12.1d. Length of process up to 30 days

12.2. Type 2: Site plan review requirements

- 12.2a. Site Plan type 2 process is intended to apply to a new business moving into and existing structure located in one of the Zoning districts listed above that requires minor remodeling modifications in order for the business to function properly.
- 12.2b. For a new business to qualify for Type 2 site plan review. Business must certify they are only making minor structural changes to the space or property and business is of a type that is a permitted use (approved by right) that requires no additional , REU's , parking spaces or parking lot modifications .
- 12.2c. The Applicant having acquired a copy of this Site Plan Manual which contains all documents or reference to sections of the ordinance required to provide to questions asked on certification form and check sheet or other forms required for compliance with Type 2 site plan review process requirements.
- 12.2d. The type 2 site plan review both 12.2a. Certification is accomplished by applicant submitting the application and applicable check sheet provided in manual along with application fee an any other required supporting documentation and 6 ea. sets of drawings on 11 inch X 17 inch paper is required to be submitted with application to the village clerk .
- 12.2d. Length time for process is up to 60 Days from date all required documents are submitted.
- 12.2e. Information required in certification application for site plan review are as detailed below.

12.2.1. Type 2a Modified Site plan review requirements

- 12.2.1a Type 2a. Modified site plan review For a new business to qualify for modified Type 2a site plan review The Zoning Administrator working with Planning commission may approve applicant applying for special use occupancy certification using the Type 2 site plan review ASPR process if all conditions except sealed drawings and most of the information required on drawing imposed by ordinance 6-44 requirements for applying for a special use are complied with.
- 12.2g. Business must certify type of modifications are being proposed for the structure minor or major structural changes to the space or property and business is of a type that is a permitted special use requiring no additional parking spaces or a new parking lot.
- 12.2h. The ASPR process if authorized by Zoning Administrator and Planning Commission to bypasses the need for obtaining many items required for a full Type 3 site plan review including the requirement for sealed site plan drawings for both Major modifications approved by right use and for listed special uses to existing structures that do not require additional parking or changes to entrance location of building. (Not to be confused with sealed architectural drawing if required by the Construction code). Note: section 6 – 260 provides a process allowing flexibility to parking requirements.
- 12.2h. The type 2a modified site plan review both Certification is accomplished by applicant submitting the application and applicable check sheet provided in manual along with application fee an any other required supporting documentation and 6 sets of construction drawings on minimum or 24" X 36" are required to be submitted with application to the village clerk .
- 12.2i. Length time for process is up to 120 Days from date all required documents are submitted.

12.3. Type 3 Site plan review Requirements

- 12.3a Site Plan Full type 3 process is intended for application to a newbuilding for business being built.
- 12.3b. For a new business to qualify for Type 3 site plan review. Business must certify they intend to construct a new commercial structure. Applicant must further certify that the new business is permitted use (approved by right) in the district structure it shall be located in. Note: a flexibility to parking requirements is in section (6-260).

- 12.3d. The Applicant having obtained a copy of this Site Plan Manual which contains many some of the most common required information and applicable table or directs applicant to applicable section of zoning code for compliance with 6-45 for type 3 site plan review requirements in including check sheets and certification applications required obtaining certification approval for occupancy from Village.
- 12.3e. Information required in certification application of site plan review are as detailed below.
- 12.3f. Applicant shall provide 14 sets of plans folded and sealed drawings .The sheet size of drawings shall be at least 24 inches x 36 inches with the plans drawn to a scale of no greater than one inch = 50 feet for property less than three acres, or no greater than one inch = 100 feet for property three acres or more.
- 12.3g It is strongly recommended that applicant submit only three sets of not sealed prints for a informal preliminary review by planning commission and zoning administrator prior to final review.
- 12.3l. Length time for process is up to 180 Days from date all required documents are submitted

13. Why does it take so long to set a public hearing?

- 13.1. The time allocated allows for review of application by village engineers, fire department, public works, police department, attorney , village council if they desire to review plan and any other professionals as deemed necessary), No hearing is required for a type 2 site plan review unless requested by zoning administrator or Chair of the Planning commission. Also: The process for scheduling a public hearing for a type 3 site plan review or special use request or a variance is as follows. The date is set for the public hearing notices of hearing and reason are sent by certified mail to surrounding business and homes within 300 ft and notice is advertisement in local paper and posted at entrance to village office a minimum of 15 days prior to a scheduled public hearing. Copies of the completed documents and are transmitted to all Planning commission members 30 days prior to its next regular meeting. Or to of members 30 days prior to a hearing the ZBA.

14. What happens after applicant turns in Application?

- 14.1. The Village Clerk, upon receipt of the application, and any fees shall notify the zoning Administrator and Chair of the Planning commission of the need for evaluation of documents submitted for a site plan review and which type of site plan review is required type 1, type 2 ,or type 2a modified, or type 3.The Zoning Administrator and to the Chair of the Planning Commission will start the review process which varies in length as listed previously in each site plan review process requires from 30 to 120 days to complete the applicable review process . They will be evaluating documents for completeness of application shall return the application and supporting documents If additional information or correction the

applicant shall be notified of what is required and package will be returned to the village office for pick up by applicant. For corrections or addition.

14.2 Once a completed application is received for type 2a (If approved by applicant) a combined public hearing can be set (within 60 days of receipt) that incorporates the special use request with the hearing required to address alterations to structure.

14.3. Once a completed application is received for type 3 site plan review a public hearing will be set (within 60 days of receipt) to address any text amendment issues or rezoning issues in addition to major structural changes, construction of new facility, modifications to a parking lot or constructing a new parking lot.

15. Planning commission action.

15.1 The planning commission shall approve with conditions or deny the site plan within 60 days of the date of the planning commission meeting at which the site plan is first heard. The time limit may be extended upon a written request by the applicant and approved by the planning commission. The planning commission may suggest and/or require modifications in the proposed site plan as are needed to gain approval. All engineering drawings and plans shall be reviewed by the village engineer, DPW, and fire chief before a site plan may be approved by the planning commission.

16. Effect of approval.

16.1. Approval of a site plan authorizes issuance of a building permit or, in the case of uses without buildings or structures, issuance of a certificate of zoning compliance.

17. Expiration of approval.

17.1. Approval of a site plan shall expire and be of no effect one year following the date of approval unless construction has begun on the property in conformance with the approved site plan. Approval shall also expire and be of no effect unless a building permit shall have been taken out within 180 days of the date of approval of the site plan.

18. Conformity to approved site plan.

18.1 Property which is subject to site plan approval must be developed in strict conformity with the approved site plan for that property. Including any site plan modifications approved by the planning commission or zoning administrator and variances granted by the zoning board of appeals in according to this ordinance.

19. Terms of approval

19.1. Approval shall be valid for a period of one year. one six month the extension may be granted after complete review of the application by village planning commission. At the end of the six- month extension if no building permit has been obtained and site development has not recently begun; the site plan approval becomes void. And the developer shall submit a new application for approval along with all applicable fees.

20. Violations.

20.1 The approved certificate shall regulate development of the property and any violation of this article, including any improvement not in conformance of the approved certification shall be deemed a violation of this chapter as provided in article 26, and shall be subject to all penalties therein.

21. Amendment of approved site plan.

21.1. The zoning administrator shall have the authority to determine if a proposed change requires an amendment to an approved final site plan. or rule it must go to the Planning Commission. A site plan may be amended upon application and in accordance with the procedure herein for a final site plan. The zoning administrator may approve minor changes in an approved final site plan, provided that a revised final site plan drawing(s) be submitted showing such minor changes, for purposes of record.

22 Modification of plan during construction.

22.1 All improvements shall conform to the final site plan. It shall be the responsibility of the applicant to notify the zoning administrator of any such changes prior to such change being made. Any changes which result in a material alteration of the site plan approved by the planning commission shall require resubmittal to the planning commission. The planning commission, or zoning administrator may require the applicant to correct the changes to conform to the approved site plan.

23. Phasing of development.

23.1 The applicant may, at his discretion, divide the proposed development into two or more phases. In such case, the site plan shall cover the entire property involved and shall clearly indicate the location, the size, and character of each phase.

24. Inspection

24.1. The building inspector shall be responsible for inspecting all improvements for conformance with the approved site plan. All subgrade improvements such as utilities, sub-base installations for drives and parking lots, and similar improvements shall be inspected and approved prior to covering. The applicant shall be responsible for requesting the necessary installation.

25. The building inspector shall.

25.1. The building inspector shall notify the zoning administrator, in writing, when a development for which a site plan is approved has passed inspection with respect to the approved final site plan. The building inspector shall notify the zoning administrator, in writing, of any development for which a final site plan was approved, which does not pass inspection with respect to the approved final site plan and shall advise the zoning administrator of steps taken to achieve compliance. In such case, the building inspector shall periodically notify the zoning administrator of progress towards compliance with the approved final site plan and when compliance is achieved.

26. Violations.

26.1. The approved site plan shall regulate development of the property and any violation of this article, including any improvement not in conformance of the approved final site plan, shall be deemed a violation of this chapter as provided in article 26, and shall be subject to all penalties therein.

27. What recourse does the applicant have to address what they believe is an incorrect interpretation of the zoning ordinance.

27.1. An appeal to the ZBA may be taken by a person aggrieved or by an officer, department, board, or bureau of the state or village, and such appeal shall commence upon filing a notice of appeal, on the form supplied by the village, accompanied by such fee as determined by the council.6-310. - Procedures for appeal of the Zoning ordinance. Every appeal to the ZBA shall be made by the applicant within 30 days of the date of the order, requirement, decision, or determination of the administrative official or body charged with enforcement of this chapter.

27.2. Time frame for setting date ZBZ for hearing is 60 Days the ZBZ has up to 30 days after hearing to provide a ruling.

28. DEFINITIONS

28.1. Change:

Change means a change of use from one type of use approved by right or special use to a different approved by right or new special use. Change means a change from what something is to something different. Example: If you are selling fruit and you change to selling liquor it is a change both are retail approved by right, but it is a change. Of what specifically is being sold requiring two different type of retail and hours of operation licenses.

28.2. Variance.

The Variance to determination made by any administrative official or body charged with enforcement of this chapter. Variance to, requirement decision, or determination of the administrative official or body or a nonuse variance, interpretation of this chapter or zoning map, administrative order, requirement, decision ,variance from the strict provisions of this chapter if there is unnecessary hardship , if there are practical difficulties for nonuse variance, Use variance, unique circumstances peculiar to the property and not from general neighborhood conditions.

29.3. Minor Modifications to an approved plan

29.3a. Minor modifications are changes that do not substantial affect the character or intensity of the use, vehicle traffic, or pedestrian circulation, drainage patterns, the demand for public services or the danger from hazards Examples of minor modifications include.

29.3b. and addition to an existing commercial or industrial building that dos does not increase or decrease the floor space by more than 25% or 2,000 sq. ft. whichever is less.

29.4. Not considered Minor modifications examples

29.4a. Alterations or modifications involving ~~less than 20~~ parking spaces. The construction of a new building or structure or the addition of curb cuts onto a public road are examples of modifications which are not considered minor.

29.4b. If the modifications are not deemed minor by the zoning administrator, or if the zoning administrator finds that there are characteristics of the site plan that warrant planning commission review. And approval by the planning commission shall be required.

29.4c. Re- occupancy of a vacant building (that does not constitute a change in use) that that has been unoccupied for or more than 12 months.

30. Standards for review process

30.1 In reviewing the 3 different types (SPR) Site Plan Review SPR 1, SPR 2, Modified SPR 2a. and SPR 3, the planning commission and zoning administrator and village engineer and other professional shall determine whether the Applicable plan meets the following specifications and standards:

30.1a the plan conforms to all zoning ordinance regulations.

30.1b all required information is provided.

30.1c. the proposed use will not be injurious to the surrounding neighborhood and protects the general health, safety, welfare and character of the village.

- 30.1d. there is a proper relationship between major thoroughfares and proposed service drives, driveways, and parking areas. Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
- 30.1e. the location of buildings is such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.
- 30.1f. natural resources will be preserved to the maximum extent possible in the site design by developing in a manner which will not detrimentally affect or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes, soils, groundwater and woodlands.
- 30.1g. stormwater management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body or water course, or cause alterations which could increase flooding or water pollution on or off site.
- 30.1h. wastewater treatment systems, including on-site septic systems, will be located to minimize any potential degradation of surface water or groundwater quality and meet county and state standards.
- 30.1i. sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby water bodies in accordance with county and state standards.
- 30.1j. landscaping, including grass, trees, shrubs and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.
- 30.1k. the proposed use complies with all village ordinances and any other applicable laws.

28. What information is required on application certification form?

- Project name:
- Name of legal owner of property
- Name of Developer/Owner
- Address of Structure
- Email address of Owner of Business
- Email address of Owner of Building
- Phone number: Owner of Building
- Phone Number Owner of Business
- Property legal description required for Type 3 site plan review
- Tax id number of properties
- Existing zoning of property
- Numbers of residential equivalent units. (REU's)
- Description of what type of business specifically will be occupying space
- Hours of operation
- Application fees
- Total fees collected
- Applicants: signature:
- Date
- Village office date received
- Date sent to zoning administrator date
- Date application received
- Zoning administrator approval / rejection
- Date
- Planning commission chair approval / rejection
- Date
- Date sent too planning commission if applicable
- Date hearing set if applicable
- Village clerk certifies all fees paid:



Village of Stockbridge Michigan (Modified) Code of Ordinance Chapter VI,
article IV, Zoning district Regulations Section 6 – 45

Application for Type 1 Site Plan Review for
Certification of Compliance Handout to applicant
No prints are required with this application

Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist. And this application for certification

PROJECT NAME: _____

LEGAL OWNER OF

PROPERTY; _____

DEVELOPER/OWNER _____

ADDRESS: _____

EMAIL of the owner of property _____

E-Mail of business owner _____

PHONE NUMBER Business owner: _____

Property Legal Description: _____

Address of Property: _____

Tax ID number of property _____ Existing Zoning of Property: _____

Numbers of residential equivalent units. (REUs) _____

Description of what type of business specifically will be occupying space

Hours of operation _____

OTHER INFORMATION as may be required by provisions of the zoning ordinance or zoning administrator.

Additional information required shall be attached and made a part of this application.

APPLICATION FEES: See Fee Schedule. Total fees Collected; _____

Applicants: Signature: _____ Date

OFFICIAL ACTION: Village Office Date Received: _____

Type of Action: Sent to Zoning Administrator Date: _____

Date application Received: _____

Zoning administrator approval / rejection: _____ Date: _____

Planning commission Chair approval / rejection _____ Date: _____

Date sent too Planning commission if applicable: _____ Date Hearing set if applicable _____

Village Clerk certifies all fees paid: _____ Date: _____



Village of Stockbridge Michigan Ingham county, Stockbridge Township

6-45 CHECK SHEET TYPE 1 SITE PLAN REVIEW

Submission Date; _____

Applicant's Name: _____

Page 1 Of 2

General Information	Applicant	Village use only
		Check - Off Compliance Non – Compliance

Notes

Any changes to façade You may be eligible for funding if you intend to make modifications to facade in the future.				
Name of Owner Including owners' consent for approval				
Address of Building				
Phone number owner of building				
Phone number owner of business				
Are any changes being made to interior or exterior of building other than signage				
Hours of operation				
Describe in detail type of business				
Type of Use				
What is property zoned as				
Are there any Existing deed Restrictions				
What is the Current Use of building				
Intended by right use				
Does building have Off- street Parking				
If so, how many parking spaces				
Are you going to put up a new Sign				
Location				
Size				
Total interior First floor area				
Second floor area				
Numbers of residential equivalent units. (REUs)				



6-45 CHECK SHEET TYPE 1 SITE PLAN REVIEW

CERTIFICATION

page 2 of 2

I _____ the applicant for this plan do hereby certify that all of the information listed in the check list is included in this package and that to the best of my ability the information is accurate and truthful. Furthermore in signing this checklist, I accept the fact that should the document not meet the criteria for review the plans may not come before the Planning commission until the discrepancies are corrected and then only if the final submission has met the 30 day requirement set forth in the Village Policies

Signed _____ Date: _____



Village of Stockbridge Michigan (Modified) Code of Ordinance Chapter VI,
article IV, Zoning district Regulations Section 6 – 45

Application for Type 2 Site Plan Review for

Certification of Compliance Handout to applicant

11” X 17 “Drawings are required with this application

Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist. And this application for certification

PROJECT NAME: _____

LEGAL OWNER OF

PROPERTY; _____

DEVELOPER/OWNER _____

ADDRESS: _____

EMAIL of the owner of property _____

E-Mail of business owner _____

PHONE NUMBER Business owner: _____

Property Legal Description: _____

Address of Property: _____

Tax ID number of property _____ Existing Zoning of Property: _____

Numbers of residential equivalent units. (REUs) _____

Description of what type of business specifically will be occupying space

Hours of operation _____

OTHER INFORMATION as may be required by provisions of the zoning ordinance or zoning administrator.

Additional information required shall be attached and made a part of this application.

APPLICATION FEES: See Fee Schedule. Total fees Collected; _____

Applicants: Signature: _____ Date

OFFICIAL ACTION: Village Office Date Received: _____

Type of Action: Sent to Zoning Administrator Date: _____

Date application Received: _____

Zoning administrator approval / rejection: _____ Date: _____

Planning commission Chair approval / rejection _____ Date: _____

Date sent too Planning commission if applicable: _____ Date Hearing set if applicable _____

Village Clerk certifies all fees paid: _____ Date: _____



Village of Stockbridge Michigan Ingham county, Stockbridge Township

6-45 CHECK SHEET TYPE 2 SITE PLAN REVIEW

(page 1 of 2)

	Yes	No			
Any changes to façade You may be eligible for funding if you intend to make modifications to facade in the future.					
Scale: Drawing on 11" by 17" inch paper					
North Arrow					
Name of Owner Including owners' consent for approval					
Name of Developer					
Name of Designer in any					
Date (on EACH sheet)					
What type of proposed use are you applying for					
What Zoning District is structure in?					
Any Existing deed Restrictions					
What the current or past					
Intended use specifically in detail					
Does the building have Off-street Parking					
How Many spaces					
Easements – location/size, purpose					
Existing Improvements to be removed					
PARKING AREAS					
Number of spaces					
Is there a loading area					



Village of Stockbridge Michigan, Ingham county, Stockbridge Township

6-45 CHECK SHEET TYPE 2 SITE PLAN REVIEW (Continued)

(Page 2 of 2)

Applicant

Village use only

Check - Off

Compliance

Non - Compliance

Notes

	Yes	No			
Location of signs					
Signs:					
Location					
Size					
Second floor area sq. ft.					
Ground floor area sq. ft					
Do you plan to phase occupancy					
DESCRIPTION OF MODIFICATION INTERIOR					
Description of modifications exterior Numbers of residential equivalent units. (REUs)					

Certification

I _____ the applicant for this plan do hereby certify that all of the information listed in the check list is included in this package and that to the best of my ability the information is accurate and truthful. Furthermore in signing this checklist, I accept the fact that should the document not meet the criteria for review the plans may not come before the Planning commission until the discrepancies are corrected and then only if the final submission has met the 30 day requirement set forth in the Village Policies

Signed _____ -

Date: _____



Article IV, Zoning District Regulations Section 6 – 45

Application for Type 3 Site Plan Review for
Certification of Compliance Handout to applicant

14 sets of sealed drawing a minimum of 24” X 36” are required with this application

Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist. And this application for certification

PROJECT NAME: _____

LEGAL OWNER OF

PROPERTY: _____

DEVELOPER/OWNER _____

ADDRESS: _____

EMAIL of the owner of property _____

E-Mail of business owner _____

PHONE NUMBER Business owner: _____

Property Legal Description: _____

Address of Property: _____

Tax ID number of property _____ Existing Zoning of Property: _____

Numbers of residential equivalent units. (REUs) _____

Description of what type of business specifically will be occupying space

Hours of operation _____

OTHER INFORMATION as may be required by provisions of the zoning ordinance or zoning administrator.

Additional information required shall be attached and made a part of this application.

APPLICATION FEES: See Fee Schedule. Total fees Collected; _____

Applicants: Signature: _____ Date

OFFICIAL ACTION: Village Office Date Received: _____

Type of Action: Sent to Zoning Administrator Date: _____

Date application Received: _____

Zoning administrator approval / rejection: _____ Date: _____

Planning commission Chair approval / rejection _____ Date: _____

Date sent too Planning commission if applicable: _____ Date Hearing set if applicable _____

Village Clerk certifies all fees paid: _____ Date: _____



Village of Stockbridge Michigan, Ingham county, Stockbridge Township
 6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued)

(page 1 of 7)

General Information

Applicant
 Check - Off

Village use only
 Compliance Non – Compliance

Scale: (not greater than 1" =20ft, not less than 1"-200')				
North Arrow				
Name of Owner Including owners' consent for approval				
Name of Developer				
Name of Designer				
Date (on EACH sheet)				

Site Information

General Information

Applicant
 Check - Off

Village use only
 Compliance Non – Compliance

Notes

Legal Description				
Boundary Dimensions (Include bearings if description is meters & bounds)				
Lot area				
Existing Topography (2 foot)				
Existing natural features				
Concerning Adjacent Properties				
Identify				
Use				
Zoning				
Vicinity Map				
Location of Open / recreation areas				
Location of Landscaped areas				
Existing deed Restrictions				
Numbers of residential equivalent units. (REUs)				



Village of Stockbridge Michigan, Ingham county, Stockbridge Township
 6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued)

Site Plan # _____

Submission Date; _____

Applicant's Name: _____

(page 2 of 7)

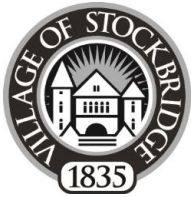
General Information

Applicant
Check - Off

Village use only
Compliance

Non - Compliance

General Information	Applicant Check - Off	Village use only Compliance	Non - Compliance
Current Use			
Intended use			
Lot area			
Off- street Parking			
Lot width			
Front yard setback			
Off street Loading			
Side yard set back			
Rear yard setback			
Height of existing structures			
Transition strip			
Building structures			
Location			
Locations			
Dimensions			
Distance between			
Height			
Utilities, serving site , including poles size			
Adjacent streets			
Name			
Surface type and width			
Easements – location/size, purpose			
Existing Improvements to be removed			



Village of Stockbridge Michigan, Ingham county, Stockbridge Township
 6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued)

Submission Date; _____

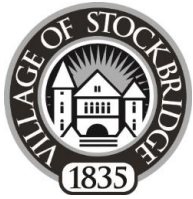
Site Plan #

Applicant's Name: _____

PROPOSED IMPROVEMENTS

(page 3 of 7)

General Information	Applicant	Village use only		
Building / Structures New				
Locations				
Dimensions				
Distance between				
Height				
STREET/ DRIVES				
Right of Way				
Surface width				
Elevations, grades				
Paving				
Curbing				
PARKING AREAS				
Number of spaces				
Dimensions				
Location				
Pavement				
Wheel stops				
Curbing				
LOADING AREAS				
Locations				
Size				
Paving				



Village of Stockbridge Michigan, Ingham county, Stockbridge Township

6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued)

(page 4 of 7)

Submission Date; _____

Site Plan #

Applicant's Name: _____

Check - Off

Compliance

Non Compliance

Notes

General Information	Applicant	Village use only		
Typical Pavement Cross sections				
Curve Radii of Streets / Drives				
Sidewalks/Pedestrian ways				
Screens				
Fences				
Trash Storage				
Location				
Enclosure Details				
Signs:				
Location				
Size				
Control & Maintenance Provisions				
Open space conservation				
Landscaping – Plant Materials				
Location				
Type				
Size or age				
Erosion control				
Retaining walls:				



Village of Stockbridge Michigan, Ingham county, Stockbridge Township
 6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued) (Page 5 of 7)

Submission Date; _____

Site Plan # _____

Applicant's Name: _____

Proposed Improvements (Continued)

General Information

Applicant
Check - Off

Village use only
Compliance

Non - Compliance

Notes

Retaining walls:				
Location				
Dimensions				
Materials of Walls				
Fill Materials				
Typical cross section				
Outside Lighting Photo Metric Plan				
Showing Location				
Showing Intensity				
Showing type of fixture & Detail				
UTILITIES - water:				
Location				
Type				
Size of Each line				
Fire Hydrants with 5-inch Storz Adaptors				
Profiles				
Utilities – Sanitary Sewer				
Monitoring manhole for Commercial / Industrial DEV.				
Location				
Size of lines				
Inverts				
Profiles				



Village of Stockbridge Michigan, Ingham county, Stockbridge Township

6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued)

Submission Date; _____

Site Plan # _____

Applicant's Name: _____

General Information

Applicant
Check - Off

Village use only
Compliance

Non - Compliance

Notes

Utilities Natural Gas				
Location				
Size of Lines				
Inverts				
Valves				
STORM DRAINAGE UTILITIES				
Location				
Size of lines				
Inverts				
Direction of Flow				
Drainage Pattern				
Detention / Retention area calculations				
Ditches – size elevation, slope				
Culverts, Bridges				
Profiles				
Utilities – Phone, electricity				
Location of poles				
Underground Wires				
Surface mounted equipment				



Village of Stockbridge Michigan, Ingham county, Stockbridge Township
 6-45 CHECK SHEET TYPE 3 SITE PLAN REVIEW (Continued)

Submission Date: _____

Site Plan # _____

Applicant's Name: _____

(Page 7 of 7)

General Information

Applicant
 Check - Off

Village use only
 Compliance

Non - Compliance

Notes

Zoning Data:				
Total floor area				
Ground floor area				
Lot Coverage				
Floor Area ratio				
Residential Density				
Dwelling Unit Data				
NATURAL FEATURES. TREE, etc.				
To be removed				
To be retained				
Required setback lines				
Development Phase Lines				

CERTIFICATION

I _____ the applicant for this plan do hereby certify that all of the information listed in the check list is included in this package and that to the best of my ability the information is accurate and truthful. Furthermore in signing this checklist, I accept the fact that should the document not meet the criteria for review the plans may not come before the Planning commission until the discrepancies are corrected and then only if the final submission has met the 30 day requirement set forth in the Village Policies

Signed _____ -

Date: _____

Various INFORMATION

Type of permitted and type of Special uses by in each district from (Sec. 6-70. - Purposes and uses within zoning district)

Permitted us are as follows :

1. R-2, single-family suburban.

Permitted use

- 1) A single-family dwelling and any use, building or structure accessory thereto.
- 2) Public parks and playgrounds.
- 3) Adult and child residential care facilities.
- 4) Cemeteries which lawfully occupy land at the adoption of this chapter.

Special uses.

- 1) Cluster housing subject to the provisions of [section 6-137](#).
- 2) Golf courses, but not including driving ranges.
- 3) Country clubs, public swimming pools and recreation clubs, private parks and playgrounds.
- 4) Churches and other institutions for religious worship.
- 5) Public and private nursery schools and kindergartens.
- 6) Group day care homes and day care centers subject to the provisions of [section 6-143](#).
- 7) Adult foster care facilities subject to the provisions of [section 6-144](#).
- 8) Public and private elementary, middle, and high schools.
- 9) Bed and breakfast establishments subject to the provisions of [section 6-156](#).
- 10) Public buildings.

2. Multi-family (R-3).

Permitted uses:

1. All permitted uses allowed in the R-1 and R-2 districts.
2. Two-family dwellings and any use, building or structure accessory thereto.
3. Multiple-family dwellings and any use, building, or structure accessory thereto.

Special uses.

1. All special uses allowed in the R-1 and R-2 districts.
2. Medical and dental clinics, when associated with a hospital or nursing home..
3. Funeral establishments.
4. Hospitals, nursing homes, and sanitariums.
5. Manufactured or mobile home parks subject to the provisions set forth in [section 6-142](#).

Various INFORMATION INSERT (Continued)

3. CBD, central business district.

Permitted uses:

1. Office building for the use of any of the following occupations: executive, administrative, professional, accounting, writing, clerical, stenographic, drafting, or sales.
2. Medical or dental office, including clinics or medical laboratories.
3. Banks, credit unions, savings and loan associates (without drive through).
4. Publicly owned buildings, public utilities transformer stations and substations, telephone exchanges, and public utility offices.
5. Photographic studios.
6. Retail office supply, computer and business machine sales.
7. Business service establishments including printing and photocopying services, mail and packaging services, and typing and secretarial services.
8. Florist shops.
9. Personal service establishments such as barber or beauty shops, watch, clothing or shoe repair, locksmith, and similar establishments.
10. Outdoor display of products or materials for retail sale or rental when accessory to a principle permitted use subject to the requirements of Section 6-154.
11. Food services including grocery, meat market, bakery, restaurant, delicatessen or fruit market, or similar self-service units.
12. Retail sales of prescription drug or health care products, hardware gifts, dry goods, notions, sporting goods, clothing, furniture, and appliances.

Special uses.

1. Private service clubs, social organizations, or lodge halls.
2. Funeral homes.
3. Second floor multiple-family housing or apartment dwellings.
4. Drive through facilities.
5. Veterinary offices and hospitals including accessory boarding without outdoor exercise or pens.
6. Bed and breakfast established subject to the provisions of [section 6-156](#).

4. (C-2), general commercial district.

Permitted uses:

1. All central business district (CBD) permitted uses.

Special uses.

1. All central business district (CBD) special uses.
2. Indoor archery ranges, as provided for in [section 6-161](#) of the zoning ordinance.
3. Self-storage facilities as provided for in [section 6-150](#) of the zoning ordinance.

Various INFORMATION INSERT (Continued)

Type of permitted uses by right in each district (Continued)

5. (C-3, highway commercial district.

Permitted uses:

1. All permitted and special uses allowed in the C-2 district, excluding residential dwellings.
2. Radio, television, and electrical appliance repair, and shops of plumbers, electricians and other similar services and trades.
3. Restaurants with no drive-through.
4. Laundromats and dry-cleaning establishments.
5. Planned shopping centers.
6. Accessory uses, buildings, or structures.

Special uses.

- 1) Bar/lounge serving alcoholic beverages and/or providing entertainment..
- 2) Any use or business with drive-through facilities
- 3) Hotels, motels or other lodging facilities.
- 4) Outdoor sales of manufactured products subject to the requirements set forth in [section 6-151](#).
- 5) Sale of new and used automobiles, boats, mobile homes, farm machinery, and other vehicles provided outdoor sales comply with the requirements set forth in [section 6-151](#).f.
- 6) Automobile service stations and washes subject to the requirements set forth in [section 6-153](#).g.
- 7) Recreation and amusement services, including theatres, bowling alleys, roller and ice skating rinks, billiard halls and miniature golf.
- 8) Farm supply and feed stores.

6.(M-1), light industrial district.

Permitted uses:

- 1) Research oriented and light industrial park uses.
- 2) Printing, lithographic, blueprinting, commercial laundries, dry cleaning establishments, wholesale business, ice and cold storage plants, lumber, fuel and feed supply yards, and other similar uses.
- 3) Light manufacturing, research, assembly, testing and repair of components, devices equipment, and systems of professional scientific and controlling instruments, photographic and optical goods, including the following:
- 4) Communication, transmission, and reception equipment such as coils, tubes, semiconductors, navigation control equipment and system guidance equipment.
- 5) Data processing equipment and systems.
- 6) Graphic and art equipment.
- 7) Metering instruments.
- 8) Optical devices, equipment, and systems.
- 9) Stereo, audio units, radio equipment and systems.
- 10) Photographic equipment.
- 11) Radar, infrared and ultraviolet equipment, and systems.
 - Scientific and mechanical instruments such as calipers and transits.
 - Testing equipment

Various Information

Type of permitted uses by right in each district (continued)

- 6 a.** Light manufacturing, processing, or assembling of the following:
1. Biological products, drugs, medicinal chemicals, and pharmaceutical preparation.
 2. Electrical machinery, equipment and supplies, electronic equipment, and accessories.
 3. Office, computing, and accounting machines. Quilts and other textiles manufacturing businesses, including the ancillary use of commercial sales to the public of the finished product and the materials used to manufacture the finished products, provided.
 4. The retail building space is no more than twenty (20) percent of the building's total foot print.
 5. The building provides enough parking to satisfy the parking requirements for both the industrial, manufacturing, or the establishments (G1) and retail store (C1) uses under Section 6 - 261.
 6. Research and design centers where said centers are intended for the development of pilot or experimental products, together with related office buildings for such research facilities where said offices are designed to accommodate executive, administrative, professional, accounting, engineering, architectural, and support personnel.
 7. Data processing and computer centers including the servicing and maintenance of electronic data processing equipment.
 8. Warehousing refrigerated and general storage, but not including self-storage facilities.
 9. Business service establishments such as printing and photocopying services, mail and packaging services, and typing and secretarial services.
 10. Training and/or educational centers where such centers are designed and intended to provide training at the business, technical and/or professional level.
 11. Florists, greenhouses, and similar uses.

Special uses

1. Restaurants and cafeteria facilities for employees..
2. Trucking and transit terminals..
3. Contractor establishments subject to the requirements set forth in section 6-152.
4. Metal fabrication, and tool and die shops.
5. Automobile repair garages and paint shops for autos and other vehicles, construction and farm equipment sales.
6. Computer and business machine sales when conducted in conjunction with and accessory to a permitted principal use.
7. Self-storage facilities, subject to the requirement of section 6-150.
8. Liquid propane storage, sales, and services subject to the requirements of section 6-159.

Various INFORMATION (Continued)

Type of permitted uses by right in each district (Continued)

7. (PUB), public district.

Permitted uses:

1. Buildings and facilities used by local governmental agencies for governmental purposes.
2. Public parks, playground, and recreational facilities.
3. Essential services and structures, transmission and distribution lines, pipelines, telephone repeaters, and related structures.
4. Ambulance, police, and fire stations.
5. Accessory buildings, structures and uses customarily incidental to the above permitted uses.

Special uses.

1. Country club
2. Golf course.
3. Children's day care center subject to [section 6-149](#)..
4. Public or private primary, middle or secondary schools.
5. Swimming pool, community.
6. Accessory buildings, structures and uses customarily incidental to the above special land uses.
7. Outdoor storage.

8. (OSC), open space conservation.

Permitted uses:

1. Public or private conservation areas.
2. Active or passive recreational uses.

Special uses.

None.

9. How can an applicant determine the number of REU's needed for their business

To. Determine if the number of REU's for a new facility or structure has been calculated correctly or for and existing structure the REUs attached to site are adequate for a new proposed business moving into in to an existing building is sufficient for the new business or if more REU's need to be purchased by reviewing Appendix A .- Table of units Factors Zoning ordinance located in the Code of Ordinances Village of Stockbridge Michigan (Modified) Chapter VI, Appendix A

Various Information (Continued)

10. **How does an applicant determine what needs to happen to put in a parking lot or of street parking? Applicant should reviews the following sections of the zoning ordinance.**
 - 10.1 **Sec. 6-259. - General provisions. Parking**
 - 10.2 **Sec. 6-260. - Off-street parking requirements.**

11. Residential driveways are exempt for a site plan review but must comply with all other applicable sections of the zoning ordinance by Section 6- 259–General Provisions, Sec. 6-260.- Off-street parking requirements. Sec.6-261. Table of off-street parking requirements. Sec. 6-262. Off-street parking lot design and construction, and driveway design and construction for residential

12. **How does an applicant determine what distances are required for setbacks? Applicant should review the following sections of the zoning ordinance**
 - 12.1 **Sec. 6-71. - Schedule of area, height, width and setback regulations.**

13. **How does and applicant initiate rezoning request Sec. 6-327. - Initiation of rezoning and zoning ordinance text amendments.**

14. **How does an applicant request a text amendment Sec. 6-328. - Rezoning and zoning ordinance text amendment application procedure.**

15. **How does an applicant request a Rezoning and zoning ordinance amendment Sec. 6-329. - Rezoning and zoning ordinance amendment process.**

16. **What is the requirement for amending the official zoning district map Sec. 6-330. - Criteria for amendment of the official zoning district map (rezoning).**

17. **What is the requirement for amending the official zoning district map Sec. 6-331. - Criteria for amendment of the official zoning ordinance text.**

18. **What is conditional rezoning of land Sec. 6-332. - Conditional rezoning of land.**

(1)

	<p>Village of Stockbridge 115 East Elizabeth ~ PO Box 155 Stockbridge MI 49285-0155 517-851-7435 eFax 517-772-6222 buildingdept@vil.stockbridge.mi.us VARIANCE APPLICATION</p>	<p>For Office Use Only Petition No.: _____ Date: _____ Fee Paid: _____</p>
---	---	--

PETITION FEE: \$100 FOR VARIANCE

The Petitioner shall appear in his own behalf or by representation at the zoning Board of Appeals meeting. FAILURE TO DO SO SHALL BE SUFFICIENT CAUSE FOR DISMISSAL OF THE PETITION.

PROPERTY ADDRESS FOR VARIANCE: _____

LENGTH OF OWNERSHIP: _____

PETITIONER Name: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE/FAX: _____

EMAIL: _____

PROPERTY OWNER Name: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE/FAX: _____

EMAIL: _____

USE VARIANCE REQUEST AND APPLICABLE SECTION OF ZONING ORDINANCE:

UTILITIES AVAILABE ON SITE: WATER SEWER

PROPERTY DESCRIPTION:

Area of Lot (acres/square feet): Dimensions of Lot: _____

EXISTING STRUCTURES: _____

Number of Buildings on Site: _____

Use, Area and Dimensions: (each building) _____

Area of Other Structures: (decks, gazebos, etc.) _____

Percentage of Lot Coverage: (by buildings) _____

YARD SETBACKS:	Existing	Proposed
-----------------------	-----------------	-----------------

Front:	_____	_____
--------	-------	-------

Side:	_____	_____
-------	-------	-------

Side:	_____	_____
-------	-------	-------

Rear:	_____	_____
-------	-------	-------

PROPOSED STRUCTURE:

Area & Dimensions of Proposed Structure: _____

Height of Proposed Structure: _____

Use of Proposed Structure: _____

Percentage of Lot Coverage: (including proposed structure) _____

A sketch, drawn to scale, depicting the above information must accompany this application. Also, the sketch must indicate the property dimensions, all structures within 50 feet of the property, and all other notable information such as easements, septic fields, floodplains, water courses, etc.

- **The sketch shall be provided on at a minimum 11” X 17 “ paper**
- **applications without a drawing will not be accepted**

THE PETITIONER MUST DEMONSTRATE THE FOLLOWING CONDITIONS EXIST:

Use variance is requested when the use proposed by a petitioner is not listed as either permitted or as a special land use in the district in which the property is located. Use variances are rarely warranted, and may only be granted when the Zoning board of Appeals makes all of the following findings:

1. Master Plan Compliance: The proposed use is consistent with the use designated on the Village's Future Land Use Map in the Master Plan for the subject property.

2. Compatibility with Surroundings: The proposed use is compatible with existing

or planned uses on surrounding properties.

3. Unreasonable Zoning: The petitioner has demonstrated the site cannot reasonably be used for any of the uses allowed under current zoning.

4. Infrastructural Compatibility: Public utilities and streets are sufficient to accommodate the proposed use.

5. Unnecessary Hardship: An unnecessary hardship on the property in question as the result of unique circumstances such as, exceptional narrowness; exceptional topographic conditions or other extraordinary situations on the land, building or structure; use or development of the property.

6. **Minimum Variance Necessary:** The variance requested is the minimum necessary to permit reasonable use of the land.

7. **Criteria for Use Variance:** The conditions causing the need for the variance request were not created by any affirmative action of the applicant and would have existed regardless of ownership of the property.

I hereby give permission for the Village of Stockbridge officials, staff and consultants to site inspect the property for which the above referenced variance is requested for purposes of verifying information in the submitted application.

Date

Signature

Print Name

Subscribed and sworn to before me this ____ day of _____ (month) _____ (year)

Notary Public: _____

My Commission Expires: _____

Please fill out the following questions:

A. Show that the property could not be reasonably used for the purposes permitted in the zone in question.

B. Show that the appeal results from unique circumstances peculiar to the property and not from general neighborhood conditions:

C. Show that the use requested by the variance would not alter the essential character of the area:

D. Show that the alleged hardship has not been created by any person presently having an interest in the property:



VILLAGE OF STOCKBRIDGE
APPLICATION FOR SPECIAL USE PERMIT

Village of Stockbridge Michigan (Modified) Code of Ordinance Chapter VI,
article IV, Zoning district Regulations 6-44

Drawings I required shall be a minimum of 11” X 17 “

Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist. And this application for certification

PROJECT NAME: _____

LEGAL OWNER PROPERTY; _____

DEVELOPER/OWNER _____

ADDRESS: _____

EMAIL of the owner of property _____

E-Mail of business owner _____

PHONE NUMBER Business owner: _____

Estimated Completion Date (if applicable) _____

Property Legal Description: _____

Address of Property: _____

Tax ID number of property _____ Existing Zoning of Property: _____

Numbers of residential equivalent units. (REUs) _____

Description of what type of business specifically will be occupying space

Hours of operation _____

Number of Existing Parking spaces _____

APPLICATION FEES: See Fee Schedule. Total fees Collected; _____

Applicants: Signature: _____ Date

OFFICIAL ACTION: Village Office Date Received: _____

Type of Action: Sent to Zoning Administrator Date: _____

Date application Received: _____

Zoning administrator approval / rejection: _____ Date: _____

Planning commission Chair approval / rejection _____ Date: _____

Date sent too Planning commission _____ Date Hearing set _____

PROPERTY INFORMATION

1. Property Description:

The following information shall be including on drawings submitted with application.

- a. Lot dimensions
- b. Location of proposed and existing structures on site.
- c. Proposed setbacks and yards
- d. Streets right-of-way, widths, and street names
- e. Provisions for water and sewer service.
- f. OTHER INFORMATION as may be required by provisions of the zoning ordinance. Additional information required by zoning administrator or planning commissioning shall be attached and made a part of this application.

2. AFFIDAVIT: The undersigned affirms that he is (they are, the (specify: owner, lessee, or other interest) involved in this petition, and that the foregoing answers, statements, and information are in all respects true and to the best of this (their) knowledge, correct.

Signed _____

Date: _____

Address _____

NOTE: (The party or parties signing the above affidavit should remember that his or their right to the above permit is subject to annual review. The standards on which this permit is issued must be maintained to insure annual renewal).

Action taken by Planning Commission [] Approved [] Not Approved [] approved with conditions

Planning Commission Chair Signature _____

Date: _____

CLERK, VILLAGE OF STOCKBRIDGE

Date Received: _____

Date of Public Hearing: _____

Date of Advertising: _____

Site Plan Manual for compliance with SECTION 6-45

Z. _____
B. _____
DW. _____
E. _____
P. _____
M. _____

ZONING, BUILDING & ADDRESS	
PERMIT APPLICATION	
Stockbridge Village Building Department	
Phone: (517) 851-7435 eFax: (517) 772-6222	
Hours: 8:00 a.m. - 5:00 p.m, Monday - Thursday	
8:00 a.m. - 3:00 p.m. - Friday	

<i>Office Use Only</i>
<i>Assigned Address:</i>
<i>Approved by:</i> _____
<i>Date:</i> _____

1. Location of Development

Address		Property I.D. Number	
Village of Stockbridge	County Ingham	Zip 49285	
Between (cross streets): and	(For addressing) Between (addresses on both sides):and		

II. Owner Information

Name	Phone	Cell	
Address	City	State	Zip.

III. Contractor Information (if applicable)

Name	Phone	Cell	
Address	City	State	Zip
License No.	Expiration Date		
Federal I.D. No			
Reason for Exemption			
Workers Comp. Insurance.			
Carrier Reason for Exemption:			
MESC Employer No.	Contractor Signature		
Reason for Exemption:			

IV. Architect or Engineer (if applicable):

Name	Business Name		
Address	City	State	Zip
License No.	Expiration Date	Phone	

V. Type of Development: (circle type of project(s))

New Home	Manufactured Home	Mobile Home	Addition	Accessory Building	Porches / Decks	Alteration	Repairs	Pool: In-ground or Above-ground	Address only, Attached Garage	Unattached Garage	Pole Barn	Renovations	Relocation	Drive Way over 100' Towers>200 sq. ft.
----------	-------------------	-------------	----------	--------------------	-----------------	------------	---------	---------------------------------	-------------------------------	-------------------	-----------	-------------	------------	--

Is there an existing home located on the proposed building site? [YES] [NO

Is the proposed structure to replace an existing structure? [YES] [NO]

Is electrical going to be provided to the mentioned structure? [YES] [NO] Circle one

By checking NO you are responsible for all fines assessed by the inspector for electrical done prior to application of electrical permit. Village of Stockbridge Ordinances prohibit more that one dwelling on a parcel. A Special

Use

Permit is required prior to issuance of ANY permits for construction of a dwelling on a parcel with an existing dwelling. See Building Clerk for details

VI. Proposed use of Building:

Amusement Service Station Church / Religion Industrial Parking Garage Storage Bldg. Hospital Public Utility
Office Bank Store / Mercantile Storage Tanks Towers
Non-Residential: Describe in detail proposed use of building, e.g., Food Processing plant, Machine Shop, Laundry Bldg. at Hospital, Elementary School, Secondary School, College, Parochial School, Parking Garage for Department Store, Rental Office Bldg., Office bldg. at Industrial plant. If use of Existing Building is being changed, enter proposed change:
One Family Duplex Three or more Families (No. of units) Hotel / Motel - (No. of units)

ZONING & BUILDING VII. Non-Residential (if applicable):

VIII. Characteristics of Building:

Basement Type: Blocks Poured Wood Wall Thickness:	Frame Type: Masonry Wood Steel Other / Explain: Concrete
Exterior Coverage: Aluminum Vinyl Brick Wood Steel other	
: Roof Coverage:	Asphalt Fiber Glass Wood Steel other
Water Supply:	Public. Private other:
Sewage Disposal:	Public Private other
Mechanical: Heating Air Condition	Bath Vents Elevator other:
Heating Type: Forced Air	Hot Water Electric Heat Coal / Wood Burner Other:
Heating Fuel: Natural Gas	Propane Oil Electricity Wood / Coal Other:
Dimensions:	Square Footage: No. of Floors:
Lot Size:	Acreage: Estimated Cost

IX. Applicant Information: Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information: Name: _____ Phone: _____ Note: Fees are based on square footage & estimate of number of inspections. If any additional inspections are incurred, you must pay for them.
--

Site Plan Manual for compliance with SECTION 6-45

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, Being Section 125,1523A of the Michigan Compiled Laws, Prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23A are subject to Civil Fines.

Note: Stockbridge Village does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs

:

I hereby certify that the owner of record authorizes the proposed work and that the owner to has authorized me to complete this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All Information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant: _____ Date

Office use only:

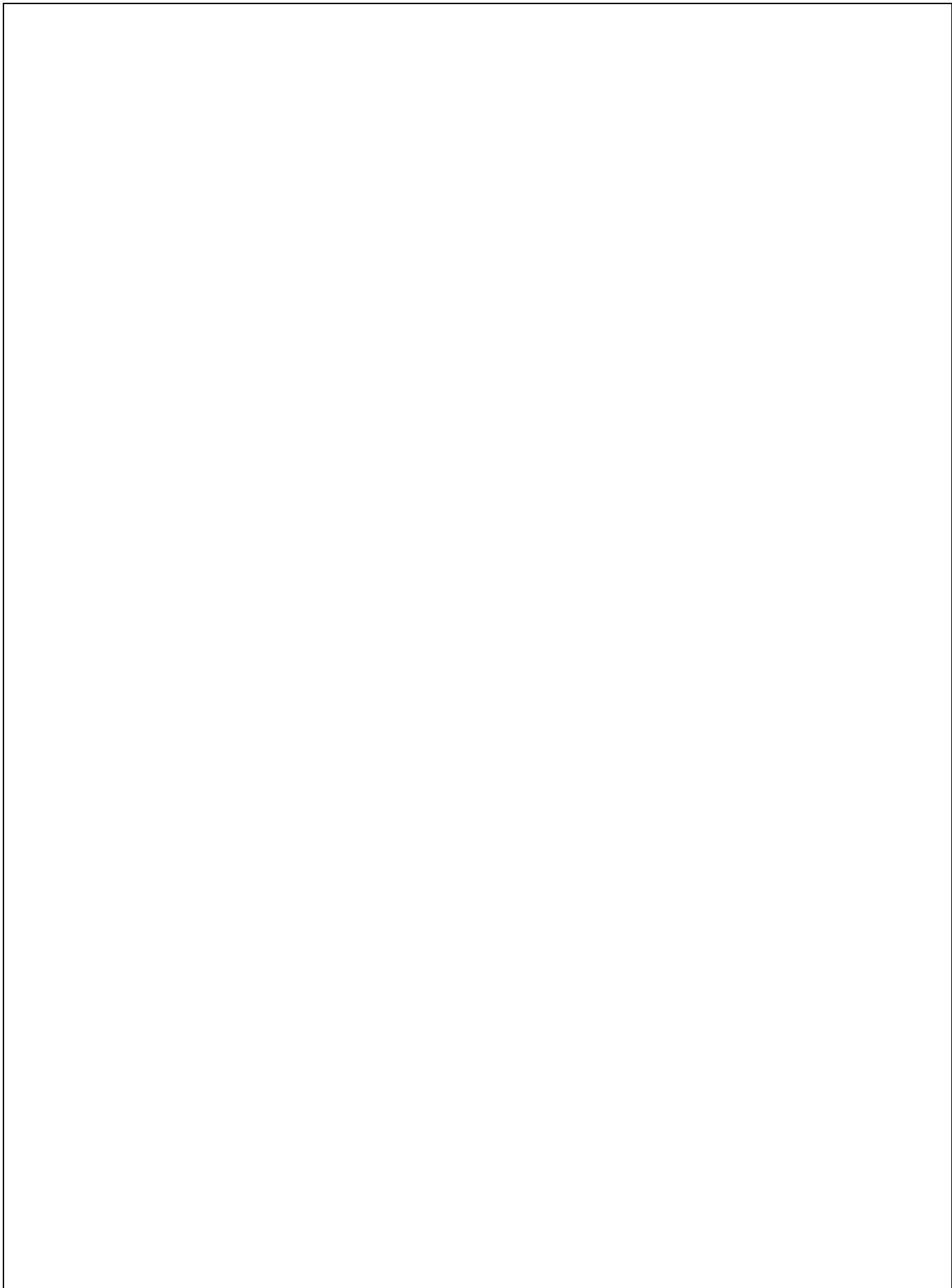
Zoning Permit Fee	Building Permit Fee	Total	
Cash / Check #:	Receipt #:	Total	Balance
SIGNATURE OF ZONING APPROVAL:		DATE:	

Additional fees due to additional/failed inspections will be assessed and are not reflected here. Page (2 of 2)

ZONING & BUILDING

X. Site Plan:

North





Article IV, Zoning District Regulations Section 6 – 310 – Procedures for Appeal.

Application for (ZBA) Zoning Board of Appeals Hearing

8 sets of drawing (if required) size at a minimum of 11” X 17 ” shall be submitted with application

The ZBA shall have such powers and duties as are granted by the statutes of the state and this Code, including, but not limited to, those powers and duties provided for in 2006 PA 110, MCL 125.3101 et seq., as amended.

The ZBA is authorized to grant a variance from the strict provisions of this chapter if there is unnecessary hardship for use variances as provided in subsection (1) or if there are practical difficulties for nonuse variances as provided in subsection (2), so that the spirit of the zoning and land use ordinance is observed, public safety secured, and substantial justice done. Sec. 6-309. Of village of Stockbridge zoning ordinance

Upon receipt of a written request seeking an interpretation of this chapter or an appeal of an administrative order, requirement, decision, or determination.

Instructions to applicant: Please complete the information below and submit this application with the applicable Fees and attached completed checklist.

REASON FOR APPEAL: Variance [], Unnecessary hardship [], Practical difficulties for nonuse variances [] Seeking an interpretation of this chapter [], Appeal of an administrative order, [], Requirement [], Decision [], Determination []..

Zoning Administrators ruling must be attached to this application

LEGAL OWNER OF PROPERTY: _____

Address of Owner Property: _____

EMAIL of owner of property _____ Existing Zoning of Property: _____

Address of Property: _____

OTHER INFORMATION as may be required by provisions of the zoning ordinance or zoning administrator.

Additional information required shall be attached and made a part of this application.

APPLICATION FEES: See Fee Schedule. Total fees Collected; _____

Applicants: Signature: _____ Date _____

OFFICIAL ACTION: Village Office Date Received: _____

Date Sent to ZBA members: _____

Date application Received: _____

Hearing date _____

Village Clerk certifies all fees paid: _____ Date: _____

Action taken by ZBA panel: Approved in favor of applicant [], Approved with Conditions [], Denied []

Signature Chair ZBA Panel

Date:



Article IV, Zoning District Regulations Section 6 – 310 – Procedures for Appeal.

Check sheet for information on Drawings if required for ZBA hearing

(page 1 of 2)

General Information

Applicant

Village use only

Provided not provided Compliance Note

Scale: (not less than 1" = 12ft, not greater than 1"-200')				
North Arrow				
Name of Owner Including owners' consent for approval				
Name of Developer				
Name of Designer				
Date (on EACH sheet)				
Boundary Dimensions				
Lot area sq. ft.				
Concerning Adjacent Properties				
Identify				
Existing Use				
Zoning district property is in				
Proposed new use				
Overhead aerial map				
Existing deed Restrictions				
Numbers of residential equivalent units. (REUs)				
Lot depth				
Lot width				
Front yard setback				
Side yard set back				
Rear yard setback				
Height of existing structures				
Easements – location/size, purpose				
Existing Improvements to be removed				
Number of Parking spaces				

Article IV, Zoning District Regulations Section 6 – 310 – Procedures for Appeal. (continued)

Check sheet for information on Drawings if required for ZBA hearing

(page 2 of 2)

General Information

Applicant

Village use only

Signs:				
Location				
Size				
Zoning Data:				
Total floor area				
Ground floor area sq. ft.				
Percentage of building lot coverage in sq., ft.				
Required setback lines				
NATURAL FEATURES. TREE, etc.				
To be removed				
To be retained				