

**SITE PLAN REVIEW PROCESS**

**1. Application Form and Fee Schedule**

**Site Plan Review Fee** \$ \_\_\_\_\_  
*plus*  
**Escrow Fee** **Minimum** \$ \_\_\_\_\_

An application form and fee schedule for site plan review can be obtained from the Township Offices. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the site plan review request.

**2. Meeting Dates**

The Bowne Township Planning Commission meets on the first Thursday of each month and also at special meetings called by the Planning Commission at 7:00 PM at the Historic Bowne Township Hall, 8240 Alden Nash Road, Alto, Michigan 49302.

**3. Processing Period**

A site plan permit application usually takes 30 days to process, unless the site plan is required for a use that also requires a public hearing such as a special land use.

**4. Information to be Submitted by the Applicant**

The application for site plan review, along with an application fee, an escrow deposit, twelve (12) copies of a complete site plan that contains all required information as listed within Section 18.03 and 18.05 of the Bowne Township zoning ordinance, and any additional information must be submitted to the Township Clerk in accordance with the township schedule of meetings and submission deadlines. Site plans that do not comply with submission requirements will not be reviewed and no action will be taken by the Planning Commission until the deficiencies are corrected.

**5. Application Procedures**

Whenever an application is filed for a site plan, the following steps are taken in processing the application:

1. The application and site plans are submitted to the Township Clerk or the Clerk’s representative along with the required fee(s). The application must be signed by the applicant and owner(s) of the property for which the application has been submitted.

A copy of the request will be forwarded to the Township Planning and Engineering Consultants for review and comment. Written comments prepared by the Township

Planner and Engineering Consultant will be provided to the Planning Commission two weeks prior to the scheduled meeting. It is the applicant's responsibility to obtain a copy of the review comments from the Township Clerk. Contact Information is as follows:

Sandra Kowalczyk	Bowne Township Clerk	(616) 868-6846
Janis Johnson, AICP	Wade Trim, Inc. Planning Consultant	(616) 956-3304
Mike Oezer, P.E.	Progressive AE Engineering Consultant	(616) 361-2664

2. The applicant may submit a preliminary site plan, which will be reviewed by the Township Site Plan Review Committee, which will submit their recommendation to the Planning Commission. The preliminary plan will be prepared according to the requirements of Section 18.03.
3. The applicant must submit a site plan for Final Site Plan approval that contains all the information required by Sections 18.03 and 18.05 at least 30 days prior to the Planning Commission meeting at which the site plan will be considered (see attached check list).
4. At the meeting, the Planning Commission will vote to approve, approve with conditions, deny, modify, or table the site plan approval request. The Township Board is not involved in deciding site plan requests.
5. If the Planning Commission requires changes or additions to be made to a site plan, or other information be submitted for further review at a subsequent meeting, the applicant must submit all information at least 21 days prior to the subsequent meeting.
6. Site plan review standards for approval are found in Section 18.07 of the Bowne Township Zoning Ordinance (see attached).
7. Following approval of the site plan, a building permit may be applied for at the Township office.
8. A financial guarantee in the form of a surety may be required as a condition of final approval for a site plan to guarantee the construction of required improvements.
9. Changes to a site plan as approved by the Planning Commission are prohibited. Changes to the site plan must be processed in the same manner as the application for the original site plan.

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# SITE PLAN REVIEW STANDARDS

## BOWNE TOWNSHIP, KENT COUNTY, MICHIGAN

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In addition to all other applicable requirements and standards of the Township Zoning Ordinance, the Following specific standards shall be used to guide the Planning Commission in its review of the site plan.

**1. Vehicular access and parking:**

- Vehicular and pedestrian circulation throughout the site is safe and will not unnecessarily cause demands on public services or facilities.

**2. External effects**

- Noise, odor, light, dust, dirt, smoke, or other external effects from any aspect of the proposed use shall not adversely affect adjacent and neighboring properties
- Doesn't negatively impact existing or future uses in the immediate area.

**3. Public services and utilities**

- Adequate serviced by necessary utilities such as: sewage collection and treatment, potable water, storm drainage, lighting, roads, and parking facilities.
- Utility distribution or associated utility installations shall be located so as to avoid adverse impacts.

**4. Dimensional requirements**

- Arrangement of buildings and structures shall conform to the required yards, setbacks, and height restrictions of the Zoning Ordinance.

**5. Building arrangement**

- Harmonious relationship to the site terrain, landscaping, open space, and other buildings and structures, existing and proposed.

**6. Drainage of surface water**

- Removal of surface water will be provided in a safe and efficient manner
- Surface water in all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create ponding.

**7. Exterior lighting**

- All lighting shall be installed and maintained in such a manner as to confine the illumination source or divert glare from the adjacent properties or streets.

**8. Signs**

- Size, location, design, and lighting of signs shall be considered in relation to the adjacent properties.
- Signs shall be located and designed to avoid creating distraction or clutter.

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## BOWNE TOWNSHIP, KENT COUNTY, MICHIGAN

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**9. Special Features**

- Storage areas, mechanical areas, service areas, truck loading areas, utility buildings and structures, and similar features shall be located, screened and buffered so as to be unobtrusive.
- Trash containers shall be enclosed on at least three sides by a structure aesthetically pleasing and compatible with the development and surrounding property.

**10. Landscaping**

- Landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal.
- Plant materials shall be used to enhance the appearance of the site, to screen unsightly or harsh elements, and to provide visual relief from large monotonous features.

**11. Compliance**

- In addition to the above standards, an applicant shall ensure and be able to demonstrate, to the satisfaction of the Township, that all necessary reviews and approvals of other local, county, state, and federal agencies and associated regulations are satisfactorily met, complied with, and completed.

# SITE PLAN REVIEW CHECKLIST

## BOWNE TOWNSHIP, KENT COUNTY, MICHIGAN

The following checklist should be used by all applicants for preparing site plans. The intent of this checklist is to make sure that site plans contain all required information. Incomplete site plans may delay review of a request.

REQUIREMENT	PROVIDED	NOT PROVIDED	NOT APPLICABLE
Date, North Arrow, & Scale. Drawing must be on a 24 x 36 sized sheet. Date of all revisions shall be noted on the plan.			
Name & Address of Preparer (professional engineer, surveyor, architect, or landscape architect) and professional seal if applicable.			
Name & Address of property owner or applicant.			
Location Sketch of area within 2,000 feet showing roads and parcels.			
All lot and/or property lines including required setbacks are to be shown and dimensioned.			
Location and height of all existing and proposed structures and driveways within 100 feet of the property's boundary.			
Location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking facilities (include dimensions of a typical space), unloading areas, recreation areas, common use areas, and areas to be conveyed for public use and purpose.			
Location and pavement width and right-of-way width of all abutting roads, streets, alleys, or easements.			
Property lines and respective zoning abutting the subject property.			
Proposed zoning changes for the subject property or abutting properties.			
Location of all landscaping and the location, height, and types of fences and walls.			
Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems.			
Location and size of all existing and proposed surface water drainage facilities*.			
Adequate information concerning soils, groundwater, water table, existing vegetation, slopes, and the impact of proposed activities on each.			
For multi-family, manufactured housing, and parking facilities with 10 or more spaces, topography at 2 foot intervals for average slopes of 10% and under, 5 foot intervals for slopes over 10%.			

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## BOWNE TOWNSHIP, KENT COUNTY, MICHIGAN

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Topography on all site plans if required by the Planning Commission.			
Number of dwelling units proposed (by type) including typical floor plans for each type of dwelling.			
Number and location (by code if necessary) of 1-bedroom units, 2-bedroom units, etc.			
Residential area of the site in acres and in square feet, including breakdowns of both measures for any subareas or staging areas (excluding all existing rights-of-way), and total square footage of rights-of-way for each subarea or staging area.			
Typical elevation views of the front and side of each type of residential building.			

\*Note: A drainage plan must also be submitted in accordance with the requirements of Bowne Township Ordinance Number 2002-04, Storm Water Ordinance. Specific requirements are detailed in that ordinance to be met as part of the site plan review process.