

Article XXI

SITE PLAN REVIEW AND APPROVAL

Section 21.01 INTENT

The intent of this article is to establish the procedures and consistent standards for review and approval of site plans to ensure full compliance with the regulations in this Ordinance and other applicable ordinances and state and federal regulations of development proposals. Site plan review standards are intended to encourage consultation and cooperation between the applicant and the City to balance the property owners right to a reasonable rate of return on investment with the City's overall land use goals, the desire to minimize adverse impacts on the investments of surrounding landowners, and further ensure proper relationships between the development features as they relate to: traffic safety, service roads, driveways, parking areas, accessory buildings and uses, and open spaces. Therefore, these site plan review standards insure a thorough evaluation of a development in relation to the goals of the City of Dexter Master Plan and the potential impacts on the environment, drainage, utilities, traffic, aesthetics, property values and other public health, safety and welfare issues.

This section also contains special provisions to evaluate impacts of particular uses and to allow administrative approval in certain cases where there is a change in use, a minor change to an existing site or a minor change determined necessary in the field during construction.

Section 21.02 USES REQUIRING SITE PLAN REVIEW

Site Plan Review and approval is required for all proposed uses and structures within the City except for single-family dwellings and accessory structures.

1. Site Plan Review and approval is required for existing uses or structures, except single-family detached dwellings on individual lots, where an alteration to the existing use or structure would result in any of the following conditions:
 - A. an increase or reduction of the floor area of a structure or land area occupied by the use.
 - B. a change of use, even if the change of use is permitted in the subject Zoning District.
 - C. a requirement of a variance from the provisions of this Ordinance, regardless of its size.
 - D. the construction, expansion, or contraction of an off-street parking lot; or the resurfacing of an off-street parking lot when construction includes

resurfacing, drainage alterations, or the addition or replacement of the base or sub-grade.

- E. Any other change in use or development that could affect compliance with the standards set forth in this Ordinance.
2. Site Plan Not Required. Submission of a site plan shall not be required in the following circumstances.
- A. Single and two-family residential dwelling units on individual lots and related accessory buildings.
 - B. Residential and agricultural accessory buildings.
 - C. Nonresidential accessory buildings less than 700 square feet in area.
 - D. Any change from one conforming use to another conforming use which does not require off-street parking in addition to that already provided. (Any change from a nonconforming use to a conforming use requires site plan review and approval, whether sufficient parking exists or not.)
 - E. Any building additions, exterior remodeling or exterior alteration which does not increase the existing area of the building by more than ten (10) percent and does not require off-street parking in addition to that already provided. This does not eliminate the requirement for architectural review of the plans by the Site Plan Review Committee.
 - F. Payments in Lieu of Parking in the Village Commercial District: The payment for parking space credits listed under Section 5.09 in lieu of providing off-street parking spaces shall not effect the requirement for site plan review and approval of additional off-street parking spaces if needed.

Some site plans may be eligible for administrative review and approval pursuant to Section 21.06.

The Zoning Administrator shall not issue a certificate of zoning compliance or a building permit for construction of, addition to, any one of the above listed buildings or structures until a final site plan therefore has been approved and is in effect. Unless exempted from site plan review as set forth above, no person shall commence, change, or expand the use of a property or structure, nor shall the Zoning Administrator issue a certificate of occupancy for such use, until a final site plan has been approved and is in effect.

No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development for which site plan approval is required until a final site plan is approved and is in effect, except as otherwise provided in this Article.

Section 21.03 CRITERIA OF SITE PLAN REVIEW

The Planning Commission (and City Council) shall review the site plan to ensure that it complies with all of the criteria below:

- A. The proposed use will be harmonious to the surrounding neighborhood.
- B. The location of buildings, outside storage receptacles, parking areas, lighting, fences or obscuring walls, and utility areas will minimize adverse effects of the proposed use for the occupants of that property and the tenants, owners, and occupants of surrounding properties.
- C. There is a proper relationship between roadways and proposed service drives, driveways, and parking areas to encourage the safety and convenience of pedestrian and vehicular traffic. The site plan includes the minimum number of driveways required to provide reasonable access. Driveways are spaced as far apart from intersections and other driveways as practical to reduce accident and congestion potential. Sharing driveways and parking with adjacent uses is encouraged.
- D. The site plan provides for proper development of roads, easements, and public utilities and protects the general health, safety, and welfare of the City and its residents.
- E. Building architecture, materials, roof line, colors, windows and similar elements shall be consistent with buildings in the immediate neighborhood area, as determined by the Planning Commission (or City Council for Special Land Uses). In the case of commercial buildings, building floor plans, elevations and proposed materials shall be submitted with the Final Site Plan. 3-dimensional color renderings or 2-dimensional color elevations may be requested by the Planning Commission at any point in the review process. The Zoning Administrator may request material samples for verification in the field during construction. The intent of this standard is to provide a harmonious, unified community to help create a sense of place and contribute to the image and quality of life in the City. Elevations, Floor plans, and materials to be used must be provided for the Planning Commissions review. The requested renderings may be presented at the Site Plan Review meeting or provided in advance when sets are submitted to the Zoning Administrator.
- F. The proposed site plan complies with all City codes and ordinances. Site plans for Mobile Home Park Districts shall comply with the preliminary plan requirements established in the Michigan Mobile Home Commission Acts.
- G. The project and related improvements shall be designed to include the conservation and protection of existing natural resources and features, such as

lakes, ponds, streams, wetlands, floodplains, steep slopes, groundwater, trees and wooded areas, and to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands. The proposed development shall respect the natural topography to the maximum extent possible by minimizing the amount of cutting, filling and grading required.

- H. Storm water detention, retention, transport, and drainage facilities shall be designed to conserve and enhance the natural storm water system on site, including the storage and filtering capacity of wetlands, watercourses, and water bodies, and/or the infiltration capability of the natural landscape. Storm water facilities shall not cause flooding or the potential for pollution of surface or groundwater, on-site or off-site. Storm water facilities shall conform with the requirements of the county drain commissioner. Deviations from the Washtenaw County Drain Commission standards may be permitted upon review and approval by the City Engineer.
- I. General-purpose floor drains shall be connected to public sewer system or an on-site holding tank (not a septic tank) in accordance with state, county and municipal requirements, unless a groundwater discharge permit has been obtained from Michigan Department of Environmental Quality. General-purpose floor drains, which discharge to groundwater, are prohibited.
- J. Sites at which hazardous substances, hazardous wastes, or potentially polluting materials are stored, used or generated shall be designed to prevent spills and discharges of such materials to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
- K. Secondary containment facilities shall be provided for above ground storage of hazardous substances, hazardous wastes, or potentially polluting materials in accordance with the state and federal requirements. Aboveground secondary containment facilities shall be designed and constructed so that the potentially polluting material cannot escape from the unit by gravity through sewers, drains or other means, directly or indirectly, into a sewer system or into the waters of the state (including groundwater).
- L. Underground storage tanks shall be registered, installed, operated, maintained, closed and removed in accordance with regulations of the Michigan Department of Environmental Quality.
- M. Out of service or abandoned underground storage tanks shall be closed and removed in accordance with regulations of the Michigan Department of Environmental Quality.

- N. Aboveground storage tanks shall be certified, installed, operated, maintained, closed and removed in accordance with regulations of the Michigan Department of Environmental Quality.
- O. Bulk storage facilities for pesticides and fertilizers shall be in compliance with requirements of the Michigan Department of Agriculture. Low phosphorus fertilizers are encouraged.
- P. Abandoned water wells (wells no longer in use or in disrepair), abandoned monitoring wells, cisterns shall be plugged in accordance with regulations and procedures of the Michigan Department of Environmental Quality and the County or District Health Department.
- Q. State and Federal requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances, hazardous wastes, liquid industrial waste or potentially polluting materials shall be met. No discharge to surface water or groundwater, including direct and indirect discharges of waste, waste effluent, wastewater, pollutants, or cooling water shall be allowed without approval from state, county and local agencies.

Section 21.04 APPLICATION FOR SITE PLAN REVIEW

- A. The site plan approval process is a two (2) phase process. The process shall include a preliminary site plan and a final site plan unless otherwise requested and approved in conformance with Section 21.05.
- B. An applicant may request a pre application meeting with the City Zoning Administrator and/or the Site Plan Review Committee per the pre-application meeting schedule, as appropriate. During the conceptual review phase, a generalized site plan may be presented by the prospective applicant for consideration of the overall idea of the development. The meeting permits the applicant to obtain information regarding the most optimum location of building(s), points of ingress and egress to the site and an indication of other improvement necessary for site plan submittal. At this stage, details of landscaping, site grading, drainage and utilities, etc. are not essential. Basic questions of use, density, integration with existing development in the area and impacts on and the availability of public infrastructure are discussed. No decisions are made at this level.
- C. The detailed site plan presented for review and recommendation by the Planning Commission and consideration by the City Council shall contain all information required in this Ordinance. The following are the submittal requirements. Unless eligible for administrative review pursuant to section 21.06, applications for site plan review shall conform to the following:

1. Planning Commission regular meetings are held the first Monday of the month. Site plans are due at the City Office by 4:00 p.m. on the first Monday of the month to be placed on the following months agenda.
2. A completed application form and Environmental Permits Checklist as provided by the City, along with the required fee and deposit established by resolution of the City Council. The owner's signed consent is required on the application if the applicant is not the owner.
3. Sixteen (16) sets of site plan drawings, folded to approximately 8 ½ x 11 inches, or as prescribed by the Zoning Administrator, which will be forwarded by the Zoning Administrator to the Fire Department, Department of Public Services, Planner, and Engineer for review, if applicable. Site plans shall be prepared, signed and sealed by the professional responsible for the work under Michigan law (architect, engineer, community planner, landscape architect, or land surveyor registered by the State of Michigan). All submitted sheets shall be sealed (with ink stamps or embossments). In addition, the title and index sheet of each drawing set and project manual shall be signed by the professional whose seal is applied to the documents.
4. Site plans shall always include an overall site plan for the entire development. Sheet size shall be at least 24" x 36". Site plans shall be drawn to a scale of not less than 1" =20' for property less than three (3) acres, or to scale of not less than 1"=100' for property of three (3) or more acres. One (1) set of 11"x 17" plans shall also be included with the submittal, along with color renderings of the building elevation, if applicable. Included on the site plan will be all of the following data as applicable, per this Article.

D. Preliminary site plan.

1. Information Required - Each preliminary site plan submitted for review shall provide the following information:
 - a. Location map, address and legal description of the property, dimensions and area of the site;
 - b. A scaled black and white elevation drawing of all sides of the building and sixteen (16) sets of 11" x 17" color elevations of all sides of the building depicting the color and character of all materials.
 - c. Topography and site soil classifications;

- d. Name, address, phone number of the property owner and the applicant;
- e. Title block, scale, north arrow, and date of plan;
- f. Dimensional Requirements; The following should be taken into account when designing a site layout: scale and design compatibility, circulation of light and air, provision of adequate access to and around buildings for fire and police protection services, establishment of pleasant vistas, and arrangements conducive to enhancing the environmental quality of the site when developed minimizing the extent of impervious ground cover and minimizing the destruction of natural features which contribute to environmental quality.
 - (1) Location and exterior dimensions of proposed buildings/structures; outline; floor area; distances between buildings/structures; height in feet and stories; finished floor elevations and number and type of dwelling units (where applicable).
 - (2) Location and general alignment of all proposed streets and drives; right-of-way where applicable; surface area, width dimension; location and typical details of curbs; acceleration, deceleration, passing and turning lanes, and approaches, with details (where applicable); location and width of all entries and exits and curve-radii. Except for large parking lots, driveways shall be limited to one (1) per development.
 - (3) Proposed parking - location and lot dimensions, space and aisle dimensions, angles of spaces, surface type and total number of spaces. Proposed Landbanked parking spaces should also be noted on the plan pursuant to section 5.
- g. Location and size of open areas and recreation areas, if applicable; percentage of open areas or recreational areas if applicable.
- h. Existing zoning classification of property, delineation of required and proposed district regulations, dwelling unit schedule, density of development, FAR and lot area per dwelling unit for residential projects, lot coverage (percent), location and size of required buffers, if applicable;
- i. Area of intended filling and/or cutting, outline of existing buildings/structures and drives, existing natural and man-made features to be retained or removed.

- j. Location, width, and surface of proposed sidewalks and pedestrian ways.
- k. Existing building, structures and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts and a clear indication of all improvements to remain and to be removed.
- l. Adjacent land uses and zoning, location of adjacent buildings, drives and streets;
- m. location and area of development phases, building program for each phase, projected schedule of development by phase;
- n. Location and width of all existing and proposed easements on the site;
- o. General location and size of proposed water, sanitary sewer, and storm drainage systems; and location of overhead wire and poles; location of hydrants; and
- p. All adjacent property owned or controlled by the applicant or owner of the subject property.
- q. existing topographic elevations at two (2) foot contour intervals. Indicate the direction of drainage flow.
- r. Location and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains and wetlands.
- s. Proposed storm water management plan including design of sewers, swales, outlets, and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit review of the feasibility of storm water detention and/or retention as well as the impact on local surface and groundwater.
- t. Location and status of any floor drains discharging to grade or anywhere other than public sanitary or septic systems shall be specified on the site plan.
- u. Description and location of any existing or proposed outdoor storage facility (above ground and below ground storage).

- v. Description and location of on-site wastewater treatment and disposal systems.
 - w. Location of existing and proposed private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.
 - x. Size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous substances, hazardous waste, and/or polluting materials.
 - y. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of the cleanup or closure.
 - z. Inventory of hazardous substances to be stored, used, or generated on-site, presented in a format acceptable to the local fire marshal.
 - aa. Completion of the state and county environmental permits checklist using the form provided.
2. Standards for Review - In reviewing a preliminary site plan the Planning Commission shall consider the following standards:
- a. That all required information has been provided;
 - b. That the proposed development conforms to all regulations of the zoning district in which it is located;
 - c. That the applicant may legally apply for site plan review;
 - d. That vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks serving the site, shall be safe and convenient;
 - e. That the proposed site plan will be harmonious with, and not harmful, injurious, or objectionable to, existing and future uses in the immediate area;
 - f. That natural resources will be preserved to a maximum feasible extent;

- g. That the proposed development respects natural topography to the maximum feasible extent, and minimizes the amount of cutting and filling required;
 - h. That organic, wet, or other soils, which are not suitable for development, will be undisturbed or will be modified in an acceptable manner;
 - i. That the proposed development properly respects floodway and flood plains on or in the vicinity of the subject property; and
 - j. That phases of development are in logical sequence so that any phase will not depend upon a subsequent phase for adequate access, public utility services, drainage, or erosion control.
3. The Planner and Engineer shall review the plans and other information submitted for compliance with applicable ordinances, policies, laws and standards and shall furnish written comments, opinions and recommendations to the City Zoning Administrator at least two (2) weeks prior to the Planning Commission meeting where action is sought.
4. The City may permit the applicant to resubmit revised plans in response to the review comment depending on the complexity of the project and the time necessary to review the plans. Any plan revised in response to comments from the Planner, Engineer or agencies/departments having jurisdiction shall not be placed on the Planning Commission agenda until written review comments from those persons noted above on the revision have been received by the Zoning Administrator.
5. Planning Commission and City Council Action – If a completed application and site plan are received, the Planning Commission shall study the plan and shall, recommend approval, disapproval or approval with modification of the preliminary site plan.

After recommendation of the Planning Commission, the City Council may approve, disapprove or may require changes in the plan, and may attach conditions to its approval. The City Council shall advise the applicant in writing of its actions on a preliminary site plan.

6. Effect of Approval - Approval of a preliminary site plan by the City Council shall indicate its acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas in accordance with the standards set forth in Section 21.04 (c)(2), herein.

The City Council may, at its discretion and with appropriate conditions attached, authorize issuance of permits by the Zoning Administrator for

grading and foundation work on the basis of an approved preliminary site plan. The conditions which may be attached to such permit for grading and foundation work shall include, but shall not be limited to, measures to control erosion, exemption of the City from any liability if a final site plan is not approved, and provision of a bond for site restoration if work does not proceed to completion. The applicant must request, in writing, permission from City Council to authorize grading and foundation work, if not specifically permitted by City Council.

7. Expiration of Approval - Approval of a preliminary site plan shall be valid for a period of one hundred eighty (180) days from the date of approval and shall expire and be of no effect unless an application for a final site plan for all or part of the area included in the approved preliminary site plan is filed with the City Zoning Administrator. The City Council shall, within two (2) weeks of the date of approval of the preliminary site plan, transmit a written certification of such approval to the applicant. Phased Site Plans: If a final site plan is submitted for only a part of the area included in the approved preliminary site plan, successive final site plans shall be filed at intervals no greater than three (3) years from the date of approval of the previously approved final site plan. If such period is exceeded, the City Council may declare the approved preliminary site plan invalid with respect to the remaining parts of the site, unless good cause can be shown for the development schedule. In such case, the City Council may require that the site plan be revised to meet current ordinance requirements.
8. Extensions of Time Limits: Time limits set forth in this article may be extended upon showing of good cause, and by written agreement between the petitioner and the recommendation of the Planning Commission and approval by City Council.

E. Final Site Plan

1. Application - Following approval of a preliminary site plan, the applicant shall provide required copies of a final site plan, the review fee, and a completed application form with the Zoning Administrator. The Zoning Administrator, upon receipt of the application, shall transmit the final site plan drawing(s) to the Planning Commission prior to its next regular meeting. City consultants require two (2) weeks for issuance of a review letter.
2. Information Required - Each Final site plan submitted for review shall provide the following information and shall meet the following specifications, where applicable:

- a. The site plan shall be presented on more than one (1) drawing, for the purposes of clarity.
- b. Title block, scale, north arrow, name and date of plan; date of revisions thereto.
- c. Name and address of property owner and applicant; interest of applicant in property; name and address of developer.
- d. Name and address of designer. Site plans shall be prepared, signed and sealed by the professional responsible for the work under Michigan law (architect, engineer, community planner, landscape architect, or land surveyor registered by the State of Michigan). All submitted sheets shall be sealed (with ink stamps or embossments). In addition, the title and index sheet of each drawing set and project manual shall be signed by the professional whose seal is applied to the documents.
- e. A vicinity map; legal description of the property; dimensions and lot area. Where a metes and bounds description is used, lot line angles or bearing shall be indicated on the plan. Lot line dimensions and angles or bearing shall be based upon a boundary survey prepared by a contract land surveyor or registered surveyor and shall correlate with the legal description. Lot iron locations shall be identified.
- f. Existing topography (minimum contour interval of two feet); existing natural features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed. All trees eight (8) inch diameter or larger shall be accurately located on the final site plan. Label each tree as to either preserved or removed and include a tree replacement plan in accordance with section 6.14.
- g. General description of deed restrictions, if any, and covenants and/or development agreement, and association by-laws shall be submitted for review per Section 21.14.
- h. Owner, use and zoning classification of adjacent impacts; location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.
- i. Existing public utilities on or serving the property - location and size of water lines and hydrants it shall be noted on the plan that all hydrants shall have Storz connections; location, size and inverts for sanitary sewer and storm sewer lines; location of manholes and

catch basins (proper casting shall be noted on plan), location and size of wells, septic tanks and drain fields.

- j. Name and right-of-way of existing streets on or adjacent to the property; surface type and width; spot elevations at intersections with streets and drives of the proposed development. Federal, State, County or Locally required right-of-way signs shall be noted on the plan. Fire Lanes and Fire Lane signage shall be noted on the plan.
- k. Zoning classification of the subject property; location of required yards; total ground floor area and lot coverage (percent); floor area ratio. In the case of residential units, the plan shall note dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units. In the case of commercial buildings, dimensioned building floor plans, a scaled black and white elevation drawing of all sides of the building and sixteen sets of 11" x 17" color elevations of all sides of the building depicting the color and character of materials. 3-dimensional color renderings may be requested by the Planning Commission. The Zoning Administrator may request material samples for verification in the field during construction.
- l. Grading plan, showing finished contours at a minimum interval of two (2) feet, and correlated with existing contours so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines.
- m. Location and exterior dimensions of proposed buildings/structures, with the location to be referenced to property lines or to a common base point; distances between buildings/structures; height in feet and stories; finished floor elevations and contact grade elevations.
- n. Location and alignment of all proposed streets and drives; right-of-way where applicable; surface type and width, and typical cross-section of same showing surface, base, and sub-surface materials and dimensions; location and typical depth of curbs; acceleration, deceleration, turning and passing lanes and approaches, with details (where applicable); location, width, surface elevations and grades of all entries and exits; curve radii.
- o. Location and dimensions of proposed parking lots; number of spaces in each lot; proposed landbanked parking spaces; dimensions of spaces and aisles; drainage pattern of lots; typical cross-section showing surface, base, and sub-surface materials; angles of spaces.

- p. Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.
- q. Locations, width, and surface of proposed bike paths, sidewalks and pedestrian ways.
- r. Location and type of proposed screens and fences; height, typical elevation and vertical section of screens, showing materials and dimensions.
- s. Locations of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions. Location of proposed transformers and method of screening. Location of proposed roof top units and method of screening.
- t. Location, type, size, area, and height of proposed signs, if applicable at the time of submittal. If signage details are not known at time of application a note shall be added to the plan indicating conformance with the City's current sign regulations listed in the Zoning Ordinance.
- u. Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities; location and size of swales, detention and retention basins and degrees of slope of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields where applicable. Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes, retaining walls; shall be submitted to and approved by the City Engineer prior to Planning Commission approval of the final site plan. If on-site water and sewer facilities are to be used, a letter of approval of same, or a copy of the permit from the Washtenaw County Health Department shall be submitted to the Planning Commission Secretary prior to Planning Commission approval of the final site plan. Detention and retention basin maintenance schedules shall be included on the final site plan.

Storm water Drainage/Erosion Control. All storm water drainage and erosion control plans shall meet the standards adopted by the City for design and construction and shall to the minimum extent

- feasible, utilize non structural control techniques, including but not limited to: limitation of land disturbance and grading; maintenance of vegetated buffers and natural vegetation; minimization of impervious surfaces; use of terraces, contoured landscapes, runoff spreaders, grass, vegetated, or rock-lined swales; use of infiltration devices, including but not limited to rain gardens, native landscaping, and bio-retention swales.
- v. Landscape plan showing location, size, species and diversity of plant materials.
 - w. Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the County Soil Conservation Service.
 - x. Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties; where applicable, retaining walls over 18 inches require engineering review.
 - y. Location, type, fixture detail, direction, height and photometric of outside lighting and/or decorative street lighting shall be shown on the plan. For decorative street lights within the public right-of-way a separate plan and CAD drawing must be submitted for review for conformance with the City's Detroit Edison (DTE) Community Lighting Program.
 - z. Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted.
3. Standards for Review - In reviewing the final site plan, the Planning Commission shall determine whether the plan meets the following standards;
- a. That the final site plan conforms to the preliminary site plan as approved by the City Council;
 - b. That the plan meets all applicable standards in Section 21.04D(2). herein;
 - c. That the plan meets the specifications of Dexter City for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been reviewed by the City Planner, City Fire Chief and the City Engineer;

- d. That the proposed development will not cause soil erosion or sedimentation problems;
 - e. That the drainage plan for the proposed development is adequate to accommodate anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of watercourses in the area; that the proposed development is coordinated with improvements serving the subject property and with the other developments in the general vicinity;
 - f. That outside lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent streets;
 - g. That outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties;
 - h. That grading or filling will not destroy the character of the property or the surrounding area and will not adversely affect the adjacent or neighboring properties;
 - i. That parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets;
 - j. That the plan meets the standards of other government agencies, where applicable, and that the approval of these agencies has been obtained or is assured; and
 - k. That the plan provides for the proper expansion of existing public streets serving the site, where applicable.
 - l. That the plan meets all other requirements /standards established by the City of Dexter.
4. The Planner and Engineer shall review the plans and other information submitted for compliance with applicable ordinances, policies, laws and standards and shall furnish written comments, opinions and recommendations to the City Zoning Administrator at least two (2) weeks prior to the Planning Commission meeting where action is sought.
5. Any plan revised in response to comments from the Planner, Engineer or agencies/departments having jurisdiction shall not be placed on the Planning Commission agenda until written review comments from those persons noted above on the revision have been received by the Zoning Administrator.

6. Planning Commission and City Council Action - The Planning Commission shall study the final site plan and shall, if the submitted application is complete, recommend approval or disapproval of the final site plan to the City Council. After receiving a recommendation from the Commission the City Council may approve, disapprove or require changes in the plan or may attach reasonable conditions to its approval.

The Planning Commission shall include in its study of the site plan consultation with the City Zoning Administrator, the City Fire Chief, City Planner and the City Engineer, and other governmental officials and departments and public utility companies that might have an interest in or be affected by the proposed development.

Upon City Council approval of a final site plan, and resolution of any approval contingencies, the applicant, the owner(s) of record, or the legal representative thereof, and the Zoning Administrator shall each sign and stamp five (5) copies of the approved final site plan. One (1) electronic CD copy of the approved site plan in PDF and/or DWG format shall also be provided for the City's records. The Zoning Administrator shall transmit two (2) signed copies of the plan and any conditions attached to the approval to the applicant and City project file. If the final site plan is rejected, the City Council shall notify the applicant in writing of such action and the reasons therefore within two (2) weeks following the action.

7. Effect of Approval - Approval of a final site plan authorizes issuance of a certificate of zoning compliance and issuance of a building permit, provided all other requirements for a building permit have been met. In the case of uses without buildings or structures, approval of a final site plan authorizes issuance of a certificate of zoning compliance and issuance of a certificate of occupancy, provided all other requirements for such certificate have been met.
8. Expiration of Approval - Approval of a final site plan shall expire and be of no effect 2 years (730 days) following the date of approval unless a Zoning Compliance application has been issued and construction has begun on the property and is diligently pursued to completion in conformance with the approved final site plan.
9. Extensions of Time Limits: Time limits set forth in this article may be extended upon showing of good cause, and by written agreement between the petitioner and the recommendation of the Planning Commission and approval by City Council.

Section 21.05 COMBINING PRELIMINARY AND FINAL SITE PLANS

An applicant may, at the applicant's discretion and risk, with approval of the Zoning Administrator, combine a preliminary and final site plan in an application for approval. The Zoning Administrator shall have the authority to require submittal of a preliminary site plan separate from a final site plan, where, in his/her opinion, the complexity and/or size of the proposed development so warrant. A preliminary and final site plan shall not be combined for any development consisting of two (2) or more phases.

SECTION 21.06 ADMINISTRATIVE REVIEW

The City Zoning Administrator may review a site plan without submission to the Planning Commission, subject to all of the criteria, requirements and standards as followings:

- A. The Zoning Administrator may review and consider for approval, conditional approval or denial of site plans without submission to the Planning Commission in the following cases:
 - 1. Expansion or reduction of an existing conforming structure or use of one thousand (1,000) square feet or less.
 - 2. Changes of use within an existing building. The use change must be a permitted use within the subject zoning district and will be subject to all other applicable zoning provisions, i.e. parking, landscaping, dumpsters, etc.
 - 3. Provision for additional parking, loading/unloading spaces and landscape improvements as required by Ordinance.
- B. The Zoning Administrator is authorized to employ the City Planner, City Engineer or other experts to assist in the review of site plans submitted under this section.
- C. At the direction of the Zoning Administrator, any information required in Section 21.04 of the Zoning Ordinance may be required for administrative site plan approval. However, at a minimum, submissions of a site plan including the following information:
 - 1. Proprietors', applicants, and owner's names, addresses and telephone numbers.
 - 2. Date (month, day, year), including revisions.
 - 3. Title Block and Scale.
 - 4. North arrow.

5. Proposed and existing structures, parking areas, etc. on the parcel, and within one hundred (100) feet of the parcel.
 6. Floor plans and Elevations. Two or Three dimensional color renderings may be requested by the Zoning Administrator.
- D. The Zoning Administrator shall consider the criteria set forth in Section 21.03 in the review of the site plans submitted under this Section.

Section 21.07 MODIFICATION OF PLAN DURING CONSTRUCTION

All site improvements shall conform to the approved final site plan, including engineering drawings approved by the City Engineer. If the applicant makes any changes during construction in the development in relation to the approved final site plan, such changes shall be made at the applicant's risk, without any assurances that the City Council will approve the changes.

It shall be the responsibility of the applicant to notify in writing the Zoning Administrator, and the City Council of any changes. The Zoning Administrator may require the applicant to correct the changes so as to conform to the approved final site plan, approve the proposed modification or require the applicant to make the modification request to the City Council.

Section 21.08 AS-BUILT DRAWINGS

- A. The applicant shall provide as-built drawings and a project engineer's certificate of all sanitary sewer, water, and storm-sewer lines and all appurtenances, which were installed on a site for which a final site plan was approved. As-built drawing requirements are available in the City's current engineering standards. The drawings shall be submitted to the City Zoning Administrator, and shall be approved by the City Engineer prior to the release of any performance guarantee or part thereof covering such installation. An as-built performance deposit is required to ensure the completion of the as-built drawings.
- B. The as-built drawings shall show, but shall not be limited to, such information as the exact size, type and location of pipes; location and size of valves, fire hydrants, tees and crosses; depth and slopes of retention basins; and location of any type of other utility installations. The drawings shall show plan and profile views of all sanitary and storm sewer lines and plan views of all water lines.
- C. The as-built drawings shall show all work as actually installed and as field verified by a professional engineer or a representative thereof. The drawings shall be identified as "As-Built Drawings" in the title block of each drawing and shall be signed and dated by the owner of the development or the owner's legal

representative and shall bear the seal of a professional engineer.

- D. Upon acceptance of the as-built drawings the applicant shall submit the required information for the dedication of public infrastructure, if applicable.

Section 21.09 - PHASING OF DEVELOPMENT

The applicant may divide the proposed development into two or more phases. In such case the preliminary site plan shall cover the entire property involved and shall clearly indicate the location, size, and character of each phase. A final site plan shall be submitted for review and approval for each phase. A construction timeline must be submitted for phased development. The City Council may impose restrictions on the approval of subsequent plans and phases due to lack of permit activity for a period of more than one (1) year. Prior to the approval of subsequent phases the City Council may require that incomplete site work, such as but not limited to incomplete sidewalks, roads or other site amenities that affect the quality of life for residents, be completed.

Section 21.10 - INSPECTION

The Zoning Administrator shall be responsible for inspecting all improvements for conformance with the approved final site plan. All sub-grade 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 deposit with the City, to be held by the City in escrow, an amount deemed reasonable by the Zoning Administrator and/or City Engineer to pay for anticipated inspections. The applicant shall be responsible for requesting the necessary inspections. The Zoning Administrator shall obtain inspection assistance from the City Fire Chief, and Engineer, where applicable. The Zoning Administrator shall notify the Planning Commission in writing when a development for which a final site plan is approved has passed inspection with respect to the approved final site plan. The Zoning Administrator shall notify the City Council and the Planning Commission 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 City Council and the Planning Commission of steps taken to achieve compliance. In such case, the Zoning Administrator shall periodically notify the City Council and the Planning Commission of progress toward compliance with the approved final site plan and when compliance is achieved.

Section 21.11 PERFORMANCE GUARANTEES

- A. Performance bonds, irrevocable bank letters of credit, cash deposits, or other forms of security shall be provided by the applicant to the City. The guarantee shall be provided after a final site plan and/or zoning compliance certificate is approved, but prior to issuance of a certificate of final zoning compliance, or as determined by the

Zoning Administrator, for any improvements covered by the site plan. The guarantee shall cover site improvements shown on the approved final site plan, which will not be completed prior to issuance of the certificate of final zoning compliance. Site improvements shall include but not be limited to: streets and drives, parking lots, sidewalks, street signage, grading, required landscaping, required screens, storm drainage, exterior lighting, trash enclosures, utilities and any other information shown on the approved final site plan.

- B. The applicant shall provide a cost estimate of the improvements to be covered by the guarantee and such estimate shall be verified as to amount by the City Engineer. The form of the guarantee shall be approved by the City Attorney.
- C. If the applicant shall fail to provide any site improvement according to the approved plans within the time period specified in the guarantee, the City Council shall have the authority to have such work completed. The City Council may reimburse itself for cost of such work, including administrative costs, by appropriating funds from the deposited security, or may require performance by the bonding company.
- D. If a cash deposit is used, the applicant and City Zoning Administrator shall decide at the time of deposit on the means of rebating portions of the deposit in proportion to the amount of work completed on the covered improvements. All required inspections for improvements for which the cash deposit is to be rebated shall have been made before any rebate shall be made.
- E. The Zoning Administrator may refuse to sign a certificate of final zoning compliance in order to achieve compliance with the approved final site plan, and approved engineering plans related thereto. In such cases, a certificate of final zoning compliance shall be signed by the Zoning Administrator upon compliance with the approved plans or upon provision of adequate security to guarantee compliance following occupancy.

Section 21.12 - FEES

Fees for the application and review of site plans and inspections as required by this Article shall be established and may be amended by resolution of the City Council.

Section 21.13 - VIOLATIONS

The approved final site plan shall become part of the record of approval and subsequent action relating to the site in question shall be consistent with the approved final site plan, unless the City Council agrees to such changes as provided in this Article. Any violation of the provisions of this Article, including any improvement not in conformance with the approved final site plan, shall be deemed a violation of this Ordinance and shall be subject to all penalties therein.

Section 21.14 PROPERTY MAINTENANCE AFTER APPROVAL

It shall be the responsibility of the owner of a property for which site plan approval has been granted to maintain the property in accordance with the approved site design on a continuing basis until the property is razed, or until new zoning regulations supersede the regulations upon which site plan approval was based, or until a new site design is approved. This maintenance requirement includes healthy landscaping, walls, fences, pavement, pavement markings, signs, building exterior, drainage facilities and all other elements of a site. Any property owner who fails to so maintain an approved site design shall be deemed in violation of the use provisions of this Ordinance and shall be subject to the same penalties appropriate for a use violation.

With respect to condominium projects, the Master Deed shall contain provisions describing the responsibilities of the condominium association, condominium owners, and public entities, with regard to maintenance of the property in accordance with the approved site plan on a continuing basis. A storm water management maintenance schedule shall be part of the master deed. The Master Deed shall further establish the means of permanent financing for required maintenance and improvement activities, which are the responsibility of the condominium association. Failure to maintain an approved site plan shall be deemed in violation of the use provisions of this Ordinance and shall be subject to the same penalties appropriate for a use violation.

Prior to the transitional control date, the developer shall not amend the Master Deed without approval from the Planning Commission.