

Article 9: Administration and Enforcement

SECTION 9.1.6 • REQUIRED SKETCH PLAN INFORMATION

Sketch Plan Requirements for Administrative Approval. The sketch plan for administrative approval shall contain the following information:

1. Name, address, telephone and fax number(s), and email address(es) of the applicant(s) (and property owner, if different from applicant) and firm or individual preparing the plan.
2. The property location (address, lot number, tax identification number).
3. Sketch plan shall be drawn to an engineer's scale.
4. Size and dimensions of proposed structures, including gross and usable floor areas, number of stories, and overall height.
5. Dimensions of all property lines, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the boundaries of total land holding.
6. Existing site features, including natural and historical features, structures, driveways, fences, walls, signs, and other improvements.
7. Location, dimensions, setback distances, and use(s) of all proposed improvements.
8. Location and description of all existing and proposed easements and rights-of-way for utilities, access, and drainage.
9. Location of existing public or private utilities including, but not limited to water, and sanitary and stormwater sewers.
10. Other information as requested by the reviewer to verify that the site and use are in accordance with the purpose and intent of this Ordinance and the Village's Master Plan.

SECTION 9.1.9 • STANDARDS FOR SITE/SKETCH PLAN APPROVAL

All elements of the site plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property, and the traffic operations of adjacent streets.

The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

In order that buildings, open space and landscaping will be in harmony with other structures and improvements in the area, and to ensure that no undesirable health, safety, noise and traffic conditions will result from the development shall conform to all requirements

of this Zoning Ordinance, (including those of the applicable zoning district(s)). The following criteria shall be used as a basis upon which site plans will be reviewed and approved, where applicable:

- A. Adequacy of Information.** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed uses and structures.
- B. Site Design Characteristics.** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of parcel, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance.
- C. Appearance.** Landscaping, earth berms, fencing, signs, walls, and other site features shall be designed and located on the site so that the proposed development is aesthetically pleasing and harmonious with nearby existing or future developments.
- D. Compliance with District Requirements.** The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, open space, density and all other requirements set forth in Article 5, Schedule of Regulations, except as provided elsewhere in this Ordinance. New and conversion condominium projects shall conform to the provisions of this Ordinance, as applicable, and with Section 8.10, Condominium Regulations.
- E. Preservation of Significant Natural Features.** Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural, historical, and architectural features as defined in this Zoning Code, in particular flood hazard areas and wetlands designated/regulated by the Michigan Department of Environmental Quality, and, to a lesser extent, flood hazard areas and wetlands which are not regulated by the Department.
- F. Emergency Access.** All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.
- G. Pedestrian access and circulation.** Existing and proposed sidewalks or pedestrian pathways connect to existing public sidewalks and pathways in the area, are insulated as completely as possible from the vehicular circulation system, and comply with applicable regulations regarding barrier-free access.

- H. Vehicular access and circulation.** Drives, streets, parking, site access, and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets and promote safe and efficient traffic circulation within the site.
- I. Building Design and Architecture.** Building design and architecture relate to and are harmonious with the surrounding neighborhood with regard to scale, mass, proportion, and materials. In addition to following design guidelines adopted in specific district or sub-area plans, where applicable.
- J. Parking and loading.** Off-street parking lots and loading areas are arranged and located to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, and promote shared-use of common facilities where feasible.
- K. Exterior Lighting.** Exterior lighting shall be designed so that it is deflected away from adjoining properties and so that it does not impede vision of drivers along streets.
- L. Screening.** Landscaping and screening are provided in a manner that adequately buffers adjacent land uses and screens off-street parking, mechanical appurtenances, loading and unloading areas, and storage areas from adjacent residential areas and public rights-of-way.
- M. Public Services.** Adequate services, including police and fire protection, and utilities, including water, sewage disposal, sanitary sewer, and stormwater controls services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development.
- N. Soil Erosion and Sedimentation Control.** The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the Village Engineer and Building Official.
- O. Stormwater Management.** Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.
- P. Privacy.** The site design shall provide reasonable visual and sound privacy. Fences, walls, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and the safety and privacy of occupants and users.
- Q. Danger from Hazards.** The level of vulnerability to injury or loss from incidents involving hazardous materials or processes shall not exceed the capability of the Village to respond to such hazardous incidents so as to prevent injury and loss of life and property. In making such an evaluation, the Village shall consider the location, type, characteristics, quantities, and use of hazardous materials or processes in

relation to the personnel, training, equipment and material, and emergency response plans and capabilities of the Village.

- R. Health and Safety Concerns.** Any use in any zoning district shall comply with Federal, state, county and local health and pollution laws and regulations with respect to noise; dust, smoke and other air pollutants; vibration; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; and, toxic and hazardous materials.
- S. Sequence of Development.** All development phases shall be designed in logical sequence to insure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
- T. Coordination with Adjacent Sites.** All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, and common facilities, and open space shall be coordinated with adjacent properties.
- U. Other Agency Reviews.** The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the Michigan Department of Natural Resources, Michigan Department of Environmental Quality, Michigan Department of Transportation, Oakland County Drain Commission, Oakland County Health Department, and other federal, state, and county agencies, as applicable.