The Beginning

Where do I start?

Prior to a formal submission, it is strongly suggested that applicants review the Zoning Ordinance thoroughly along with requirements and procedures contained herein. Your preparation of a complete submittal will greatly facilitate the review of your development and/or application.

How can I obtain feedback prior to finalizing my plans?

There are a few different ways of receiving feedback on my site plan prior to submission. You may:

Contact the Planning & Zoning Department Via Phone or Email

A phone call or email to the planner can potentially answer questions you may have concerning ordinance requirements or specific questions concerning your submittal.

Engineering Meeting

Applicants may also set an appointment for an Engineering Meeting. These meeting are beneficial in providing you with information concerning existing utility locations, proposed utility improvements you will be responsible for, or any existing site conditions that may pose a problem with the development of the site.

The Township Engineer, DPW Superintendent, Fire Inspector, Building Administrator, Planning Director along with available Township Officials attend these meetings. They are held every Thursday morning starting at 9:30 A.M. in 30 minute increments. You may set up an appointment by calling (586) 949-0400 extension #6447.

Meet with the Planner

Please contact the Planning & Zoning Department to set a meeting with the Planning Director. Explaining the rationale behind the need for the meeting will allow the planner to prepare for the meeting and have any other staff which might be helpful at the meeting.

For more information on any of the above, contact the Planning and Zoning Department at (586) 949-0400 extension #6447.
# Site Plan - Procedures

The following procedures are intended to provide applicants and the public with general information regarding the development process in the Township. Here you will find descriptions of application requirements, submittal checklists, review flowcharts and answers to commonly asked questions.

## Site Plans

<table>
<thead>
<tr>
<th>When is a Site Plan Required?</th>
<th>What is the Site Plan Review Process?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A site plan is required for review and approval by the Planning Commission:</strong></td>
<td>The site plan review process generally consists of one stage. There is also an administrative stage that may be applied for if the project is very moderate in scope.</td>
</tr>
<tr>
<td>❖ Whenever a building permit is required for erection or alteration of a structure other than one and two family</td>
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<tr>
<td>❖ For the construction, use or establishment of new or additional parking or storage</td>
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<tr>
<td>❖ For all Special Land Uses</td>
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<tr>
<td>❖ For any substantial change in use or class of use</td>
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</tbody>
</table>

### Why is Site Plan Review Required?

Site Plan review provides the Township the opportunity to review the proposed site use in accordance with all applicable Township ordinances and plans.

The impact on health, safety and welfare is of the utmost concern as it relates to vehicular circulation, landscaping, parking, screening, and other relevant factors that make a site development a desirable addition to the Township.

There may be other county and state approvals required. Contact them for more information.
Site Plan - Checklist

What information must be included on a Site Plan?

All site plans submitted for review must include the information required by Section 76-251 of the Charter Township of Chesterfield Zoning Ordinance. Site Plans must conform to current Township regulations and those of any other agency having jurisdiction. Incomplete site plans will not be accepted for review. The following checklist will assist applicants in preparing a complete site plan.

- Twenty one (21) copies of the site plan and all documents.
- The seal with signature of the engineer or professional who prepared it.
- North point and scale.
- Complete legal description with designated point of beginning at a quarter section line.
- Size of site.
- Zoning of site and surrounding property.
- Existing and proposed topography at two (2) foot contours.
- Location and extent of wetland and floodplain areas if applicable.
- U.S.G.S. and Aerial Maps
  - Location of existing and proposed structures and improvements.
  - Existing off-site improvements within 200’ of all property lines.
  - Yards/setbacks and separation between buildings.
  - Architectural building elevations and type of exterior surface materials and design.
  - Dimensioned floor plans for all buildings.
- Existing and proposed rights-of-way for all abutting roads.
- Location and dimensions of all driveways and street approaches.
- Type of surface (paving) for access and circulation areas.
- Parking location, number of spaces, aisle dimensions, type of surfacing, landscaped island dimensions.
- Site circulation pattern.
- Sidewalk, interior and pedestrian, locations.
- Landscape plan including location, number, type and size of all existing and proposed plantings and method of irrigation.
- Tree inventory and removal plan.
- Location and details of all greenbelts, walls and berms.
- Location and screening of trash receptacles.
- Site lighting location, height, type, intensity and shielding.
- Location of all site utilities.
- Location of freestanding sign. (Signs are approved under separate review submittal)
- Development Impact Statement and/or Traffic Impact Study, if applicable.
### Site Plan - Common Questions

<table>
<thead>
<tr>
<th><strong>Do I need to attend any meetings?</strong></th>
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<tbody>
<tr>
<td>You will be notified of all meetings with your site plan on the agenda. It is strongly recommended that you have representation at all meetings at which your site plan will be discussed.</td>
</tr>
<tr>
<td>The Planning Commission may take action on a site plan whether the applicant is in attendance or not. However if the Planning Commission has questions for the applicant the petition may be postponed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What happens after site plan approval?</strong></th>
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<tbody>
<tr>
<td>Once site plan approval is given the next step is to make any necessary changes to the plans as required by the Planning Commission. Upon revision, the applicant must submit seven (7) copies of the revised plan clearly highlighting the revisions. Plan will be reviewed, signed and one copy returned to the applicant.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Does site plan approval allow me to begin construction?</strong></th>
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</thead>
<tbody>
<tr>
<td>No. Site plan approval indicates you have complied with the Zoning Ordinance. It does not satisfy engineering or building requirements.</td>
</tr>
<tr>
<td>There may also have other county and state approvals needed.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How long is site plan approval valid?</strong></th>
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<tbody>
<tr>
<td>Site Plan approval is valid eighteen (18) months from the date of approval.</td>
</tr>
<tr>
<td>The applicant must have made application for a building permit and have engineering approval. The site plan will become null and void if an extension is not granted by the Planning Commission before the deadline of 18 months.</td>
</tr>
<tr>
<td>If an extension is not applied for in writing and approved, a new site plan application and approval shall be required.</td>
</tr>
</tbody>
</table>
### What is a Special Land Use?

Special Land Uses are uses that *may* be permitted in a certain zoning district with a special approval from the Planning Commission which includes a public hearing. There are certain conditions and standards that must be met along with a site plan review by the Planning Commission.

### What is required for SLU submission?

All Special Land Use submissions must be accompanied by a complete site plan package that includes all the information required by the Township Zoning Ordinance. Incomplete submissions will not be accepted for review. Use the check list on page 3 to make sure your submission is complete.

Along with the site plan submission a written narrative addressing the eight standards for special land use must accompany the package.

### What is the Special Land Use Process?

The Special Land Use process includes the site plan review process with the addition of a Public Hearing before the Planning Commission.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Complete Application</td>
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<tr>
<td>Planning &amp; Zoning Department Sets Public Hearing</td>
<td></td>
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<tr>
<td>Public Hearing Held</td>
<td></td>
</tr>
<tr>
<td>Approval</td>
<td>Denial</td>
</tr>
<tr>
<td>Engineering Approval</td>
<td></td>
</tr>
<tr>
<td>Building Department Approval</td>
<td></td>
</tr>
<tr>
<td>Building Permits Issued</td>
<td></td>
</tr>
</tbody>
</table>
Special Land Use

What are the Review Standards for Special Land Use?

- The proposed use shall be of such location, size and character that is will be in harmony with the appropriate and orderly development of the surrounding neighborhood and applicable regulations of the zoning district in which it is to be located.

- The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of site distances location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing pedestrian-vehicle conflicts.

- The proposed use shall be signed as to the location, size, intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby uses permitted, whether by reason of dust, noise, fumes, vibration, smoke or lights.

- The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.

- The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shipping habits, convenience of access by prospective patrons, continuity of development and need for particular services and facilities in specific areas of the township.

- The proposed use is necessary for the public convenience at the proposed location.

- The proposed use is so designated, located, planned and to be operated that the public health, safety and welfare will be protected.

- The proposed use shall not cause substantial injury to the value of other property in the vicinity in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

Do I need to attend any meetings?

Any time your item is on the agenda you will receive a notice in the mail. It is your responsibility to have a representative at the meetings.

Does Planning approval allow me to begin construction?

Planning Commission approval does not authorize you to start construction. You first must submit seven (7) copies of the revised and/or corrected plans highlighting any and all revisions. Then you must apply for Engineering and Building Department approval and obtain any and all permits that are necessary from all agencies.

How long is approval valid?

Special Land Use approval is good for 270 days. The applicant shall have engineering approval and applied for building permits. Failure to do so will result in the approval being null and void.

The applicant may apply for an extension before the expiration of the 270 day period. If approval is not extended, a new application and approval shall be required.

Who do I contact if I have more questions?

Contact the Chesterfield Township Planning and Zoning Department at:

Phone: (586) 949-0400

Address: 47275 Sugarbush
Chesterfield Township, MI 48047
## Planned Unit Development

### What is a Planned Unit Development?

The Planned Unit Development (PUD) concept is intended to provide a greater degree of flexibility in the regulation of land development and the arrangement of uses. Through this option, more creative approaches to development can be utilized which take advantage of the special characteristics of the land than would otherwise be possible through the strict enforcement of the ordinance. The specific objectives of this article are to:

- Encourage innovation in land use and variety in design, layout and type of structures constructed; while preserving the intent and integrity of the township master plan.
- Preserve significant natural resources.
- Achieve economy and efficiency in the use of land, natural resources, energy, and the provision of public services and utilities.
- Encourage the provision of useful open space.

### What is the PUD review process?

The Planned Unit Development process is a two step process. The first step is a pre-application phase. During this phase basic site information and sketch plans are submitted and discussed at a public hearing before the planning commission. If it is deemed the project has merit and potential to meet the ordinance requirements, an application may be submitted.

A complete package must be submitted for the “application phase” along with a written narrative responding to the special land use review standards. This phase will also contain a public hearing. After the planning commission has completed their review they will forward the application to the Township Board for final approval of the proposal.

Individual site plans will be submitted for approval during development of the PUD.

Section 76-481 of the ordinance outlines the process and requirements of the PUD approval.

### What is required for PUD review?

A Planned Unit Development is one of the most innovative development tools in the zoning ordinance. It is also scrutinized closer than other development methods, therefore, it is suggested that you follow section 76-481 of the zoning ordinance closely before submitting any plans. Submittals that are not complete will not be accepted.

You will be notified by mail when your proposal is on the agenda so you can arrange to have a representative in attendance.
**Condominium Subdivision Review**

**What is the intent of Condominium Subdivision review?**

The intent of the site condominium subdivision requirements is to ensure that all site condominium subdivisions are developed in compliance with accepted planning and engineering standards applicable to similar forms of detached single family development in the Township.

**What is the condominium subdivision review process?**

The condominium subdivision review process consists of preliminary and final review. The planning commission has authority over both steps.

After preliminary review approval, the applicant must apply for and obtain engineering approval for all site improvements. Once that is accomplished the applicant may apply for final condominium subdivision approval. You must submit all local and state approvals along with a copy of a recordable master deed and by-laws for review. Follow the site plan checklist for all further requirements.

This is not the green flag for construction. You still must obtain permits from township, state and county governments.
What is the Subdivision review process?

The subdivision review process has been established by the State of Michigan Land Division Act.

While the flowchart provides an overview of the Township approval process, applicants should closely review the Township Subdivision Regulations and the State Land Division Act for all requirements of the approval process.
## Subdivision - Preliminary Plat

### What is required for tentative preliminary plat review?

The following must be submitted:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form.
- Proof of ownership.
- Fifteen (15) copies of the preliminary plat, section map (at 200' scale) with subdivision superimposed, USGS, aerials and tree inventory, street name approval.
- Fifteen (15) copies of the Development Impact Statement and/or Traffic Impact, if applicable.
- Proof plat was submitted to the school district.
- Comments from Macomb County Plat Coordinating Committee.
- Review Fees.

### What is required for final preliminary plat review?

The following must be submitted for final preliminary review of preliminary plat:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form.
- Proof of ownership.
- Fifteen (15) copies of the preliminary plat, section map (at 200' scale) with subdivision superimposed, and tree inventory.
- Summary of changes incorporating all comments made during tentative review.
- Comments from Macomb County Plat Coordinating Committee.
- Department of Environmental Quality approval (if applicable).
- Review Fees.
- Submit subdivision restrictions for approval.

### What information must be included on a preliminary plat?

Plats submitted for tentative approval must include the information required by Article IV, Section 58-22 of the Chesterfield Township Land Division Regulations.

For final approval, preliminary plats must include information required by Section 58-31. Plats must comply with the subdivision design standards, other Township regulations and those of any other agency having jurisdiction.

The proprietor should obtain copies of the Township Zoning Ordinances, Master Plan, Subdivision Regulations, Engineering Design Standards, and any other ordinances or controls relative to the development of land.

### What are the submission deadlines for tentative and final preliminary plat review?

Fifteen (15) Preliminary Plats must be submitted at least twelve (12) days prior to a regularly scheduled Planning Commission meeting.

Applications for subdivision review shall be filed with the Township Planning Department.

Please make sure all your documentation is present. The Township will not accept your submittal if it is not a complete submittal.
What is required for final plat review?

The following must be submitted:

- Six (6) copies of the completed Application Form with original signatures of the legal owner and applicant.
- Six (6) copies of the Final Plat.
- One (1) mylar (include easements for subdivision entrance signs) for addressing.
- One (1) 200’ scale mylar.
- Grading Plan.
- Title Policy.
- Letter from your engineer certifying to the number of monuments and irons or, if not installed, provide escrow at $35.00 per monument and $15.00 per iron.
- Review Fees.
- Written recommendation from Township Planner and Engineer.
- Minutes from previous plat approvals.
- S.A.D. established for entrance street light.

The final plat shall conform to the preliminary plat as approved. The final plat shall also comply with the State of Michigan Land Division Act.

No plat will be accepted unless it is submitted with all items listed.

You will be notified by mail of all meetings with your proposal on the agenda. You should have representation at all meetings. Action may be taken by the Planning Commission or Township Board whether the applicant is in attendance or not. If there are questions, the proposal may be postponed until the applicant is available to answer them.
What is a rezoning of property?

A rezoning is a change in the zoning classification of a specific property and is an amendment to the Township’s official Zoning Map.

The Planning Commission is a recommending body in the case of a rezoning. The approval authority rests with the Township Board.

What is a conditional rezoning?

As part of the request for rezoning, an owner may offer voluntarily in writing, a specific use and/or development of the land as a condition of the approval of the rezoning.

The Township Board may approve the “conditional rezoning” if the request is reasonable and rational and meets the Township Zoning Ordinance and all applicable sections of the Michigan Zoning Enabling Act.

What are the procedures for requesting a rezoning?

After receiving a completed application for rezoning, the Planning Commission will set a public hearing, review the request and make their recommendation to the Township Board.

The Township Board has final approval authority on a rezoning request.

What are the application requirements?

☐ Twelve (12) completed application forms with original signatures of legal owner and applicant.

☐ One (1) completed application information form.

☐ Twelve (12) copies of a feasibility sketch plan containing lot number, size and shape of parcel, size and location of building(s), parking area with number of parking places along with aisle widths, adjacent buildings with location and use, number of employees expected at peak.

☐ Legal description of the property to be rezoned.

☐ Sketch of the property with legal description for newspaper publication.

☐ Twelve (12) copies of the Traffic Study for Rezoning (if applicable).

☐ All required fees.

Rezoning Signs

Once your public hearing has been set it is required that a sign, indicating the property is proposed for rezoning, be placed on the property.

The sign must be placed on the property by the petitioner or property owner not more than twenty (20) nor less than fifteen (15) days before the public hearing date. After the public hearing is held the petitioner has fifteen (15) days to return the sign to the Township to receive a refund on the bond that was posted.

Contact the Planning Department for more information on where to pick up and return the sign.

If the sign is not returned, or is damaged when returned, the bond money submitted at the time of application will be used to replace it.

Do I need to attend any meetings?

You will be notified of all meetings that your zoning request in on the agenda. It is strongly recommended that you have representation at all meeting that your application will be discussed.

The Planning Commission and the Township Board may take action on an application whether the applicant is an attendance or not. The application may also be postponed if the applicant is not available for questions.
## Development Review Handbook – Zoning Board of Appeals – Overview

### What is the Zoning Board of Appeals?

The Zoning Board of Appeals (ZBA) is a quasi-judicial body appointed by the Township Board.

The ZBA is authorized to hear and decide matters as required by the Michigan Zoning Enabling Act and the Chesterfield Township Zoning Ordinance.

### What are the powers of the Zoning Board of Appeals?

The Zoning Board of Appeals has the following powers:

- Grant variances from the provisions of the Zoning Ordinance.
- Hear and decide appeals of any order, decision, determination, or requirement made by the Planning Commission or any other body or official charged with administration or enforcement of the Zoning Ordinance.
- Interpret the Zoning Ordinance and Map.
- Permit temporary structures.

### What are the procedures for submitting an application to the ZBA?

Applications to the Zoning Board of Appeals are required to be submitted a month before the meeting due to State regulations on publishing and mailing notices.

The type of request you submit will determine the procedure followed by the ZBA.

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**FYI**

Variance requests for setbacks, height, area and bulk are the most common requests brought before the Zoning Board of Appeals.
How do I request a variance?

- One completed Application Form with original signatures of the legal owner and applicant.
- One completed Applicant Information Form.
- Letter of Intent clearly explaining the variance request and conformance with the review standards below.
- Twelve copies of a survey or site plan, drawn to scale, showing all buildings existing and proposed, property boundaries and variance request clearly indicated.
- Review Fee.

What are the standards for ZBA review?

- The strict enforcement of the provisions of the ordinance would cause practical difficulty and/or unnecessary hardship and deprive the owner of rights enjoyed by all other property owners owning property within the same zoning district.
- Conditions and circumstances are unique to the property which is not applicable to other properties in the same zoning district.
- The conditions and circumstances unique to the property were not created by the owner or his predecessor.
- The requested variance will not confer special privileges or right upon the applicant.
- The requested variance will not be contrary to the spirit and intent of the Ordinances.

What is the variance process?

A variance request is the result of a condition unique to a particular property or structure and not the result of an administrative action. Therefore, a “denial” is not a required precedent to an application.

Projects that require site plan review must be first be considered by the Planning Commission before an application is submitted to the Zoning Board of Appeals.

Application to Planning & Zoning Department 30 Days Prior to Meeting

Request Published and Mailed per State Statute Requirements

Public Hearing and Review by the Zoning Board of Appeals

Approval

Denial

FYI

Variance may not be applied for nor granted for any approved Special Land use or Planned United Development.

A concurring vote of the majority of the Board is necessary to grant a variance. The Board consists of seven members so four affirmative votes are required for approval.
### How do I request an interpretation of the Zoning Ordinance or Zoning Map?

Follow the variance procedures when submitting a request for an interpretation. The Board may postpone the request to get other professional consultant’s input.

Otherwise the procedure of approval or denial will be the same as the variance request procedure.

### How do I initiate an appeal to the ZBA?

Follow the variance procedures when an appeal request. Along with the regular required documents, please submit any other documentation that may be of importance.

After a public hearing and review the Zoning Board of Appeals may reverse or affirm, in whole or in part, or may modify the order, requirement, decision, or determination being appealed.

In making its decision, the ZBA has the authority to assume all powers and duties of the body or official from whom the appeal was taken.

### Do I need to attend any meetings?

You will be notified by mail of all meetings your request will be heard. It is recommended that you have a representative present at any meeting your request will be discussed.

### Does action by the ZBA allow me to begin construction?

Zoning Board of Appeals action does not authorize construction. Permits must still be obtained thru the proper Township Departments.

### Can I appeal a decision of the Zoning Board of Appeals?

All decisions of the Zoning Board of Appeals are final.

A part aggrieved by a decision may appeal to circuit court in accordance with the procedures established by State Law.

### FYI

Did you know that the ZBA is a quasi-judicial body? You could call them a “mini-court”. They have more power than the Township Board as they are the only Board that can grant you approval to vary from the requirements of the Zoning Ordinance.