

Site Plan Review / Special Use Permit / Planned Unit Development Guidelines and Checklist

Joyfield Township, Benzie County, MI

PO Box 256, Benzonia, MI 49616

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APPLICATION SUBMISSION

Joyfield Township offers this checklist as a service to our applicants requiring site plan review. A complete application for site plan review consists of the following:

- A properly completed and signed application form;
- Supporting information adequate to explain your proposal;
- The required fee as set out in the Joyfield Township fee schedule; and
- Any additional information deemed by the Township to be necessary for proper review of the request.

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and will result in processing delays.

THE FOLLOWING PLANS AND DOCUMENTATION (AS APPLICABLE) MUST BE SUBMITTED BEFORE FULL STAFF REVIEW COMMENCES AND A PRELIMINARY PLANNING COMMISSION HEARING / MEETING DATE IS SET

- Completed and signed application form and fee
- Site Plans conforming to the requirements of the Joyfield Township Zoning Ordinance Section 11.5. Submittal procedures are defined in Section 11.8.
- Site Plans for review should address the criteria set forth in Section 11.12 of the Joyfield Township Zoning Ordinance.
- All businesses and facilities which use or generate hazardous substances shall comply with Section 11.7.
- Special Use Permit applications must satisfy general standards set forth in Section 5.3A and supplemental standards if applicable set forth in the following Sections:
 1. Sand or Gravel Pits, Quarries (Section 5.8)
 2. Sewage Treatment and Disposal (Section 5.7)
 3. Airports and Heliports (Section 5.10)
 4. Wind Energy Conversion Systems - Commercial (Section 5.11)
 5. Private Wind Energy Conversion Facilities (Section 5.12)
 6. Wireless Communication Facilities – Class 1 & 2 (5.13)
 7. Removal of Soil, Sand and Other Material (Section 7.5)
 8. Creation of Ponds (Section 7.12)
- Planned Unit Development (PUD) applications must meet the objectives stated in Section 8.2 of the Joyfield Township Zoning Ordinance. The application must contain all relevant information including the following:
 1. A schematic plan for open space; site drainage and stormwater mitigation; location of land use areas, streets providing access to the site, pedestrian and vehicular circulation within the site; dwelling unit density and types; and buildings or floor areas contemplated, as applicable.
 2. A plan to protect natural features or preservation of open space or greenbelts.

As required in Section 11.5, the Site Plan and supporting written documentation shall include the following. Please refer to Section 8.2.5 for supplemental submittal materials required for Planned Unit Developments.

SITE	DESCRIPTION	SITE PLAN	WRITTEN DOC.
1	Prepared by a professional licensed in the State of Michigan at a scale of 1" = 100'	X	
2	A survey with legal description showing property dimensions, including angles, lot area and dimensions, an arrow pointing north and the location of the site within 300' in every direction.	X	
3	A project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, carports or garages, employees by shift, amount of recreational and open space, type of recreation facilities to be provided and related information.	X	X
4	The natural features such as woodlands, streams, flood plains, drains, ponds, topography (at 2 foot intervals on-site and within 150 feet of the site) and man-made features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.	X	
5	The existing public rights-of-way, private easements, private places of record and deed restrictions.	X	
6	The proposed streets and alleys, including cross-sections, acceleration, deceleration or right-turn lanes, driveways, parking spaces and sidewalks with indication of the direction of travel and width. Total number of parking spaces and dimensions, and proposed traffic control measures.	X	
7	The location of utilities, water supply and the location and design of waste water systems as well as any easements that exist or are proposed to be established.	X	X
8	The proposed location of trash receptacles, accessory buildings and signs.	X	
9	A landscaping plan indicating locations of plants to be preserved and proposed planting, screening, fencing and lighting and locations of common open spaces, if applicable.	X	
10	A storm drainage and storm water management plan for all streets and impervious surfaces.	X	
11	The location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials as well as any containment structures or clear zones required by government authorities.	X	
12	The location of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps and other facilities designed to collect, store or transport storm water or waste water. The point of discharge for all drains and pipes shall also be specified on the site plan.	X	
13	A statement from the applicant identifying all Federal, State and local permits required, if any.	X	
Site Plan Involving Special Groundwater Protection			
14	Location and size of interior and exterior areas and structures to be used for storage, use, loading/ unloading, recycling, or disposal of hazardous substances.	X	
15	Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated storm water or wash water, and all similar uses.	X	
16	Location of exterior and interior drains, on-site sewage systems, dry wells; catch basins; retention/ detention areas; sumps and other facilities designed to collect, store or transport storm water or wastewater. The point of discharge for all drains and pipes shall be specified on the site plan.	X	
17	Location of all water wells on the site and within 150 feet surrounding the parcel's property boundaries.	X	
18	Delineation of areas on the parcel which are known or suspected to be contaminated, with a report on the status of site cleanup.	X	X