

Preliminary Administrative Site Plan Review

1. Preliminary Administrative Site Review Application

Submit the following items to the Office of Community Standards (OCS) Staff. Please make note that a single review cycle may take up to three (3) weeks to complete. Each subsequent submittal will again have to pay the initial review fee and once again may take up to three (3) weeks to process.

a. Preliminary Administrative Site Plan Proposed Plans:

- Eight (8) signed and sealed copies (24"x36") of the proposed plan
- Two (2) signed and sealed copies (24" x 36") shall be provided to the Washtenaw County Road Commission and Water Resources Commissioner's Office for Review. The applicant is responsible for delivery of the plans, application, and applicable review fees to these agencies. The Township will complete distribution to Ypsilanti Community Utility Authority (YUCA), but separate payment is required.
- One (1) copy (11"x17") of the proposed plan
- One (1) PDF digital copy of the proposed plan

b. Preliminary Administrative Site Plan Proposed Plan Contents:

Administrative Site Plan Review
Application Form: The application form shall contain the following information:
Name and address of the applicant and property owner
Address and common description of property and complete legal description
Dimensions of land and total acreage
Zoning on the site and all adjacent properties
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable
Name and address of firm or individual who prepared site plan
Proof of property ownership
Site Plan Descriptive and Identification Data:
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than three acres, or one inch = 100 feet for property three acres or more in size. Sheet size shall be at least 24 x 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included
Written project description, including proposed use, building(s) and site improvement
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)
Scale and north-point
Legal and common description of property
Zoning classification of petitioner's parcel and all abutting parcels
Net acreage (minus rights-of-way) and total acreage

Site Analysis:
Environmental impact analysis and natural features protection documentation meeting the requirements of Chapter 26 of the Municipal Code, Environment
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site
Inventory of the location, sizes, and types of existing trees, hedgerows and landmark trees as required by the township woodlands ordinance and the general location of all other existing plant materials
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations
Surface drainage flows including high points, low points and swales
All existing easements
Existing roadways and driveways within 250 feet of the site
Existing sidewalks and nonmotorized pathways
Site Plan:
Proposed lot lines, lot dimensions, property lines and setback dimensions
Structures, and other improvements
Proposed easements
Location of trash and recycling receptacle(s) and transformer pad(s) and method of screening
Extent of any outdoor sales or display area
Access and Circulation:
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements
Dimensions of parking spaces, islands, circulation aisles and loading zones
Calculations for required number of parking and loading spaces
Designation of fire lanes
Location of existing and proposed sidewalks/pathways within the site or right-of-way
Location, height, and outside dimensions of all storage areas and facilities
Landscape Plans:
Location, sizes, and types of existing trees as required by the township woodlands ordinance and the general location of all other existing plant materials, with an identification of materials to be removed and preserved
The location of existing and proposed lawns and landscaped areas
Building and Structure Details:
Location, height, and outside dimensions of all proposed buildings or structures
Location, size, height, and lighting of all proposed site and wall signs
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required
Drainage, Soil Erosion and Sedimentation Control:
Location and size of existing and proposed storm sewers
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls
Stormwater drainage and retention/detention calculations
Indication of site grading, drainage patterns and stormwater management measures, including sediment control and temperature regulation
Soil erosion and sedimentation control measures

Lighting Plan:
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations
Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding
Use of the fixture proposed

c. Preliminary Administrative Site Plan Additional Documents:

- The Woodland Protection application or the No Tree Affidavit, if applicable
- The Traffic Impact Questionnaire
- Appropriate application and plans submitted to Washtenaw County Road Commission and Water Resources Commissioner's Office

d. Preliminary Administrative Site Plan Fees:

- Check made out to Ypsilanti Township with appropriate fees. *Please note: The same preliminary site plan review fee will be charges for each subsequent submittal.*
- Fees sent separately to Ypsilanti Community Utilities Authority
- Fees paid to Washtenaw County Road Commission and Water Resources Commissioner's Office

2. Preliminary Administrative Site Plan Distribution

a. The Office of Community Standards will process and distribute the provided site plan application to the following review agencies for comment. This process may take up to three (3) weeks to complete.

- Township Planning Consultant (Carlisle-Wortman)
- Township Engineering Consultant (OHM)
- Township Fire Department
- Township Building Department
- Township Assessing Department
- Ypsilanti Community Utility Authority (YCUA)
- Comcast (cable)
- AT&T (communications)
- Ann Arbor Area Transportation Authority (AAATA)

b. The applicant is responsible for the delivery of plans, the appropriate application, and fees to the following reviewing agencies:

- Washtenaw County Water Resource Commission (WCWRC)
705 N. Zeeb Road
Ann Arbor, MI 48103
Attention: Scott Miller
734-994-2525
- Washtenaw County Road Commission (WCRC)
555 N. Zeeb Road
Ann Arbor, MI 48103
Attention: Matt MacDonell
734-761-1500

- Michigan Department of Transportation
Brighton TSC
10321 E. Grand River Avenue, Suite 500
Brighton, MI 48116
810-227-4681

c. The applicant is responsible for the payment of appropriate fees to the following reviewing agencies (Ypsilanti Township will distribute the plans):

- Ypsilanti Community Utility Authority (YCUA)
2525 State Road
Ypsilanti, MI 48198
Attention: Scott Westover
734-484-4600

3. Preliminary Administrative Site Plan Review

Once all reviewing agencies have completed the necessary reviews, the Township Planning staff will determine whether the application is in proper form or if the plans must be revised and then re-submitted for further review. Please note that any additional reviews will require that the initial fee be resubmitted for the additional preliminary site plan review(s).

Any preliminary site plan approved expires after one year from the date of approval. The applicant may request a one year extension by the Planning Commission, provided a written request is received before the expiration date and the site plan complies with current standards.

4. Final Administrative Site Plan Review (detailed construction and engineering plans)

Final site plan approval is given administratively. The Office of Community Standards grants final site plan approval where the following requirements are met:

1. That all local, county and state requirements are met. The applicant shall be required to obtain all other necessary agency permits from the Michigan Department of Environmental Quality, the Washtenaw County Road Commission, Drain Commission and Health Department, and all applicable utility companies. Copies of applications and approvals from all applicable outside agencies shall accompany submission of the application and final site plan to the township.
2. All applicable engineering requirements are met. Complete engineering plans shall be submitted for approval by the township engineer.
3. The design shown on the final site plan shall remain unchanged from the approved preliminary site plan. If the final site plan does not comply with the conditions of preliminary site plan approval or that required engineering plan revisions alter the site plan configuration approved by the township, the applicant shall be required to revise the site plan and engineering plans and resubmit the site plan to the body that approved the site plan for review and approval as an amended site plan.

The approval of a site plan expires one year after the date of approval, unless actual construction and development have been commenced in accordance with said site plan. If construction and development begins within the one year period, then the approval shall continue for five years from the construction date. If substantial construction and development does not occur for a year, approval will expire.