

VILLAGE OF CAPAC

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SITE PLAN REVIEW APPLICATION PACKET

SUBMITTAL REQUIREMENTS

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INFORMATION AND SUBMITTAL REQUIREMENTS PURSUANT TO ARTICLE VII SEC. 30-561 – 30-587 OF THE VILLAGE OF CAPAC ZONING ORDINANCE

BASIC INFORMATION:

Ordinance Requirements:

All applicants requesting site plan review should purchase copies of the Village of Capac Code of Ordinances, Village Master Plan and Design Standards Manual, as zoning requirements, future land use issues and engineering design standards are included throughout these documents.

Optional Pre-Application Conferences:

All applicants are encouraged to make use of the Village's optional pre-application process. The pre-application conferences can provide an excellent opportunity for evaluation of the project at its initial design phases.

Pre-application conference does not obligate the applicant to any further pursuit of a project and this meeting is *not* a requirement for site plan review.

Optional Review Committee Meetings:

Site Plan review committee meetings with the Village Engineer, Planner and/or Zoning Administrator together with interested parties of a proposed project and be requested to conceptually discuss and react to site design element such as: building location, points of egress and ingress to and from the site, indication of likely on-site improvements, general parking lot layout, conceptual landscaping design, etc. Agreements reached between applicant and review committee are not binding without Planning Commission and/or Village Council approval.

Scheduling Meetings:

The Village of Capac Planning Commission meets on the 1st Wednesday of each month. Projects are scheduled on a first-come-first-serve basis. All project material must be submitted to the Village Clerk at least twenty-one (21) days prior to the next regularly scheduled planning commission meeting.

Village Council Meetings:

The council meets on the 1st and 3rd Monday of the month. In cases where the Village Council approval is necessary, there is generally a time lag on one month after the planning commission approves their minutes. This can mean a waiting period of 4 to 6 weeks between planning commission approvals and Council approval.

Fees:

All fees are due up front at the time of filing of an application (*with the exception of bond fees for project improvement construction*).

Submittal Requirements:

Filing Requirements for Preliminary Review: Sec.30-555

- A completed site plan review application form.
- The proprietor/applicant shall file fourteen (14) copies of the site plan along with the site plan review application form. Each site plan shall be prepared in accordance with all information contained in Sec 30-555 to Sec 30-557 of Article VII of the zoning ordinance.

NO INCOMPLETE SITE PLANS WILL BE ACCEPTED

- The registered engineer, registered landscape architect, or registered community planner who prepared the site plan must seal all copies of the site plan.
- Tax code identification number for all parcels which are the subject of the site plan must be provided. *Applications without tax code numbers for all parcels will be rejected.*
- Proof of ownership of all land included in the project must be provided. This means you must have clear recorded title/deed to the land involved, a recorded land contract, or in the alternative, you must submit a letter of permission to apply for site plan review project certified by a notary public. Accurate legal descriptions for all easements/rights-of-way must be included in the instrument.

Correspondence and Notices:

All correspondence and notices regarding the plans/application will be transmitted to the project representative. By signing the application, the project representative is indicating that all information contained in the application, all accompanying plans, all attachments and all documentation are complete and accurate to the best of his or her knowledge. The application will not be consider valid unless it is accompanied by the appropriate and applicable fees in accordance with the fee schedule, as adopted by the village council.

Review Procedures:

Zoning Administrator Review: Before an application and site plan can be forwarded to the planning commission, the zoning administrator will review all submitted documentation to insure site plan compliance with the requirements of the Zoning Ordinance and the Master Plan.

Once review is completed and approved, the zoning administrator shall forward a copy of the documentation and the site plan to the Village Engineer, Planner, Directors of DPW and Public Safety for their review.

If the submitted information is incomplete, the zoning administrator will notify the developer in writing of the deficiencies. Also, additional relevant information may be requested pursuant to al state, federal or local laws and regulations.

Site Plan review will be conducted by adhering to all state, federal and local laws, ordinances, and regulations.

Effect of Approval:

Final approval of a site plan will remain in effect for one (1) year after the date of said approval. Each site plan shall be fully complied with, and all construction completed within one (1) year of the date the building permit is issued. Sec. 30-560.

Site Plan Amendments:

After a Site Plan Receives Approval: An approved site plan may be amended by the planning commission upon application by the applicant in accordance with procedures provided for in Sec. 30-554 and Sec. 30-570.

Performance Guarantees:

As a condition of approval of a site plan, the Village Council or Planning Commission shall require a deposit by the applicant for performance guarantees. The applicant shall then provide the Village Clerk with a bank letter of credit, escrow account, a surety bond or a certificate of deposit pursuant to Sec. 30-562 or the zoning ordinance.

Zoning Permit:

- A zoning permit must be completed and executed by the owner/proprietor or their duly authorized agent.
- All zoning permits shall be reviewed by the Department of Public Works and Assessing Department.
- A zoning permit shall expire one (1) year after the date of issuance unless the proposed use has been commenced within that year.
- If a special land use permit or Variance request is needed, a supplemental special land use permit application form and/or a zoning board of appeals application form must also be submitted simultaneously with the site plan review application.
- An "after the fact" fee will be charged against a property owner/applicant that begins construction prior to filing an application and zoning permit and receiving approval.

Final Zoning Compliance:Requirements for Final Compliance:

- ✓ Footing inspection completed
- ✓ Final grade of site completed
- ✓ Driveway placement approved and completed
- ✓ Landscaping requirements completed as required
- ✓ Parking requirements completed as required
- ✓ Lighting requirements completed as required
- ✓ All public utilities installed/completed as required
- ✓ All site improvements completed as required
- ✓ All construction debris contained and/or removed
- If the above marked items cannot be met prior to the request for a Final Zoning Compliance, the zoning administrator will require a cash bond for issuance of a Temporary Final Zoning Compliance. Bond monies will be returned when all items are completed.
- If the zoning administrator finds the site incomplete and not ready for final compliance inspection, a re-inspection fee will be charged.
- After the zoning administrator issues final zoning compliance, a copy will be provided to the applicant.

- A copy of the approved final zoning compliance shall be forwarded to the Building Department for issuance of the Certificate of Occupancy.
- All final zoning compliance permits issued in error or pursuant to an application containing any false statements or information shall be void.

Other Applicable Laws:

All other applicable local, state, and federal laws, rules, regulations must be met during the construction phase of the project.

Other Restrictions:

Legally binding development constraints such as planned unit development agreements, deed restrictions, or court rulings may limit the development capability for your site. It is your responsibility to be aware of such restrictions. Our review of your proposal is intended to assure compliance with governmental regulations inclusive any binding legal agreements where the Village is signatory.

Project Representative:

The project representative indicted in the site plan application must sign the application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing the application, the project representative is indicating that all information contained in the application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. The application is not valid unless it is accompanied by a completed site plan as described in Article VII of the Zoning Ordinance and the requisite fee(s) in accordance with the fee schedule as adopted by the Village Council.

Curb Cuts onto State highways:

Any project with curb cuts onto state highways contact MDOT at 313-375-2433.

Any project with curb cuts onto county roads must contact St. Clair County Road Commission at 810-364-5720.

Any project with curb cuts onto village streets must contact Village of Capac DPW at 810-395-4355.

Optional Color Rendering:

It is recommended that the applicant prepare a color rendering for all site plans.