



**Application for Site Plan Review**  
**West Branch Township, Ogemaw County Michigan**

I (we) hereby certify and agree that this application will conform to the data and information submitted with this application and all Ordinances affecting West Branch Township, Ogemaw County, Michigan. It is further agree that any deviation from the data submitted or the breach of any additional safeguards, conditions or requirements the Township Planning Commission may impose, shall constitute a violation of the West Branch Township Zoning Ordinance and invalidates this approval. I (we) hereby authorize any Township Planning Commission Member or Township Zoning Administrator to perform a site visit to the property described below.

DATE: \_\_\_\_\_

Application Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicants Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Specific Intended Project and uses of proposed Project: \_\_\_\_\_

---

---

---

---

---

### **PROJECT IDENTIFICATION AND LOCATION**

Tax I.D Number: 065-014- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Township Section Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_

### **SITE PLAN INFORMATION**

#### **Zone District Select one of the Following:**

AG - Agriculture - \_\_\_\_\_

C - Commercial - \_\_\_\_\_

FR - Forested Residential - \_\_\_\_\_

I - Industrial - \_\_\_\_\_

CE - Country Estates District - \_\_\_\_\_

URB-MX - Urban Mixed Use - \_\_\_\_\_

R-1 - Single Family Residential - \_\_\_\_\_

BUS-75 - I-75 Business Overlay - \_\_\_\_\_

R-2 - Single / Two Family Res. - \_\_\_\_\_

AP - Airport Overlay - \_\_\_\_\_

#### **Property Size:**

Width - \_\_\_\_\_ Depth - \_\_\_\_\_ Square Feet - \_\_\_\_\_ Acreage - \_\_\_\_\_

### **SET BACK INFORMATION ( MUST BE SHOW IN SITE PLAN )**

NOTE: setbacks shall be measured from lot lines to the drip edge of the building. Front lot line is street side of lot, except lake front properties where the water side of the lot is the front

SetBacks from Property Lines:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

**FEE REQUIRED AND DUE WITH APPLICATION AT FILING, WHETHER APPROVED  
OR NOT PLEASE REFERENCE WEST BRANCH TOWNSHIP FEE SCHEDULE FOR  
PROJECT COST**

Applicant's Signature - \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE AND ZONING ADMINISTRATOR USE ONLY**

Date Application received and filed by Zoning Administrator: \_\_\_\_\_

Preliminary Review Date: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

Application Approved As Per Data Submitted: \_\_\_\_\_

Application Approved As Per Data Submitted with the Attached Stipulations: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature: \_\_\_\_\_

## SITE PLAN REVIEW CHECK LIST

- I. Scanning of miscellaneous application requirements:
  - Scale, 1"=50' if site is less than three acres; 1"=100' if site is greater than 3 acres.
  - Date North Arrow.
  - Proposed structures; and any other structures within 100' of property.
  - Proposed rights-of-ways, drives, etc.; existing adjacent drives, ingress//egress points within 100' of the property.
  - Wetlands or flood plain delineations on plan, if necessary.
  - Name, address, etc. of designer, architect or other preparer of plan.
- II. Site & Dimensional requirements:
  - Lot size.
  - Set backs (including wetlands, flood plains, & railroads).
  - Lot coverage (impervious surface).
  - Building size & height (arch, elevation).
  - Pedestrian and bicycle pathways.
- III. Site access points:
  - Distance between the driveway and adjacent intersections or other driveways meets standards.
  - Driveway design is sufficient for the type of traffic expected and site conditions. This includes reviewing the need for a by-pass lane, center turn lane, deceleration lane, deceleration taper, and width of ingress and egress lanes.
  - Driveways radii for both in-bound and out-bound are sufficient to accommodate
  - Driveway is aligned with driveways across the street or off-set at least 150-250 feet.
  - Pedestrian crossings addressed.
  - If a boulevard design is used, carefully review island design including width (minimum 10 feet), length and radii.
  - Is sight distance at the proposed driveway location sufficient?
  - Is this a location where a shared driveway, frontage road, perpendicular service drive, rear service drive or connecting parking lots would be appropriate?
- IV. Parking Requirements:
  - Number required.
  - Size, angle, aisles, curbing.
  - Landscaping-sufficient, number of islands within lots, screening.
  - Runoff control.
- V. Interior Site Circulation::
  - Minimize conflict near entrances, through the use of landscaped islands. Islands should also be used to control and slow traffic maneuvering through a large parking lot.
  - Where school bus or semi-truck traffic is expected, insure that the site designer has provided adequate internal radii to accommodate the vehicles.
  - Insure that traffic backing out of parking spaces does not conflict with through traffic.
  - Use islands at the ends of parking rows, to discourage vehicles from backing out into major traffic aisles.
  - Parking Island Design – the radii of parking islands should be shown to insure vehicles can easily move through the parking lot. The depth of parking islands should be about two feet less than the depth of the adjacent parking space.
  - Generally, intersections within the parking lot should be no more than three-way intersections and at most four-way. Avoid intersections with five or more lanes.

- If one-way angled parking is used, insure that it is the most efficient. Ninety degree parking with two-way aisles is preferred and more convenient.
- Identify need for pedestrian pathways. Sidewalks not needed at the present time, but may be required in the future require a bond for future sidewalk construction.
- Pedestrian circulation should generally be down the aisle or provided separately.
- Minimize conflicts for pedestrians near building entrances. Traffic lanes should not abut the building; a protected area for pedestrians should be provided.
- Insure that there is sufficient room to maneuver to pick up dumpsters.
- For drive-through facilities insure that the drive-through lane does not conflict with maneuvering from parking spaces.

Stacking: The following are good guidelines based on conditions:

Self-Service Auto Wash – two spaces per stall.

Instant Oil Change – Two spaces per stall.

Automatic Auto Wash – at least 15 vehicles, 25-30 for auto washes where the patron exits the car and walks through the facility.

Auto Wash at Gas Station – 5-6 stacking spaces removed from pump maneuvering.

Fast Food Restaurants – 6-8 spaces from the reader board which do not conflict with vehicles existing parking spaces, 5 from reader board to window. Varies by the restaurant involved.

Drive-Through Bank – 3 spaces for an automatic teller. Four (4) spaces for a regular teller.

Loading areas and loading docks should generally be on the side or rear of the building not visible to a residential district or the public street.

#### VI. Drainage and Grading:

- Catch basins.
- Detention/retention ponds.
- Curbing.
- Transmittal to other agencies for review.
  - i. Engineering
  - ii. ICDC
- Riprapped runoff areas.
- Sodded or fabric on steep slopes to prevent erosion.
- Requirement of erosion control devices.

#### VII. Utilities

- Public utilities;
  - i. Sewer & water
- Private;
  - i. Telephone
  - ii. Television - Cable, Satellite Dishes or Antennas  
Permitted, set backs, screening

- iii. Electric
- iv. Gas
- v. Transmittal to other agencies;  
Engineering

VIII. Signage:

- Size
- Placement
- Number
- Height
- General appearance
- Required handicapped signage

IX. Lighting

- Location and focus (onto site & building only). "Dark Sky".

X. Landscaping:

- Number and placement of street trees & Shrubs required.
- Insure that there is adequate landscaping between the site and any adjacent uses which are less intensive. The landscaping may be in the form of a berm, wall, new plantings or preservation of existing vegetation.
- Require landscaping where headlights need to be shielded. The landscaping should include shrubs a minimum of 24 inches high spaced no more than five or six feet apart and ideally include some evergreen species five or six feet tall at planting.
- Berms – Berms should be designed with a maximum slope of three foot horizontal to one foot vertical to prevent erosion and allow grass to survive. If landscaping is to be provided within the berm, a horizontal crest of six to ten feet minimum should be provided.
- Minimum caliper of two and one-half (2-1/2") inches for deciduous trees and two inches for ornamental trees caliper of nursery stock is measured 1" above root ball. Evergreen trees should be six to eight feet high. Shrubs 18 to 24 inches high.
- One tree per 2,000 square feet of pavement or one tree per 10 to 15 parking spaces. Parking lots islands should include 100 to 150 square feet of area per tree.