

SITE PLAN REVIEW APPLICATION

City of Imlay City
150 North Main Street
Imlay City, MI 48444
(810) 724-2135 Fax (810) 724-1861

*THIS APPLICATION SHALL BE
FILED BY THE LEGAL
OWNER OF THE PROPERTY*

PLANNING COMMISSION MEETING DATES	SUBMITTAL DATE
January 23, 2018	December 29, 2017
February 27, 2018	January 26, 2018
March 27, 2018	February 23, 2018
April 24, 2018	March 30, 2018
May 22, 2018	April 27, 2018
June 26, 2018	May 25, 2018
July 24, 2018	June 29, 2018
August 28, 2018	July 27, 2018
September 25, 2018	August 31, 2018
October 23, 2018	September 28, 2018
November 27, 2018	October 26, 2018
December 26, 2018 (Wednesday)	November 30, 2018
January 24, 2019	December 28, 2018

The Planning Commission meets on the 4th Tuesday of each month on an as needed basis. The meetings will begin at 7:00 P.M. unless otherwise noted and are held at Imlay City, 150 North Main Street.

Applications will be accepted for Planning Commission review until 4:30 P.M. on the submittal deadline date. Incomplete applications will be refused.

Fee Schedule

1. Site Plan Review (All Acreage Figures Are Rounded Up)

Multi-Family	\$405 plus \$4.00 per unit
Cluster Housing Development	\$440 plus \$7.00 per unit
Commercial, Office Service Dev.	\$520 plus \$45.00 per acre or fraction there of
Mobile Home Park	\$520 plus \$4.00 per mobile home
Industrial Development	\$470 plus \$45.00 per acre or fraction there of
Institutional & Public/Semi Dev.	\$430 plus \$45.00 per acre or fraction there of
Sign Review (if separate from site plan)	\$250.00

The above fees are for all applications requiring site plan approval, an additional application is required if any of the above uses require Special or Conditional Land Use reviews and/or approval at a cost of \$415.00. The application fee shall be the higher of the two application fees.

Engineering, Planning or Legal Fees will be charged on an hourly basis beyond applicant fees.

2. Rezoning	\$450 plus \$5.00 per acre or fraction there of
3. Variances	\$275 per variance
4. Subdivision Review (Plat Review)	
a.) Preliminary Plat Review	\$390.00 plus \$4.00 per lot
for Tentative Approval for Final Approval	\$285.00 plus \$2.00 per lot
5. Condominium Review	
a.) Preliminary Review	\$390.00 plus \$4.00 per lot
b.) Final Approval Review	\$285.00 plus \$2.00 per lot

Note: An additional fee of \$165.00 shall be charged for each review, which includes land development under the Michigan Condominium Act as amended for master deed review.

6. Special Meetings Fee	\$100.00 (The Board must agree to meet at that time or the fee will be refunded.)
7. Lot Splits Review	\$200.00 plus \$25.0 per resulting lot

THIS APPLICATION SHALL BE

**IMLAY CITY FILED BY THE LEGAL
SITE PLAN**

APPLICATION **OWNER OF THE PROPERTY** **SITE PLAN FEE:** _____
(RETURN TO CITY OFFICE)

1. PROJECT NAME _____

2. LOCATION OF PROPERTY

ADDRESS _____
PARCEL PROPERTY ID# _____
CROSS STREETS _____

3. IDENTIFICATION

APPLICANT _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE _____ **FAX** _____
INTEREST IN PROPERTY
 PROPERTY OWNER **OTHER (SPECIFY)** _____
PROPERTY OWNER _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE _____ **FAX** _____
**PREPARER OF
SITE PLAN** _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE _____ **FAX** _____

4. PROPERTY INFORMATION	
ZONING DISTRICT _____	AREA _____ WIDTH _____
CURRENT USE _____	
PROPOSED USE <input type="checkbox"/> Residential Number of Units _____ <input type="checkbox"/> Office Gross Floor Area _____ <input type="checkbox"/> Business Gross Floor Area _____ <input type="checkbox"/> Industrial Gross Floor Area _____ <input type="checkbox"/> Community Service Gross Floor Area _____ <input type="checkbox"/> Other _____ Gross Floor Area _____	

I, _____ (applicant), do hereby swear that the above statements are true.

Signature of Applicant Date

Signature of Property Owner Date

I, _____ (property owner), hereby give permission for Imlay City officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

**IMLAY CITY
SITE PLAN
CHECKLIST**

**(RETURN WITH APPLICATION
TO CITY OFFICE)**

This checklist is intended to provide the applicant with a simplified outline of pertinent items that should be addressed as part of a site plan submission. This checklist is not a substitute for the provisions outlined in the Zoning Ordinance.

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Proof of ownership				
Name, address of developer or applicant				
Legal Description				
Location Map				
Project Name				
Note on drawing indicating "not to be used as a construction drawing"				
Drawing signed and sealed by design professional				
Scale no smaller than 1" = 20' (20 acres or less) or 1" = 50' (greater than 20 acres)				
Legend, including north arrow, scale, date, name and address of preparer				
15 copies of the Plan				
Revision dates shown				
Area of the subject parcel in acres or if less than 1 acre, square feet				
Zoning Classification and current land use of subject parcel and surrounding properties				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Existing features, lot lines, and all structures within 100 feet of the site				
Footprints and dimensions of proposed structure				
Required and provided building setbacks				
Density calculations for residential including unit type				
Building elevations including material and color samples				
Location of driveways within 100' of the site on both sides of the street				
Existing and proposed topography at 2 foot contour intervals on site and within 50 feet of site				
Grading Plan including limits of grading and location of proposed finished grade elevations				
Natural features including wood lots, streams, rivers, wetlands, unstable soils and similar features				
Location of all trees 6 inch diameter or greater				
Landscape Plan including proposed plant locations with common plant name, number, and size in caliper inches at installation				
Fences, walls, and berms				
Location, use and size of open spaces				
Location, size and number of parking spaces				
Loading/unloading areas				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Lighting Plan including fixture type (specification sheet), location and height				
Location and method of screening for all refuse storage stations/dumpsters				
Location and details of existing and proposed signs				
Description and location of storm water management system				
Utility easements and locations				

City of Imlay City
After Site Plan Approval
Checklist

(Company-Project Name-Address-Parcel #)

- Planning Commission site plan review:
 - Approved _____
 - Approved with Administrative Review _____
 - Tabled – reason _____

- Lot Splits and/or Lot Combination application paid (if needed)
 - Approved _____

- Addressing application paid (if needed)
 - Address assigned _____

- Tap-in fees (water and sewer) application paid _____

- Written cost estimate of site improvements to City Hall _____
(i.e., landscaping, pavement/asphalt, outside lighting, grade/fill, water/sanitary sewer/storm sewer work)

- Performance Guarantee turned in to City Hall _____
(The performance guarantee may be in the form of a cash deposit, irrevocable letter of credit, certified check, certificate of deposit, or performance/completion bond.)

- Easements for sewer, storm and water are on file _____

- Site Plan approval – final copy has Planning Commission Chairperson and applicants signatures _____

- Site Plan Review fees are paid.
Outstanding invoices _____

- Engineering review fees are paid.
Outstanding invoices _____

- Zoning Permit application obtained and paid _____

- City Manager release _____

FEE SCHEDULE

- 1.) SITE PLAN REVIEW, SPECIAL LAND USE, OR CONDITIONAL USE REVIEWS
(ALL ACREAGE FIGURES ARE ROUNDED UPWARD)

Multi-Family	\$405 plus \$4.00 per unit
Cluster Housing Development	\$440 plus \$7.00 per unit
Commercial, Office Service Dev.	\$520 plus \$45 per acre or fraction thereof
Mobile home park	\$520 plus \$4.00 per mobile home
Industrial Development	\$470 plus \$45.00 per acre or fraction thereof
Special or Conditional Land Use Review	\$415 plus \$5.00 per acre or fraction thereof
Institutional & Public/Semi Public Dev.	\$430 plus \$45 per acre or fraction thereof
Sign review if separate from site plan	\$250

- 2.) REZONING \$450 plus \$5.00 per acre or fraction thereof

- 3.) VARIANCES

All districts	\$275 per variance
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- 4.) SUBDIVISION REVIEW (PLAT REVIEW)

a) Preliminary Plat Review	
For Tentative Approval	\$390 plus \$4.00 per lot
For Final Approval	\$285 plus \$2.00 per lot
b) Final Plat Review	\$250 plus \$2.00 per lot

- 5.) CONDOMINIUM REVIEW

a) Preliminary Review	\$390 plus \$4.00 per lot
b) Final Approval Review	\$285 plus \$2.00 per lot

- 6.) CONDOMINIUM EXTRA
An additional fee of \$165 shall be charged for each review, which includes land developed under the Michigan Condominium Act as amended for master deed review.

- 7.) SPECIAL MEETING FEE
An additional \$100.00 shall be charged for the associated board or commission to meet at a date other than its regularly scheduled meeting. That board must agree to meet at that time or the fee will be refunded

- 8.) LOT SPLITS REVIEW \$200 plus \$25 per resulting lot

- 9.) ENGINEERING FEES – will be charged on an hourly basis.

**CITY OF IMLAY CITY
ORDINANCE NO. 6.1
AMENDMENT TO ZONING ORDINANCE**

An ordinance to amend the IMLAY CITY ZONING ORDINANCE related to site plan review.

THE CITY OF IMLAY CITY ORDAINS:

Article 16, Site Plan Review shall be deleted in its entirety and replaced with the following.

**Article 16
Site Plan Review**

Sec. 16.1 Purpose

- a. It is the intent of this Article to require site plan review approval by the Planning Commission prior to issuance of a building permit for certain buildings, structures, and uses that can be expected to have an impact on natural resources, traffic patterns, adjacent parcels, and the character of future development, and for all special land uses, to ensure that all such buildings, structures, and uses are in conformity with the provisions of this Article.
- b. It is further the intent of this Article to require the eventual upgrade of existing sites that do not conform with current standards of this Article and ensure that the arrangement, location, design and materials within a site are consistent with the character of the City and the goals and design guidelines in the City of Imlay City Master Plan.

Sec. 16.2 Uses Requiring Site Plan Review and Approval by the Planning Commission

Uses Requiring Site Plan Review and Approval				
	Use or Activity	Requires Site Plan Review	Sketch Plan Review (Administrative Approval)	Exempt
a.	New construction of any non-residential or multiple-family development.	•		
b.	All special land uses in accordance with <i>ARTICLE 20 SPECIAL LAND USES</i> .	•		
c.	Site condominium developments.	•		
d.	Planned Unit Developments (PUDs) in accordance with <i>ARTICLE 19 PLANNED UNIT DEVELOPMENT REGULATIONS</i> .	•		
e.	Erection of a tower, antenna, or other communication facility; essential public service buildings and storage yards.	•		
f.	Co-location of a communication antenna upon an existing tower.		•	
g.	Adult and child residential care facilities including day-care centers, foster care homes, family day-care homes and group homes.		In accordance with <i>Section 2.32 State Licensed Adult and Child Residential Care Facilities</i>	
h.	Home occupations.	•		
i.	Temporary uses, buildings, structures, and seasonal events. (see <i>Section 2.16 Temporary Buildings, Structures and Uses</i>).		•	
j.	An increase in floor area of uses subject to site plan review up to 1,000 square feet or 5% of existing floor area, whichever is less.		•	
k.	Change in use to one permitted in zoning district and requires no significant changes to building footprint, parking, landscaping, lighting, signs, bikepaths or sidewalks.		•	
l.	Improvements to outdoor recreational uses and parks.		•	

Site plans for planned unit developments, site condominiums and condominium subdivisions shall be subject to the provisions of *ARTICLE 19 PLANNED UNIT DEVELOPMENT REGULATIONS AND ARTICLE 18 CONDOMINIUM DEVELOPMENT STANDARDS*; in addition, site condominiums and condominium subdivisions shall be subject to the Condominium Act (MCLA 559.101 et seq.).

Sec. 16.4 Optional Preliminary Site Plan Review Process

The site plan approval process includes a review, at the option of the applicant, of a preliminary site plan by the Planning Commission. This option is recommended for site plans affecting over five (5) acres, plans affecting locations designated in the City of Imlay City Master Plan as having significant natural features, sites containing floodplain or within the flood hazard zone, sites containing or potentially containing MDEQ designated/regulated wetlands, special land uses and complex commercial developments. The review of a preliminary site plan allows the Planning Commission and City staff to review and comment on the project's compliance with the requirements of this Article prior to the preparation of all the required site plan review materials. The process is illustrated in *Figure 16.4 Development Approval Process*.

Sec. 16.5 Site Plan Submittal Requirements

The site plan shall include all the following information, unless the Building Official/Zoning Administrator determines that some of the required information is not reasonably necessary:

- a. **Application, Form and Fees.** A completed application form, supplied by the City Clerk or Building Official/Zoning Administrator, and an application fee; or a separate escrow deposit may be required for administrative charges to review the site plan submittal. An application will not be placed on the Planning Commission agenda until the Building Official/Zoning Administrator determines that the application is complete as reviewed by City staff and consultants.
- b. **Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
- c. **Project Schedule.** A narrative indicating the period of time within which the project will be completed.
- d. **Copies.** Fifteen (15) copies of the site plan.
- e. **Sheet Size.** Sheet size of submitted drawings shall be twenty-four (24) inches by thirty-six (36) inches, with graphics at an engineers scale of one (1) inch equals twenty (20) feet for sites of twenty (20) acres or less; and one (1) inch equals one hundred (100) feet or less (i.e. one (1) inch equals twenty (20) to one hundred (100) feet) for sites over twenty (20) acres.

A smaller sheet size may be permitted if the Zoning Administrator determines that it will provide sufficient detail and clarity.

- f. **Cover Sheet.** Cover sheet providing:
 1. Applicant's name.
 2. Name of the development.
 3. Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan.
 4. Date of preparation and revision dates.
 5. North arrow.
 6. Property lines and dimensions.
 7. Complete and current legal description and size of property in acres.
 8. Small location sketch of sufficient size and scale to determine the site's location within the City.
 9. Note on each plan sheet stating 'Not to Be Used as Construction Drawings.'
- g. **Site Plan.** Plan sheet(s) indicating:
 1. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site.
 2. Lot lines and all structures on the property and within one hundred (100) feet of the site's property lines.
 3. Location of any vehicle access points on both sides of the street within one hundred (100) feet of the site along streets where vehicle access to the site is proposed.
 4. Existing buildings and any public or private easements, noting those which will remain and which are to be removed.
 5. Layout and typical dimensions of proposed lots, footprints and dimensions of proposed buildings and structures; uses with the acreage allotted to each use; for residential developments, the number, type, and density of proposed housing units; if a multi-phase development is proposed, identification of the areas included in each phase.
 6. Elevations showing height, materials and colors for all proposed structures, including any residential units, shall be provided and considered part of the approved site plan; the building elevations must show all rooftop mechanical units along with the proposed method of screening.
 7. Building footprints, setbacks, typical floor plans and a sketch of any ground mounted equipment to scale along with required screening.

photography, photographs, traffic impacts using trip generation rates recognized by the Institute of Transportation Engineers (ITE) for an average day and peak hour of the affected roadways, and impact on significant natural features and drainage.

I. **Flood Hazard Overlay Zones.** The following information shall be submitted as a part of an application for permission to commence any type of development within the Flood Hazard Area Overlay Zone:

1. The elevation of the ground floor and any basement floors of all structures.
2. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
3. Proof of development permission from appropriate City, state, and federal agencies as required by *Article 26 Flood Hazard Area Overlay Zone*, including a floodplain permit, approval, or letter of authority from the Michigan Department of Environmental Quality under authority of Act 245 of the Public Acts of 1929, as amended by Act 167 of the Public Acts of 1968, the Flood Plain Regulatory Authority.
4. Base flood elevation data where the proposed development is subject to Act 288 of the Public Acts of 1967, the Subdivision Control Act, or greater than five (5) acres in size.
5. Additional information which may be reasonably necessary to determine compliance with the provisions of this Article.

Sec. 16.6 Standards for Site Plan Approval

Based upon the following standards, the Planning Commission may approve, approve with conditions or deny the site plan:

- a. **General.** All elements of the site plan shall be designed to take into account the site's topography, existing historical and architectural features, the size and type of plot, the character of adjoining property and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Article.
- b. **Building Design.** The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development. In addition to following design guidelines adopted in specific zoning districts, Special Land Use regulations or sub-area plans, the building design shall meet the criteria below:
 1. Buildings shall possess architectural variety, but enhance the overall cohesive community character. All buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines or towers. Building walls and roofs over 50 feet in length shall be broken up with varying building lines, windows, gables and/or architectural accents such as pilasters, columns, dormers and awnings.
 2. Durable building materials which provide an attractive, quality appearance must be utilized. Earth-toned brick, decorative split faced block or similar quality material should be utilized on all sides visible from a public right-of-way and a complementary material on the remaining sides. The Planning Commission may consider other high quality materials to express the individuality of the building.
 3. The Planning Commission may approve alternate material combinations for larger buildings while maintaining the attractiveness of the development.
 4. Color selection should be made on the basis of aesthetic unity and to articulate special elements of design. Bright, offensive colors should be avoided, especially as the primary color of the building. Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in with the color of the building.
 5. Additions to existing buildings must complement the current building design with regard to height, proportions, scale, materials and rhythm of openings.

- b. Bikepaths shall be required along the entire frontage of any development located along Cedar Street (M-53).
- c. The Planning Commission may waive the requirement for a bikepath along all or a portion of the site frontage if all practical alternatives to provide a public sidewalk or bikepath system elsewhere on the site have been evaluated.
- d. Sidewalks shall be required along both sides of all internal roads within any residential subdivision, site condominium, and multiple family developments. The Planning Commission may modify this requirement to require only a sidewalk along one (1) side of an internal road if the size and/or density of the development warrants only one (1) sidewalk and another type of pedestrian system is provided by the applicant that meets the intent of this section.
- e. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/service restaurants and other uses which generate a considerable amount of pedestrian or bicycle traffic.

3. Bikepath and Sidewalk Design. The following construction requirements shall apply to all bikepaths and sidewalks:

- a. All bikepaths shall be at least ten (10) feet wide asphalt and constructed in accordance with the specifications of the American Association of State Highway and Transportation Officials (AASHTO). Bikepaths shall be constructed to meet all requirements of the Michigan Department of Transportation or the Lapeer County Road Commission.
- b. All sidewalks shall be a minimum of five (5) feet wide asphalt and constructed to the specifications AASHTO.
- c. All sidewalks and bikepaths shall be located within the right-of-way.
- d. Where walking trails are being provided within open space areas of residential developments, trails shall be six (6) feet wide crushed aggregate stone, woodchip or asphalt, or wooden boardwalks in areas with sensitive environmental features.
- e. An inclined approach shall be required where sidewalks and bikepaths intersect curbs for barrier free access. Crosswalk pavement markings and signs may be required by the Planning Commission.
- f. Residential subdivisions or site condominiums shall provide pathway or sidewalk connections to adjacent subdivisions or site condominiums.

4. Installation.

- a. A certificate of occupancy shall not be issued until the required bikepath or sidewalk is installed along the road frontage.
- b. A performance guarantee, in lieu of bikepath or sidewalk construction, may be allowed by the Planning Commission in instances where utility or other infrastructure improvements are planned for the site within a two (2) year period. Under these circumstances, the bike path or sidewalk shall be constructed once the utility

appropriate agency review standards, including, but not limited to, the MDEQ, MDOT, Lapeer County Drain Commission, Lapeer County Health Department, and other Federal and State agencies, as applicable.

Sec. 16.7 Site Plans with Multiple Phases

The Planning Commission shall review site plans with multiple phases as a site plan meeting the submission requirements of *Section 16.5 Site Plan Submittal Requirements*. Any future phases identified on a site plan must be reviewed by the Planning Commission in the form of a site plan submission. The Planning Commission may require that the conceptual layout for future phases and outlots be shown on site plans to ensure proper development of the overall site. When a future phase of development is identified on a site plan, however, the Planning Commission is not bound by any aspect of that portion of the plan until a site plan meeting the requirements of this Article have been provided. In addition, any phase of a site plan where construction has not commenced within one (1) year from the date of approval must return to the Planning Commission for a new site plan approval.

Sec. 16.8 Conditions of Site Plan Approval

- a. As part of an approval to any site plan, the Planning Commission may impose any additional conditions or limitations as in its judgment may be necessary to ensure that public services and facilities can accommodate the proposed site plan and its activities, to protect significant natural features and the environment, and to ensure compatibility with adjacent land uses. Such conditions shall be considered necessary by the Planning Commission to ensure compliance with the review standards of *Section 16.6 Standards for Site Plan Approval*, and necessary to meet the intent and purpose of this Article.
- b. Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of such property or holder of the site plan.
- c. A record of conditions imposed shall be recorded on the site plan and maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved in accordance with *Section 16.11 Deviations from Approved Site Plan*.
- d. A record of the decision of the Planning Commission, the reason for the decision reached and any conditions attached to such decision shall be kept and made a part of the minutes of the Planning Commission.
- e. The Building Official/Zoning Administrator may require that the applicant revise and resubmit a site plan in compliance with the conditions imposed by the Planning Commission. Should resubmittal be required, all modifications shall be highlighted on the plan in such a manner that the modifications are easily identified. The Building Official/Zoning Administrator shall have authority to approve the site plan.
- g. The Building Official/Zoning Administrator may make periodic investigations of developments for which site plans have been approved. Noncompliance with the requirements and conditions of the approved site plan shall constitute grounds for the Planning Commission to terminate such approval following a public hearing.
- h. Bonding Requirements. The City through its authorized representatives shall require the deposit of a performance bond in the form of cash, certified check, irrevocable letter of credit, or surety bond acceptable to the Building Department, to assure the completion of any public improvements shown on the site plan. The Building Department shall make rebates against such bond, in appropriate amounts, as specified stages of development are completed. Failure of the applicant to complete the

2. Change in square footage of non-residential buildings by up to five percent (5%) or one thousand (1,000) square feet, whichever is smaller.
 3. Alterations to horizontal and/or vertical elevations by up to five percent (5%).
 4. Movement of a building or buildings by no more than ten (10) feet.
 5. Increase in designated "areas not to be disturbed."
 6. replacement of plantings approved in the site plan landscape plan by similar types and sizes of landscaping which provides a similar screening effect on a one-to-one (1:1) or greater basis, with approval of the Building Official/Zoning Administrator.
 7. Improvements to site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc.
 8. Changes of building materials to another of higher quality, as determined by the Building Official/Zoning Administrator.
 9. Changes in floor plans which do not alter the character of the use.
 10. Slight modification of sign placement or reduction of size.
 11. Relocation of sidewalks and/or refuse storage stations.
 12. Internal rearrangement of parking lot which does not change the number of parking spaces by more than five percent (5%) or alter access locations or design.
 13. Changes required or requested by the City for safety reasons.
- c. Should the Building Official/Zoning Administrator determine that the requested modification to the approved site plan is not minor, the Planning Commission shall be notified in writing that the site plan has been suspended, and, if construction has initiated, a stop work order shall be issued for the section of the project deemed not to be in compliance. Thereafter, the applicant may revise the site plan and submit to the Building Official/Zoning Administrator for resubmission to the Planning Commission. All modifications must be highlighted in such a manner that the modifications to the approved plan are easily identified.
- d. Any deviation from the approved site plan, except as authorized in *Section 16.11 Deviations from Approved Site Plan*, shall be considered a violation of this Article.


Sec. 16.12 Projects Eligible for Sketch Plan Review and Administrative Approval

- a. **Intent.** The intent of this section is to permit submittal of sketch plan in certain specific instances where a complete site plan is not considered essential to ensure compliance with the intent and standards of this Ordinance. The intent is to also provide for an administrative review by City staff of Planning Commission approved site plans for compliance with conditions as imposed by the Planning Commission.
- b. **Eligibility.** A sketch plan, rather than a complete site plan package, may be submitted for uses or activities identified in *Section 16.2 Uses Requiring Site Plan Review*.
- c. **Procedure**
1. **Sketch Plan.** The process for administrative approval of a sketch plan shall involve submittal of the sketch plan and required application form, and fee to the Building Official/Zoning Administrator. The Building Official/Zoning Administrator shall review the sketch plan in accordance with the same standards used by the Planning Commission for a full site plan. The Building Official/Zoning Administrator shall make a report of administrative reviews to the Planning Commission.
 - (a) The minimum contents of a sketch plan submitted for administrative review include:
 - (1) Cover sheet including:
 - i. Completed application form and fee.

EFFECTIVE DATE

This Ordinance amendment shall become effective upon publication.

These ordinance amendments were adopted by the Imlay City Commission at the regular meeting held on March 17, 2009 and ordered to be given publication in the manner required by law.



J. Rodney Warner, Mayor



Janice L. Zuhlke, Clerk

1st Reading: March 3, 2009

2nd Reading: March 17, 2009

Published: April 1, 2009