

# Metamora Township

## Guide to the Site Plan Review Process and Instructions

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### A) General

A site plan shall be submitted for all new construction, structural alteration, or substantial change in use, as determined by the Planning Commission, for all principal permitted uses in RM, MH, O-1, B-1, B-2 and M-1 districts, for all Special Land Uses in every district, and for any other use which requires an off-street parking lot. Prior to the issuance of a building permit or certificate of occupancy, all required information shall be shown on a site plan drawing filed with the application form provided by the Township Clerk. If the required thirteen (13) copies of the application and the site plan drawing are received at least fourteen (14) days prior to a regular meeting, the site plan will be forwarded to the Township Planner, Township Engineer, Township Attorney (where necessary) and placed on the Planning Commission's meeting agenda. The applicant is encouraged to use the accompanying checklist when preparing a site plan.

### B) Service Drive Easement Requirement

Where a proposed O-1, B-1, or B-2 use has access to a major thoroughfare, as designated on the Metamora Township Master Plan, the parking area shall be designed to minimize the number of driveways with direct access onto the major thoroughfare. In order to facilitate this goal, each site plan shall include an easement dedicated to the Township Board for the purpose of establishing a service drive for the joint use of nearby businesses. The front twenty-five (25) feet of the front yard, except necessary entrance drives, shall be landscaped as a greenbelt for the full width of the property. The next twenty-five (25) feet shall be the area dedicated as an easement to the Township. Said easement shall permit the establishment of a service drive for the purpose of reducing direct access onto the major thoroughfare. The Township Planning Commission shall have the right to require use of the service drive in lieu of an individual driveway entrance onto the major thoroughfare.

### C) Procedures

The petition will be placed on the agenda of a Planning Commission meeting and a decision for acceptance, revision, or disapproval will be made after the Commission has received a report from all Township departments, Planner, Engineer and/or Attorney, where necessary.

1. Upon determination of the Planning Commission that a site plan is in compliance with the Zoning Ordinance as amended, and other plans or regulations, it will be so indicated on the site plan;
2. Upon determination of the Planning Commission that a site plan is in compliance except with minor revisions, said changes shall be so indicated. When these changes have been adequately provided, the petitioner may resubmit the site plan to the Planning Commission for approval; or
3. If extensive revisions to the site plan are necessary to meet the ordinance requirements and standards, the site plan shall be disapproved and the applicant requested to prepare an alternative site plan. In this case "DISAPPROVAL" shall be written on the plan and reason for disapproval indicated. If the applicant desires to prepare an alternative plan, the same procedure as outlined above must be met.

### D) Approval Valid for One (1) Year

Upon approval of a site plan by the Planning Commission, a building permit shall be requested by the petitioner within twelve (12) months or the site plan shall be declared to be invalid. Upon receipt of a building permit, reasonable construction shall be commenced within six (6) months, and reasonably continued, or the site plan and building permit shall be declared to be invalid, unless the petitioner requests an extension and obtains a renewed building permit from the Building Inspector.