

ELIGIBILITY REQUIREMENTS	SITE PLAN	SKETCH PLAN
Special Land Uses	Significant structural or site alterations are determined by Planning Commission	Minor structural or site alterations
Structure Alteration	More than 2,500 square feet or 10% of an existing structure	Less than 2,500 square feet or 10% of an existing structure
Parking	More than 4 spaces, or expansion of a parking lot with more than 4 parking spaces	Up to 4 spaces
SUBMITTAL REQUIREMENTS	SITE PLAN	SKETCH PLAN
Number of Copies	5	5
Scale	Not to exceed one (1) inch equals two hundred (200) feet (1" =200')	Drawing at one of the following scales: One (1) inch equal to ten (10) feet One (1) inch equal to twenty (20) feet One (1) inch equal to thirty (30) feet One (1) inch equal to forty (40) feet One (1) inch equal to fifty (50) feet One (1) inch equal to one hundred (100) feet
Property Description	X	Not required
Property lines and dimensions, including individual lot lines and lot numbers if the complete parcel includes more than one platted lot	X	X
Dimensions of all existing structures or improvements	X	X
Utilities showing the location of sanitary sewers and/or water lines or a statement of intent to utilize private wells and/or septic disposal systems	X	Not required
Street right-of-way, indication proposed access routes and internal circulation	X	Not required
Storm drainage – how storm water will be drained	X	Not required
Easements, if any exist	X	Not required

Planning Commission Procedures

The planning Commission is the group responsible for reviewing and approving all applications for things such as site development plans, special use permits, subdivisions, and site condominiums submitted to the township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follows:

1. Regular meetings of the Planning Commission are usually held at 7:00pm on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E. Midland Road. Please check with the Township Supervisor's Office for the precise date of a particular meeting.
2. All material submitted for review by the Commission are due at the Township Supervisor's Office not less than fourteen (14) days in advance of a scheduled Commission meeting date.
3. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Clerk's office can provide current fee information.
4. A public hearing must be held before action on any request for items, such as rezoning, special use permit, site condominium, or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
5. At the first regular meeting at which a proposal is considered, the Planning Commission will set the date for a public hearing. However, under exceptional circumstances, the Planning Commission Chair may set a public hearing date for the next regular meeting.
6. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
7. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excessive number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00pm on the next available Commission agenda.