



CITY OF MARSHALL

SITE PLAN
APPLICATION

SITE PLAN REVIEW PROCESS

THE CITY NOW REQUIRES ALL SITE SUBMISSIONS IN ELECTRONIC .PDF FORMAT, ACCOMPANIED BY TWO (2) LARGE SIZE PAPER COPIES.

Plans can be emailed to: TNelson@cityofmarshall.com

1. Site plan application and fee are submitted to the Department of Community Services at City Hall, 323 W. Michigan Ave., Marshall, MI from the hours of 8:00 a.m.-5:00 p.m. Applications and fees may be submitted by mail or in person. Site plan submissions are **required electronically with 2 large size paper copies**.
2. The initial site plan submission is dedicated to internal City staff review. The developer is welcome to attend this meeting. If the developer does not attend, revisions will be suggested in a letter.
4. A deadline is given to the developer to prepare revisions and re-submit by the corresponding Planning Commission "Submission Date" (dates attached).
5. At their next regular meeting, Planning Commission accepts the site plan. If the plan is complete, upon request, the Planning Commission may also move to approve. If the plan is not complete or there is no request, the Planning Commission will move to approve at their next regularly scheduled meeting.

Site Plan Submission Requirements (Review Zoning Ordinance for all requirements)

1. Complete the Application.
2. Review and follow the Site Plan Review checklist.
3. Go to www.cityofmarshall.com - Planning and Zoning and click on "Zoning Ordinance" under Helpful Link.
4. Submit a certified survey of the property with the site plan.
5. Submit a copy of the deed showing ownership

City Departments

Web site: www.cityofmarshall.com

City Manager Tom Tarkiewicz	269.558.0315 TTarkiewicz@cityofmarshall.com
Planning and Zoning Trisha Nelson	269.558.0304 TNelson@cityofmarshall.com
Director of Public Safety Scott McDonald	269.781.9810 SMcDonald@cityofmarshall.com
Director of Public Utilities Kristin Bauer	269.558.0323 KBauer@cityofmarshall.com
Director of Electric Utilities Ed Rice	269.558.0329 ERice@cityofmarshall.com
Environmental Coordinator Cheryl Vosburg	269.558.0328 CVosburg@cityofmarshall.com
Building Official Tim Musser	269.781.3985 x1507 TMusser@cityofmarshall.com
Water Dept. Supervisor Aaron Ambler	269.558.0338 AAmbler@cityofmarshall.com
Wastewater Dept. Supervisor Alec Egnatuk	269.558.0337 AEgnatuk@cityofmarshall.com

County Department

www.calhouncountymi.gov

Health Department – Food Services- Battle Creek 269-969-6373
Road Department – Soil and Erosion Permits - Marshall 269-781-9841

Michigan Department of Transportation

www.michigan.gov

269-789-0560 or toll free 1-877-324-6368

City of Marshall
Application for Site Plan Review

Attn: Planning and Zoning Administrator
323 W Michigan Ave.
Marshall, Michigan, 49068

The following application is made to the City of Marshall Planning Commission in accordance with the provisions of the Planning and Zoning Department.

1. Applicant Information

Address of property being developed:

Owner of property being developed:

Owner's Address:

City	State	Zip
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Owner's Phone Number:

2. Owner's Agent if working for property owner.

Name and Title:

Address:

City	State	Zip
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Phone Number:

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3. Brief description of proposed project

4. Property Information

Is this property located in a floodplain? _____

Is this property located in a wetland? _____

Land area in square feet? _____

Proposed building area in square feet? _____

Proposed paved area in square feet? _____

Existing paved area in square feet? _____

Lake or stream within 500 feet? _____

Any other agencies contacted for approvals? _____

If so, please list:

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5. Authorization (Must be signed by the owner of the property)

I am the owner of record for this property for which this application is being filed and as such, I am familiar with the development being proposed to be carried out on my property.

I hereby, give permission for this application to be filed with the full understanding that certain restriction may be placed on the property relative to the approval of the proposed work.

I further certify that under penalties of perjury, I am to sign this application.

Name (Please Print) _____

Title: _____ Date: _____

Signature: _____

Note: If there are multiple owners of the property or you are representing a group, corporation, or other organization attach a copy of a certified letter authorizing you to sign this application for the proposed development.

LAND USE AND DEVELOPMENT FEES	
PLATS	
Up to 30 Lots	\$450.00
Over 30 Lots	\$650.00
SITE CONDOMINIUMS	
Up to 30 Lots	\$350.00
Over 30 Lots	\$550.00
SITE PLANS	
Commercial and Institutional	\$250.00 < 30 acres
Special Land Use	\$250.00
Planned Unit Development	\$350.00
Amend a PUD	\$150.00
Multiple Family Developments (Apartment & Additions to existing Site Plans if Planning Commission Review is required	\$50 plus \$5.00 per unit or lot \$100.00
Extending Site Plan with Planning Commission	\$150.00

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City of Marshall Grease Discharge Control Policy

All non-residential establishments that prepare, cook, or dispense food and discharge wastewater to the City of Marshall sanitary sewer system, are required to install and maintain an appropriately sized grease trap/grease interceptor. These establishments include but are not limited to restaurants, school kitchens, hotel kitchens, hospitals, church kitchens, bars, clubs, grocery stores, etc.

The City of Marshall Sewer Use Ordinance prohibits the discharge of grease in amounts that could cause interference or obstruction of wastewater flow. The Sewer Use Ordinance establishes the City's authority to enforce this policy and to impose fines and penalties for non-compliance, and to recover costs associated with enforcement & non-compliance.

Owners are required to contract a licensed plumber to install a properly sized grease trap/interceptor in accordance with the State of Michigan Plumbing Code. The grease trap or interceptor shall be certified by and/or designed according to the Plumbing and Drainage Institute standards. Prior to final connection to the City's sanitary sewer, the owner must notify the City Plumbing Inspector for inspection. The City of Marshall Wastewater Treatment Department must also be notified. Grease trap/interceptor location and specifications must be provided along with a written employee grease handling policy and an appropriate grease trap/interceptor maintenance schedule. Failure to meet code requirements, or provide required information will result in a denial to connect.

City personnel will inspect grease trap/interceptors and maintenance records on a regular basis. Failure to appropriately maintain a grease trap/interceptor may result in fines and/or disruption of service.

Cross Connections

In an effort to eliminate cross connections, the applicant needs to install backflow prevention devices in accordance with the Michigan Plumbing Code. For non-residential water users, backflow prevention devices for facility containment are preferred. Prior to connecting to water services, a cross connection inspection must be scheduled with the Environmental Coordinator.

Environmental Coordinator:

Cheryl Vosburg 269.558.0328

Building Official: Tim Musser 269.781.3985

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Site Plan Review Checklist for General Development

Date: _____

Zoning District _____

Proposed Use: _____

Is this a Permitted Use? Yes No

If yes list section number: _____

Is the property in the Well Head Protection Area? Yes No NA

Property Address: _____

Information of Responsible Party that prepared plans

Name: _____

Company Name: _____

Company Address: _____

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Zoning Ordinance, Article 6: Development Procedures: Section 6:3 - Site Plan Review is needed when:

- (A) - Any use or development stipulated elsewhere in the ordinance.
- (B) - All uses subject to land approval.
- (C) - Any areas for which off-street parking is required except for single- and two-family dwellings on a single lot.
- (D) - All permitted use, new construction, or any change of use lying contiguous to or across the street from a residential district.
- (E) - All residentially related uses permitted in a one-family district such as, but not limited to, institutional uses, churches, or public facilities.
- (F) - Any new use, addition or accessory structure that requires additional off-street parking to that already provided.
- (G) - Site plans for subdivisions and site condo developments.
- (H) - All uses not otherwise included within a specific use district.
- (I) - Any use for which the zoning administrator determines that PC review is necessary to determine compliance with the zoning ordinance.
- (J) - Amendments to approve site plans, except that the City Manager may approve minor modifications.

Note: Staff will review all plans prior to submitting them to Planning Commission.

Development Procedures: 6.3 – Site Plan Review: The following information should be included in your site plan:

- Plans submitted for site plan review shall be stamped by a design professional licensed by the State of Michigan such as a landscape architect, architect, or civil engineer.
- Site plans shall be drawn to an engineer's scale appropriate for a sheet size of at least 24 by 36 inches, not to exceed one (1) inch equals 50 feet. If a large development must be depicted in sections on multiple sheets, then an overall composite sheet shall be provided.
- Date, north arrow scale, existing zoning, zoning of adjacent properties, legal description of the property, easements, and the names and addresses of the

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architect, planner, designer, or civil engineer responsible for the preparation of the site plan.

The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and a boundary survey of the parcel.

The location, height and dimensions of all existing and proposed structures on the subject property and all existing structures within 100 feet of the subject property.

A finished floor elevation and exterior building elevation drawing shall be submitted with the site plan.

The location of all existing and proposed drives, walks and parking areas.

The location and right-of-way widths of all abutting streets and alleys.

The location and size of all existing and proposed sanitary sewer lines, water lines, and storm drainage facilities must be shown.

The location and size of all existing and proposed electric, natural gas, telephone, cable TV and solid waste disposal facilities must be shown.

The location, height area of illumination and fixture details of all existing and proposed lighting shall be provided. All lighting shall be located and oriented to have a minimal impact on adjacent properties.

The size, height, location and illumination of all existing and proposed signs shall be provided to insure ordinance compliance.

The location of existing natural features such as wooded areas, floodplains, wetlands, drainage courses, and a topographic survey of spot elevations of the site.

Other information as requested by the Zoning Administrator or Planning Commission to verify that the site and use follow the Ordinance.

The Planning Commission may waive any of the foregoing requirements determined unnecessary for site plan review purposes.

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PLANNING COMMISSION CONSIDERATIONS

The Planning Commission shall consider the following standards in the process of reviewing any site plan for approval:

1. **Adequacy of information.** The site plan information is complete, accurate, and in an understandable form that accurately depicts and describes the proposed development.
2. **Site appearance and preservation.** The site layout promotes the normal and orderly development of surrounding lots, and the development layout preserves, to the extent feasible, the site's natural, cultural, and historical features, such as but not limited to significant buildings, wetlands, topography, and woodlands.
3. **Pedestrian access.** Existing and proposed sidewalks or pedestrian pathways connect to existing and planned public sidewalks and pathways in the area, and comply with applicable barrier-free access standards.
4. **Vehicular circulation.** Drives, streets, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets, and to promote safe and efficient traffic circulation.
5. **Parking and loading.** Off-street parking lots and loading areas are arranged and located to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, and promote shared-use of common facilities where feasible.
6. **Building composition.** Building design and architecture are harmonious with the surrounding neighborhood with regard to scale, mass, proportion, and materials.
7. **Screening.** Adequate screening elements have been provided to buffer or separate unlike or conflicting land uses, and to screen off-street parking, mechanical appurtenances, loading and unloading areas and storage areas from abutting residential districts and street rights-of-way.
8. **Exterior lighting.** All exterior lighting fixtures are designed and arranged to minimize glare and light trespass, prevent vision impairments, and maximize security.
9. **Impact upon public services.** The impact upon public services (including utilities, streets, police and fire protection, emergency access, and public sidewalks and pathways) will not exceed the existing or planned capacity of such services.