

VILLAGE OF MILFORD



Site Plan Requirements, Approval Procedure,

And

Applicant Processing

If you have any questions regarding site plan application and approval,
Call Randy Sapelak Zoning Official, Village of Milford 248-684-1515

The following items outline the information required and the review procedures for processing a site plan application by the Village of Milford. Please read this information and submit your application accordingly. Incomplete requests will only result in unnecessary delays to you. Should you have any questions, please contact, Randy Sapelak, Building Official, Planning & Zoning Administrator, Village of Milford.

1. A site plan shall be submitted to the Planning Commission for approval of:
 - a. Any use or development for which the submission of a site plan is required by any provision of this ordinance.
 - b. Any development, except single-family and two-family and two-family residential, for which off-street parking areas are provided as required in SECTION 94-339 & 94-342, OFF-STREET PARKING REQUIREMENTS
 - c. Any use in an RM-1, RM-2, O-1, B-2, B-3, I-I, T, or P-1 District lying contiguous to, or across a street from, a single-family residential district.
 - d. Any use except single or two-family residential which lies contiguous to a major thorofare or collector street.
 - e. All residentially related uses allowed in single-family district such as, but not limited to: Churches, schools and public facilities.
 - f. Building additions or accessory buildings may not require Planning Commission review unless off-street parking in addition to that already provided on the site is required.
2. Every site plan submitted to the Planning Commission shall be in accordance with the requirements of this Ordinance. Plans should be signed and sealed by a licensed and registered architect, engineer or certified land surveyor. Eighteen (18) copies of all site plans shall be filed with the Clerk, twenty-five (25) days before the next meeting, who shall place the request on the next Planning Commission agenda.
3. A copy of the Site Plan Application form is attached which specifies the required information.
4. The site plan (s), all supplementary data, together with minutes of any meetings and /or hearings related to the proposed site plan shall become part of the official site plan file.
5. In the process of reviewing the site plan, the Planning Commission shall consider:
 - a. Specific development requirements set forth in the Zoning Ordinance.
 - b. The location and design of driveways providing vehicular ingress to and egress from the site, in relation to pedestrian traffic.

- c. The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:
 - (1) Safety and convenience of both vehicular and pedestrian traffic, both within the site and in relation to access streets.
 - (2) Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
 - (3) Accessibility afforded to emergency vehicles.
 - d. The arrangement of use areas on the site in relation to functional, efficient and compatible arrangements within the site and also to adjacent uses.
 - e. The Planning Commission may further require landscaping, fences, and walls in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant.
 - f. In those instances wherein the Planning Commission finds that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfare, the Planning Commission may recommend marginal access drives. For a narrow frontage, which will require a single outlet, the Planning Commission may recommend that money be placed in escrow with the Municipality so as to provide for a marginal service drive equal in length to the frontage of the property involved. Occupancy permits shall not be issued until the improvement is physically provided, or monies have been deposited with the Clerk.
 - g. The cost estimates, as required in this section, shall be reviewed by the appropriate Municipal official (i.e. Building Inspector, Engineer or Planner) for their compliance with current cost estimates. These reviews and recommendations shall be forwarded to the Planning Commission for inclusion in any approved site plan.
 - h. The Planning Commission may waive site plan information for topography, vegetation, problem soils, landscaping, employment data, environmental considerations, etc. when such concerns are obviously not pertinent to the proposed development.
6. The Planning Commission, upon reviewing a site plan, shall take one of the following actions:
- a. Approval – If the site plan meets all the zoning Ordinance and related development requirements.
 - b. Disapproval – If the site plan does not meet Zoning Ordinance and related development requirements and standards, the Planning

Commission shall record the reasons for denial. The applicant may subsequently refile an corrected site plan under the same procedures for the initial submission.

- c. Conditional Approval – If minor corrections to the site plan are necessary, which can be clearly noted, then the Planning Commission shall so note such conditions and the Chairman shall *sign three site plans* as conditionally approved and stating the necessary conditions. One copy shall be retained in the official site plan file, one forwarded to the building inspector, and one returned to the applicant.
 - d. Table or Postpone – If the site plan is found to be in violation of requirements, incomplete, with respect to necessary information or presenting a unique situation, the Planning Commission may table or postpone the site, until a public hearing can be scheduled to determine specific improvement requirements the Planning Commission feels are necessary but the applicant is not in agreement with. The public hearings shall include consideration of all pertinent data, standards and development concerns which relate to the determination of improvement needs.
7. Upon the issuance of a building permit the applicant shall file, or have filed with the Clerk a cash deposit, certified check, irrevocable bank letter of credit or a surety bond acceptable to the Municipal Council. The Municipal Council may also accept, at their discretion a bond or other guarantee furnished by a sub-contractor or a lending institution when the Municipality is listed as an interested body of such a guarantee. The amount of such guarantee shall cover all improvements not normally covered in the building permit, i.e., berms, walls, landscaping, lighting, surfacing of drives, parking, service drives, acceleration/deceleration lanes, bypass lanes and other traffic control devices, reclamation, etc. The guarantee shall include a schedule of costs assigned to the different improvements, and shall properly reflect the size and scope of the project, current prevailing costs and the cost of making such improvements. Monies may be released to the applicant in proportion to work completed on the different elements after inspection of work and approval of the Building *Inspector*. Any partial release of funds shall be less than ten (10) percent which shall be retained by the municipality until all work has been completed and subsequently inspected and approved by the Building *Inspector*.

If more than one bond or guarantee is involved in construction of the improvements required in this section each such assurance shall be treated as a separate agreement and the ten (10) percent holdback may be released upon satisfactory completion of such phase of construction and approval of the Building *Inspector*.

In instances where all improvements, as required in this Section, are not completed, and a temporary certificate of occupancy is requested the estimated cost of such improvement shall be verified by the Building *Inspector*. If the estimated cost has changed then a revised guarantee, acceptable to the Municipal Councils, shall be filed with the Municipal Clerk covering such improvements.

MILFORD VILLAGE, MICHIGAN
PLANNING COMMISSION
SITE PLAN REVIEW APPLICATION

side of the street.

NOTICE TO APPLICANT:

Meetings of the Planning Commission held for Site Plan Review are normally scheduled for the second Tuesday of each month at 7:30 P.M. at the Village. The application and all necessary information must be submitted to the Village Clerk no later than twenty-five (35) days prior to this meeting date. The applicant or his representative must be present when action is taken.

Applicant is required to post the site eighteen (18) days prior to the meeting with a sign 4' x 4' stating the proposed use, site plan # and Village phone number (248) 684-1515. We ask that all presentations be presented electronically.

I hereby grant permission for members of the Village of Milford Planning Commission to enter the property as described below (or as described in the attached) for the purpose of gathering information related to this application.

Signature of Applicant

Date

To The Planning Commission:

I (we) the undersigned, do hereby respectfully make application for site plan review for the following described property:

1. The property is located on/or at _____
between _____
and _____
on the _____

FOR VILLAGE USE

Site Plan Review No. _____

Date and Time Received _____

Received By _____

Fee Paid _____

If application is found to be incomplete

Date returned to applicant _____

Returned By _____

Date and Time Revised Plan Received

Received By _____

Site Plan & Application Initially
Reviewed By

Date _____

APPLICANT USE
Information Shown
YES NO N/A

2. The property is part of a recorded plat and is known as
Lot(s) Number _____
of _____
(Subdivision)
Sidwell Number _____
- () () ()
3. The property is in acreage, and is not therefore a part
of a recorded plat. Sidwell No. _____
- () () ()
4. The subject property is owned by:
Name _____
Address _____
City _____ St. _____ Zip _____
Phone _____ Fax _____
- () () ()
5. Firm or individual requesting Site Plan Review of above
described property: (indicate authorization as de-
signated agent if owner does not sign application)
Name _____
Address _____
City _____ St. _____ Zip _____
- () () ()
6. It is proposed that the property will be developed as
follows: Include a description of existing and proposed
use(s) and also a brief description of: General
topographic conditions, vegetation, drainage patterns
and to what extent the proposed development will
alter these conditions. You may utilize additional pages
if necessary.

7. All applicable data listed below must be included on all Site Plans submitted for review and processing. The exclusion of any required data will result in the Site Plan being returned to the applicant and no action being taken until such information is submitted.

- | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| a. | Title block containing | () | () | () |
| | (1) Project name | | | |
| | (2) Sidwell number | | | |
| | (3) Proprietor | | | |
| | (4) Architect, Engineer, Designer or Planner preparing plan | | | |
| | (5) Date, northpoint and scale (scale shall not be less than 1"=50' if subject property is less than three acres, and 1"=100' if more than three acres. The sheet size shall be 24"x36") Legend | () | () | () |
| b. | Location map, scale 1"=2000', showing major thorofares, site location, adjacent zoning and drainage courses. | () | () | () |
| c. | Property line dimensions, with ties to major thorofares and to a section corner or quarter corner. | () | () | () |
| d. | Description of site metes and bounds for acreage parcels, lot number(s), liber page in subdivisions, area of site (in square feet and acres). | () | () | () |
| e. | Physical features (these requirements may be waived by the Planning Commission if no good purpose is shown): | () | () | () |
| | (1) Existing topography, with contours at 2' intervals, (based on U.S.G.S. datum) | | | |
| | (2) Existing drainage course and existing lake or stream elevations. | | | |
| | (3) Size and location of trees | | | |
| f. | Zoning of subject property and all adjacent properties. | () | () | () |

		APPLICANT USE Information Shown		
		YES	NO	N/A
g.	The location and use of all existing structures and proposed structures on subject property together with all necessary setbacks.	()	()	()
h.	The location and use of all existing structures within 100 feet of the subject property.	()	()	()
i.	A schedule of required and proposed parking spaces, including handicapped.	()	()	()
j.	The location of all existing and proposed drives, turning lanes, parking areas and parking spaces including handicapped. The location of all drive-ways to neighboring properties within 125' of the proposed project.	()	()	()
k.	Proposed building heights or building elevations of proposed building(s) (typical elevations may be submitted if buildings are the same.) Separate drawing sheets are permissible if related to specific buildings on site plan.	()	()	()
l.	For Multiple-Family development provide typical floor plans for each type unit indicating: (separate drawing sheets are permissible if related to specific buildings on the Site Plan).	()	()	()
	(1) Principal entrances and service entrances			
	(2) Relationship of typical unit within each structure.			
	(3) Number and uses of rooms, including a breakdown of how many one (1) bedroom, two (2) bedroom, three (3) bedroom units			
m.	For nonresidential developments provide a floor plan to scale (separate drawings are permissible if related to buildings(s) shown on the Site Plan, indicating:	()	()	()
	(1) The interior layout of the building(s)			
	(2) What each room is to be used for			
	(3) The floor area of each room			
	(4) Buildings built on speculation shall be so indicated when floor plans are not finalized and a schedule of anticipated parking needs shall be shown.			
	(5) Hours of Operation			

		APPLICANT USE		
		Information Shown		
		YES	NO	N/A
n.	The location and right-of-way widths of all existing and proposed abutting streets, alleys, railroads and rivers. Reference Master Plan for Major Thorofare proposals.	()	()	()
o.	The location and width of private and public sidewalks within the site and public sidewalks adjacent to the site.	()	()	()
p.	Location and dimensions of off-street loading area if applicable.	()	()	()
q.	Location and dimensions of outdoor storage and trash areas including screening devices. Location and details of any screening walls and/or perimeter controls.	()	()	()
r.	Planting plan and plant material list for any greenbelts, berms, etc.	()	()	()
s.	Location and size details of any signs proposed	()	()	()
t.	Exterior lighting as it relates to adjacent properties.	()	()	()
u.	A statement permitting initial review by the engineer relative to the proposed means and location of:			
	(1) Water Supply	()	()	()
	(2) Sanitary Waste Disposal	()	()	()
	(3) Storm Water Disposal	()	()	()
	(4) Paving	()	()	()
	(5) Generalized site and paving grades and/or drainage patterns	()	()	()
v.	Cost estimates or all improvements such as: landscaping, wells, berms, parking areas, lighting, signs, etc., which are not included under the regular building permit			

APPLICANT USE
Information Shown
YES NO N/A

- | | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| w. | If phased construction is to be used, each phase must be noted and each phase must stand on its own. | () | () | () |
| x. | Attach eighteen (18) copies of the Site Plan three (3) copies of the application, and eighteen (18) copies of any other required plans. | () | () | () |

I certify that the above required is shown on the Site Plan and included on this form. (Incomplete Site Plans will be returned to applicant and presentations postponed until complete information is provided).

NOTE: Approval of the Site Plan by the Planning Commission does not infer approval of engineering or building details and plans. Any comments and/or recommendations to the Planning Commission by the engineer or Building Official will generally be tentative in nature and their final review of detailed engineering and building plans will be necessary prior to the issuance of a building permit.

Signature(s) of Petitioner(s)

Date

**STATE/COUNTY ENVIRONMENTAL PERMITS CHECKLIST
FOR
THE VILLAGE OF MILFORD
1100 ATLANTIC STREET
MILFORD, MI**

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it to the municipal office with the proposed site plan. Upon receipt, the Village will forward the information to the permit coordinator, Michigan Department of Natural Resources.

This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the municipality or other government agencies.

Circle the regulations which you think may apply to your business:

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer drain, lake, stream, wetland or other surface water?

Contact: Michigan Department of Natural Resources & Environment, Surface Water Quality Division. District office telephone: (517) 373-8088.

2. Y N Will the project involve the discharge of liquids, sludges, wastewater and or wastewater residuals into or onto the ground?

Contact: Michigan Department of Natural Resources & Environment, Waste Management Division. District office telephone: (517) 373-8148.

3. Y N Will the project or facility store or use hazardous substances, oil or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required.

Contact: Michigan Department of Natural Resources & Environment, Waste Management Division. District office telephone: (517) 780-7690.

4. Y N Will the facility use underground storage tank systems as defined by the Underground Storage Tank Regulatory Act? Existing tanks must be registered with the Michigan Department of Natural Resources, Environmental Response Division. Tanks must be installed and operated in accordance with state regulations.

- Contact:** Michigan Department of Natural Resources & Environment, Storage Tank Division: (517) 373-8168.
5. Y N Will the facility store flammable or combustible liquids in a fixed storage above ground storage container with a capacity greater than 1100 gallons?
- Contact:** Michigan State Police Fire Marshall Division, field office, (517) 322-1924.
6. Y N Does your facility store pesticide or fertilizer in quantities greater than 55 gallons or 100 pounds? Do you mix and load pesticides at your facility more than 10 days in any single calendar year?
- Contact:** Michigan Department of Agriculture, Pesticide & Plant Pest Division. Telephone in Lansing (517) 335-4095.
7. Y N Will the facility involve the transport, on-site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 pounds) or more per month? If yes, one or more permits may be required. Will facility generate between 100 kilograms/month (25 gallons or 220 pounds) and 1000 kilograms/month (250 gallons or 2200 pounds) of hazardous waste? If yes, the facility may be a conditionally exempt small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Natural Resources and a manifest (shipping paper) should be used to transport waste off-site.
- Contact:** Michigan Department of Natural Resources & Environment, Waste Management Division. District office telephone (517) 780-7690.
8. Y N Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site?
- Contact:** Michigan Department of Natural Resources & Environment, Waste Management Division. District office telephone: (517) 780-7690.
9. Y N Will the project involve the installation, construction, reconstruction, relocation or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants?
- Contact:** Michigan Department of Natural Resources & Environment, Air Quality Division, Permit Section: (517) 373-7023.
10. Y N Will the project involve any human-made change in the natural cover or topography of land, including cut and fill activities, which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500

feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required.
Contact: Water Resources Commissioner (248) 858-0958.

11. Y N Will the project involve any work (dredging, filling construction) in a river, stream, creek, ditch, wetland or floodplain, or within 500 feet of an inland lake, river, stream, creek, or ditch?

Contact: Michigan Department of Natural Resources & Environment, Land and Water Management Division: (517) 373-3894.

12. Y N Will an on-site wastewater treatment system or septic system be installed? Will septage be stored on-site prior to off-site disposal?

Contact: For sanitary sewage – Oakland County Health Division: (248) 926-3305.

For industrial/commercial wastewater in any quantity more than 10,000 gallons/day of sanitary sewage – Michigan Department of Natural Resources, Waste Management Division: (517) 335-4178.

13. Y N Will the project involve the construction or alteration of any sewage collection or treatment facility?

Contact: For facilities discharging to surface waters – Michigan Department of Natural Resources & Environment, Surface Water Division: (517) 780-7690.

Contact: For facilities discharging to groundwater – Michigan Department of Natural Resources & Environment, Waste Management Division: (517) 780-7690.

14. Y N Does the project involve the installation of a compressed natural gas dispensing station with storage?

Contact: Michigan Department of Natural Resources & Environment, Storage Tank Division: (517) 373-8168

Note: For assistance with permits and approvals from the Michigan Department of Natural Resources, contact the Permit Coordinator, Lansing Central Office (517) 241-7965.

Business Name: _____

Mailing Address: _____ **Street Address:** _____

Telephone: _____

Facility Owner or Manager: _____

Type of Business: _____
Date: _____

HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN REVIEW

Site Plan No. _____

Note: This form should be completed and submitted as part of the site plan for all facilities.

Name of business: _____

Name of business owner: _____

Street and mailing address: _____

Telephone: _____

I affirm that the information submitted is accurate.

Owner's signature: _____

Information compiled by: _____

Part I: Management of Hazardous Substances and Polluting Materials

1. Y N Is the project in the Village of Milford Wellhead Protection Area?
(see attached map).
2. Y N Are there any areas of the site that the applicant believes are
contaminated? If so, specify those areas on the site plan and
include a report on the status of clean up, if applicable.
3. Y N Will the proposed facility expect to store, use or generate
hazardous substances or polluting materials (including petroleum
based products) now or in the future? If yes, please complete this
form and submit with your site plan. If no, stop here and submit
with your site plan.
4. Y N Will hazardous substances or polluting materials be reused or
recycled on-site?
5. Y N Will any hazardous substances or polluting materials be stored on-
site? If yes, identify the storage location on the site plan, and
describe the operation of any loading and unloading, recycling, and
use or disposal of hazardous substances or polluting materials.
Describe the size and type of secondary containment structure.
Specify the location of all underground and above ground storage
tanks for such uses as fuel storage, waste oil holding tanks,
hazardous substance storage, collection of contaminated storm
water or wash water, and all similar uses. (The information

- requested may be included on an attached page or included on the site plan for clarity).
6. Y N Will new underground storage tanks be located less than 2000 feet from drinking water wells serving two or more establishments, or less than 300 feet from a single family drinking water well?
7. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving two or more establishments or less than 50 feet from a single family household? If the answers to #4 or #5 are yes, current or proposed activities may be in violation of State of Michigan underground storage tank regulations. Michigan Department of Natural Resources Waste & Hazardous Materials Division: (517) 335-7211.
8. Y N Will the interior of the facility have general purpose floor drains?* If yes, will the floor drain connect to: (circle one)
- a. Sanitary sewer system:
 - b. On-site holding tank; or
 - c. On-site system approved by the Michigan Department of Natural Resources in accordance with groundwater discharge permit requirements (administered by Waste Management Division).
- Note: General purpose floor drains should not be connected to a storm drain, dry well, or septic system.
9. Y N Will hazardous substances or polluting materials be stored, used, or handled out-of-doors near storm drains which discharge to lakes, streams, or streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use and attach sheet with diagram, if appropriate):
-
-
10. Y N Are exterior facilities designed or planned to be designed to collect, store or transport storm water or wastewater? If so, specify their location and type (exterior drains, dry wells, catch basins, retention/detention areas, pumps) and note the point of discharge for all drains and pipes on the site plan.
11. Y N Are any state/county environment permits necessary? If so, note those permits required.

Additional information may be requested by the local government to assure that site plans comply with local, county and state environmental protection requirements.

(Part II on Following Page)

Part II:

**TYPES AND QUANTITIES OF HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS
WHICH WILL BE USED, STORED, OR GENERATED ON-SITE**

Please list the hazardous substances and polluting materials (including petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages, if necessary to list all hazardous substances and polluting materials.

Common Name (Trade Name)	Chemical Name (components)	Form	Max. quantity on-hand at one time	Type of storage Containers
1.				
2.				
3.				
4.				
5.		<p>Key:</p> <p>Liq=Liquid P.Liq=Pressurized Liquid S=Solid G=Gas P.G.=Pressurized Gas</p>		<p>Key:</p> <p>AGT=Aboveground tank DM=Drum(s) UGT=Underground tank CY=Cylinders CM=Wooden or composite container TP=Portable tank O=Other (specify)</p>

GENERAL PROCESS AND POLICY FOR SEWER ACCESS REQUEST

Milford Village Council in 1986 instituted a policy requiring all new sewer users or existing facilities wishing to expand sewer use to submit a sewer request for review. The purpose of review is to evaluate the impact of the request on limited remaining sewer system capacity.

An administrative policy dated January 26, 1990 provided guidelines for site plan reviewed by Planning Commission. The policy stipulates that neither site plan submittal, review nor approval shall act as a guarantee of capacity for the plans in questions. Allocation of taps will be on a first come first serve basis at the time of building permit application. The request, which accompanies a complete permit application including architectural and plot plans and proper licenses and signatures, will be forwarded to Village Council while the Building Department performs plan review.

Sewer access is guaranteed only after Council has approved access, Engineering has approved any necessary sewer extensions, Building Department has approved building construction plans and appropriate access and inspection fees have been paid.

A permit application shall valid for 6 months, construction activity must begin within 6 months from the date of issuance of a permit. Revocation of the building permit shall also serve as revocation of the tap. The access fee charged shall be refunded minus fees for tap inspections performed. A lapsed application or revoked permit will cause an applicant to reapply and begin the process again.

Randy Sapelak
Building/Zoning Official

SITE PLAN REVIEW AND CONSTRUCTION

FLOW DIAGRAM COMMENTARY

SITE PLAN PROPOSAL

The process of site plan review, approval, construction and occupancy begins with a desire to utilize a building, parcel of land, or zoning lot for a particular use. Many times the prospective applicant is unfamiliar with zoning districts and where specific uses may be permitted by ordinance. In other cases property owners want to know how they can target a market to optimize the property value. The questioner, depending upon the site, intended use and scope of the project may be directed to engage a site design professional to assist in development of a plan.

INFORMAL PLAN REVIEW

The owner, developer, agent, and/or site designer may wish to explore alternatives as expressed in the zoning ordinance, particularly in residential development. A number of other ordinances (Sewer, Water, Soil Erosion, etc.) may also be imposed on a project and will impact development costs, timing and market. Generally it is at this point based only on a conceptual plan that a course of action is determined for the applicant. A range of requirements and expectations of the Village are outlined. It may be determined that an administrative review is appropriate for small additions, change of use or building reoccupancy. Rezoning, variance, or other possible actions prior to site plan review may be discussed as needed at this level.

APPLICATION

The applicant at this stage selects a course of action to gain necessary approvals. It may be determined that a special use, adaptive reuse, rezoning, or interpretation application will be necessary before a site plan can be reviewed by Planning Commission. The following concerns are most often expressed and therefore are perceived as impediments to expeditious processing of projects:

1. Timing of monthly meetings:
 - a. Village Council – twice monthly on first and third Mondays.
 - b. Planning Commission – once monthly on second Thursday.
 - c. Zoning Board of Appeals – once monthly on first Thursday.
 - d. Parcel Division Board – as needed.
 - e. Construction Board of Appeals – meetings scheduled for business.
2. Special meetings are difficult to convene due to direct public notifications required by law, general circulation notifications for Public Hearings, and

assembling a sufficient number of board members to constitute a quorum so business may be conducted.

3. Minutes from meetings must be approved at the following months meeting. Unapproved meeting minutes may be made available 10 days after a meeting. Minutes transmitted from one board to another must be approved in order to be entered as part of the record. Unapproved minutes may be presented as an accurate account of a meeting as long as all parties are aware of the unofficial status of the minutes.
4. Concurrent review of applications is possible in certain circumstances upon approval of the board or commission. Projects which must be considered for cluster option qualification and then site plan, for instance, may have both actions reviewed at the same meeting. Special Use, Planned Unit Development, and Adaptive Reuse all require a qualification step and therefore may be considered concurrently.

ADMINISTRATIVE REVIEW

A returned application is reviewed for completeness and all review fees are assessed. The application, site plan and supporting data are distributed to the reviewing departments (Planning and Engineering Consultants, Dept. of Public Service, Zoning Police & Fire Departments). Traffic Improvement Association may also review a project upon request. Review letters are generated by each department, passed on to the applicant and provided to Planning Commission for review prior to the regular meeting. Recommendations from several of the departments are not at this point binding but could be incorporated if other elements of the review demand a revised plan. It also gives the applicant a preview of concerns of the other reviewing bodies.

An Administrative review of submitted plans, when permitted by ordinance, would normally take place at this point. The review considers and requires compliance with all the same ordinance sections considered by Planning Commission. An approval at this stage allows the applicant to proceed to construction plan review.

PLANNING COMMISSION REVIEW

The applicant should attend the meeting at which their site plan will be considered. It is anticipated that the applicant is aware of the staff generated review material, if not the information should be shared with the applicant at the meeting prior to a full discussion of the site plan. The Commissioners must consider the applicants proposal, staff review and their own questions generated during their review of the project. Discussion of the project should result in a clear understanding by both the applicant and Commissioners as to the expectations for and scope of the project within the Village environment. Many times staff raises questions at an early stage of plan review to alert the applicant to certain requirements that should be integrated in the plan as soon as possible, due to the impact the feature may have on the plan. Items such as detention ponds or retaining walls may necessitate relocation of structures, drives, or landscaping. Planning Commission is not responsible for incorporating these elements into a site plan or in a motion to approve.

Planning Commission may act in one of the following four (4) ways:

1. **Disapproval** – The plan is rejected for reasons clearly stated. A new plan with new fees and review would be required for reconsideration.
2. **Tabled or Postponed** – The plan may in concept meet many requirements of the Zoning Ordinance but substantive deficiencies clearly stated must be corrected/revised in order to gain approval. Further clarification or approvals may be necessary before site plan approval may be granted.
3. **Conditional Approval** – The plan meets the spirit and intent of the ordinance and with minor changes clearly stated the applicant is allowed to go forward and a revised site plan is required prior to construction review.
4. **Approval** – the site plan meets the letter of the ordinance and incorporates all required elements as presented. The applicant may proceed with further development plans as required.

CONSTRUCTION PLAN REVIEW

It is at this stage that a comprehensive development plan is generated. Detailed engineering and architectural plans are to be submitted to the Village for review. Sufficient funds must be deposited with the Village to perform necessary reviews. Three departments will conduct the bulk of the reviews.

Engineering The municipal engineer will review the plans for conformance with the Engineering Ordinance and/or Subdivision Control Ordinance. Projects which propose to extend or enlarge public utilities (sewer and water) must secure permits from Depts. of Public Health and Natural Resources in order to construct the utilities. Plans may only be submitted to the State after the municipal engineer has approved them.

Department of Public Services The D.P.S. reviews the project for conformance with Sewer and Water Ordinances as well as right of way plans. Parking lots, access drives and drainage onto the rights of way are also reviewed. Compatibility with existing infrastructure is also considered.

Building Department The Building Department reviews several elements of the plans in order to issue permits for site grading, excavation, building, signage and parking lots. Tap units and access fees will be determined at this stage of review.

Police and Fire The Police Department will normally be concerned with building security and surveillance characteristics of a site. Fire Department review will focus on open perimeter, building accessibility, fire suppression systems and the types of chemicals which may be encountered in a fire emergency. Each department will require a contact person in case of an emergency during the construction process.

PRECONSTRUCTION MEETING

A Preconstruction meeting may be required for a project dependent upon the scope of the project and the involvement of municipal departments and area utility providers. The purpose of the meeting is to co-ordinate the timing and various elements of construction. The meeting generally includes the developer, subcontractors, design engineers, municipal engineers, public service, building department, and utility companies (elect. gas, phone and cable).

The final aspect of the meeting to be discussed is emergency number for the project sponsor or designee in order to properly notify someone in case of an emergency.

PERMITS

All necessary State permits for utility extensions must be to the State for review. In some instances where timing and weather may be a factor Village permit reviews may proceed with just a permit number from the Depts. of Health and Natural Resources.

Oakland County may in some instances be involved in the permit process when a project is reliant upon on site septic systems, or when drainage from the site is to be discharged into a County drain outside Village jurisdiction.

The Building Department reviews plans for excavation in the right-of-way, parking lot construction and signage. Building plans may be submitted for plan review but building permits for models shall not be issued until underground utilities (water, sewer and stormwater) have been installed. Roads must be installed to facilitate construction and deliveries. The minimum requirement shall be a suitable gravel base with concrete curbs and gutters and an asphalt base course.

All bonds and insurance must be in place with the Village in order to schedule a preconstruction meeting.

INSPECTIONS

The municipal Engineer is to be contacted directly to schedule inspections of public utility (sewer, water and storm) systems. The D.P.S. inspects all excavations in the right of way for installation of sidewalks and building service leads. Restoration of the right of way is also required and must be inspected.

Building permits may be issued at the discretion of the Building Official upon substantial completion of utilities, establishment of a road suitable for access to the site by all construction equipment and all material delivery vehicles. A single-family residential permit may be issued to a single parcel with a property identification number.

ACCOUNTING

Deposits and bonds are required for various permits to insure adequate inspection or a level of completion. Surety and Performance bonds must be placed with the Village by

developers prior to making any improvements to the municipal system. Prior to acceptance or occupancy the Village Treasurer reviews the various fees, deposits and bonds to insure accuracy of deductions and payments.

Occupancy of a site prior to completion may be permitted when a deposit in the amount of the incomplete elements is placed with the Village. A Temporary Occupancy certificate will allow occupancy until such time as all improvements are made as depicted on the site plan or as modified by the Building Official. The funds will be released as the elements are installed or constructed.

Final Approval

All inspecting agencies must conduct and approve a final inspection prior to occupancy of a site or building. As-built plans and final measures must be complete and submitted to the Village for final approval. Easements which may have resulted from the project must be recorded and copies submitted to the Village. A Maintenance and Guarantee bond is required for utilities which are to become public.

PUBLIC IMPROVEMENT ACCEPTANCE

Public utilities and road as a result of the project which are to be dedicated to the public must meet the Village Engineering Standards Ordinance. Village Council will accept utilities which conform upon the recommendation of the Municipal Engineer and Administrative Depts.

REFUNDS

All deposits and bonds will be audited and any balance refunded to the developer. The Maintenance and Guarantee deposit is to remain in effect for the time specified by the Municipal Engineer.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy permits full use of the site and building(s) within the scope of the Zoning Ordinance and site plan. The owner/occupant is responsible to maintain the site in accordance with the site plan and all applicable ordinances and laws.

**VILLAGE OF MILFORD
PUBLIC NOTICE OF MEETINGS – 2017**

The Village of Milford Boards and Commissions utilize the office of the Village Clerk located in the Milford Village Hall, 1100 Atlantic, Milford, MI 48381 as their principle office and they hold all of their meetings in the Village Township Council Chambers within the Civic Center unless otherwise noticed.

PLANNING COMMISSION MEETING SUBMITTALS

Second Tuesday of each month
Regular Session 7:30 PM