

GUIDE TO THE GUIDES

City of Center Line

GUIDE SERIES FOR DEVELOPMENT



GUIDE TO THE GUIDES – AN OVERVIEW

The intent of this series of guides is to provide residents, developers and investors a general overview to the City of Center Line’s development approval processes. These applicant friendly guides are divided into five sections:

- Guide 2 – Zoning Compliance and Appeals
- Guide 3 – Special Land Use
- Guide 4 – Zoning Options
- Guide 5 – Site Plan Review
- Guide 6 – Single Family Improvements

These guides are general and do not eliminate the responsibility of an applicant to speak with staff or retain professional assistance. Forms, documents, program descriptions and links to helpful outside resources may also be available on the City of Center Line municipal website: www.centerline.gov Staff will assist with describing a review process; however, a final approval of the proposed project may be the responsibility of a board or commission.

CONTACT AND SCHEDULE INFORMATION

The first step to investing in our community is to speak with Community Development, Building Department or City clerk staff. Listed below are the key department personnel and contact information.

DEPARTMENT NAME	KEY CONTACT	TITLE	CONTACT INFORMATION	PRIMARY RESPONSIBILITIES
City Manager/ City clerk	Dennis Champine	City Manager	586.757.6800 dchampine@centerline.gov	Planning, zoning, site selection, code enforcement, general development matters
Building	Roger Pinch	Official	586.757.6800 rpinch@centerline.gov	Construction permitting and inspection, code enforcement

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A table of local boards and commissions vital to the development process and their primary role(s) are provided below.

BOARD OR COMMISSION	RESPONSIBILITY	MEETING DAY AND TIME
City Council	Amends ordinances; Authorizes development incentives; Approves lot divisions and combinations	1 st Monday of each month at 7:30 p.m.
Planning Commission (PC)	Adopts the Master Plan; Reviews rezoning requests, site plans, subdivisions, special use permits, and other land use applications; Recommends zoning ordinance amendments	4 th Thursday of each month at 7:30 p.m.
Zoning Board of Appeals and Adjustments (ZBA)	Interprets and grants variance amendments from provisions of the zoning ordinance; Resolves disputes regarding zoning administrator decisions.	2 nd Thursday of each month at 7:30 p.m.
Recreation Commission	Oversees park facility improvements, recreation programs and preparation of the five-year Parks and Recreation Master Plan.	1 st Wednesday of each month at 6:30 p.m.
Downtown Development Authority (DDA)	Encourages economic development of the Van Dyke Highway and Ten Mile Road Commercial frontage.	Monthly as needed.

NOTIFICATION PROCEDURES

As outlined in the Michigan Zoning Enabling Act (P.A. 110 of 2006, as amended) for development review processes requiring a public hearing, a notice of the hearing shall be published in a newspaper of general circulation in the City of Center Line, and, written notification mailed to all property owners and/or occupants within a 300-foot radius of the applicants parcel not less than 15 days before the date of the hearing. The notice information shall:

- Describe the nature of the request;
- Identify any property that is the subject of the request, including all street addresses, or other means of parcel identification;
- State when and where the request will be considered; and
- Indicate when and where written comments will be received concerning this request.

ZONING COMPLIANCE AND APPEALS

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INTRODUCTION

Any construction must receive approval for code compliance by the City before work can begin. An approval can be an administrative task or through a board or commission. The first step is for the building department to review an application and plans for zoning compliance prior to deciding on the correct approval process. Building staff will guide applicants.

This section provides an overview of each type of land use application. The table below demonstrates the role of the reviewing bodies regarding the approval of planning or zoning applications. This overview does not preempt or supersede any part of the City of Center Line zoning ordinance.

APPLICATION REQUEST	PLANNING COMMISSION RECOMMENDATION	PLANNING COMMISSION APPROVAL	CITY COUNCIL APPROVAL	ZONING BOARD OF APPEALS	BUILDING DEPARTMENT APPROVAL
ZONING AMENDMENTS (TEXT AND REZONE)	✓		✓		
PLANNED DEVELOPMENT	✓		✓		
SPECIAL LAND USE		✓			
SITE PLAN		✓			✓ *
ZONING COMPLIANCE					✓
ZONING VARIANCES				✓	
ZONING INTERPRETATION				✓	
ZONING EXCEPTION				✓	
FENCE, SHED AND MINOR RESIDENTIAL PROJECTS					✓
SIGNS					✓

**For applications qualified for administrative approval.*

ZONING MAP AND TEXT AMENDMENTS

Zoning classifies land into categories according to types of land uses and establishes regulations for these categories. When a property owner wishes to use land in a way that is not permitted by the zoning of the property, the owner must request an amendment of the zoning map through an act

commonly known as rezoning. This action is permitted through a legislative process that includes a public hearing. The city council, upon recommendation from the planning commission, has the authority to approve, approve with conditions, or deny the amendment request(s).

ZONING ORDINANCE AMENDMENT PROCESS

Step 1: Application:

A complete application is submitted to the building department.

Step 2: Notice of Public Hearing:

Upon receipt of a complete application, the city clerk will schedule a public hearing

Step 3: Technical Review:

Staff and consultants (as appropriate) will prepare a technical review of the master plan and zoning ordinance regarding the proposed amendment.

Step 4: Public Hearing and Planning Commission Recommendation:

Upon receiving staff reviews and conducting a public hearing, the planning commission will make a recommendation to the city council to approve, approve with conditions, or deny the rezoning or text amendment request.

Step 5: City Council Action:

City Council will conduct a formal reading(s) of the rezoning or text amendment request. City council may move to approve, deny, or postpone the rezoning request or remand the proposed amendment to the planning commission for further consideration.

Step 6: Notice of Approval:

Once the governing body approves the amendment of the zoning ordinance, a "Notice of Amendment" must be published within fifteen (15) days in a newspaper of general circulation within the municipality.

Step 7: Effective Date of Approval:

A zoning ordinance amendment shall take effect thirty (30) day period after publication unless a referendum petition is

filed within the thirty (30) day period after the publication is found to be adequate.

ZONING BOARD OF APPEALS (ZBA)

The Zoning Board of Appeals (ZBA) is the appointed body that may permit variances from and provide rulings on the zoning ordinance. The most common variances are dimensional variances, such as lot area and width, building height, setbacks, and off-street parking requirements. The ZBA may consider temporary uses of land, decide questions that arise from administration of the zoning ordinance, allowable exceptions and interpretations.

Step 1: Application Submittal:

Applicants apply for a variance or appeal to the building department. All required information and fees shall be enclosed as part of a complete application. All required information and fees shall be enclosed as part of a complete application. Section 1308 of the zoning ordinance lists application information.

Step 2: Notice of Public Hearing:

Upon receipt of a complete application, building department staff makes required notification of the meeting.

Step 3: Technical Review:

Staff and consultants (as appropriate) will prepare a technical review based upon the criteria, standards and findings set forth in zoning ordinance section 1302.

Step 4: Public Hearing and Zoning Board of Appeals Decision:

Upon conducting the public hearing and reviewing staff report(s), the ZBA shall approve, approve with conditions, or deny

the variance request. Standards of section 1302 of the zoning ordinance are followed.

The board may grant a lesser variance or specify conditions in writing regarding the location, character, landscaping, or other treatment that will, in the board's judgment, be reasonably necessary. A breach of any condition shall invalidate the variance granted.

Each variance granted under the provisions of the zoning code becomes null and void after 365 days from the date of granting unless the construction or occupancy authorized by such variance has commenced and is ongoing. The zoning board of appeals may grant one (1) extension for 365 calendar days upon application.

After a variance has been denied in whole or in part by the board, no application shall be resubmitted for a period of 365 days from the date of the last denial; provided, that the denied variance may be reconsidered by the board when, in the opinion of the planning and zoning official, or the ZBA, newly discovered evidence or changed conditions warrant such reconsideration. An appeal of a ZBA decision can be made to Macomb County Circuit Court within 30 days of official notification or adoption of meeting minutes.

ZBA APPLICATION REQUIREMENTS (SEC. 1308)

(A) Application. A person filing an application to the ZBA shall use forms as specified by the ZBA. All required fees shall accompany an application before any action shall commence to review the application. The application shall specify the grounds for the request and shall contain a notarized signature of the property owner or owner's agent. Applications involving a request for a variance shall specify the applicable section(s) of the ordinance involved in the request.

(B) Sketch Plan. Each application shall be accompanied by a sketch plan for the site that includes the following information, as applicable:

- (1) Applicant's name, address and telephone number.
- (2) Property identification (Sidwell) number, scale, north point, and dates of submission and revisions.
- (3) Zoning classification of petitioner's parcel and all abutting parcels.
- (4) Existing lot lines, building lines, structures, parking areas, driveways, and other improvements on the site and on properties within 50 feet of the site.
- (5) For variances requested from any dimensional standard of this ordinance, the sketch plan shall include verified measurements of existing conditions, and clearly state the proposed dimensions or conditions for which the variance is sought.
- (6) Where an application to the ZBA involves a variance sought in conjunction with a site plan review by the Planning Commission, the application date for site plan review shall also be provided.
- (7) Any additional information that may be required by the Building Official or Inspector or the ZBA to make the determination requested herein.

ZBA REVIEW STANDARDS (SEC. 1307)

To grant a variance, the ZBA shall determine that request meets one (1) or more of the following criteria:

Practical Difficulties. Compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, density, or other dimensional provisions would create practical difficulties, unreasonably prevent the use of the property for a permitted purpose, or render conformity with such restrictions unnecessarily burdensome. The showing of mere inconvenience is insufficient to justify a variance.

Substantial Justice. Granting of a requested variance or appeal would do substantial justice to the applicant as well as to other property owners in the district; or, as an alternative, granting of lesser variance than requested would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.

Public Safety and Welfare. The requested variance or appeal can be granted in such fashion that the spirit of this ordinance will be observed, and public safety and welfare secured.

Extraordinary Circumstances. There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties or other similar uses in the same zoning district. The conditions resulting in a variance request cannot be self-created.

Preservation of Property Rights. The variance is necessary for the preservation and enjoyment of a substantial property right also possessed by other property owners in the same zoning district.

Additional considerations. The ZBA shall review all of the following when reviewing a variance to assure that the proposed variance is the minimum modification needed to meet the requirements of the applicant under the Ordinance and may condition any variance based upon its findings:

- (a) The granting of a variance or appeal shall not increase the hazard of fire or otherwise endanger public safety.
- (b) The granting of a variance or appeal shall not unreasonably diminish or impair the value of surrounding properties.
- (c) The granting of a variance or appeal shall not alter the essential character of the neighborhood or surrounding properties.
- (d) The granting of a variance or appeal shall not impair the adequate supply of light and air to any adjacent property.
- (e) The size, character, and location of any development permitted after granting of a variance shall be in harmony with the surrounding land use and shall promote orderly development in the zoning district in which it is located.
- (f) Any development allowed upon granting of a variance shall make vehicular and pedestrian traffic no more hazardous than is normal for the district in which it is located, taking into consideration vehicular turning movements, adequacy of sight lines for drivers, location and accessibility of off-street parking, provisions for pedestrian traffic, and measures to reduce contact between pedestrian and vehicular traffic.
- (g) Any development permitted upon granting of a variance shall be designed so as to eliminate any dust, noise, fumes, vibration, smoke, lights, or other undesirable impacts on surrounding properties.
- (h) The location, design, and height of a building, structure, fence, or landscaping permitted upon granting of a variance shall not interfere with or discourage the appropriate development, continued use, or value of adjacent land or buildings.
- (i) The development permitted upon granting of a variance shall relate harmoniously in a physical and economic sense with adjacent land uses. In evaluating this criterion, consideration shall be given to prevailing shopping patterns, convenience of access for patrons, continuity of development, and the need for particular services and facilities in specific areas of the City.

SPECIAL LAND USE REVIEW

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The zoning ordinance lists principal, accessory and special land uses for each zoning district. There is a different approval process for each. Principal and accessory uses are considered compatible and permitted through site plan approval. Special land uses have unique physical or activities and may not fit into an area without special conditions. These uses are under more scrutiny and require a public hearing and planning commission approval.

The review process uses the following steps:

Step 1: Application:
A complete application for a Special Land Use permit and required fees are submitted to the building department.

Step 2: Staff Review:
The planner (and other staff as appropriate) will provide a technical review based upon the required standards.

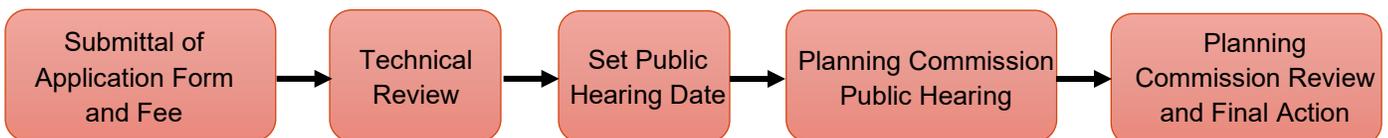
Step 3: Notice of Public Hearing:
A public hearing is scheduled for the next planning commission agenda.

Step 4: Public Hearing and Planning Commission Decision:

Upon hearing the technical review(s) and conducting a public hearing, the planning commission will approve, approve with conditions or deny the special land use request.

A special land use application that has been approved is valid for 365 days from the date of approval.

TIME LIMIT OF APPROVAL AND WORK COMPLETION



SPECIAL LAND USE REVIEW STANDARDS

The planning commission shall review each case individually as to its applicability and must find affirmatively to each of the following standards (set forth in section 1001(B)(1) of the zoning ordinance) of the proposed land use if it is to be approved.

1. The proposed use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and applicable regulations of the zoning district in which it is to be located.
2. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing child-vehicle interfaces in residential districts.
3. The proposed use shall be designed as to the location, size, intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke, or lights.
4. The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage land and buildings or unreasonably affect their value.
5. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.
6. The proposed use is necessary for the public convenience at the proposed location.
7. The proposed use is so designed, located, planned and to be operated that the public health, safety, and welfare will be protected.
8. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

The Center Line zoning ordinance includes two options apart from traditional zoning for developing a parcel of land. The options include creating a Planned Development (PD) district or enacting a conditional rezoning.

PLANNED DEVELOPMENT

A Planned Development (PD) is a zoning mechanism allowing flexibility in development regulations by encouraging innovation in land use planning, development and redevelopment. The PD planned development district is intended to permit the private or public development or redevelopment of areas throughout the city which shall be substantially in accord with the goals and objectives of the future land use plan for the City of Center Line. The reuse patterns of the areas involved shall provide a desirable environment and integrates into the surrounding area, permitting flexibility in overall development while ensuring safeguards and standards for public health, safety, convenience, and general welfare.

Article V of the zoning ordinance has eligibility criteria, project design standards and project review standards. This process requires planning commission recommendation and city council approval to amend the zoning map. A public hearing is conducted as part of the planning commission's review. The process is as follows.

Step 1: Application Conference.

An applicant files a request with the city clerk to schedule a conference. The clerk will forward planning requirements of Section 502 to the applicant. The purpose of the conference is to discuss requirements and procedures.

Step 2: Apply:

A completed application with review fees, information and a site plan are to be

submitted to the city clerk. Information required is listed in Section 502 of the zoning ordinance.

Step 3: Schedule the Public Hearing:

The completed application shall be placed on the next planning commission agenda to schedule the public hearing.

Step 4: Public Hearing and Planning Commission Recommendation:

Upon conducting a public hearing and the presentation of technical reviews, the planning commission will recommend to city council to approve, approve with conditions, or deny the request.

Step 5: City Council Action:

City council shall review and decide on the Planned Development district and preliminary plan request.

Step 6: Effect of Approval:

Approval constitutes an amendment to the zoning ordinance, and all required public notification by the city clerk and recording of developer agreement by the applicant at Macomb County Register of Deeds.

Step 7: Review:

The Planning Commission will review and approve, approve with conditions, or deny a final plan. The final plan will show details of buildings, land use, infrastructure and a construction schedule.

CONDITIONAL REZONING

A conditional rezoning allows an owner of land to voluntarily offer in writing certain use and development of land as a condition to the approval of a rezoning. Section 1100(D) of the zoning ordinance describes the approval process and requirements. In general, the following steps are followed.

Step 1. Application:

A rezoning application is submitted to the city clerk. A written offer of conditions is submitted at the time an application for rezoning is filed or at a later time during the rezoning process. The offer of conditions must bear a reasonable and rational relationship to the property for which rezoning is requested.

Step 2. Approval Process:

The approval process for amending a zoning ordinance is followed. In general, the planning commission received the application, conducts a public hearing in accordance with the Michigan Zoning Enabling Act, P.A. 110 of 2006 and sends a recommendation to city council.

Step 3. Recommendation:

City council receives the recommendation and decides to approve with the stipulated conditions or denies the application.

Step 4. Approval:

Upon approval of a conditional rezoning request, the applicant shall submit a formal written statement of conditions which shall be incorporated by attachment as an inseparable part of the ordinance. The statement of conditions is listed in section 1100(D)(3).

Step 5. Recording:

The approved statement of conditions shall be filed by the city clerk with the Macomb County Register of Deeds. The City Council has the ability to waive this requirement if it determines that the recording of such a document would be of no material benefit to the City or to any subsequent owner of the land.

Step 6. Zoning Map Designation:

An approved conditional rezoning shall be designated on the zoning map in a manner that identifies that the property is subject to a statement of conditions.

The approved development and/or use of land pursuant to building and other required permits must be commenced upon the land within 18 months after the rezoning took effect and thereafter proceed diligently to completion, unless stipulated differently in the rezoning approval. This time limitation may upon written request be extended by the City Council. If approved development and/or use of the rezoned land does not occur within the timeframe specified under section 1100(5)(a), then the land shall revert to its former zoning classification.

SITE PLAN REVIEW

Site plan review and approval of all development proposals and building and site improvements are required. Approvals can be administrative or from the planning commission due to complexity. The building department will provide guidance. Review follows a series of steps.

Step 1: Pre-Application Meeting:

A pre-application meeting is highly encouraged as it provides an applicant an opportunity to receive advice from city staff and other agencies prior to beginning the site plan review process.

Step 2: Preliminary Site Plan Application Submittal:

An application for site plan approval and review fees are submitted to the building department. Upon receipt of a complete application, staff will determine if the application is subject to administrative or planning commission review and approval. Projects eligible for administrative review or exemption are listed on the following page.

Step 3: Technical Review:

Staff and/or consultants will prepare a technical review(s).

Step 4: Preliminary Site Plan Review:

The planning commission will review technical report(s) and may grant approval, approval with conditions or denial after review of the site plan and technical reviews.

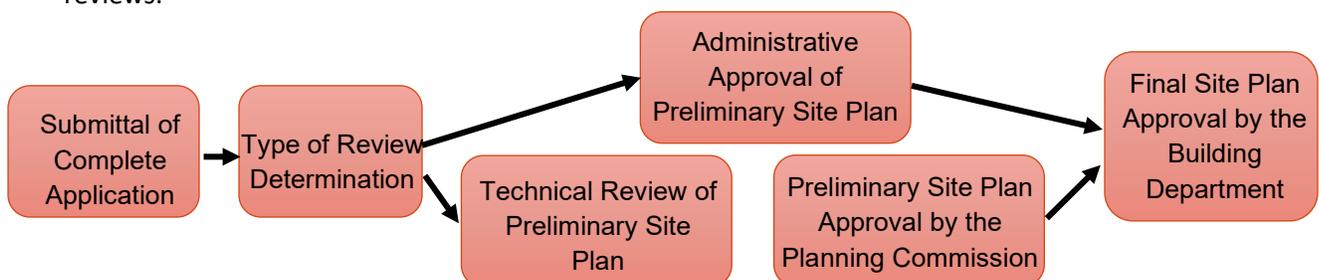
Step 5: Final Site Plan Approval:

Final approval is granted by the building department when ordinance requirements are met by the building official. Upon approval of a final site plan, staff may issue required construction permits in accordance with other applicable codes and procedures.

Revised Site Plans: A request to revise, modify or change an approved site plan that cannot be administratively approved shall be treated as a new application.

Time Limit of Approval and Work Completion: A final site plan approval remains valid for 365 days from the date of approval. Upon written request from the applicant, the planning commission may authorize one (1) extension up to 180 days.

Rescinding Approval: The planning commission may rescind site plan approval upon determining that the site plan has not been improved, constructed or maintained in compliance with approved permits, site plans, site plan conditions or special land use approval.



PROJECTS ELIGIBLE FOR ADMINISTRATIVE REVIEW

1. Minor non-structural changes to an approved site plan
2. Increase in parking or loading area up to 10% of existing area
3. Change in building height that does not add floor area
4. Building additions to non-one-family uses that do not affect parking and meet all ordinance requirements
5. Accessory buildings and structures for non-one-family uses
6. Architectural design changes to non-residential uses
7. Sidewalks or pathways
8. Fences for non-one-family uses
9. Modifications to multiple-family dwellings to comply with ADA or other barrier-free regulations
10. Sign relocation or replacement
11. Site improvements meeting ordinance standards
12. Waste receptacle relocation or installation of screening around receptacle.

EXEMPT PROJECTS

1. New or expanded one-family structures or individual lots in a residential zoning district
2. Utility improvements

SITE PLAN APPROVAL STANDARDS

Adequacy of Information: The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s). All sheets must be consistent. The planning commission has the right to waive any of the submittal requirements if not applicable to the proposed project.

Site Design Characteristics: All elements of the site design shall be harmoniously and efficiently organized in relation to the size and type of lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this ordinance. The site shall be designed to conform to all provisions of the zoning ordinance. Redevelopment of existing sites shall be brought into conformance with all site improvement provisions of the zoning ordinance which are relative to and proportionate to the extent of redevelopment, as determined by the planning commission.

Buildings: Buildings and structures will meet or exceed setback standards, height and other dimensional standards, and be placed to preserve environmentally sensitive areas. Redevelopment of existing structures shall meet or exceed all standards for which a variance has not been obtained.

Architecture: All proposed development subject to site plan approval shall utilize quality architecture to ensure that buildings are compatible with surrounding uses, protects the investment of adjacent landowners, blends harmoniously into the streetscape, and maintains a positive image for the city.

(a) Building and sign materials and colors shall relate well and be harmonious with the surrounding area. Subtle earth tone colors shall be used for building and roofing material. The planning commission or city council may require a color rendering.

(b) Buildings shall possess architectural variety but enhance the overall cohesive community character. Buildings shall consider the scale and proportion of existing structures in the area. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape.

(c) Facades facing a public street or sidewalk shall include windows that equal 70% of the wall area measured between two (2) feet and eight (8) feet above grade. The bottom of any window may not be more than four (4) feet above grade. Required window areas shall consist of clear glass windows, clear glass doors and clear glass panels, and may not be covered or blocked with the back of shelving units. Required window areas shall be either windows that allow views into retail space, working areas or lobbies, pedestrian entrances, or display windows set into the wall. Windows and doors above the first floor shall comprise between 30% and 70% of the total wall area of all upper floors. The number, shape, size, and spacing of the windows shall be compatible with the established rhythm of adjoining or nearby buildings in the downtown.

(d) All rooftop HVAC and other mechanical equipment shall be screened.

Privacy: The site design shall provide reasonable visual and sound privacy for dwelling units located therein and adjacent thereto. Fences, walks, barriers, buffers and plantings shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.

Emergency Vehicle Access: All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practicable means to all vehicles.

Ingress and Egress: Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through-traffic, while promoting safe and efficient traffic operations within the site and at its access points. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets.

Non-Motorized Circulation: The site plan shall provide a non-motorized circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system.

Vehicular, Pedestrian and Bicycle Circulation Layout: The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. The width of streets and drives shall be appropriate for the volume of traffic they will carry, on-street parking, where appropriate and the desired character of the streetscape and neighborhood.

Soil Erosion: The proposed development shall include measures to prevent soil erosion and sedimentation.

Exterior Lighting: Exterior lighting shall be designed so that it is deflected away from adjacent properties

SITE PLAN REVIEW

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and so that it does not impede the vision of drivers on public streets.

Public Services: The scale and design of the proposed development shall facilitate acceptable and adequate provision of services currently furnished by or that may be required of the city or other public agencies including, but not limited to, fire and police protection, stormwater and sanitary sewage removal and treatment, water supply, traffic control and administrative services.

Hazardous Materials: Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby surface water bodies.

Consistency with the City Master Plan and Any Applicable Subarea or Corridor Plans.

MINIMUM REQUIRED SITE PLAN INFORMATION

- Application form including written proof of property ownership or option to purchase (with specified time limit) and signed authorization designating a representative
- Application form including written proof of property ownership or option to purchase (with specified time limit) and signed authorization designating a representative
- Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property three acres or more in size. Sheet size shall be at least 24 x 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be include
- Written project description, including proposed use, building(s) and site improvements
- Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)
- Scale and north-point
- Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile
- Local and common description of property
- Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings
- Zoning classification of petitioner's parcel and all abutting parcels
- Proximity to section corner and major thoroughfares
- Net acreage (minus rights-of-way) and total acreage
- Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site
- Surrounding land uses and zoning
- All existing easements
- Existing roadways and driveways within 100 feet of the site
- Existing sidewalks and non-motorized pathways
- Proposed lot lines, lot dimensions, property lines and setback dimensions
- Structures, and other improvements
- Proposed easements
- Location of exterior lighting (site and building lighting) in accordance with site lighting standards
- Location of trash receptacle(s) and transformer pad(s) and method of screening
- Extent of any outdoor sales or display area
- Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements
- Opposing driveways and intersections within 100 feet of site
- Cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness
- Dimensions of acceleration, deceleration, and passing lanes
- Dimensions of parking spaces, islands, circulation aisles and loading zones
- Dimensions and details of wall and sidewalk protection
- Calculations for required number of parking and loading spaces

SITE PLAN REVIEW

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- Designation of fire lanes
- Traffic regulatory signs and pavement markings
- Location of existing and proposed sidewalks/pathways within the site or right-of-way
- Location, height, and outside dimensions of all storage areas and facilities
- Description of methods to preserve existing plant materials
- The location of existing and proposed lawns and landscaped areas
- Planting plan, including location and type of all proposed shrubs, trees, and other live plant material
- Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity
- Proposed dates of plant installation
- Landscape maintenance schedule
- A bond held in escrow may be required for up to three years to ensure landscape health and maintenance
- Location, height, and outside dimensions of all proposed buildings or structures
- Building floor plans and total floor area
- Details on accessory structures and any screening
- Location, size, height, and lighting of all proposed site and wall signs
- Location, size, height and material of construction for all obscuring walls, berms and fences with cross-sections, where required
- Building facade elevations for all sides, drawn at an appropriate scale
- Description of exterior building materials and colors (samples may be required)
- Location and size of existing and proposed storm sewers
- Soil erosion and sedimentation control measures
- Location of existing and proposed sanitary sewers
- Location and size of existing and proposed water mains, well sites, water service and fire hydrants
- Location of existing and proposed gas, electric and telephone lines, above and below ground
- Location of transformers and utility boxes
- Assessment of potential impacts from the use, storage, processing, or movement of hazardous materials or chemicals, if applicable
- Location and height of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations
- Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles)
- Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding
- Use of the fixture proposed
- Additional information required for all development as determined by the city building department, planning commission and other applicable city ordinances

SINGLE-FAMILY HOME IMPROVEMENT PROJECTS AND/OR NEW BUILDS

A homeowner or contractor must apply for all appropriate building, electrical, mechanical, and/or plumbing permits prior to improving a home. The permit process is necessary to be sure a contractor is properly licensed and registered, has liability insurance protecting a property owner and meets minimal safety standards required by approve code. A property owner may obtain permits in their name; however, the person's name on the application must perform the work.

Step 1: Application Submittal:

Submit a permit application describing the type of improvement along with required sets of building plans to the building department. The building official can advise prospective investors on projects requiring an architect or engineer seal.

Step 2: Plan Review:

Appropriate staff will review the information for compliance with zoning ordinance, building, electrical, mechanical and plumbing codes. A plan review letter will be issued citing approval, conditions imposed on approval or necessary corrections. Requested plan corrections require the applicant to submit new or revised plans for review. Incomplete applications will be returned with a request for additional information.

Step 3: Permit Issuance

The building permit is issued when all required approvals have been obtained and applicable fees have been paid. The applicant must post a copy of the permit on the job site visible from the street until final approval is issued.

Electrical, mechanical, and plumbing permits may be required in addition to a building permit.

Construction Progress: Permit holders are required to contact the building department and schedule the appropriate inspections throughout the building process and receive appropriate approvals before moving on to the next construction phase.

Final Inspections: Final inspections for electrical, mechanical or plumbing permits must be completed prior to call for final building inspection. Once all inspections are final and approved, a certificate of occupancy or certificate of compliance will be issued. Occupancy cannot occur until a certificate is issued.

Temporary Certificate of Occupancy: A temporary certificate of occupancy may be issued for projects where landscaping, soil or grading work has not been completed due to seasonal conditions, at which time, the building official will set a date for completion. A cash deposit, certified check or irrevocable bank letter of credit in an amount equal to the estimated cost for uncompleted improvements may be required.

Installing a shed: A building permit and site plan approval are required for the installation of any shed. Requirements for location, height, foundation type, structural stability and electrical codes must be verified and approved by the building department.

Installing a fence: A fence permit is required for the installation of any fence within two feet of a property line. A site plan is required to be submitted for zoning review prior to approving the application. Submission of a certified property survey, neighbor agreement(s) or visual inspection of exposed survey irons/pins are requirements of plan review.

SINGLE FAMILY IMPROVEMENTS

City of Center Line

GUIDE SERIES FOR DEVELOPMENT

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Replacing pavement: Replacing pavement that is at grade requires a zoning permit. The inspector will visit the site following the placing of forms and before the placing of the hard surface. The inspector verifies that minimum pavement thicknesses and drainage slope meet ordinance standards.

Property grade: A property may be regraded but requires the city engineer to approve the final grade. Engineering standards prohibit grading in the way that affects surrounding properties.

Swimming pools: A site plan and permit applications are required for code review and approval prior to installation. Permits for installation of a deck, enclosures, connection, and installation of a heater are required.