

# CITY OF MARSHALL



## SITE PLAN REVIEW PROCESS GUIDE FOR DEVELOPMENTS

Planning and Zoning Department  
Dated: March 05, 2010

## SITE PLAN REVIEW PROCESS

1. \*Site plan application, fee, and 2 full sets of plans are submitted to the Planning & Zoning Administrator.
2. Plans are made available to City Staff for commentary (usually about a week).
3. If necessary, a meeting is scheduled with the developer and City Staff to review any revisions that are needed to the plan.
4. A deadline is given to the developer to make revisions and to prepare and deliver 14 11x17 size and 2 full size final plans.
4. 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.

*\*Some developments require Special Land Uses which would need to go through the approval process before site plan review begins.*

## City Departments

Web site- [www.cityofmarshall.com](http://www.cityofmarshall.com)

Director of Community Services  
Planning and Zoning Department  
Natalie Huestis

269-789-4604 Ext 106  
nhuestis@cityofmarshall.com

Economic Development - LDFA  
Michael Hindenach

269-781-5183  
mhindenach@cityofmarshall.com

Fire Department

269-781-9748

City Manager

Tom Tarkiewicz

269-781-5183  
Ttarkiewicz@cityofmarshall.com

Director of Public Utilities  
City Engineer

Carl Fedders

269-781-3985 Ext 101  
cfedders@cityofmarshall.com

Water/Waste Water/Environmental Coordinator  
Cheryl Vosburg

269-781-3289  
cvosburg@cityofmarshall.com

Deputy Director of Community Services  
Building Official

Tim Eggleston – Deputy Director

269-781-3985 Ext 102  
teggleston@cityofmarshall.com

Electric Utility - Service

Frank Zimmer – Electric Superintendent

269-781-3985 Ext 112

## County Department

[www.calhouncountymi.gov](http://www.calhouncountymi.gov)

Health Department – Food Services- Battle Creek

269-969-6373

Drain Commission – Soil and Erosion Permits - Marshall

269-781-0790

Road Commission

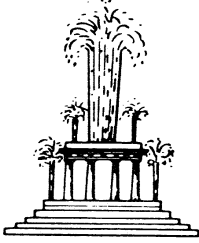
269-781-9841

## Michigan Department of Transportation

[www.michigan.gov](http://www.michigan.gov)

Tom Katsul- Permit Agent – 269-789-0560 or toll free 1-877-324-6368

**City of Marshall**  
**Application for Site Plan Review**



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

Official Use:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Approved \_\_\_\_\_

Application Complete: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

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:

\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: ( ) - Cell: ( ) -

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

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: ( ) - Cell: ( ) -

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**City of Marshall**  
**Application for Site Plan Review**

**3. Brief description of proposed project**

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**4. Property Information**

Zoning District: \_\_\_\_\_ Are there wetlands present? Yes \_\_\_ or No \_\_\_

Is the property located in a floodplain? Yes \_\_\_ or No \_\_\_

Land Area in square feet: \_\_\_\_\_ Building Area in square feet:

\_\_\_\_\_

Number of Square feet of paved areas: \_\_\_\_\_

Is there a lake or stream within 500 feet of the subject property: Yes \_\_\_ or No \_\_\_

Number of parking spaces: Existing \_\_\_\_\_ or Proposed \_\_\_\_\_

Has any other agency been contacted for approvals? Yes \_\_\_ or No \_\_\_\_\_. If yes,  
please list those agencies and the date:

Agency	Contact	Date
_____	_____	_____
_____	_____	_____

**5. 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](http://www.cityofmarshall.com) - Planning and Zoning and click on Marshall City Code of Ordinances and then type in "156".
4. Submit a certified survey of the property with the site plan.
5. Submit a copy of the deed showing ownership.

## City of Marshall Application for Site Plan Review

### 6. 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	
<b>PLATS</b>	
Up to 30 Lots	\$450.00
Over 30 Lots	\$650.00
<b>SITE CONDOMINIMUMS</b>	
Up to 30 Lots	\$350.00
Over 30 Lots	\$550.00
<b>SITE PLANS</b>	
Commercial and Industrial	\$250.00 < 30 acres \$350.00 - 30 acres or more
Institutional	\$250.00
Special Land Use	\$250.00
Planned Unit Development (PUD)	\$350.00
Amend a PUD development	\$150.00
Multiple Family Developments (Apartment & Condo's)	\$50 plus \$5.00 per unit or lot minimum fee \$250.00
Additions to existing Site Plans if Planning Commission Review is required	\$100.00
Extending Site Plan with Planning Commission approval	\$150.00

# **CITY OF MARSHALL**

## **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.

**Marshall Wastewater Treatment Plant Environmental Coordinator:**  
Cheryl Vosburg 781-3289  
**Building Official:** Tim Eggleston 781-9812

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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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§156.381 Site Plan Review is needed when:

- (A) – Any use or development stipulated else where in the Zoning 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 condominium 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 approved site plans, except that the City Manager may approve minor modifications.

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

**(§156.382)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 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.

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- 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 are in compliance with the Ordinance.
- The Planning Commission may waive any of the foregoing requirements determined unnecessary for site plan review purposes.

## PLANNING COMMISSION CONSIDERATIONS

**(§ 156.391)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.

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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.

## **§156.244 Frontage on a public street**

No dwelling unit shall be built, moved or converted upon a lot having a frontage of less than 20 feet upon a public street that has been certified for maintenance by the city, or upon an approved private street or other permanent easement giving access to a public street.

(A) No zoning permit shall be issued for any new construction or building additions located on any lot in the city that does not abut on a public street or highway or have access to a public street or highway.

(B) All access to a public street or upon a private street or other permanent easement giving access to a public street shall be hard surfaced with concrete or plant-mixed bituminous material, and shall meet the standards of §§ [156.320](#) *et seq.*

**Access to a Major thoroughfare or collector street**

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## §156.320-331 Off-Street Parking Loading and Unloading

Has this section been reviewed?  Yes  No  
Is the site in conformance?  Yes  No

## Area, Height, and Use Exceptions

Are an exceptions in general provisions applicable?  Yes  No  
 NA

## §152 SIGN ORDINANCE

Type of signs shown on plan?  Yes  No  
 NA  
Are locations shown on the plan?  Yes  No  
Do the sign meet the ordinance?  Yes  No

## OTHER CONSIDERATIONS

Was Michigan Department of Transportation Notified?  Yes  No  
 NA  
Was MDEQ Notified?  Yes  No  
 NA  
Was County Notified for soil and erosion?  Yes  No  
 NA  
Is this project within 500 feet of a lake or stream?  Yes  No  
 NA  
Are variances required?  Yes  No  
 NA  
Have other City Departments been Notified?  Yes  No  
 NA  
Is storm run-off direction shown?  Yes  No  
 NA  
Is dumpster location shown and fencing?  Yes  No  
 NA  
Was a copy of the grease trap policy given to applicant?  Yes  No  
 NA  
Is a grease trap required?  Yes  No  
Is a grease trap installed?  Yes  No  
Was grease trap inspected by IPP Coordinator?  Yes  No  
Was an Industrial User Survey given to the applicant?  Yes  No  
Is a sampling manhole required?  Yes  No  
Is a sampling manhole shown on the plan?  Yes  No

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- Is the project subject to LDFA approval?  Yes  No  
 NA
- Is project in Well Head Protection Area?  Yes  No  
 NA
- Is an abandoned well located on the property?  Yes  No  
 NA
- Is the property serviced by a working well?  Yes  No  
 NA
- Has a Cross Connection Inspection been performed?  Yes  No

## Major Thoroughfare or Collector Street

1	1st block N Grand
2	Brooks Dr
3	Brewer
4	E & W Mansion
5	E Hanover from Kalamazoo to S Grand
6	East Drive
7	Exchange
8	Industrial
9	Michigan Ave.
10	Monroe
11	N Kalamazoo to Brewer
12	N Drive W & E
13	N Marshall
14	Oliver
15	Pratt Ave
16	S Grand
17	Sherman Dr.
18	S Kalamazoo
19	Verona Rd.
20	W & E Hughes
21	Wolley Dr
22	Wright Lane