



# GREEN OAK CHARTER TOWNSHIP PLANNING AND ZONING DEPARTMENT

10001 Silver Lake Road, Brighton, MI 48116  
Phone: 810-231-1333 ext.104 Fax: 810-231-5080

## SITE PLAN PROCESSING FORM

TO BE COMPLETED BY APPLICANT

1. Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail \_\_\_\_\_

2. Engineer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail \_\_\_\_\_

3. Current Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Length of Ownership \_\_\_\_\_

4. Type and Description of Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PUD \_\_\_\_, Subdivision \_\_\_\_, Site Condo \_\_\_\_, New Site Plan \_\_\_\_, Additional Phase \_\_\_\_,

5. Name of Development (if any): \_\_\_\_\_

6 Location of Development: \_\_\_\_\_

7 Address: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

8. Property Information  
Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

Acreeage of Property \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

I, \_\_\_\_\_ (property owner), hereby give permission for the Green Oak Charter Township employees, consultants and members of the Planning Commission to enter on the property to for which the above referenced petition is proposed for purposes of verifying information provided on the submitted application,

I, \_\_\_\_\_ (applicant), I hereby affirm that the above information is correct to the best of my knowledge.

NOTE: IF COST OF REVIEW EXCEEDS STATED AMOUNT THE APPLICANT WILL BE BILLED FOR THE ADDITIONAL AMOUNT.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**TO BE COMPLETED BY TOWNSHIP**

1. Date filed with Township: \_\_\_\_\_

2. Date submitted to Planning Commission: \_\_\_\_\_

3. Action of the Planning Commission:

a. Approval: \_\_\_\_\_

b. Disapproval: \_\_\_\_\_

c. Conditional Approval: \_\_\_\_\_



SITE PLAN SUBMITTAL CHECK LIST  
Reference Section 38-71

PLEASE REVIEW AND COMPLY WITH SECTION 38-71 OF THE GREEN OAK TOWNSHIP ZONING CODE BEFORE COMPLETING THIS CHECK LIST.

YES    NO    The site plan is to contain the following information:

A.    GENERAL INFORMATION

- |       |       |                                                                                                                                                  |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 1.    Proprietor's name, address, telephone, e-mail and fax numbers                                                                              |
| _____ | _____ | 2.    Date (month, day, year), including revisions                                                                                               |
| _____ | _____ | 3.    Title block                                                                                                                                |
| _____ | _____ | 4.    Scale                                                                                                                                      |
| _____ | _____ | 5.    North point                                                                                                                                |
| _____ | _____ | 6.    Location map drawn at a scale of 1"- 2000' with northpoint Indicated                                                                       |
| _____ | _____ | 7.    Architect, engineer, surveyor, landscape architect, or planner's seal                                                                      |
| _____ | _____ | 8.    Existing lot line, building lines, structures, parking areas, etc. on the parcel, and within one hundred (100) feet of the site            |
| _____ | _____ | 9.    Proposed lot lines, property lines and all structures, parking areas, etc., within the site, and within one hundred (100) feet of the site |
| _____ | _____ | 10.    Centerline and existing and proposed right-of-way lines                                                                                   |
| _____ | _____ | 11.    Zoning classification of petitioner's parcel and all abutting parcels                                                                     |
| _____ | _____ | 12.    Gross acreage figure                                                                                                                      |
| _____ | _____ | 13.    Proximity to major thoroughfare and/or section corners                                                                                    |

**B. PHYSICAL FEATURES:**

- \_\_\_ \_\_\_ 1. Proposed locations of access drives, street intersections, driveway locations, sidewalks, signs curbing, and acceleration, deceleration, and passing lanes
- \_\_\_ \_\_\_ 2. Location of existing and proposed service
- \_\_\_ \_\_\_ 3. All buildings with dimensioned floor plans, setback and yard dimensions, and typical elevation views of proposed structures
- \_\_\_ \_\_\_ 4. Dimensioned parking spaces and calculations, drives and method of surfacing
- \_\_\_ \_\_\_ 5. Exterior lighting locations, complete fixture cut sheets and illumination patterns
- \_\_\_ \_\_\_ 6. Location and description of all existing and proposed landscaping, berms, fencing and walls
- \_\_\_ \_\_\_ 7. Sidewalks and bike paths
- \_\_\_ \_\_\_ 8. Trash receptacle pad location and method of screening
- \_\_\_ \_\_\_ 9. Transformer pad location and method of screening
- \_\_\_ \_\_\_ 10. Dedicated road or service drive locations
- \_\_\_ \_\_\_ 11. Entrance details including sign locations and size
- \_\_\_ \_\_\_ 12. Design of fire lanes
- \_\_\_ \_\_\_ 13. Any other pertinent physical features

**C NATURAL FEATURES:**

- \_\_\_ \_\_\_ 1. A statement of soil characteristics of the parcel to at least the detail provided by the US" Soil Conservation Service "Soil Survey of Livingston County, Michigan
- \_\_\_ \_\_\_ 2. Existing topography with a maximum contour interval of two (2) feet indicted. Topography on the site for a distance of one hundred (100) feet in all directions shall be indicted
- \_\_\_ \_\_\_ 3. On parcels more than one (1) acre, a grading plan showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
- \_\_\_ \_\_\_ 4. Location of existing drainage courses, lakes, ponds, rivers and streams, including their water surface elevation, flood plain elevation, and ordinary high water mark
- \_\_\_ \_\_\_ 5. Location of existing wetlands
- \_\_\_ \_\_\_ 6. Location of natural resource features, including woodlands

**D Additional Requirements for Multiple-Family, Cluster, PUD Developments, Commercial and Industrial Developments**

**HAZARDOUS SUBSTANCES REPORTING FORM  
FOR SITE PLAN REVIEW**

Note: This form should be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Street and Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Part I: MANAGEMENT OF HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS**

- 1. Y N Will the proposed facility 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.
  
- 2. Y N Will hazardous substances or polluting materials be reused or recycled on-site?
  
- 3. Y N Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page.  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
- 4. 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?

5. Y N Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?

If the answers to #4 and #5 are yes, you may be in violation of State of Michigan underground storage tank regulations. Contact the State Police Fire Marshall Division, Lansing Central Office for specific requirements: 517 322-5463 or 1 800 MICH UST.

6. 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
- c. On-site system approved by the Michigan Department of Natural Resources in accordance with groundwater discharge permit requirements (Waste Management Division S.E. Michigan office, at 734 953-8905)

\*Note: General purpose floor drains should not be connected to a storm water drainage system, dry well, or septic system.

7. 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 wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram, if appropriate):

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

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 chemicals, hazardous materials, 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 had 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

KEY:

Liq = Liquid  
P.Liq = Pressurized Liquid  
S = Solid  
G = Gas  
P.G. = Pressurized Gas  
AGT = Aboveground tank  
CY = Cylinders

DM = Drum(s)  
UGT = Underground tank  
UGT = Underground tank  
CY = Cylinders  
CM = Metal container  
CW = Wooden or composition container  
TP = Portable tank