

CITY OF SALINE

LAND USE APPLICATION PACKET

Date of last revisions June 2021

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The New Zoning Code (effective 8-4-03) is included in the Saline Municipal Code as "Appendix A – Zoning". The Code can be accessed on the City of Saline website: www.cityofsaline.org under the menu item "Government" and then a link to "**Municipal Code**".

The Community Development Director shall determine which forms and fees shall apply to each application, and which fees shall be added as deemed necessary during the review process. (Information regarding all Saline fees and rates can be found on the web site under "Resource Center" – Informational downloads – "**City Feebook**").

For information/questions contact: **Building/Planning/Zoning/Code Enforcement:**

Community Development Director & Planning Commission Liaison:

Mike Greene 734-429-8296 ext. 2222; Fax 734-429-5280; mgreene@cityofsaline.org

Office hours: Monday – Friday (except holidays): 8:00 am – 4:00 pm

Deputy Clerk/Planning Commission Recording Secretary:

Katrina Ritchey, 734-429-4907 ext. 2216; Fax 734-429-0528; kritchey@cityofsaline.org

City Clerk Terri Royal: 734-429-4907 ext. 2209; Fax 734-429-0528; troyal@cityofsaline.org

Office hours: Monday – Friday 8:30 a.m. – 4:30 pm

Monthly meeting dates (Some exceptions may apply):

Site Plan & Land Use Reviews: Saline Planning Commission - 2nd & 4th Wednesdays; 7:00 p.m.

Special Land Use Approval: Saline City Council-1st & 3rd Mondays; 7:00 p.m.

Variations & Appeals: Zoning Board of Appeals -1st Thursday; 7:00 p.m.

Normal location of all meetings: Council Chambers at 100 N. Harris St., Saline, MI 48176

APPLICATION FOR LAND USE DEVELOPMENT

CITY OF SALINE

**Applicant must confirm type of Category(s) with Community Development Director
All applications shall be filed at the Office of the City Clerk, 100 N. Harris St., Saline, MI 48176**

APPLICATION FOR: ___ Preliminary Site Plan ___ Final Site Plan ___ Combined Prelim/Final Site Plan
___ Site Plan Change ___ Site Plan Amendment ___ Parking Lot Plan ___ Planned Unit Development
___ Concept Plan ___ Pre-Submittal Review ___ Administrative Plan Review (form available by request)
___ Special Land Use* ___ Master Plan Amend ___ Site Plan Extension

*Must submit completed "Attachment H" for Special Land Use

APPLICANT INFORMATION

NAME: _____
COMPANY: _____
PHONE: (_____) _____
FAX: (_____) _____
EMAIL: _____
ADDRESS: _____

OWNER INFORMATION

NAME: _____
COMPANY: _____
PHONE: (_____) _____
FAX: (_____) _____
E-MAIL: _____
ADDRESS: _____

PROPERTY INFORMATION

ADDRESS or LOCATION _____
PARCEL NUMBER _____ ACREAGE of PARCEL _____ ZONING DISTRICT _____
PRESENT USE(S) _____

DESCRIPTION OF PROPOSED USE (Attach additional pages as needed): _____

NEW STRUCTURE (Sq. Feet): _____ NEW PARKING LOT (Sq. Feet): _____
NEW ADDITION (Sq. Feet): _____ No. of NEW PARKING SPACES: _____
ACRES to be DEVELOPED: _____ No. of RESIDENTIAL UNITS: _____

Is applicant aware of **any required VARIANCES**? ___ YES* ___ NO; *If YES, Complete and submit *Attachment G*
Is applicant aware of **a required SPECIAL LAND USE APPROVAL**? ___ YES* ___ NO *If YES, submit *Attachment H*

COMPUTATION OF FEES (Applicant must confirm fees/deposit requirements with Community Development Director prior to submittal)

LIST APPLICABLE SITE PLAN & LAND USE DEVELOPMENT FEES (from fee schedule, Page 3 & 4)	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
If applicable: DEPOSIT OF \$10,000 or as determined by City	\$ _____
	Total: \$ _____

I hereby attest that I have read and understand the Land Use Application forms and attachments, that the information on the materials submitted are true and accurate, and agree to all the terms, standards, conditions, and other *Saline Code* requirements.

Signature of Applicant

Signature of Owner

FOR CITY OFFICE USE ONLY

Date received: _____ Amount of Fee Paid: \$ _____ Check number: _____
Application Accepted by: _____

NOTICE/INSTRUCTIONS TO APPLICANTS/OWNERS

City of Saline

Land Use Application

Page 2 of 4

ALL APPLICATIONS, LETTERS, PLANS, AMENDED PLANS, FEES, ETC. **MUST** BE FILED WITH THE CITY CLERK'S OFFICE, 100 N. HARRIS STREET, SALINE, MICHIGAN 48176-1642

1. Requirements for site plan approval are established by **Saline Zoning Code, Article 8**, the **Land Use Application Packet attachments**, and conditions established by the **Saline Planning Commission**.
2. The **Community Development Director**, in concurrence with the **City Manager**, will decide whether professional planning consultation and legal services will be required for performing the land use reviews, development agreements, easement documents, and property/ROW/other documents. City staff will determine which fee and deposit amounts are applicable to the project.
3. The **Community Development Director**, in concurrence with the **City Manager**, may engage the services of a consultant engineer for the review process, and in this case, the applicant shall be invoiced for the estimated costs. These costs must be paid prior to the final approval of the project. Additional review efforts of revised or changed plans will be invoiced as determined.
4. All fees, except for any reimbursement when a planning consultant is not engaged, are non-refundable after the first business day following the filing of this application. DEPOSITS shall be filed with applications for Master Plan and Annexation reviews, and other reviews that require studies, research, computer modeling, etc., as determined by City.
5. The **Community Development Director (Planning Commission Liaison)** will initiate the staff plan review process within ten working days of the filing date unless the plans submitted are deemed incomplete and insufficient.
6. Plan reviews, recommendations, changes, and revisions including submission of reports from other agencies, should normally be completed within 180 days of the filing date. The **Planning Commission** shall hold a public hearing within:
 - A. 180 days of the filing date and either approve or reject the plan unless an extension has been applied for and granted. The applicant/owner may apply for a 180-day extension to the application by submitting written request, together with the appropriate fee. The request and fee shall be submitted at least two weeks prior to the application's expiration date.
 - B. Approval of a **Preliminary Site Plan** shall be valid for a period of 180 days from the approval date and shall expire and be of no effect unless an application for final site plan approval is filed with the **Office of the City Clerk** within that period, or if the applicant has applied for, and obtained from the Planning Commission, an extension of the preliminary plan and the extension fee has been paid.
7. Approval of a **Final Site Plan** shall be valid for a period of 365 days from the approval date and shall expire and be of no effect unless the applicant/owner has either, 1) obtained a building permit and has commenced construction of the plan within 365 days, or 2) obtained an extension of the Final Site Plan from the Planning Commission.
8. The **Planning Commission** has the authority to require submittal of a preliminary site plan separate from a final site plan in lieu of acting on a **Combined Preliminary/Final Site Plan**, per section 8.06, zoning code.
9. The Land Use applicant/owner shall be responsible for:
 - A. Calendaring and complying with deadline requirements for submittals and revised plans.
 - B. Submitting electronic and hard copies of plans, revisions, documents and requested information in a timely manner.
 - C. Submitting all requests for extensions in a timely manner.
 - D. Pay all fees associated with site plan reviews, additional reviews, and consultant and legal services.
 - E. Pay all property liens and bills prior to obtaining Planning Commission action.
11. The **Planning Commission** reserves the right to enact changes to a site plan when a time extension is requested.
 - A. If the site plan contains properties which have been determined to be **Historically Significant**, the plan shall be submitted for review by the **Historic District Commission**. Findings by the **Historic District Commission** will be forwarded to the **Planning Commission** for consideration and result in added conditions to the site plan approval.
12. All applicants must submit a completed **Environmental Checklist** (Attachment E) with the site plan application.
13. The **"Special Land Uses in Article 6** cannot be reviewed unless form "Attachment H" is submitted, and a site plan is filed.
14. **Site Condominium Agreement** or **PUD Agreement** (when required) must be approved by **City Council** and signed by the developer before construction of site improvements commence.
15. All applicants must submit a completed **Engineering Review Application and Fee** (Attachment D) at the time of Final Site Plan is submitted for review. Final approval of engineering plans by staff is required prior to construction.

FEE SCHEDULE FOR PLAN REVIEW

City of Saline

City of Saline

RESIDENTIAL BUILDING PROJECTS

Preliminary Site Plan.....	\$ 1,400.00 plus \$50.00 per acre plus \$35.00 per dwelling unit
Final Site Plan.....	\$ 1,400.00 plus \$25.00 per dwelling unit
Combined Preliminary Final Site Plan.....	\$ 2,250.00 plus \$50.00 per acre plus \$35.00 per dwelling unit

COMMERCIAL / INDUSTRIAL BUILDING PROJECTS

Preliminary Site Plan.....	\$ 1,650.00 plus \$10.00 per 1000 SFT of building plus \$75.00 per acre
Final Site Plan.....	\$ 1,650.00 plus \$20.00 per 1000 SFT of building
Combined Preliminary Final Site Plan.....	\$ 2,000.00 plus \$10.00 per 1000 SFT of building plus \$50.00 per acre
Formal Extension of Preliminary Site Plan.....	\$ 250.00 plus \$ 1.00 per acre
Formal Extension of Final Site Plan.....	\$ 500.00 plus \$ 1.00 per acre

Informal Extension of Preliminary or Final Site Plan. (Without formal report to planning commission) \$150.00

PLANNED UNIT DEVELOPMENT

Sketch Plan Review.	\$ 1,000.00
Prelim Plan Review.....	\$ 2,000 + \$70/acre
Final Plans	\$ 3,000 + \$70/acre
Development Agreement.....	Hourly rates

ADDITIONAL LAND USE REVIEW FEES (Applicability determined by City)

ACTIVITIES AT HOURLY RATES; REPRODUCTION, REPORTING, PUBLISHING, AND OTHER COSTS TO BE ADDED:

- **STAFF/PLANNER PRE-REVIEW MEETING FEE** - With Applicant, Staff, Consultant; pre-meeting for completing review.
- **REVIEW OF REVISED PLANS** - Review of revised plans when more than one staff review meeting is required; generally, when plans require major modification, or have been rejected by the Planning Commission.
- **CONCEPT PLAN REVIEW** - Review of concept plans submitted prior to formal Application.
- **PRE-SUBMITTAL REVIEW** - For Conditional or Special Uses.
- **MASTER PLAN AND ANNEXATION APPLICATIONS** – Meetings, research, studies, surveys, reports, presentations, publications, mailing, notices, distributions, and other related tasks associated with processing and handling the application/request. A DEPOSIT of \$10,000 shall be submitted with the application. Additional fees shall be submitted as determined for the review/action process to continue. An irrevocable letter of credit may be accepted if approved by the City.

RATES FOR ABOVE ACTIVITIES ARE:

Planning Consultant Hourly Rates:

- Principal Planner - \$118/hr.
- Senior Assoc. - \$105/hr.
- Planner/Landscape - \$94/hr.
- Tech. - \$84
- Support Staff - \$70/hr.

AutoCAD - \$25/hr.

Mileage - .58/mile

City Staff Hourly Rates:

\$85.00/hr/staff.

**Reproduction, reporting, publishing, and other costs may be added.*

LEGAL SERVICES FEES: Actual Costs based on estimated quotations per project of legal fees incurred for legal review and other legal work in addition to other applicable fees as found in this Feebook. The estimate as determined by the City to be placed in escrow, with escrow to be refreshed as needed if escrow is depleted and invoiced to the project owner/applicant.

CHANGE TO EXISTING SITE PLAN, WITHOUT FORMAL AMENDMENT:

With report from consultant planner	\$600.00
With report from city staff only.....	\$400.00
With no formal report to planning commission.....	\$140.00
Administrative review & approval per 8.02(2), zoning ...	\$120.00

FEE SCHEDULE FOR PLAN REVIEW

City of Saline

AMENDMENT TO EXISTING SITE PLAN: (Computed as percentage of the above combined prelim/final plan review fee)

- Fee if report from consultant planner. 50%
- Fee if report from city staff only. 25%

CONSULTING ENGINEERING FEES –

Applicant shall pay for consultant engineering services, such as utility system impact reviews, drainage reviews, traffic study and plan reviews, structural reviews, and other technical reviews, which the City requires to complete any type of Land Use review. These fees are determined by the scope of work and fee proposal submitted by the City's engineering consultant. An administration fee is added.

Engineer services fees for standard site plan streets and utility review items are listed in Attachment E. Engineering review costs required in addition to the base fee shall be billed to the project owner. The City shall determine the amount of Deposit that will be required in order to initiate the review process.

ADDITIONAL REVIEW FEES IF APPLICABLE TO PROJECT:

TYPE OF REVIEW	ZONING ARTICLE	REVIEW CATEGORY (Type of Application Request)		
		Site Plan Change	Site Plan Amendment	Prelim/Final Site Plan
Storm Water System		\$175	\$300	\$ 350
Access Management	14	\$125	\$250	\$ 300
SPA-1	11a	\$125	\$250	\$ 300
Building Appearance	5.07, 7.16	\$125	\$250	\$ 300

NOTES FOR ABOVE ADDITIONAL REVIEW FEES:

- Subsequent reviews for the above are invoiced at the hourly rates as noted for ACTIVITIES AT HOURLY RATES
- **STORM WATER MANAGEMENT REVIEW FEE:** (Applies to projects subject to Saline Phase 2 Storm Water Requirements.)
- **ACCESS MANAGEMENT REVIEW FEE:** (Applies to projects within 300 feet of the US-12 Corridor, per Article 14, Zoning.)
- **SPA-1 REQUIREMENTS REVIEW FEE:** (Applies to projects within the E. Corridor of US-12, per Article 11a, Zoning.)
- **BUILDING APPEARANCE STANDARDS REVIEW FEE:** (Apply to projects in the R-3, R-3A, & I-2 Zones, per Sec 5.07 & 7.16)

OTHER FEES

180-DAY EXTENSION TO SITE PLAN APPLICATION (to avoid expiration of application) \$150.00

PARKING LOT PLANS – (New or expanding parking lots not involving buildings or structures):

- A) 25,000 square feet or less..... \$ 850.00
- B) 25,001 to 50,000 square feet..... \$ 950.00
- C) Each additional 25,000 square foot..... \$ 25.00

SPECIAL MEETING –

When applicant requests a commission meeting date other than official schedule..... \$450.00

City Maps, Publications, Code Books, Etc., can be purchased at City Hall at published rates

ZONING AMENDMENT –

For rezoning or zoning of annexed property, obtain application from City Clerk's office.....\$600.00 plus \$15.00/acre

SUBDIVISION – PLATS -

- Sketch Plan Review Fee..... \$1,000
- Tentative Preliminary Plat Fee..... \$2,000 + \$ 50/lot
- Final Preliminary Plat with Agreement..... \$3,000 + \$ 25/lot
- Final Plat..... \$1,500 + \$ 20/lot
- Filing/Recording Fee for Final Plat..... \$40

SITE PLAN REVIEW STANDARDS

The Planning Commission shall review the Preliminary and Final Site Plan and approve with/without conditions, or deny the application based on the purposes, objectives and requirements of the *City of Saline Ordinances*, and *Standard Specifications*, and specifically, the following considerations from Section 8.05 Zoning, when applicable:

1. The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to consider the site's topography, the size and type of plot, 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 in the *Saline Code*.
2. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points. A traffic impact study shall be performed by the applicant, when required as determined by city staff. In addition, the requirements of Article 14, Access Management must be provided for lands with frontage along US-12 and along the adjacent streets within 100 feet of the US-12 right-of-way.
3. The arrangement of public common ways for vehicular and pedestrian circulation and their connection to existing or planned streets in the area shall be planned to operate in the safest and most efficient means possible, and in accordance with *Saline Code, Chapter 74*, and the most recent revision of the *City Standard Specifications for Construction*.
4. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance together with any special provisions established by the city, (such as *Article 7 and Article 11a – Zoning*, and the Gateway Strategic Plans.)
5. Appropriate measures shall be taken to ensure that the proposed drainage plan will not adversely affect any neighboring properties or nearby bodies of water. Provisions shall be made to accommodate storm water, prevent soil erosion, and control the formation of dust. A storm water detention plan shall be designed in accordance with the *Washtenaw County Drain Commissioner - Rules for Subdivision Drainage*, together with any special provisions established by the City of Saline, (such as Storm Water Phase II requirements).
6. All buildings or groups of buildings shall be designed in accordance with building codes adopted by the City and arranged to permit necessary emergency vehicle access as required by the public safety director. Security lighting and devices shall be provided in accordance with *Saline Code Sections 18-40 and 18-41*.
7. All loading and unloading areas, and outside storage areas, if allowed, including refuse storage containers, shall be screened in accordance with *Saline Zoning Code, Section 13.06 [see also 7.02(4) & (6)]*, and shall be screened from view of the street and adjoining properties.
8. Exterior lighting shall be designed and arranged so that it does not glare onto adjacent residential properties or adjacent streets, in accordance with *Section 7.09*, of the zoning ordinance.
9. Off-street parking and loading areas shall be provided in accordance with *Zoning Ordinance, Article 13*, with particular attention to noise, glare, and odor effects of each use in the plan on adjoining properties and properties in the proposed development.
10. All developments shall adhere to the general purposes and spirit of the *City Codes and Ordinances*.
11. Historically significant properties as identified in the land use application packet adopted by the planning commission shall be reviewed by the Saline Historic District Commission. The planning commission shall consider the findings and recommendations of the Historic District Commission during their deliberations.

OTHER STANDARDS AND SITE PLAN REQUIREMENTS

1. GATEWAY STANDARDS: The major corridors are considered as 'Gateways'. The Planning Commission has adopted guidelines and details for the design of landscaping, signage, sidewalk lighting, and fencing for site improvements. Guidelines are provided as deemed necessary.
2. COVENANTS AND RESTRICTIONS OF THE SAUK TRAIL BUSINESS PARK: Site plan improvements in the business park are required to comply with several provisions for building facades, landscaping, and lot coverage. The requirements and checklist are provided as deemed necessary.

PRELIMINARY SITE PLAN REQUIREMENTS

- A. ***Small scale sketch of properties, streets and use of land within 300 feet of the project boundary.***
- B. ***A Site Plan at a scale of not greater than one (1) inch equals twenty (20) feet, nor less than one (1) inch equal to fifty (50) feet, which shows any existing or proposed arrangement of:***
1. Existing adjacent streets and proposed streets
 2. Existing public water and sanitary mains that would be extended to the project
 3. Lots and lot lines
 4. Parking lots and access points (drives)
 5. Proposed buffer strips, berms, or screening
 6. Significant natural features, and other natural characteristics, including but not limited to open space, landscaping, brooks, ponds, wetlands, floodplains, landforms, and similar natural assets
 7. Location of free-standing signs, utility poles
 8. Existing and proposed buildings and structures, parking lots, and storm water retention areas
 9. Existing topography recorded at a minimum contour interval of two (2) feet, extended fifty (50) feet beyond all property lines
- C. **PROVIDE NARRATIVES TO DESCRIBE:**
1. The objectives of the proposed development
 2. Number of acres allocated to each proposed use and gross area in buildings, structures, parking, landscaping, public streets, and open spaces
 3. Dwelling unit quantities and densities by type
 4. Proposed method of providing sewer and water service, and other public and private utilities
 5. Proposed storm water management plan
 6. Proposed location street, parking, and other lighting
 7. Variances or Special Approval required (summarize by code reference)
- D. **ZONING INFORMATION TO BE PROVIDED ON THE SITE PLAN:**
1. Lot: Area, dimensions, yard setbacks
 2. Building: Area, height, distance between buildings
 3. Parking spaces: Number, size, location, use

The above sections list minimum requirements; however, the City Planning Commission, Consultant Planner, or Planning Commission Liaison may require additional information to be submitted to complete the plan review process.

FINAL SITE PLAN REQUIREMENTS (For most large-scale development projects)

- A. Legal description of the property (current survey).
- B. Small scale sketch of properties, streets, and land uses within 300 feet of the development boundaries.
- C. A site plan at a scale of not greater than one (1) inch equals twenty (20) feet, nor less than one (1) inch equal to fifty (50) feet.

THE FINAL SITE PLAN DESIGN SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING ITEMS:

- 1) Date(s) of preparation/last revision; title block, scale, North arrow, designer/preparer's seal.
- 2) Name, address, and telephone number of preparers, engineer, architect, owner, applicant.
- 3) Dimensions of boundary lines, lot lines, setbacks, and distances between buildings.
- 4) Zoning classifications of site. Zoning classification, owner names, owner and property addresses, and land uses of all adjoining properties.
- 5) Recorded public and private easements and deed restrictions, (if any). Note liber and page numbers.
- 6) Existing and proposed topography at a minimum contour interval of two (2) feet, extended fifty (50) feet beyond all property lines. Designate areas of cuts and fills. Classification of soils and building suitability.
- 7) Existing and proposed drainage patterns for surface water entering and leaving the property.
- 8) All existing buildings, structures, wetlands and parking areas within 100 feet of the property lines, including finish floor and/or grade elevations.
- 9) Location and dimensions of all existing and proposed: buildings, structures, utilities, easements, drainage courses, streets, rivers, parking lots, trees landscaping, curb cuts, and other physical features.
- 10) Traffic circulation plan, indicating proposed access routes, internal circulation, and relationship (impact) on existing streets and drives. Show curbs, sidewalks, street trees, street lighting, centerlines, traffic lanes and right-of-way lines of existing and proposed public and private streets. Geometric dimensions and design details shall be included.
- 11) Engineering plans and details of proposed parking areas and drives. Individual parking spaces, driving lanes, fire lanes, and ingress/egress shall be delineated and labeled, and shall conform to the provisions of Saline Zoning Code, Article 13, and Michigan Barrier Free codes.
- 12) Engineering plans and details of the location, type, size, and details of drainage structures, sanitary sewers, storm sewers, water mains, pavement construction, concrete construction, refuse enclosure, etc. Calculations for sanitary sewer and storm water design and capacities shall be submitted with the plan.
- 13) Location, type, and details of fences, landscaping, buffer strips, and screening, per Saline Zoning Code, Section 7.02; and 11a.06, 11a.07 and 11a.08 for the SPA-1 district. Identify trees and vegetation that is to be removed.
- 14) Location, size, setback, and height (elevation) of on-site signs. Include details. Signs in Gateway corridors are regulated by Gateway guidelines.
- 15) Dimensions and number of proposed residential, commercial, or industrial lots.
- 16) Location, height, type, details, and illumination pattern (photometric plans) of parking lot lighting and exterior architectural lighting.
- 17) All other Saline Code requirements that apply to the type and nature of the development proposed. The applicant may be required to provide additional information to complete the plan review process.

ENGINEERING PLAN REVIEW APPLICATION for LAND USE DEVELOPMENTS

All Engineering Review applications shall be filed with the Community Development Director at 100 N. Harris St., Saline, MI 48176

APPLICANT/OWNER SHALL PROVIDE THE APPLICANT, OWNER, AND PROJECT INFORMATION BELOW:

PART I: APPLICANT INFORMATION *and* OWNER INFORMATION

Name: _____ Name: _____

Company: _____ Company: _____

Phone: (_____) _____ Phone: (_____) _____

Fax: (_____) _____ Fax: (_____) _____

Address: _____ Address: _____

Email: _____ Email: _____

Name of Project: _____

Address or Location: _____

PART II: PROJECT INFORMATION:

- A. Name and length in feet of individual roadways measured along centerline for their entire lengths, including through intersections: _____

- B. Total length of all roadways added together: _____ Lineal feet
- C. Location and length of individual storm sewer lines measured along pipes, from beginning to end of the line length: _____

- D. Total length of all storm sewers added together: _____ Lineal feet
- E. Location and length of individual sanitary sewer lines measured along pipes, from beginning to end of the line length: _____
- F. Total length of all sanitary sewers added together: _____ Lineal feet
- G. Location and length of individual water main lines measured along pipes, from beginning to end of the line length: _____
- H. Total length of all water main lines added together: _____ Lineal feet

PART III: APPLICANT/OWNER SHALL CONTACT THE CITY ENGINEER TO DETERMINE THE PROJECT REQUIREMENTS:

- I. Pre-construction meeting is required for this project: YES ___ NO ___
- J. Review of construction materials is required for this project: YES ___ NO ___
- K. Engagement of QAQC firm is required for this project: YES ___ NO ___
- L. Witness of water main test by city is required for this project: YES ___ NO ___
- M. Final engineering inspection and documentation is required: YES ___ NO ___

LAND USE DEVELOPMENT - ENGINEERING PLAN REVIEW APPLICATION – Continued

PART VI: INSTRUCTIONS:

1. Applicant/owner must have filed a final site plan application and final site plans prior to submitting application for engineering review. Applicant must confirm FEE COMPUTATION with Community Development Director & City Engineer prior to submitting fee and application.
2. Applicant/owner's engineer shall be responsible for completing EGLE water and sanitary permit applications, and providing the basis of design, etc.
3. Applicant must file three sets of engineering plans & details with the application for Engineering Plan Review.
4. Applicant shall submit revised plans to address engineering changes and additions as required by the city staff
5. Fee computation is based on a base amount per category plus a cost per foot of roads, sewers, and water mains measured along the centerlines of the road/street and the actual length of the sewer and water lines.
6. The plans, details, and specifications shall meet the standards adopted by the City of Saline. Any request for modifications, substitutions, or alterations to any adopted standards shall be noted on the plans and explained by a separate memorandum to be considered during review.
7. After approval of the engineering plans, and the applicant/owner's selection of a general contractor, a pre-construction meeting may be conducted, as determined by the city. A QAQC firm selected by the city or owner, depending on the project type, shall also attend the pre-construction meeting.
8. Subsequent project meetings required to address construction matters shall be billed to the owner at \$150.00 per meeting.
9. Before construction can begin, the owner's general contractor shall submit 4 copies of the complete manufacturer's material specification sheets before all utility materials are approved for delivery to the site.
10. The owner/general contractor shall submit job mix formulas for concrete and bituminous materials prior to construction.
11. The owner/general contractor shall engage a QAQC firm to perform on-site testing of materials and methods to determine achievement of required compaction densities, strength of concrete, and adherence to mix designs.
12. 30 days after the installation of plastic sewer lines, the owner/contractor shall arrange for the lines to be cleaned and videotaped for review by city staff to determine acceptance of the work.

PART V: COMPUTATION OF FEES: (Applicant must confirm fees with Community Development Director prior to submittal; additional fees will be required for review of revised plans, based on City consultant's invoices)

	<u>Rate</u>	<u>Applicable Fee Amounts</u>
1. Review of road/street plans:	Base Fee \$ 400.00	\$ _____
Road length from Part II, B = _____ Feet	Unit Fee (x .25/foot)	\$ _____
2. Review of storm, sanitary, water main plans (each utility):	Base Fee \$ 200.00 each	\$ _____
Storm sewer length, Part II, D = _____ Feet	Unit Fee (x .25/foot)	\$ _____
Sanitary sewer length, Part II, D = _____ Feet	Unit Fee (x .25/foot)	\$ _____
Water Main length, Part II, D = _____ Feet	Unit Fee (x .25/foot)	\$ _____
3. SUBTOTAL OF ABOVE FEES (From items 1 & 2)		\$ _____
4. Arrange and conduct pre-construction meeting:	Base Fee \$ 450.00	\$ _____
5. Review of construction material submittals:		
Sanitary sewer materials	Base Fee \$ 150.00	\$ _____
Storm sewer materials	Base Fee \$ 150.00	\$ _____
Water main materials	Base Fee \$ 250.00	\$ _____
6. Witness of water main pressure test by city staff	Base Fee \$ 200.00	\$ _____
7. SUBTOTAL OF ABOVE FEES (From items 4, 5 & 6)		\$ _____
8. Final engineering inspection and documentation:	Base Fee \$ 500.00	\$ _____
	15% times line 3	\$ _____
9. SUBTOTAL OF FEE FOR ITEM 8.		\$ _____
10. TOTAL FEE AT TIME OF APPLICATION (Add sums from lines 3, 7 & 9)		\$ _____

FOR OFFICE USE ONLY

Date received: _____ Amount of Fee Paid: \$ _____ Check number: _____

ENVIRONMENTAL PERMIT CHECKLIST

This checklist is designed to assist commercial, industrial, and residential development property owners to identify and comply with state and county environmental permit requirements. The City requests your assistance in completing this form. Please submit the completed form to the City Clerk's office at the time that site plans are submitted. The checklist is not a permit application form. Property owners are responsible for obtaining information and permit application forms from the appropriate governmental agency offices. Compliance with applicable state and county regulations is a prerequisite to site plan approval in the City of Saline.

PERSON FILLING OUT CHECK LIST IF DIFFERENT THAN OWNER: (print name :) _____
Date completed: _____ SIGNATURE: _____
OWNER NAME: _____ BUSINESS NAME: _____
OWNER ADDRESS: _____ BUSINESS ADDRESS: _____
CITY/STATE/ZIP: _____ CITY/STATE/ZIP: _____
LOCATION OF SITE: _____ TYPE OF BUSINESS: _____
PROPOSED USE: _____ EMAIL ADDRESS: _____
PHONE#: (_____) _____ FAX: (_____) _____

PART I *The following questions are meant to provide background on the subject property.*

1. What has been the previous use(s) of the property?
Industrial [] Commercial [] Residential [] Undeveloped [] Other []
If "Other", please describe: _____

2. Are there any obvious physical signs of contamination on or around the property such as:
Stained soil or concrete [] Vegetation damage [] Foul or unusual odors []
Oily sheen or discoloration of surface water [] Other []: _____

3. Were any chemicals or fuels handled at this site? **Yes** _____ **No** _____ If yes, please describe: _____

4. Are there now or have there ever been any aboveground and/or underground storage tanks on the property? **Yes** _____ **No** _____ If yes, please describe: _____

5. Are there any electrical transformers or capacitors on the property which may contain PCB's?
Yes _____ **No** _____ If yes, please describe: _____

6. Are there groundwater wells on the property? **Yes** _____ **No** _____ If yes, please describe: _____
_____ *Contact City of Saline Environmental Official, (734) 944-2003 ext. 2324 regarding wellhead protection.*
7. Are there any dry wells and/or cisterns on the property? **Yes** _____ **No** _____ If yes, please describe: _____

8. Are there any easements on the property with potential environmental implications? **Yes** _____ **No** _____
If yes, please describe: _____
9. Has the property/facility been granted closure by the EGLE under part 201 or 213? **Yes** _____ **No** _____
If yes, what type of closure and when, please attach closure letter and final report.

PART II The following list of questions is meant to identify what specific environmental regulations may apply to your project. Please check either **Yes** or **No** for each question.

1. Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream or other surface water body? **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Surface Water Quality Division, Jackson District Office, (517) 780-5790; Washtenaw County Water Resources Official, (734) 994-2525; City of Saline Storm Water Official, (734) 429-5624, ext. 2601.*
2. Will the project involve the discharge of liquids, sludge, wastewater and/or wastewater residuals into the ground? **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Waste Management Division, Jackson District Office, (517) 780-5790.*
3. Will the project or facility store or use hazardous substances, oil, or salt? (Depending on the type of substance, a SPCC or Storm Water management plan [or material storage permit] may be required) **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Waste Management Division, Jackson District Office, (517) 780-5790, City of Saline Environmental Official, (734) 429-5624, ext. 2601, Saline Area Fire Department (734) 429-4440.*
4. Will the proposed facility use any above ground and/or underground storage tanks? If so what are their sizes? (Existing tanks must be registered with the State of Michigan. Tanks must be installed, operated and registered in accordance with regulations of the State Fire Marshal Division). **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan State Fire Marshal Division, Jackson District Office, (517) 788-9571, Saline Area Fire Department, (734) 429-4440, Michigan Department of Environmental Quality, Storage Tank Division, (517) 780-5790.*
5. Will the proposed project/facility involve the transport, on-site treatment, storage or disposal of hazardous wastes generated in quantities of 1000 kilograms (9250 gallons or 2200 pounds) per month? **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Waste Management Division, Jackson District Office, (517) 780-5790.*
6. Will the proposed facility generate between 100 kilograms (25 gallons or 220 pounds) per month of hazardous wastes? (The facility may be a small quantities generator subject to federal and state regulations. An Environmental Protection Agency identification number should be obtained from the Michigan Department of Environmental Quality [special forms available] and a manifest [shipping paper] should be used to transport wastes off-site). **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Waste Management Division, Jackson District Office, (517) 780-5790.*
7. Will the project involve the burying, landfilling, transferring or processing of any type of solid non-hazardous wastes on-site? **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Waste Management Division, Jackson District Office, (517) 780-5790, City of Saline Environmental Official, (734) 4907-4907 ext. 2324., or 734-944-2003.*
8. 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? **Yes** ___ **No** ___ If the answer is yes, contact: *Michigan Department of Environmental Quality, Air Quality, Jackson District Office, (517) 780-7898.*

ENVIRONMENTAL CHECKLIST, PART II – Continued

9. If the project disturbed area is within 500 feet of a pond, lake, stream, river, wetland, county drain, or storm sewer, please check one of the following:
- a. ____ The area is greater than 225 sq. ft. and less than one acre: A Washtenaw County SESC permit is required.
 - b. ____ The area is greater than one acre but less than five acres: A Washtenaw County SESC permit and a certified storm water operator with weekly inspections and record keeping are required.
 - c. ____ The area is five or more acres: A Washtenaw County SESC and an EGLE NPDES permit are required.

Contact: *Saline Building Department (734) 429-8296 ext. 2224* for more information.

10. Does the project involve any work such as dredging, filling or constructing in a river, stream, creek, ditch, wetland, flood plain, or within 500 feet of a lake, river, stream, etc. **Yes ____ No ____** If the answer is yes, contact: *Michigan Department of Environmental Quality, Land and Water Management Division – District 13 Office, (517) 780-7900, and Washtenaw County Water Resources Official, (734) 222-3978.*
11. Will any hazardous chemicals, hazardous wastewater or waste in any quantity be discharged to the Saline Wastewater Treatment Plant? **Yes ____ No ____** If the answer is yes, contact: *Saline Wastewater Treatment Plant, (734) 944-2003.* (Information shall be provided to determine if pretreatment requirements will be met).
12. Will the facility have on-site wastewater treatment system or septic system? Will septage be stored on-site prior to off-site disposal? **Yes ____ No ____** If the answer is yes, contact: *Washtenaw County Health Department, Department of Environmental Services, (734) 222-6860.*
13. Will industrial wastes of more than 10,000 gallons per day of sanitary sewage be generated on site? **Yes ____ No ____** If the answer is yes, contact: *Michigan Department of Environmental Quality, Waste Management Division, Jackson District Office, (517) 780-5790, and Saline Wastewater Treatment Plant, (734) 944-2003.*
14. Is this facility (or any facility or property under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General's Office? **Yes ____ No ____** If the answer is yes, contact: *Michigan Department of Environmental Quality, Office of Environmental Performance, (517) 373-3503.*
15. Is this facility or property (or any facility or property under your ownership) included on the NREPA Part 201 List of Michigan Sites of Environmental Contamination, or Part 213 the Leaking Underground Storage Tank (LUST) Program? **Yes ____ No ____** If the answer is yes, contact: *Michigan Department of Environmental Quality, Environmental Response Division, Jackson District Office, (517) 780-5790.*
16. Have any Phase I, II, Remedial investigation, Feasibility studies or BEA been conducted on the site? **Yes ____ No ____** If the answer is yes, please attach a copy of the study(s) and remediation results.

For assistance with permits and approvals from the Michigan Department of Environment, Great Lakes, and Energy, including permit coordination among the EGLE divisions, contact the Permit Coordinator, Lansing Central Office at (517) 335-4235.

HISTORICALLY SIGNIFICANT PROPERTIES

The list below of properties together with those shown on the "Groups of Preservation Values" map which is enclosed at the back of the 1984 publication of "Saline Has a Past In Its Future", and those shown on page 11 of the 1986 publication of the "Michigan Avenue - Preservation and Development Plan", represent those properties which shall be reviewed by the Historic District Commission in regards to the following:

- Land Use Development requests
- Variance or Special Approval requests
- Re-zoning requests

National Register Sites:

A. Individual Properties

<u>ADDRESS / LOCATION OF INDIVIDUAL PROPERTIES</u>	<u>DATE LISTED ON NATIONAL REGISTER</u>
113 N. Ann Arbor St.	10-10-85
211 N. Ann Arbor St.	10-10-85
205 S. Ann Arbor St.	10-10-85
7215 N. Ann Arbor St.	10-10-85
105 - 113 S. Ann Arbor St.	10-10-85
300 E. Henry St.	10-10-85
103 W. Henry St.	10-10-85
117 McKay St.	10-10-85
100-110 E. Michigan Ave.	10-10-85
143 E. Michigan Ave.	10-10-85
211 E. Michigan Ave.	10-10-85
300 E. Michigan Ave.	03-03-75
218 Monroe St.	10-10-85
Oakwood Cemetery	10-10-85
100 Russell St.	10-10-85
555 - 600 W. Michigan Ave.	05-08-96

B. N. Ann Arbor Street Historic District, 03-21-04, addresses of properties:

101, 105, 107, 111, 113, 200, 201, 203, 205, 207, 209, 211, 212, 213, 214, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 318, 319, 320, 322, 323, 324, 325, 327, 400, 401, 405, 406, 407, 408, 409, 410, 411, 412, 414, 415, 416, 417, 419

C. S. Ann Arbor Street Historic District, 04-15-07, addresses of properties:

200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 220, 222, 223, 224, 226, 227, 231, 232, 234, 237, 238, 242, 250, 257, 259, 275, 283, 303, 474, 494, 500, 523, 550

D. E. Michigan Avenue Historic District, 10-10-85, addresses of properties on Michigan Ave.:

300, 301, 303, 305, 307, 309, 311, 313, 315, 317, 319, 321

E. Other Locations:

99 Maple Rd., 101 Maple Rd., 103 Maple Rd., 217 E. Henry St, 300 E. Henry St, 302 E. Henry St

F. Historic Depot Museum property:

402 N. Ann Arbor St.

Historic Rentschler Farm Museum property:

1265 E. Michigan Ave.

G. W. Henry & S. Lewis St. Historic District 01-13-02 addresses of properties:

- ❖ **W. Henry St.:** 99, 100, 101, 102, 103, 104, 106, 107, 108, 109, 110, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213
- ❖ **Properties on S. Lewis St.:** 100, 101, 103

The above properties also require HDC review of all building improvements prior to issuance of a building permit.

A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE/APPEALS

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. The applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.
4. The Community Development Director may engage the services of a professional consultant for the review process, and the applicant shall pay the fee according to the below fee schedule:

B. FEE SCHEDULE: ALL FEES ARE NON-REFUNDABLE

<u>ITEM</u>	<u>BASE FEE</u>	<u>MEETING ATTENDANCE (CONSULTANT)</u>
<i>Use and Nonuse Variance,</i>	per application	
Report by Consultant	\$ 500	plus \$200 per meeting
Report by City Staff	\$ 300	
Per additional code item	\$ 65	
City Attorney Fees:	Based on attorney proposal plus additional hourly fee	
<i>Requests for interpretation,</i>		
Report by Consultant	\$ 150	plus \$200 per meeting
Report by City Staff	\$ 150	
Per additional item	\$ 60	
City Attorney Fees:	Based on attorney proposal plus additional hourly fee	
<i>Appeal from determination</i>		
By Zoning Official	\$ 200	
By Consultant	\$ 350	
<i>Meeting fee for Consultant</i>	\$ 200	
<i>Special Meeting Fee</i>	\$ 300	

B.1 LEGAL SERVICES FEES: Actual Costs based on estimated quotations per project of legal fees incurred for legal review and other legal work in addition to other applicable fees as found in this Feebook. The estimate as determined by the City to be placed in escrow, with escrow to be refreshed as needed if escrow is depleted and invoiced to the project owner/applicant.

C. BASIS FOR ZBA CONSIDERATION FOR REVIEW OF APPEAL:

- Zoning Code, Section 16.04(5) contains the basis for the consideration for a variance (appeal).
- In the case of a **Use Variance**, the applicant must show evidence, in his application, submittals, or presentation, that the property meets the four requirements of Section 16.04(5)A.
- In the case of a **Nonuse Variance**, the applicant must show evidence, in his application, submittals, or presentation, that the property meets the four requirements of Section 16.04(5)B, together with three (3) requirements mentioned in paragraph 16.04(5).

D. OTHER INSTRUCTIONS:

- Any appeal from a determination from a Zoning Official or enforcing agent shall occur within 30 days of the determination (order issuance, refusal to issue permit, requirement, or other refusal)
- The ZBA has the authority to require attendance of witnesses, administer oaths, compel testimony, and require submittal of records, files, or other evidence.
- The ZBA has the authority to impose conditions with any decision, in accordance with Section 6.05(7)
- A ZBA order for permitting use of a building or building erection or alteration is valid for one (1) year only, unless a building permit is obtained and construction is progressing in accordance with the building permit.

EXCERPT OF ARTICLE 19, "Zoning Board of Appeals", regarding variance considerations

Section 16.04. Powers and duties.

- (5) Variances. Upon an appeal, the board is authorized to grant a variance from the strict provisions of this article, whereby extraordinary or exceptional conditions of such property, the strict application of the regulations enacted would result in peculiar or exceptional practical difficulties to, or exceptional undue hardship upon the owner of such property provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this chapter. In granting a variance the board may attach thereto such conditions regarding the location, character and other features of the proposed uses as it may deem reasonable in furtherance of the purpose of this chapter. Further, in granting a variance, the board shall state the grounds upon which it justifies the granting of a variance as outlined below. When granting any variance, the board must ensure that the spirit of the ordinance is observed, public safety secured, and substantial justice done.

USE VARIANCE (e.g. – Allow a business use in a residential district)

- A) The applicant must present evidence to show that if the zoning ordinance is applied strictly, unnecessary hardship to the applicant will result, and that all four of the following requirements are met:
1. That the property could not be reasonably used for the purposes permitted in that zone;
 2. That the appeal results from unique circumstances peculiar to the property and not from general neighborhood conditions;
 3. That the use requested by the variance would not alter the essential character of the area; and
 4. That the alleged hardship has not been created by any person presently having an interest in the property.

NON-USE VARIANCES (e.g. – setbacks, heights, lot coverage, or other dimensional/or quantitative item)

- B) The applicant must present evidence to show that if the zoning ordinance is applied strictly, practical difficulties will result to the applicant and:
1. That the ordinance restrictions unreasonably prevent the owner from using the property for a permitted purpose;
 2. That the variance would do substantial justice to the applicant as well as to other property owners in the district, and a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners;
 3. That the plight of the landowner is due to the unique circumstances of the property; and
 4. That the alleged hardship has not been created by any person presently having an interest in the property.

APPLICATION FOR SPECIAL LAND USE APPROVAL
Ref: Articles 4, 6, 8, 9, & 10 – Saline Zoning Code
Submit to: City Clerk's Office, 100 N. Harris, Saline MI 48176

APPLICANT INFORMATION

OWNER INFORMATION

Name: _____ Name: _____

Address: _____ Address: _____

Email Address: _____ E-mail Address: _____

Phone: () _____ Fax: () _____ Phone: () _____ Fax: () _____

SITE LOCATION: _____

PLAT ID: _____ LOT NUMBER: _____ ZONING DISTRICT: _____

PRESENT PROPERTY USE: _____

PROPOSED PROPERTY USE: _____

ADJACENT PROPERTY USE: _____

SPECIAL APPROVAL NEEDED FROM SECTION: _____ OF SALINE CITY ZONING
CODE

EXPLAIN SPECIAL LAND USE REQUESTED: _____

ARE VARIANCES NEEDED WITH THIS REQUEST? **YES** ___ **NO** ___ SITE PLAN APPROVAL NEEDED? **YES** ___ **NO** ___

NOTES TO OWNER AND APPLICANT

1. No Special Land Use application shall be considered unless the applicant has filed for a preliminary or combined preliminary/final site plan per Article 8, Zoning Code.
2. Fees are determined by City Staff from the fee chart on page 2.
3. If the services of a professional engineer are engaged for the review process, the applicant will be invoiced for the actual costs plus administrative fees, which must be paid prior to the final approval of the project.
4. All fees submitted are non-refundable after the first business day following the filing of this application, except as noted above.
5. The signature of the owner is required; the signature of the applicant must appear if the applicant is different from the owner.
6. An 8.5" x 11", or larger, scaled sketch plan of the property with conditional use considerations shall be submitted.

COMPUTATION OF FEES:

1) Applicable Special Land Use Fee (See fee schedule on page 2)..... \$ _____

2) Any other applicable fee..... \$ _____

TOTAL: \$ _____

I have completed the above application and read the notes to the owner/applicant and understand and agree to the above terms and conditions. All information/items have been completed and are on an 8.5" x 11" or larger sketch and attached.

OWNER SIGNATURE: _____ **APPLICANT SIGNATURE:** _____

OFFICE USE ONLY

Date Received: _____ Amount Paid: \$ _____ Check number: _____

Application accepted by: _____

Distribution: Original to City Clerk, copies to City Manager; Police Chief; Community Development Director and Planning Commission Recording Secretary

SPECIAL LAND USES INFORMATION FOR APPLICANTS

SPECIAL LAND USES require recommendation by the Planning Commission and approval/denial by the City Council:

SPECIAL LAND USE DESCRIPTION	ZONING CODE ARTICLE	APPLICATION FEE		STAFF ACTION
		PLANNER	STAFF	
OPEN SPACE PRESERVATION	6.02	\$800.00	\$650.00	REVIEW PLAN & REPORT
CHILD CARE FACILITIES: Child Care Center Group Home Daycare	6.03(1) 6.03(2)		\$400.00 \$350.00	REPORT & ISSUE PERMIT REPORT & ISSUE PERMIT
FOSTER ADULT CARE FACILITIES	6.04	\$800.00	\$650.00	REPORT & ISSUE PERMIT
HOUSING FOR THE ELDERLY	6.05	\$800.00	\$650.00	REVIEW PLAN & REPORT
SELF STORAGE FACILITIES	6.06	\$800.00	\$650.00	REVIEW PLAN & REPORT
CONTRACTOR OFFICE & YARD	6.07	\$800.00	\$650.00	REVIEW PLAN & REPORT
AUTOMOBILE RELATED USES	6.08	\$800.00	\$650.00	REVIEW PLAN & REPORT
SIDEWALK CAFÉ SERVICE	6.09	\$800.00	\$650.00	REVIEW PLAN & REPORT
BED & BREAKFAST	6.10	\$200.00	\$650.00	REVIEW PLAN & REPORT
WIRELESS COMMUNICATION	6.11	\$800.00	\$650.00	REVIEW PLAN & REPORT
MYOTHERAPY ESTABLISHMENT	6.12	\$800.00	\$650.00	REVIEW PLAN & REPORT
ADULT ENTERTAINMENT	6.13	\$800.00	\$650.00	REVIEW PLAN & REPORT
NON-COMMERCIAL KENNELS & CATTERIES	6.14	\$800.00	\$650.00	REVIEW PLAN & REPORT
HOME BASED BUSINESS – TIER 2	6.15	\$400.00	\$300.00	REVIEW PLAN & REPORT
SPECIAL LAND USES, LISTED IN "B" SECTIONS	4.04	\$800.00	\$650.00	REVIEW PLAN & REPORT
SPECIAL LAND USES, LISTED IN D-1 and D-2, Downtown Area	4.04a	\$800.00	\$650.00	REVIEW PLAN & REPORT

PROCEDURE:

- a. Applicant requests fee determination from City Staff prior to formal submittal.
- b. Applicant submits designated fee and all required information to City Clerk.
- c. Planning Consultant or City Staff reviews application and submits report to Planning Commission.
- d. Planner and City Staff reports may be supplemented with verbal reports at meetings.
- e. Planning Commission reviews application & staff reports and makes a recommendation to the Saline City Council.
- f. City Council conducts the public hearing, then approves with/without conditions or denies the request.

If the SLU is approved, the applicant is required to provide additional license and inspection fees for certain types of SLU's at rates listed in the City FEEBOOK.

INFORMATIONAL SHEET - ACCESS MANAGEMENT ORDINANCE – ARTICLE 14, ZONING

Applies to: Proposed Land Use Developments along US-12 (Michigan Ave.), and along adjacent streets within 100 ft. of US-12 in the City of Saline

ARTICLE 14. ACCESS MANAGEMENT

Section 14.01. Intent

The MDOT has jurisdiction within the highway's right-of-way, while the city has authority for land use and site plan decisions within individual parcels along the highway. The access management standards were created to help ensure a collaborative process between the MDOT and the city on access decisions along US-12 to implement the recommendations of the "US-12 Corridor Access Management Plan" and other adopted City plans such as the "Michigan Avenue Gateway Strategic Plan."

Section 14.02. Applicability

The standards of this section shall apply to all lands with frontage along US-12 and along adjacent streets within 100 feet of the US-12 right-of-way. The standards herein apply in addition to, and simultaneously with, the other applicable regulations of the zoning ordinance. Permitted and special land uses on these lands shall be as regulated in the applicable zoning district (as designated on the zoning map), and shall meet the following additional provisions:

- (1) The number of access points is the fewest needed to allow motorists reasonable access to the site.
- (2) Access spacing from intersections and other driveways shall meet the US-12 access management standards and MDOT's guidelines.
- (3) Provision has been made to share access with adjacent uses, either now or in the future, including any necessary written shared access and maintenance agreements to be recorded with the county.
- (4) No building or structure, nor the enlargement of any building or structure, shall be erected unless the US-12 access management regulations are met and maintained in connection with such building, structure, or enlargement.
- (5) No land division or subdivision or site condominium project shall be approved unless compliance with the access spacing standards herein is demonstrated.
- (6) Any change in use that requires a site plan review per article 8 shall identify the extent of compliance with the standards herein and shall submit information to the MDOT to determine if a new access permit is required.
- (7) For building or parking lot expansions, or changes in use, the planning commission shall determine the extent of upgrades to bring the site into greater compliance with the access standards. In making its decision, the planning commission shall consider the existing and projected traffic conditions, any sight distance limitations, site topography or natural features, impacts on internal site circulation, and any recommendations from the MDOT. Required improvements may include removal or rearrangement or redesign of site access points.
- (8) The standards herein were developed collaboratively between the city and MDOT. Where conflict occurs, the more restrictive standards shall apply.

Section 14.03. Additional submittal information

In addition to the submittal information required for site plan review in article 8, the following shall be provided with any application for site plan or special land use review. The information listed in items (1)--(4) below shall be required with any request for a land division.

- (1) Existing access points. Existing access points within 500 feet on either side of the US-12 frontage, and along both sides of any adjoining roads, shall be shown on the site plan, aerial photographs or on a plan sheet.
- (2) The applicant shall submit evidence indicating that the City's and or MDOT's sight distance requirements are met.
- (3) Dimensions between proposed and existing access points (and median cross-overs if applicable in the future).
- (4) Where shared access is proposed or required, a shared access and maintenance agreement shall be submitted for approval. Once approved, this agreement shall be recorded with the county register of deeds.
- (5) Dimensions shall be provided for driveways (width, radii, throat length, length of any deceleration lanes or tapers, pavement markings and signs) and all curb radii within the site.
- (6) The site plan shall illustrate the route and dimensioned turning movements of any expected truck traffic, tankers, delivery vehicles, waste receptacle vehicles and similar vehicles. The plan should confirm that routing the vehicles will not disrupt operations at the access points nor impede maneuvering or parking within the site.
- (7) Traffic impact study. A traffic impact study is a specialized study which assesses the effects that a particular development's traffic will have on the surrounding transportation network. A traffic impact study will vary in range and complexity depending on the type and size of the proposed development. Such a study will determine the potential need for transportation improvements due to the changes in projected traffic and traffic movements. Submittal of a traffic impact study may be required for any special land use that would be expected to generate 100 or more vehicle trips during any peak hour, or 1,000 or more vehicle trips daily, or where modifications from the generally applicable access spacing standards are requested. The traffic impact study shall be prepared by a firm or individual that is a member of the Institute of Transportation Engineers with demonstrated experience in production of such studies. The methodology and analysis of the study shall be in accordance with accepted principles as described in the handbook "Evaluating Traffic Impact Studies, a Recommended Practice for Michigan," developed by the MDOT and other Michigan transportation agencies. The city and or MDOT may require calculations or micro-scale modeling to illustrate future operations at the access points and nearby intersections and/or to evaluate various access alternatives.
- (8) Review coordination. The applicant shall provide correspondence that the preliminary site plan has been submitted to the MDOT for their information and comment. Any correspondence from the MDOT on the general access design and geometrics (not approval) shall be considered during the preliminary and final site plan review processes. The city may request attendance at coordination meetings with representatives of the MDOT. Once a final site plan has been approved by the city, the applicant shall request an access permit from MDOT. The approval of a land division or site plan does not negate the responsibility of an applicant to subsequently secure access permits from the MDOT.

See also the follow sections for additional detailed requirements, standards, and specifications:

Section 14.04. Access management standards.

Section 14.05. Application to existing sites and modification of standards.

The entire Saline Code, including Appendix A - Zoning Code can be viewed on the City of Saline Website:

www.cityofsaline.org by clicking on the Municipal Code in the menu.

APPLICATION FOR ZONING AMENDMENT

(Requires a public hearing before Planning Commission
AND approval of City Council)

APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (____) _____ Fax: (____) _____ Phone: (____) _____ Fax: (____) _____

PROPERTY INFORMATION

Address or Location: _____ Parcel I.D. Number _____

Present Zoning: _____ Proposed Zoning: _____

Present Use(s): _____ Proposed Use(s): _____

Legal Description of Property: _____

Is Certified Survey of Property required & submitted? Yes _____ No _____

Is Site Location Map of Property submitted? Yes _____ No _____

ZONING AMENDMENT INFORMATION

1. The base fee is \$600 plus \$15/acre and includes a fee for use of the Planning Consultant. If the City Manager determines that the Planning Consultant is not necessary, the fee will be reduced by \$150.
2. If the Zoning or Rezoning is denied, these fees will be refunded.
3. If the services of the City Attorney or a professional engineer are engaged for the review process, the applicant will be invoiced for the actual costs plus 10% administration fee, which must be paid prior to final approval of the zoning action.
4. All fees submitted are non-refundable after the first business day following the filing of this application, except as noted above.
5. Signature of the property owner is required; signature of the applicant is required if different than the owner.

The undersigned have completed the above application and read the Zoning Amendment Information and understand and agree to the above terms/conditions.

Signature of Applicant

Signature of Owner

-----DO NOT WRITE BELOW THIS LINE-----

Date Submitted: _____ Amount of Fee Paid: _____ Check#: _____

Materials Submitted with Application: _____ (Plans), _____ (Letter), _____ (Survey), _____ (Site Map), _____ (Other)

Application accepted by: _____ Date Copied to City Staff: _____



Saline Area Fire Department

100 N. HARRIS • SALINE, MICHIGAN 48176-1642
FIRE STATION 734-429-4440 • CITY HALL 734-429-4907 • FAX 734-944-5500

CHEMICAL USE OR PRODUCTION SURVEY

Dear Facility Owner/Operator:

Section 14i of the Michigan Occupational Safety and Health Act (MIOSHA), Act No. 154, P.A. of 1974, as amended, requires that each fire chief prepare and disseminate to each firefighter information on facilities within their jurisdiction that use or produce hazardous chemicals.

The Michigan Fire Prevention Code, Act No. 207, P.A. of 1941, as amended, requires that any firm handling hazardous chemicals provide information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of MIOSHA can be met.

To assist our department in fulfilling its responsibilities under MIOSHA, we are requesting that you complete the enclosed survey. If your firm does not use or produce any hazardous chemicals, you still need to complete the form. This information can be beneficial to you and our firefighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. Please complete the survey and return it with your application *within ten (10) days*. All surveys will be kept on file to satisfy MIOSHA requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

If you have any questions, please call me at (734) 429-4440, Ext. 2421. Thank you for your cooperation.

Sincerely,

SALINE AREA FIRE DEPARTMENT

Jason Sperle, Fire Chief

ATTACHMENT K

City of Saline

SALINE FIRE DEPARTMENT , CHEMICAL SURVEY FORM

Land Use Application

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Information: This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended, and the Fire Prevention Code, PA 207 of 1974, as amended.

Instructions: Indicate below whether your site uses or produces any of the chemical types listed. Check all the categories that apply when a chemical has more than one characteristic, (example: both a Class 3 Flammable and a Class 6 Poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference Material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

(Note: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, mark "DO NOT HAVE" box.)

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the fire chief determines necessary, but at least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

This site is:

- Chemical User** - (Chemicals consumed in activities on site)
- Chemical Producer** - (Chemicals manufactured at this site, includes packaging)
- Other** - Mark this box if chemicals are stored on site, but not used or produced.
Please Specify (Examples: service station, retail store, storage facility)

Date Completed: _____

Site Address: _____

Name of Premises: _____

Site Telephone: (_____) _____

Emergency Contacts: (Include Private Alarm/Security Companies)

Name/Title	Business Telephone	Home Telephone
_____	(_____) _____	(_____) _____
_____	(_____) _____	(_____) _____
_____	(_____) _____	(_____) _____

ATTACHMENT K

City of Saline

Land Use Application

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SALINE FIRE DEPARTMENT , CHEMICAL SURVEY FORM

Respond based on the maximum quantity you would have on-site, including storage, at any one time during the year.

Check 1 Box for Each Category

<u>Chemical Type</u>	<u>Specified Quantity</u>	<u>Have at or above Specified Quantity</u>	<u>Have but below Specified Quantity</u>	<u>Do Not Have</u>
<u>Class 1</u>				
Explosives & Blasting Agents (Not including Class C Explosives)	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 2</u>				
Poison Gas	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Gas	100 gal. water capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonflammable Gas	100 gal. water capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 3</u>				
Flammable Liquid	1,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Liquid	10,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 4</u>				
Flammable Solid (Dangerous when wet)	100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Solid	500 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spontaneously Combustible Material	100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 5</u>				
Oxidizer	500 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organic Peroxide	250 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 6</u>				
Poison	500 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irritating Material:				
Liquid:	1,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid:	500 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 7</u>				
Radioactive Material (Yellow III Label)	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Class 8</u>				
Corrosives:				
Liquid:	1,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid:	500 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>No DOT Category</u>				
Known Human Carcinogen	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please return to the official indicated in the cover letter attached to this survey.

HAZARDOUS CHEMICAL DEFINITIONS

CHEMICAL TYPE	DEFINITIONS
Poison Gas	<u>Extremely dangerous poisons, highly toxic</u> poisonous gases or liquids – a very small amount of the gas, or vapor of the liquid, mixed with air is dangerous to life.
Poison	<u>Less dangerous poisons, toxic</u> – Substances, liquid or solids (including pastes and semi-solids) so toxic to man that they are a hazard to health during transportation.
Flammable Gas	A gas that can burn with the evolution of heat and a flame. Flammable compressed gas is any compressed gas of which: (1) a mixture of 13 percent or less (by volume) with air is flammable, or (2) the flammable range with air is under 12 percent.
Non-Flammable Gas	Any compressed gas other than a flammable compressed gas.
Flammable Liquid	Any liquids having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flash points of 100 degrees F (37.8 degrees C) or higher, the total of which makes up 99 percent or more of the total volume of the mixture.
Combustible Liquid	Any liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 200 degrees F (93.3 degrees C), except any mixture having components with flashpoints of 200 degrees F (93.3 degrees C), or higher, the total volume of which make up 99 percent or more of the volume of the mixture.
Corrosives – Liquid and Solid	Any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.
Irritating Material – Liquid and Solid	A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.
Explosives and Blasting Agent - (Not Including Class C Explosives)	“Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. Blasting Agent: A material designed for blasting. It must be so insensitive that there is very little probability of: (1) accidental explosion or (2) going from burning to detonation.
Radioactive Material – (Yellow III Label)	Any material, or combination of materials, that spontaneously gives off ionizing radiation.
Flammable Solid (Dangerous When Wet)	Water Reactive material (Solid) – Any solid substance (including sludge and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec. 171.8)

Please return to the official indicated in the cover letter attached to this survey.

HAZARDOUS CHEMICAL DEFINITIONS

CHEMICAL TYPE	DEFINITIONS
Flammable Solid	A solid, other than a blasting agent, or explosive, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.
Spontaneously Combustible Material	Spontaneously Combustible Material (Solid) – A solid substance (including sludge and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.
Oxidizer	A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases. Example being chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.
Organic Peroxide	This means an organic compound that contains the bivalent -O-O structure, and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
Carcinogen	A chemical is considered to be a carcinogen if: (a) It has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen; or (b) It is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or, (c) It is regulated by OSHA as a carcinogen.