

# ARTICLE 5

## PLOT PLANS & SITE PLAN REVIEW

### Section 5.0 Purpose

The purpose of this article is to specify the documents and/or drawings required for plot plans and site plan review so as to ensure that a proposed land use or development activity is in compliance with this ordinance, other local ordinances, and state and federal statutes and regulations. Furthermore, its purpose is to ensure that development taking place within the Township is orderly, properly designed, safe, efficient, environmentally sound, and designed in such manner as to protect adjacent properties from substantial adverse impacts.

### Section 5.1 Plot Plans

- A. **CIRCUMSTANCES REQUIRING A PLOT PLAN.** Plot plans shall be submitted with all applications for Zoning Permits for the following:
1. All uses which do not require a site plan.
  2. Single- and Two-Family Dwelling Units.
  3. Residential Special Land Uses.
  4. Residential Accessory Buildings.
- B. **PLOT PLAN REQUIREMENTS.** The Plot Plan, drawn to scale, shall show the following:
1. Legal description of the property.
  2. Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
  3. The shape, location and dimensions of the lot and property lines, drawn to scale. The scale shall be of such size as deemed adequate by the Zoning Administrator to make a judgment that the application meets the requirements of this ordinance. When deemed necessary by the Zoning Administrator, a survey may be required.
  4. The scale, north arrow, and date.
  5. Location of required setbacks of the zoning district.

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6. The location, shape, dimensions, and height of all structures or impervious surfaces to be erected, altered or moved onto the lot and of any building or other structure already on the lot, drawn to scale. In addition, an elevation drawing of the proposed building(s) may be required by the Zoning Administrator in order to measure the height of the proposed structures.
7. The location and configuration of the lot access and driveway, drawn to scale.
8. The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.
9. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
10. Natural features such as forests, water bodies, streams, creeks, drainage patterns, wetlands, high risk erosion areas, slopes over 10%, floodplains, and other similar features, if determined by the Zoning Administrator to be applicable.
11. Other information concerning the lot or adjoining lots that may be essential for determining whether the provisions of this Ordinance are being observed, as deemed necessary by the Zoning Administrator.

### C. PLOT PLAN ADMINISTRATIVE PROCEDURE.

1. Permitted Uses: Plot plan is reviewed and approved by the Zoning Administrator.
2. Residential Special Land Uses: Plot plan is reviewed and approved by the Planning Commission after the required public hearing.
3. Accessory Structures for previously-approved Special Land Uses: Plot plan is reviewed and approved by the Planning Commission with no public hearing required.

## Section 5.2 Site Plans - General

- A. CIRCUMSTANCES REQUIRING A SITE PLAN. Site plans are required for the following uses:
1. All new uses and/or structures and expansion or renovation of an existing use, except (1) single-family or two-family dwelling units; and (2) Residential accessory structures.
  2. Changes of use for an existing structure or lot except for the circumstances listed in subsection B (below).
  3. Multiple-family dwelling units, condominiums, and site condominiums.
  4. Any Special Land Use (except residential Special Land Uses such as Group Day Care Homes and Cottage Industries, which require a plot plan)

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5. Planned Unit Developments.
  6. Any use requiring off-street parking, except single-family or two-family dwelling units.
  7. Other uses as required by this Ordinance.
- B. **SITE PLAN WAIVER.** The Zoning Administrator may waive site plan review requirements for permitted uses and the stated review and approval procedures by the Planning Commission in any of the following cases where he or she determines that the submission of a site plan and adherence to the stated review and approval procedures by the Planning Commission would serve no useful purpose:
1. A change in principal use where such change would not result in significant structural alterations, an increase in impervious surface, additional off-street parking, access or other external site characteristics, or create a violation of this Ordinance.
  2. Seasonal Use Sales

### Section 5.3 Pre-Application Conference

The Zoning Administrator, Planning Commission Chair and/or Planning Commission shall have the authority to conduct a pre-application meeting with the applicant/developer to assist them in understanding the site plan review process and other Ordinance requirements and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.

Except for Planned Unit Developments, this conference is not mandatory, but is recommended for small and large projects alike. For large projects, a pre-application conference should be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Commission to make a proper review.

### Section 5.4 Site Plan Data Required

Each site plan submitted shall contain the following information unless specifically waived, in whole or in part, by the Planning Commission. The Planning Commission can waive any of the site plan requirements listed below when it finds those requirements are not applicable to the proposed development.

- A. **CONTACT INFORMATION:** Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
- B. **LEGAL DESCRIPTION:** The parcel's legal description.
- C. **MAP REQUIREMENTS:** The date, a north arrow, the scale and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = forty (40) feet for parcels under three (3) acres and at least one (1) inch = one hundred (100) feet for parcels of three (3) acres or more.

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- D. **BOUNDARY LINES:** The boundary lines and dimension of the property. Show relationship of the subject property to abutting properties. A certified survey of the property which has been prepared and sealed by a professional licensed surveyor may be required by the Zoning Administrator.
- E. **NATURAL FEATURES:** Boundary dimensions of natural features such as existing trees and vegetation, forests, water bodies, wetlands, floodplains, high risk erosion areas, slopes over ten (10) percent, drainage and other similar features.
- F. **TOPOGRAPHY:** The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.
- G. **LOCATION OF STRUCTURES AND ACCESSORY FEATURES:** The location, dimension, and height of all existing structures and all proposed uses or structures on the site, including principal building(s), accessory structures, trash receptacles, walkways, signs, exterior lighting, common use areas, recreational areas and facilities, and any impervious surface. Indicate gross building areas.
- H. **LOCATION OF VEHICULAR FEATURES:** Location of proposed drives, neighboring drives, vehicle entrances and loading points, vehicular circulation features, size and number of parking spaces, service lanes (show the dimensions of a typical parking stall and parking lot), and loading and unloading areas.
- I. **LOCATION OF PEDESTRIAN CIRCULATION FEATURES:** Location and design of sidewalks, walkways, barrier-free access points, bicycle paths, bicycle parking areas, and areas for public use.
- J. **SIGNS:** Location, size and specifications of all signs and advertising features with cross sections.
- K. **ELEVATIONS:** Drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures under consideration. Indicate number of stories.
- L. **TYPE OF SURFACE:** Types of surfacing such as paving, turfing or gravel to be used at the various locations.
- M. **SETBACKS:** Setback lines and distances between structures and lot lines.
- N. **AREA OF DEVELOPMENT:** Indicate the gross land area of the development and area of the property subject to be covered by structures (not available as open space).
- O. **RIGHTS-OF-WAY, EASEMENTS, AND PUBLIC SPACES:** The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.

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- P. **UTILITIES:** Size and location of proposed sewer and water lines and connections. Location of all other utilities on the site.
- Q. **NEARBY STRUCTURES:** The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within a three hundred (300) foot radius of the site, including road names.
- R. **ADJACENT FRONT YARD DIMENSIONS:** The front yard dimensions of the nearest building on both sides of the proposed structure.
- S. **ZONING CLASSIFICATION:** The existing zoning district in which the site is located and the zoning of adjacent parcels.
- T. **LANDSCAPING, FENCES, AND WALLS:** Location and height of all walls, fences and screen planting, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained. (Plant materials shall be chosen and installed in accordance with **§3.21** of this Ordinance.)
- U. **LIGHTING:** Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
- V. **OUTDOOR STORAGE:** Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).
- W. **DRAINAGE:** The location, size and slope of all surface and subsurface drainage facilities.
- X. **FLOOR DRAINS:** Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
- Y. **WASTEWATER TREATMENT:** Description and location of on-site wastewater treatment and disposal systems.
- Z. **WELL LOCATION:** Location of existing private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.
- AA. **SNOW STORAGE:** The location of snow storage areas.
- BB. **DOCUMENTATION OF COMPLIANCE WITH SOIL EROSION AND STORMWATER STANDARDS:** All site plans shall comply with the terms of the Alcona County Soil Erosion and Sedimentation Control Standards. It shall be the applicant's responsibility to provide documentation of compliance with these standards.
- CC. **HOURS OF OPERATION:** Anticipated hours of operation for the proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.

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- DD. **RESIDENTIAL PROJECT REQUIREMENTS:** Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information:
1. Minimum floor area of dwelling units.
  2. Total number of units proposed.
  3. Number of bedrooms per unit in multiple family developments.
  4. Areas to be used for open space and recreation.
- EE. **PHASED CONSTRUCTION:** Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following:
1. Relationship and identification of future structures.
  2. Pedestrian and vehicular circulation.
  3. Time schedule for completion of the various phases of the proposed construction.
  4. Temporary facilities or construction of same as required to facilitate the stated development.
- FF. **IMPACT STATEMENT:** The Zoning Administrator may require a statement which addresses the following as applicable to the type of use:
1. A complete description of the proposed development including: areas of the site; the number of lots or units; and the number and characteristics of the population impact such as density, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable.
  2. Expected demands on community services, and how these services are to be provided, to specifically include: school classroom needs, volume of water consumption related to ground water reserves, change in traffic volume on adjacent streets and other factors that may apply to the particular development.
  3. Statements relative to the impact of the proposed development on soil erosion, drainage patterns, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise pollution and the aesthetics and scale of development in terms of the surrounding environment. Statement of the impact of the development with respect to noise, dust, fire hazard, fumes, odors, vibration, smoke, or excessive light.
- GG. **OTHER:** Information as may be required by the Zoning Administrator or Planning Commission to assist in the consideration of the proposed development.

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- HH. **DATA REQUIRED FOR GROUNDWATER PROTECTION:** In the case of persons, businesses or facilities which use or generate hazardous substances in quantities greater than two hundred twenty (220) pounds or twenty-five (25) gallons per month, whichever is less, or stores greater than two hundred twenty (220) pounds or twenty-five (25) gallons, whichever is less, the Planning Commission shall require the following:
1. Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the local fire marshal.
  2. Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.
  3. Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wash water, and all similar uses.
  4. Location of exterior and interior drains, on-site sewage systems, dry wells; catch basins; retention/detention areas; sumps and other facilities designed to collect, store, transport stormwater or waste water. The point of discharge for all drains and pipes shall be specified on the site plan.
  5. Location of all water wells on the site and within 150 feet surrounding the parcel's property boundaries.
  6. Delineation of areas on the parcel which are known or suspected to be contaminated, together with a report on the status of the contamination, including any remediation activities.
  7. Submissions of the "State/County Environmental Permits Checklist".

### Section 5.5 Site Plan Submittal & Approval Procedures

- A. **NUMBER OF COPIES:** Three (3) copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrator by the petitioner or property owner or his designated agent.
- B. **TIMING OF SUBMITTAL FOR PLANNING COMMISSION APPROVAL:** Site plans shall be submitted at least thirty (30) days prior to the Planning Commission meeting at which the site plan will be considered. A Special Planning Commission meeting may be held at the request of the applicant provided that the site plan is submitted at least thirty (30) days prior to the requested Special Planning Commission meeting and that any applicable special meeting fees are paid in advance by the applicant.
- C. **SUBMITTAL TO ZONING ADMINISTRATOR:** The Zoning Administrator will review the materials submitted to assure all information required by the Ordinance has been provided. If the application is incomplete the Zoning Administrator will send a notice with a detailed list of all deficiencies to the applicant. If the site plan, including all required additional or related information, is determined to be complete, within thirty (30) days, the Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting.

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- D. **COORDINATION WITH OTHER AGENCIES:** The Zoning Administrator may distribute the site plan to the following for comment or recommendation prior to consideration for approval:
1. The Alcona County Soil Erosion and Sedimentation Control Officer;
  2. The Alcona County Drain Commissioner;
  3. The Alcona County Road Commission and, if appropriate, the Michigan Department of Transportation;
  4. District Health Department;
  5. Local police, fire and ambulance service providers.
  6. Planning consultant
  7. Other agencies as deemed appropriate.
- E. **APPLICATION FEES:** Application fees pursuant to currently adopted fee schedule shall be paid when the application and site plan are submitted.
- F. **ZBA ACTION REQUIRED:** Where the applicant is dependent upon the granting of any variances by the Zoning Board of Appeals, said favorable action by the Zoning Board of Appeals shall be necessary before the site plan approval can be granted, or the site plan may be approved subject to favorable action by the Zoning Board of Appeals.
- G. **REPRESENTATION AT MEETING:** The applicant or his/her representative shall be present at the scheduled site plan review. If the applicant fails to provide representation, the review may be tabled until the next scheduled Planning Commission meeting or may be acted upon without the applicant's input.
- H. **CONSULTANT:** The Planning Commission may request the assistance of a qualified professional planner, engineer, attorney, or other professional in the site plan review process, if deemed necessary or advisable.
- I. **APPROVAL BASED ON FINDINGS OF FACT:** After site plan review by the Planning Commission is complete, the Planning Commission shall approve, approve with conditions, or deny the proposed site plan based upon the approval standards in **§5.6**. The decision of the Planning Commission shall be incorporated into a written statement of findings and conclusions relative to the site plan which specifies the basis for the decision and any condition(s) imposed.
- J. **SIGNED COPIES:** Upon approval of the site plan, three (3) copies of the site plan shall be signed and dated by the applicant, Planning Commission Chair and Zoning Administrator. One signed and dated site plan shall be provided to the applicant, one (1) copy shall be retained by the Zoning Administrator as part of the permanent zoning file, and one (1) copy shall be made part of the Planning Commission's permanent record of proceedings



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on the site plan. If required by the Township, a digital copy of the final approved site plan shall be provided by the applicant.

- K. **CONDITIONAL APPROVALS:** The Planning Commission may impose reasonable conditions with the approval of a final site plan, pursuant to §9.8 of this Ordinance.
  
- L. **CONFORMITY TO SITE PLAN REQUIRED:** Following approval of a site plan by the Planning Commission, the applicant shall construct the site improvements in complete conformity with the approved site plan and conditions imposed. Failure to do so shall be deemed a violation of this Ordinance and the Zoning Permit may be revoked by the Planning Commission. The Zoning Administrator shall give the permittee notice of violation of the site plan at least ten (10) days prior to the revocation by the Planning Commission to provide time for corrective action. The Planning Commission may revoke such permit if it is determined that a violation in fact exists and has not been remedied since the notification of the intention to revoke a permit.

No construction, reconstruction, demolition, or other site work may progress in the interim between submittal and final approval of a site plan, and no building permit(s) shall be issued prior to the approval of the site plan.

### Section 5.6 Site Plan Approval Standards

The Planning Commission shall approve, or approve with conditions, an application for a site plan only upon a finding that the proposed site plan complies with all applicable provisions of this Ordinance and the standards listed below unless the Planning Commission waives a particular standard upon a finding that the standard is not applicable to the proposed development under consideration, and the waiver of that standard will not be significantly detrimental to surrounding property or to the intent of the Ordinance.

- A. **COMPLIANCE WITH DISTRICT REQUIREMENTS:** The site plan shall comply with the district requirements for minimum floor space, height of structures, lot size, yard space, density and all other requirements as set forth in the Zoning Ordinance, unless otherwise provided.
  
- B. **PUBLIC WELFARE AND ADJOINING PROPERTIES:** The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account the size of the property, uses on the adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal, orderly, and reasonable development or improvement of surrounding property for uses permitted in this Ordinance nor to diminish the value thereof and will be harmonious in use, appearance, and layout with existing and planned future uses in the immediate area.
  
- C. **LIGHT, AIR, AND ACCESS:** The location, size, and height of the structures, walls, and fences shall be such that there is adequate open space so as to provide light, air, and access to the persons occupying the structures and that there will be no interference with adequate light, air, and access to adjacent lands.

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- D. **TOPOGRAPHY AND NATURAL LANDSCAPE:** All elements of the site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of elements that respect existing features of the site in relation to topography. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in smooth natural appearing slopes as opposed to abrupt changes in grade between the project and adjacent areas.
- E. **DRAINAGE:** On-site drainage shall be required. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties. Provisions shall be made to accommodate stormwater and to prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.
- F. **PRIVACY:** The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walls, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- G. **GENERAL ACCESS:** Every structure or dwelling unit shall have access to a public street, private road, walkway or other area dedicated to common use.
- H. **VEHICULAR AND PEDESTRIAN CIRCULATION:** Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves the project area shall be capable of safely and effectively accommodating the traffic volume and pattern proposed by the project. Where possible, shared commercial access drives shall be encouraged.
- I. **EMERGENCY VEHICLE ACCESS/FIRE AND SAFETY:** All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means. The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment. Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the State of Michigan for the protection of residents and/or occupants of the structures.
- J. **LOADING AND STORAGE:** All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant

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materials of sufficient height to obscure the direct view from adjacent first floor elevations. The site plan shall provide for adequate storage space for the use therein.

- K. **SNOW STORAGE:** Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
- L. **EXTERIOR LIGHTING:** Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of building or structures shall be minimized to reduce light pollution. Lighting standards contained in **§3.19** shall be adhered to.
- M. **UTILITIES:** All utility services shall be provided in a manner least harmful to surrounding properties. All utilities shall be located underground, as applicable, unless specifically waived by the Planning Commission.
- N. **COMPLIANCE WITH OTHER STATUTES AND REGULATIONS:** Site plans shall conform to all applicable requirements of state and federal statutes, and approval may be conditioned on the applicant receiving necessary state and federal permits before the actual zoning permit is granted.

### Section 5.7 Amendment to an Approved Site Plan

- A. The owner of property for which a site plan has been approved shall notify the Zoning Administrator of any desired change to the approved site plan. Minor changes to an approved site plan may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design and character of the site plan or any specified conditions imposed as part of the original approval and will conform to regulations contained within this Ordinance. Minor amendments shall include the following as deemed appropriate by Zoning Administrator:
  - 1. Changes in floor plans that do not exceed five (5%) percent of the total floor area and which do not alter the character of the use or increase the amount of required parking.
  - 2. Reduction of the size of any structure and/or sign.
  - 3. Changing the location of structures/signs by no more than five (5) feet.
  - 4. Expansion no greater than five (5) percent of the size of any sign.
  - 5. Internal re-arrangement of the parking lot which does not affect the number of parking spaces or alter access locations or design.
  - 6. Landscaping approved in the site plan that is replaced by similar landscaping to an equal or greater extent.
  - 7. Changes that will preserve the natural features of the site without changing the basic site layout.

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8. Change type and design of lighting fixture provided an engineer or architect certifies there will be no change in the intensity of light at the property boundary.
  9. Changes related to item 1 through 8 above required or requested by the Township or other state or federal regulatory agencies in order to conform with other laws or regulations; provided the extent of such changes does not alter the basic design and character of the site plan, nor any specified conditions imposed as part of the original approval and provided that such changes conform to the regulations contained in this Ordinance.
- B. After approval by the Zoning Administrator, the applicant shall prepare a revised site plan showing the approved amendment. The revised site plan shall contain a list of all approved amendments and a place for the Zoning Administrator to sign and date all approved amendments.
  - C. No fees shall be required for minor site plan amendments approved by the Zoning Administrator.
  - D. For amendments to site plans that do not qualify as a minor amendment or which require Planning Commission action, the same application process and fee for site plan review shall apply.

If the Zoning Administrator finds that a proposed amendment to a site plan does not qualify as a minor change, he or she shall immediately notify the permit holder in writing that site plan approval has been suspended pending approval of the proposed amendment. The permit holder's notice shall be delivered by mail or in person. When the Planning Commission has approved the amendment, the Zoning Administrator shall send a written notice to the permit holder that the project's site plan has again been approved. This provision is not to be construed to prohibit phased development of a project provided that each phase is developed in accordance with an approved site plan.

**Section 5.8 Expiration of Site Plan Approval**

- A. The approval of any site plan under this provision shall expire one (1) year after the date of such approval, unless actual construction and development have been commenced in accordance with said site plan prior thereto. If such construction and development is commenced within said one (1) year period, then such approval shall continue for a period of five (5) years from the date thereof; provided, however, that a lapse of more than one (1) year of continuous substantial construction and development does not occur, in which event, said approval shall expire.
- B. Thirty days prior to expiration of an approved final site plan, an applicant may make application to the Planning Commission for a one-year extension of the site plan at no fee. The Planning Commission shall grant the requested extension for this additional one year if it finds good cause for the extension.

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- C. Any subsequent re-submittal of a site plan due to expiration shall be processed as a new request with new fees.