



DELTA CHARTER TOWNSHIP
PLANNING DEPARTMENT

Delta Administration Building
7710 West Saginaw Highway
Lansing, Michigan 48917
PHONE (517) 323-8560

PRELIMINARY SITE PLAN APPLICATION

1. **APPLICANT: NAME:** _____
(LAST) (FIRST) (M.I.)

ADDRESS: _____
(STREET NO.) (CITY) (STATE) (ZIP)

TELEPHONE: _____
(HOME) (OFFICE)

2. **OWNER: NAME:** _____
(LAST) (FIRST) (M.I.)

ADDRESS: _____
(STREET NO.) (CITY) (STATE) (ZIP)

TELEPHONE: _____
(HOME) (OFFICE)

3. **PRELIMINARY SITE PLAN APPROVAL IS REQUESTED FOR (Specify project):**

4. **LEGAL DESCRIPTION:** _____

5. **ADDRESS OF PROPERTY:** _____

6. **APPLICANT'S SIGNATURE:**

X _____ DATE: _____

7. **OWNER'S SIGNATURE**

X _____ DATE: _____
(IF NOT APPLICANT)

-OFFICIAL USE ONLY-

DATE FEE PAID: _____
RECEIVED BY: _____
RECEIPT NO.: _____
P.C. ACTION: _____
DATE: _____

TABLE 6.06-A.1. DATA REQUIRED FOR SITE PLANS

DATA REQUIRED FOR SITE PLANS	
1. Application Form	
a.	Name and address of the applicant and property owner.
b.	Address and common description of property and complete legal description.
c.	Dimensions of land and total acreage.
d.	Zoning on the site and all adjacent properties
e.	Description of proposed project or use , type of building or structures, and name of proposed development , if applicable.
f.	Name and address of firm or individual who prepared the site plan .
g.	Proof of ownership of the property.
2. Site and Zoning Data	
a.	Existing lot lines , structures, parking areas and other improvements on the site and within 100 feet of the site.
b.	Proposed lot lines , lot dimensions, property lines, setback dimensions, structures, parking areas, and other improvements to the site and within 100 feet of the site.
c.	All existing and proposed easements including type.
d.	Zoning district of site and all adjacent properties.
e.	Land use of site and all adjacent property.
f.	Proposed use of site.
g.	Gross and net lot area , and areas in proposed rights-of-way, access easements, wetlands , and bodies of water (including streams, ponds, lakes).
h.	Ground floor and total floor area to be constructed.
i.	Lot coverage (ground floor area divided by net lot area)
j.	Impervious surface (total impervious area and percentage of impervious area to total net lot area)
k.	Number and type of dwelling units and density , for residential projects
l.	Required yards/setbacks.
3. Natural Features	
a.	General location of existing plant materials, with identification of materials to be removed, and materials to be preserved.
b.	Topography on the site and within 100 feet of the site at two (2)-foot contour intervals, referenced to a U.S.G.S. Benchmark.
c.	Location of existing drainage courses, floodplains, lakes and streams, and wetlands .



DATA REQUIRED FOR SITE PLANS

- d. Existing wetland areas must be shown for each wetland. All impacted areas and mitigation areas shall be shown with calculations provided.
- e. General soils information, location, and extent of soils that are unbuildable in their natural state because of organic content or water table level, based on the Eaton County Soil Survey or equivalent information.

4. Access and Circulation

- a. Dimensions, curve radii and centerlines of existing and proposed [access](#) points, roads and road rights-of-ways or access easements.
- b. Driveways and intersections within 100 feet of the site.
- c. Location of proposed roads, driveways, parking lots. Sidewalks and non-motorized pathways.
- d. Cross-section details of proposed roads, driveways, parking lots, sidewalks and non-motorized pathways.
- e. Dimensions of acceleration, deceleration and passing lanes.
- f. Calculations for required number of parking spaces including location and layout.
- g. Dimensions of parking spaces, islands, circulation aisles and loading zones.
- h. Designation of fire lanes.
- i. Traffic regulatory signs and pavement markings.

5. Landscape Plans

- a. General landscape plan, including location and type of all proposed shrubs, trees, and other live [plant material](#).
- b. Existing live plant materials to remain, and if materials will be applied to [landscaping](#) requirements.
- c. Existing and proposed topography, by contours, correlated with the grading plan.
- d. Location of all proposed landscape improvements.
- e. Planting list for proposed landscape materials with caliper size or height of material, botanical and common names, and quantity.
- f. Irrigation system plan for watering and draining landscape areas.
- g. Cross-sections and details for required landscape improvements including berms, walls, fences, retaining walls, etc.

6. Building, [Structure](#), and Miscellaneous Site Information

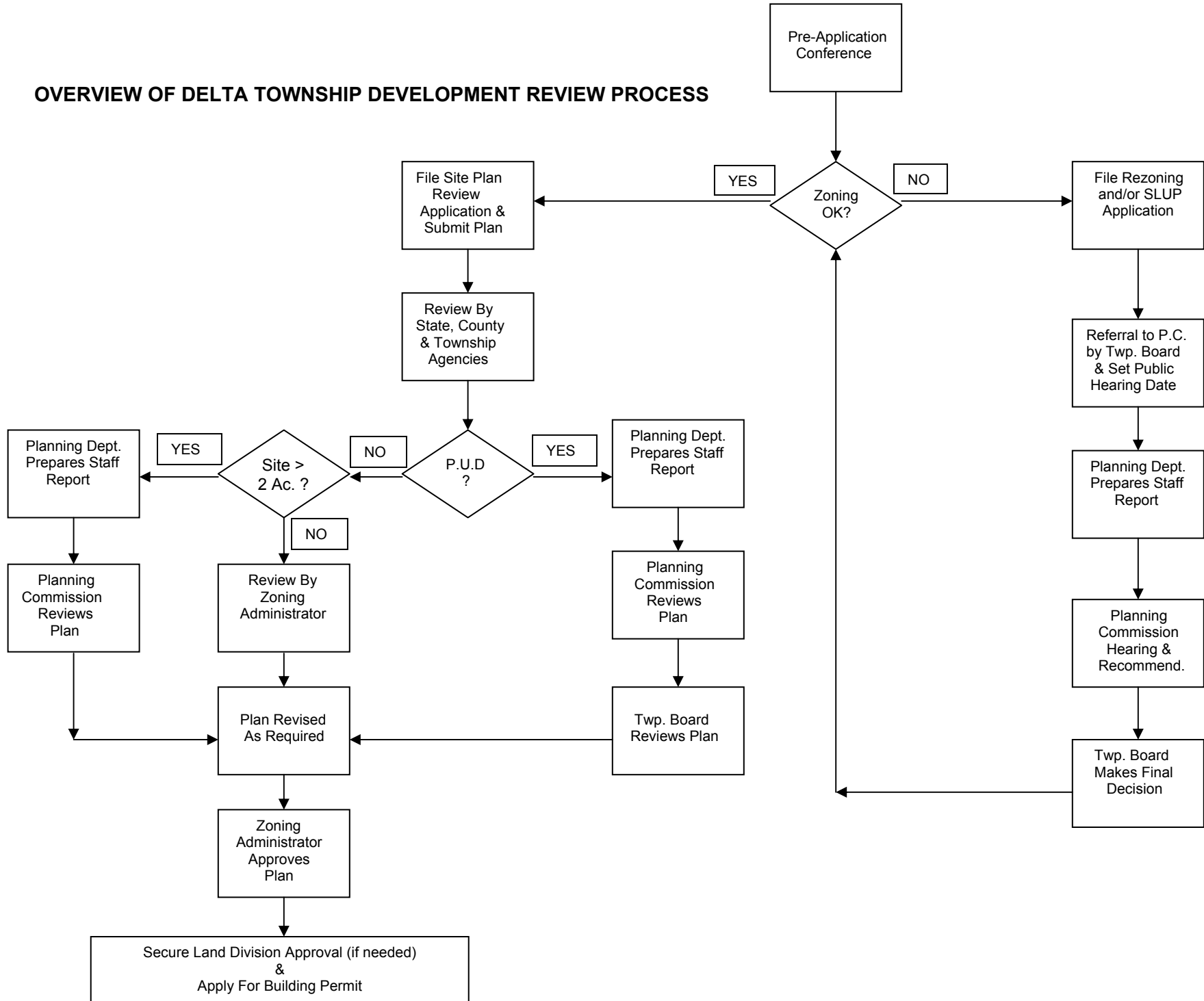
- a. Location, height, number of floors, and outside dimensions of all proposed buildings and structures.
- b. Building floor plans and total floor area.
- c. Details on accessory structures and any screening
- d. Location of proposed free-standing signs such as billboards, pole signs, and ground signs.
- e. Location of exterior lighting (site and building lighting).



DATA REQUIRED FOR SITE PLANS	
f.	Lighting details, including height, initial lumen rating, type of lamp, method of shielding, and depiction of lighting pattern for all site and building lighting.
g.	Lighting photometric grid overlaid on proposed site plan showing light intensity (in foot candles) on site and ten (10) feet beyond the property lines of the subject parcel . Sites which have parking lots with twenty (20) parking spaces or less or which do not abut a residentially zoned property are exempt from the photometric grid overlay requirement.
h.	Location of trash receptacle(s) and transformer pad(s) and method of screening.
i.	Location of any outdoor sales or display area.
7. Information Concerning Utilities, Drainage and Related Issues.	
a.	Location and size of existing and proposed sanitary sewers and/or septic systems
b.	Location and size of existing and proposed water mains, well sites, water service and fire hydrants.
c.	Site grading, drainage patterns and other stormwater management measures.
d.	Stormwater retention and detention ponds.
e.	Location and size of storm sewers and drains.
f.	Location of above and below ground gas, electric and telephone lines, existing and proposed.
g.	Location of transformers and utility boxes.
8. Additional Information Required for Multiple Family Residential Development	
a.	The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.).
b.	Density calculations by type of residential unit (dwelling units per acre).
c.	Garage and / or carport locations and details, if proposed.
d.	Location, dimensions, and floor plans of common building(s) (E.G., recreation, laundry, etc.), if applicable.
e.	Swimming pool fencing detail, including height and type of fence , if applicable.
f.	Location and size of recreation and open space areas.
g.	Indication of type of recreation facilities proposed for recreation area.
9. Additional Studies/Information	
a.	Traffic Impact Study (as described in Section 10.03)
b.	State & County Environmental Permits Checklist for Eaton County Communities
c.	Delta Township Fire Department Chemical Survey
d.	Description, identification, and location of any existing or proposed areas, whether above or below ground, for the storage, use , loading/unloading of hazardous substances or hazardous wastes.
e.	Delineation of areas which have been contaminated, as determined by a State or Federal agency, and submittal of a report as to the status of the cleanup.
f.	Other Studies as may be required by the Planning Commission or Zoning Administrator



OVERVIEW OF DELTA TOWNSHIP DEVELOPMENT REVIEW PROCESS



STATE & COUNTY ENVIRONMENTAL PERMITS CHECKLIST FOR USE IN EATON COUNTY COMMUNITIES

Name of Business: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Type of Business: _____

Facility Owner or Manager: _____

Date: _____ Signature: _____

Note: For assistance with permits and approvals from the Michigan Department of Environmental Quality, including permit coordination among MDEQ divisions, contact the Permit Coordinator, 517/335-4235.

Circle (Y/N) the items that may pertain to your project or facility; then contact the office(s) listed to determine specific requirements. Return a copy of this checklist to the municipality as part of your site plan submittal -- even if state and county approvals have not yet been obtained. An updated copy should be submitted prior to occupancy.

This list includes the most common permits and approvals related to waste, water quality, and air quality. Other permits and approvals, including local approvals, may also be needed.

1. Y N Will the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, wetland or other surface water? **Contact:** MI Dept. of Environmental Quality, Surface Water Quality Division, Permits Section: 517/373-8088.
2. Y N Will the project involve the direct or indirect discharge of waste, waste effluent, wastewater, pollutants, and/or cooling water into the groundwater or on the ground? **Contact:** MI Dept. of Environmental Quality, Waste Management Division, Groundwater Program Section: 517/373-8148.
3. Y N Will the project involve construction or alteration of any sewage collection or treatment facility? For **facilities discharging to surface waters**, contact the MI Dept of Environmental Quality, Surface Water Quality Division, District Office: 517/625-4647. For **facilities discharging to groundwater**, contact the MI Dept. of Environmental Quality, Waste Management Division, District Office: 517/625-5515.
4. Y N Will the project or facility store or use chemicals, petroleum products, or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP) may be required. **Contact:** MI Dept. of Environmental Quality, Waste Management Division, District Office: 517/625-5515.
5. Y N Will the project involve the installation, operation, or removal of an underground or aboveground storage tank containing a petroleum product or a hazardous substance? **Contact:** MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.
6. Y N Will the project involve liquefied petroleum gas storage tanks or container filling locations? **Contact:** MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.
7. Y N Does the project involve the installation of a compressed natural gas dispensing station with storage? **Contact:** MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.
8. Y N Will the project involve the generation of hazardous waste? **Contact:** MI Dept. of Environmental Quality, Waste Management Division, District Office: 517/625-5515.
9. Y N Will the project involve the on-site treatment, storage or disposal of hazardous waste? **Contact:** MI Dept. of Environmental Quality, Waste Management Division, Hazardous Waste Permit Unit: 517/373-9875.
10. Y N Will the project involve the transport of hazardous waste or non-hazardous liquid industrial waste? **Contact:** MI Dept. of Environmental Quality, Waste Management Division, Hazardous Waste Program Section: 517/373-9875.
11. Y N Will the project involve land filling, transferring or processing solid non-hazardous wastes on-site? **Contact:** MI Dept. of Environmental Quality, Waste Management Division; District Office: 517/625-5515.

12. Y N 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? **Contact:** MI Dept. of Environmental Quality, Air Quality Division, Permit Section: 517/373-7023.
13. Y N Will the project or facility involve the storage, mixing or distribution of pesticides or fertilizers in bulk quantities? **Contact:** MI Dept. of Agriculture, Pesticide and Plant Pest Management Division: 517/373-1087.
14. Y N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation control permit is required. **Contact:** Eaton County Drain Commissioner : 517/485-6444. In addition, a permit may be required from the DEQ. **Contact:** MI Dept. of Environmental Quality, Land & Water Management Division, Soil Erosion & Sedimentation: 517/373-3178.
15. Y N Will the project involve dredging, filling, or construction in, across or under (1) a river, stream, creek, ditch, drain, lake, pond or swamp? (2) wetlands? (3) floodplain (area that may have or ever had either standing or flowing water)? **Contact:** MI Dept. Environmental Quality, Land and Water Management Division, Permit Consolidation Unit, 517/373-9244.
16. Y N Will the project involve any dredging proposed within 500 feet of a lake, river, stream, creek or ditch? **Contact:** MI Dept. Environmental Quality, Land and Water Management Division, Permit Consolidation Unit: 517/373-9244.
17. Y N Will an on-site wastewater treatment system or septic system be installed?
- For subsurface sanitary sewage disposal in quantities of 10,000 gallons per day or less:** Barry-Eaton District Health Dept., Environmental Health Division, 517/541-2615. For any subsurface discharge of sanitary sewage in quantities equal to or greater than 10,000 gallons per day – **Contact:** MI Dept. of Environmental Quality, Waste Management Division: 517/373-8148.
- For subsurface disposal of sanitary sewage in quantities of 6,000 to 10,000 gallons per day:** In addition to obtaining a construction permit from the Barry-Eaton District Health Department, submit a state wastewater discharge notification form. Flow monitoring and reporting are required – **Contact:** MI Dept. of Environmental Quality, Waste Management Division, Groundwater Permits Unit: 517/373-8148.
- For industrial or commercial wastewater (other than sanitary sewage) in any quantity – Contact:** MI Dept. of Environmental Quality, Waste Management Division, Groundwater Permits Unit: 517/373-8148.
18. Y N Will the project involve the construction of a water supply well or the extension of a water supply service from an existing water system? **Contact:** MI Dept. Environmental Quality, Drinking Water Program, District office 517/625-5515; and Barry-Eaton District Health Dept., Environmental Health Division: 517/541-2615.
19. Y N Are there out-of-service wells, abandoned wells, or cisterns on the site? (drinking water, irrigation, & monitoring wells). **Contact:** Barry-Eaton District Health Dept., Environmental Health Division: 517/541-2615.
20. Y N Will the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? **Contact:** Barry-Eaton District Health Dept., Environmental Health Division: 517/541-2615.
21. Y N Will the project involve the on-site storage of sanitary sewage prior to transport and disposal off-site (pump and haul)? **Contact:** MI Dept. of Environmental Quality, Waste Management Division, Groundwater Program Section: 517/373-8148.
22. Y N Has the property or facility ever been subject to a remedial action, limited closure, or other environmental cleanup response under Part 201, Natural Resources and Environmental Protection Act (NREPA)? Is the property currently subject to a response action? Has a Baseline Environmental Assessment (BEA) been completed for the property? **Contact:** MI Dept. of Environmental Quality, Environmental Response Division: 517/373-9893 and/or MI Dept. of Environmental Quality, Storage Tank Division: 517/373-8168.

NOTE: The general telephone number for the Shiawassee DEQ District office (which covers Eaton, Eaton and Clinton Counties, among others) is 517-625-5515. The office is located at 10650 Bennett Drive, Morrice, MI 48857-9792. The fax number is 517-625-5000.

DELTA CHARTER TOWNSHIP DEVELOPMENT REVIEW AGENCIES

This is a general description of the various agencies involved in the development review process within Delta Township:

STREETS:

Trunklines &
Expressways:

All expressways (I-96, I-496, I-69) and trunklines (M-43) are under the jurisdiction of the Michigan Department of Transportation (MDOT). Inquiries regarding these facilities should be addressed to:

Construction Permits
Michigan Department of Transportation
Lansing Transportation Service Center
2700 Port Lansing Road
Lansing, Michigan 48906

Ghazi Mustafa: (517) 335-3721
Larry Thelen: (517) 335-3728

County Roads:

All public roads in Delta Township, with the exception of expressways and trunklines, are under the jurisdiction of the Eaton County Road Commission. Inquiries regarding these roads should be addressed to:

Mr. Blair Ballou, Engineer - Manager
Eaton County Road Commission
1112 Reynolds Road
Charlotte, Michigan 48813

Phone: (877) 883-2866, Ext. #205

STREET NAMING & ADDRESSING:

Street names and addresses are issued by the Delta Township Building Department in conjunction with Eaton County's Central Dispatch 911 Office. Inquiries should be addressed to:

Eaton County Central Dispatch 911
911 Courthouse Drive
Charlotte, Michigan 48813

Phone: (517) 543-4913

STORM DRAINAGE:

Public storm drains in Delta Township are under the jurisdiction of the Eaton County Drain Commissioner's Office. On-site stormwater detention is required in most areas of the Township. Enforcement of Michigan's Soil Erosion and Sedimentation Act in Eaton County is also the responsibility of the Eaton County Drain Commissioner's Office. Inquiries regarding storm drainage Soil Erosion and Sedimentation permits should be addressed to:

Mr. Richard Wagner, Eaton County Drain Commissioner
Eaton County Courthouse
1045 Independence Boulevard
Charlotte, Michigan 48813

Phone: (517) 543-3809

PUBLIC WATER SERVICE:

General System: Delta Township provides public water service to many areas of the Township. The Township Engineering Division has maps of the water system, hydrant locations, well sites, and as-built utility drawings. Inquiries should be addressed to:

Mr. Ernie West, P.E., Township Engineer
Delta Township Engineering Department
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8540

System Details: The Water Division of the Township Utilities Department can provide assistance regarding connections, modifications, and additions to the existing water system. Inquiries should be addressed to:

Mr. David Swink, Water Distribution System Supervisor
Delta Township Utilities Department - Water Division
7812 West Willow Highway
Grand Ledge, Michigan 48837

Phone: (517) 323-8570

FIRE PROTECTION:

The Delta Township Fire Department is responsible for providing fire protection to Township residents and businesses. Questions relating to fire hydrants, alarm systems, sprinklers, emergency vehicle access requirements, etc. should be addressed to:

Mr. Michael Roberts, Fire Inspector
Delta Township Fire Department
7614 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 321-6622

SANITARY SEWER SERVICE:

General System: Delta Township provides public sanitary sewer service to many areas of the Township. For general system information contact:

Mr. Ernie West, P.E., Township Engineer
Delta Township Engineering Department
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8540

System Details: The Wastewater Treatment Plant Division of the Township's Utilities Department can provide assistance regarding details such as waste discharge requirements, pre-treatment regulations, surcharge costs, the Sewer Use Ordinance, and the operation of the sanitary sewer system. Inquiries should be addressed to:

Mr. Rick Kane, Director
Delta Township Utilities Department
7000 West Willow Highway
Lansing, Michigan 48917

Phone: (517) 323-8498

BUILDING & SIGN REGULATIONS:

Delta Township operates under the Uniform Building Code as administered by the Township's Building Division. The Delta Township Sign Ordinance is also administered by the Building Division. Inquiries should be addressed to:

Mr. Matt Leach, Building Inspector (Building Code)
Ms. Kelly Figueiredo, Code Enforcement Officer (Sign Ordinance)
Delta Township Building Division
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8530

POLICE PROTECTION:

Delta Township contracts with the Eaton County Sheriff's Department for police protection. The Sheriff's Department has a sub-station located within the Township on Administration Drive across from the Township Administration Building. Inquiries should be made to:

Lt. Mark Wriggelsworth
Eaton County Sheriff's Department, Delta Sub-Station
7108 Administration Drive
Lansing, Michigan 48917

Phone: (517) 323-8480

LAND DIVISIONS:

Splitting off parcels for sale or development require the issuance of a Certificate of Land Division by the Delta Township Assessing Department. Land divisions, if required, must be reviewed and approved prior to receiving a building permit. Inquiries regarding the land division application, review, and approval process, or the number of divisions a parcel may qualify for, should be directed to:

Mr. Brian Thelen, Assistant Assessing Director
Delta Township Assessing Department
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8520

ZONING AND SUBDIVISION REGULATIONS:

Copies of the Delta Township Zoning Ordinance and Subdivision Regulations may be obtained from the Delta Township Planning Department. The Planning Department is responsible for processing site plan reviews, rezonings & special land use permits, variance requests, and subdivision plats. Inquiries should be addressed to:

Mr. Gary M. Bozek, AICP, Director
Delta Township Planning Department
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8560