



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: _____



DELTA CHARTER TOWNSHIP
PLANNING DEPARTMENT
Delta Administration Building
7710 West Saginaw Highway
Lansing, Michigan 48917
PHONE (517) 323-8560

FINAL 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. FINAL SITE PLAN APPROVAL IS REQUESTED FOR (Specify project):

4. LEGAL DESCRIPTION _____

5. ADDRESS OF PROPERTY _____

6. APPLICANT'S SIGNATURE _____
DATE: _____

7. OWNER'S SIGNATURE _____
DATE: _____
(IF NOT APPLICANT)

-OFFICIAL USE ONLY-
DATE FEE PAID: _____
RECEIVED BY: _____
RECEIPT NO.: _____
P.C.ACTION: _____
DATE: _____

**DELTA TOWNSHIP SITE PLAN REVIEW INFORMATIONAL REQUIREMENTS
AS MANDATED BY CHAPTER 19 OF THE DELTA TOWNSHIP ZONING ORDINANCE**

SECTION 19.4.0 PRELIMINARY SITE PLANS.

A. Applications for preliminary site plan approval shall consist of the following:

- (1) An application form supplied by the Zoning Administrator.
- (2) Five (5) paper copies, and a digital PDF format copy of a preliminary site plan at a scale of not less than one (1) inch equals one hundred (100) feet on a sheet not less than 18" x 24" or larger than 24" x 36" with the following minimum information:
 - (a) Legal description of site, dimensions of site boundary lines, total site area, contours at two foot intervals, water courses and water bodies, and locations of all buildings, driveways, parking areas; and other structures on adjacent properties within one hundred (100) feet of the property, including those located across the street from the property.
 - (b) Required and proposed building setbacks, and if applicable, distances between buildings on the site.
 - (c) Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths.
 - (d) Use, location, dimensions, floor areas, heights, and total lot coverage percentage of all proposed buildings and structures. If the site plan is for multiple family dwellings, the floor areas for each type of unit shall also be indicated.
 - (e) Use, location, dimensions, and applicable screening of accessory structures such as trash and recycling receptacles, utility pads, storage/utility sheds, etc. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening such equipment, where appropriate.
 - (f) Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions (including handicapped spaces), and aisle widths. The location, dimensions, and screening of off-street loading/unloading spaces shall also be depicted, if applicable.
 - (g) Existing and proposed water supply and wastewater systems locations, including wells.
 - (h) Proposed grades and site drainage patterns, including existing and proposed drainage structures. Where applicable, indicate the location and elevation(s) of the 100 year floodplain.
 - (i) Proposed common open spaces and recreational facilities, if applicable.
 - (j) Proposed landscaping, including quantity, size at planting and botanical, and common names of plant materials.
 - (k) Signs, including locations and sizes.

**SITE PLAN REVIEW INFORMATIONAL REQUIREMENTS
PAGE 2**

- (l) Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic control signs or devices, and service drives.
 - (m) Exterior lighting showing area of illumination and indicating the type of fixture to be used.
 - (n) Number of employees in the largest working shift for the proposed use, if applicable.
 - (o) Chemical Substances Survey as provided by the Fire Department and an Environmental Checklist as provided by the Planning Department.
 - (p) Description of the type of operations proposed for the project and plans showing the size, location, and description of any proposed areas for storing, use, loading/unloading of hazardous substances and hazardous wastes.
 - (q) Description and location of existing and proposed above and below ground storage facilities for hazardous substances.
 - (r) 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.
 - (s) North arrow, legend, graphic and written scale, and title block containing the project name.
 - (t) The name and address of the person and firm who drafted the plan, the seal of the professional (licensed in the State of Michigan) responsible for the accuracy of the plan and the date on which the plan was prepared.
- (3) The Planning Commission and/or Township Board, as applicable, may require written statements relative to the impact on existing utilities, natural features, or the environment.

SECTION 19.8.0 FINAL SITE PLANS

- A. Applications for final site plan approval shall conform to the same submission requirements as those set forth for preliminary site plans in Section 19.4.0 A.

SCHEDULE OF FEES FOR SITE PLAN REVIEW:

- \$200, if the site is 2 acres or less in size.
 - \$500, if the site is greater than 2 acres in size.
-

Site plans for sites with a gross site area greater than two (2) acres must be reviewed by, and receive Preliminary Site Plan Approval from the Delta Township Planning Commission.

The Planning Commission generally meets the second and fourth Mondays of each month, with the exception of December when it meets only on the second Monday because of the Christmas holiday.

SITE PLAN REVIEW INFORMATIONAL REQUIREMENTS
PAGE 3

A site plan to be reviewed by the Planning Commission must be submitted to the Planning Department at least thirty (30) days prior to a Planning Commission meeting.

After receiving Preliminary Site Plan Approval from the Planning Commission, Final Site Plan Approval must also be obtained from the Delta Township Zoning Administrator. Site plans for sites with a gross site area of two (2) acres or less are not subject to Planning Commission Preliminary Site Plan Review and Approval. Only Final Site Plan Review and Approval by the Zoning Administrator is required.

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:

Mr. Ghazi Mustafa, Utilities Permit Engineer
Michigan Department of Transportation
Lansing Transportation Service Center
3101 Technology Boulevard, Suite H
Lansing, Michigan 48901

Phone: (517) 324-2285

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 in conjunction with Eaton County's Central Dispatch 911 Office. Inquiries should be addressed to:

Eaton County Central Dispatch 911
1067 Independence Boulevard
Charlotte, Michigan 48813

Phone: (517) 543-3510, Ext. #391

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) 543-7809

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. Gary D. Arnold, P.E., Township Engineer
Delta Township Engineering Division
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, Distribution System Supervisor
Delta Township Utilities Department - Water Division
7720 Administration Drive
Lansing, Michigan 48917

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. Gary D. Arnold, P.E., Township Engineer
Delta Township Engineering Division
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. Thomas Morrissey, 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. Jeff Campbell
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, Director
Delta Township Assessing Department
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8520

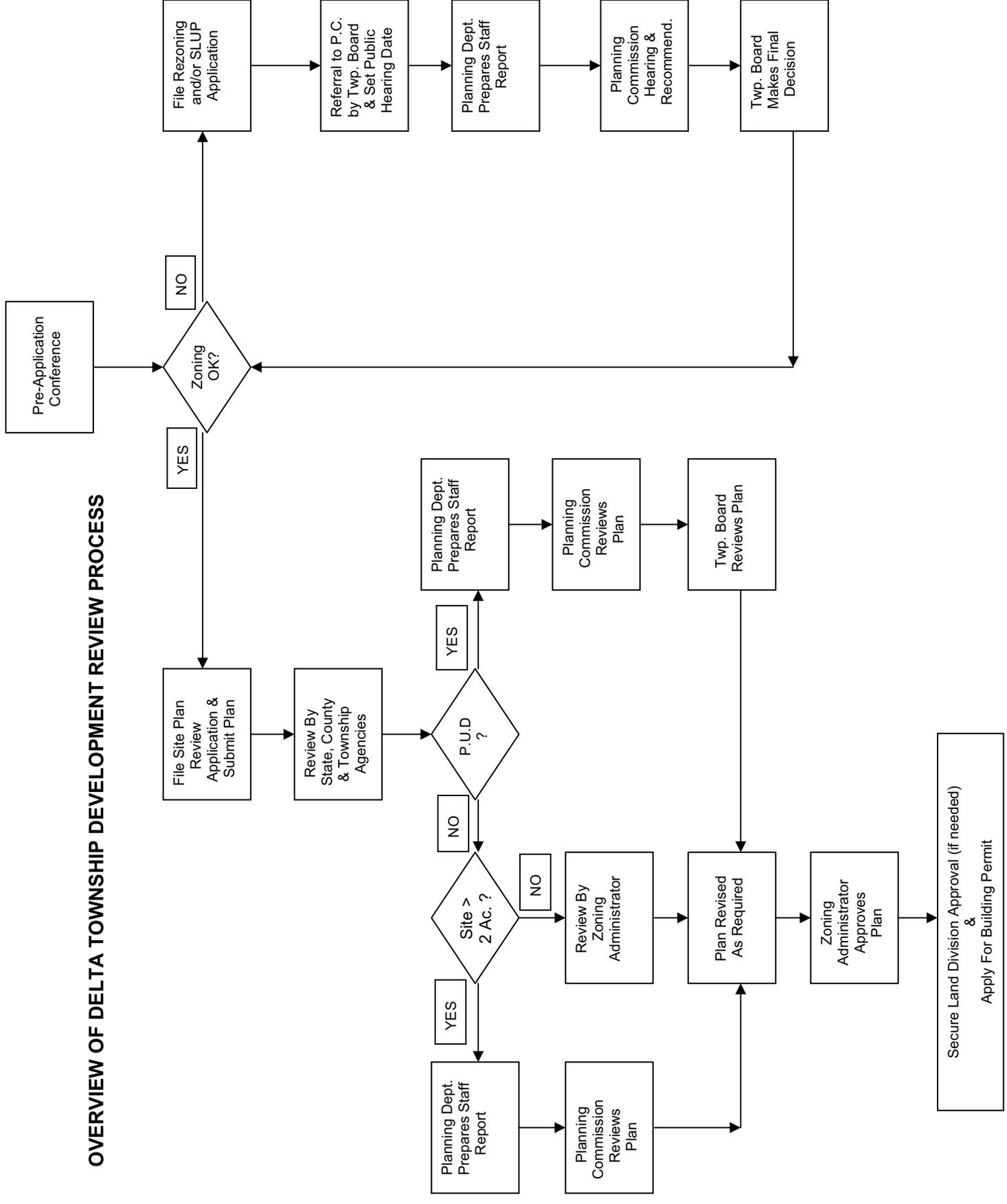
ZONING AND SUBDIVISION REGULATIONS:

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. Mark Graham, Director
Delta Township Community Development Department
7710 West Saginaw Highway
Lansing, Michigan 48917

Phone: (517) 323-8560

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.