

SUPERIOR CHARTER TOWNSHIP
Site Plan Review Application

Article 8 Site Plan Review

Purpose. Use this application for minor, preliminary, final, combined, revised, or administrative site plan review, a change determination, or an extension. Planned Community projects must also follow Article 5.

Ordinance reference. Article 8 and all other applicable provisions of the Superior Charter Township Zoning Ordinance.

Current fee schedule. Fees below are from the Planning and Zoning Fee Schedule adopted May 2025. The fee schedule in effect on the filing date controls. Application fees are nonrefundable. Escrow funds pay actual consultant and administrative review costs; additional deposits may be required, and unused funds are returned after the project is complete.

Application Type

- | | |
|---|--|
| ☐ Preliminary site plan | ☐ Final site plan |
| ☐ Combined preliminary and final site plan | ☐ Minor site plan |
| ☐ Revised site plan | ☐ Major or minor change determination |
| ☐ Site plan extension | ☐ Administrative site plan review |
- ☐ Conditional Use Permit filed concurrently ☐ Phased project

Fees

Application type	Application fee	Escrow deposit
Preliminary site plan	\$1,200 + \$50 per acre	\$7,000
Final site plan	\$1,200 + \$50 per acre	\$7,000
Combined preliminary and final	\$2,000 + \$50 per acre	\$12,000
Revised site plan	\$500	\$3,500
Major or minor change by Planning Commission	\$300	\$3,500
Minor site plan	\$500	\$3,500
Site plan extension	\$300	\$1,000
Administrative site plan review	Confirm with Township	Confirm with Township

Pre-application meetings. Applicants are encouraged to request a one-hour pre-application meeting. Fee: \$325 without the Township Engineer or \$600 with the Township Engineer.

Filing and Review Process

1. File the completed application, all required materials, three full-size plan sets, the application fee, and escrow deposit with the Zoning Administrator. Pay fees and escrow to the Township Treasurer.
2. The Zoning Administrator checks the filing for completeness and distributes a complete application for technical review. Plans in the Fleming Creek Watershed or Dixboro Design Review area are also referred as required by Section 8.04.
3. The Planning Commission reviews minor, preliminary, and final site plans at a public meeting and may postpone, approve, conditionally approve, or deny the plan. Administrative plans may be reviewed by the Zoning Administrator or referred to the Planning Commission.
4. After final approval, file seven sealed copies reflecting all approved revisions and conditions. The Zoning Administrator or designee certifies the plans before permits are issued.

Combined plans. A combined preliminary and final plan is submitted at the applicant's risk and requires Planning Commission approval. Combined review is not available for a development with two or more phases.

Project Information

Development or project name:

Property address:

Parcel identification number(s):

Legal description *Attach separately*

Current zoning:

Gross and net site area: *Acres*

Existing use(s):

Proposed use(s):

Residential units

Number and type:

Nonresidential floor area

Square feet:

Existing building area

Square feet:

Proposed building area

Square feet:

Lot coverage

Percent:

Floor area ratio:

Estimated project cost

\$

Estimated first occupancy

Date:

Complete description of the proposed development and scope of work

Phasing

☐ Not phased ☐ Phased

Total phases:

Current phase:

Preliminary approval date:

If applicable

Prior phase approval dates:

If applicable

Applicant and Project Team

Applicant name and company:

Applicant address:

Applicant phone and email:

Applicant interest in property:

Property owner name and
contact:

Developer name and contact:

Engineer name, firm, license, and
contact:

Architect or planner name, firm,
license, and contact:

Plan and Submission Requirements

Professional preparation. Each site plan must be prepared by a Michigan-registered or licensed architect or engineer and bear the preparer's professional seal.

- ☐ Completed application and signed owner consent when the applicant is not the fee simple owner.
- ☐ Three full-size copies of the site plan at filing. Preliminary and final plans: 24 by 36 inches, engineer's scale no greater than 1:100; provide an overall composite sheet when a large project is shown on multiple sheets. Minor plans: 8.5 by 14 inches minimum and 24 by 36 inches maximum, at an interpretable scale.
- ☐ All information identified for the applicable plan type in the Section 8.07 minimum-information table. Identify any item believed inapplicable and explain why.
- ☐ Applicant, owner, developer, and preparer information; property location, parcel numbers, dimensions, land area, legal description, use statement, and required calculations.
- ☐ Existing conditions and proposed site details, including property and lot lines, buildings, setbacks, easements, signs, outdoor areas, waste enclosures, and phasing.
- ☐ Building design and elevations required for the plan type.
- ☐ Access, circulation, streets, drives, parking, loading, sidewalks, pedestrian routes, and barrier-free access.
- ☐ Natural features, floodplain, wetlands, watercourses, slopes, soils, open space, and mitigation or preservation information.
- ☐ Landscaping, screening, fences, walls, lighting, and mechanical or utility screening.
- ☐ Water, sanitary sewer or septic, stormwater, other utilities, grading, retaining walls, and erosion-control information.
- ☐ Outside-agency approvals and any additional information requested to establish ordinance and Master Plan compliance.
- ☐ Application fee and escrow deposit accepted by the Township Treasurer.

Drawings Submitted

Plan or drawing title	Date or revision date	Sheet numbers

Site plan changes and extensions. For a change request, attach a written explanation of good cause and identify every proposed plan change. The Planning Commission determines whether the change is major or minor. For an extension, file the written request before the approval expires and explain the basis for the request.

Applicant Certification and Authorization

I certify that the information in this application and all accompanying materials is complete and accurate to the best of my knowledge. I authorize Township officials, employees, and consultants to enter the subject property at reasonable times for review and inspection related to this application. I understand that approval does not authorize work that requires other Township, county, state, or federal permits.

Applicant printed name:

Applicant signature and date:

If the applicant is not the fee simple owner, the owner must sign below or provide separate written authorization.

Owner printed name:

Owner signature and date:

Township Use Only

Application number

Township use

Date submitted

Township use

Date deemed complete

Township use

Meeting or hearing date

Township use

Application fee received

\$

Escrow received

\$

Treasurer acceptance

Name and date

Zoning Administrator review

Name and date