

# Charter Township of Brandon

## Planning & Building Department

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395 Mill Street P.O. Box 929 Ortonville, MI. 48462 PH. 248-627-4916

### SITE PLAN REVIEW PROCEDURE AND REQUIREMENTS

1. All site plans must be reviewed and approved by the Brandon Township Planning Commission.
2. Site plans must be engineered by registered professional engineer or licensed civil engineer and be signed & sealed.
3. Site plan shall include but is not limited to the following:
  - a) Size and location of property with North arrow
  - b) Zoning of property
  - c) Zoning of all abutting properties
  - d) Size and location of all buildings to be constructed on property
  - e) All building setbacks from property lines per ordinance 46-215
  - f) Location of parking and number of spaces per ordinance 46-360
  - g) Drainage management plan complying with Township Development Design Standards Chapter 14
  - h) All landscaping per township requirements per ordinance 46-385
  - i) All signage per ordinance 46-445
  - j) All ingress-egress points
  - k) Building elevations or renderings
  - l) Basic building floor plans Section 46-304 Architecture Design Regulations

Before being scheduled to appear before the Township Planning Commission a preliminary meeting maybe held with the Director of Planning & Building Department to review your preliminary plans. The purpose of this meeting is to identify any deficiencies in the plan and afford the applicants engineer or architect time to make changes prior to appearing before the Planning Commission. To meet with the township planner consultant, it will require a fee, before a meeting will be scheduled.

All new site plans must also be accompanied by an impact assessment, details of which are listed in the Brandon Township Zoning Ordinance, Section 46-392 and a woodlands survey, as required by the Brandon Township Zoning Ordinance, Section 46-391.

Once these items have been completed, application is made at the Township Planning & Building Department. Twelve (12) copies of the site plan, impact assessment and woodlands survey must be submitted. A Planning & Engineering Escrow fee will be required up front to cover the cost of reviews by the township engineer and planning consultant. See attached fee schedule.

For more information: [www.brandontownship.us](http://www.brandontownship.us)

**CHARTER TOWNSHIP OF BRANDON  
PLANNING & BUILDING DEPARTMENT**

**APPLICATION FOR SITE PLAN/SPECIAL USE REVIEW**

☐ Site Plan Review PC # \_\_\_\_\_  
☐ Special Land Use Request: \_\_\_\_\_

Applicants Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(street, city, state, zip)

Address of Property Affected \_\_\_\_\_  
(street, city, state, zip)

Lot Number or Parcel I.D. Number \_\_\_\_\_

Applicant's Interest in Property \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(street, city, state, zip)

Site Engineer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Zoning \_\_\_\_\_ Proposed Use \_\_\_\_\_

In accordance with Zoning Regulation Section \_\_\_\_\_

	Yes	No
Township Board Review Required	_____	_____
Zoning Board of Appeals Review Required	_____	_____

I hereby certify that all information submitted is true and correct.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

## PLANNING COMMISSION & ENGINEERING REVIEW FEES

### TYPE OF REQUEST:

### APPLICATION FEES

1. Rezoning Application - Petition Fee	\$ 600.00
Planning & Engineering Escrow	\$ 1500.00
2. Site Plan Review - Commercial, Industrial, Site Condos, PUD, & Special Use Requests	
Application – Petition Fee	\$ 600.00
Planning & Engineering Escrow	\$ 3000.00
3. Platted Residential Subdivisions	
Application – Petition Fee	\$ 600.00
Planning & Engineering Escrow	\$ 3000.00
4. All special land use requests requiring planning consultants review.	\$ 600.00
5. Private Roads	
Planning Commission Application Fee	\$ 350.00
Planning & Engineering Review Escrow	\$ 3000.00
Private Road Construction Permit Fee	\$ 100.00
Plus inspection escrow & performance bond per Brandon Township Design Standards Ordinance or as determined by Township consulting engineers at pre construction meeting.	
6. All projects requiring woodlands review per Brandon Township Zoning Ordinance	\$ 1500.00
7. Zoning Board of Appeals - Residential	\$ 300.00
Commercial	\$ 600.00
Special Meeting	\$ 750.00

- **Escrow accounts will be used to pay consultant fee's plus 10 % administrative cost.**
- **Second and additional meetings to be charged 1/2 original fee.**