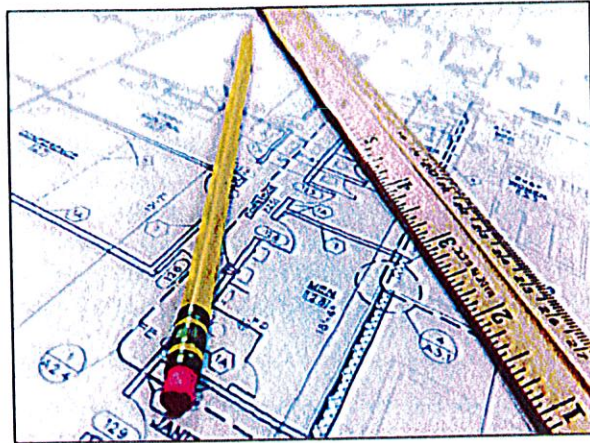


Introduction

Where do I start?

Prior to formal submission, it is strongly suggested that applicants contact the Casco Township Planner to request a pre-application meeting to discuss the proposed project or application, and to obtain valuable information regarding ordinances, codes and procedures. In some situations, attendance by other departments or the Township's engineering consultant may also be requested.



Important Contacts

Casco Township
4512 Meldrum Rd
Casco Township, MI 48064
(586) 727-7524

St. Clair County Road
Commission
21 Airport Drive
St. Clair, MI 48079
(810) 364-5720

St. Clair County Road
Commission
21 Airport Drive
St. Clair, MI 48079
(810) 364-5720

St. Clair County Health
Department
3415 – 28th Street
Port Huron, MI 48060
(810) 987-5300

State of Michigan
Department of
Environmental Quality
27700 Donald Ct.
Warren, MI 48092
586-756-3700

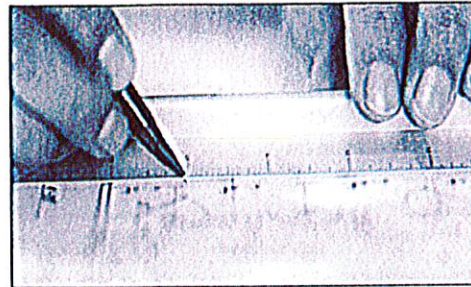
Site Plan Review

When is a site plan required?

A site plan is required for review and approval by the Casco Township Planning Commission for:

New construction, additions, or alterations to buildings on structure within the RT, B-1, B-2, ROS, IND, and OS districts

- Substantial changes to in-use properties
- All special land uses in any zoning district
- All site condominium developments



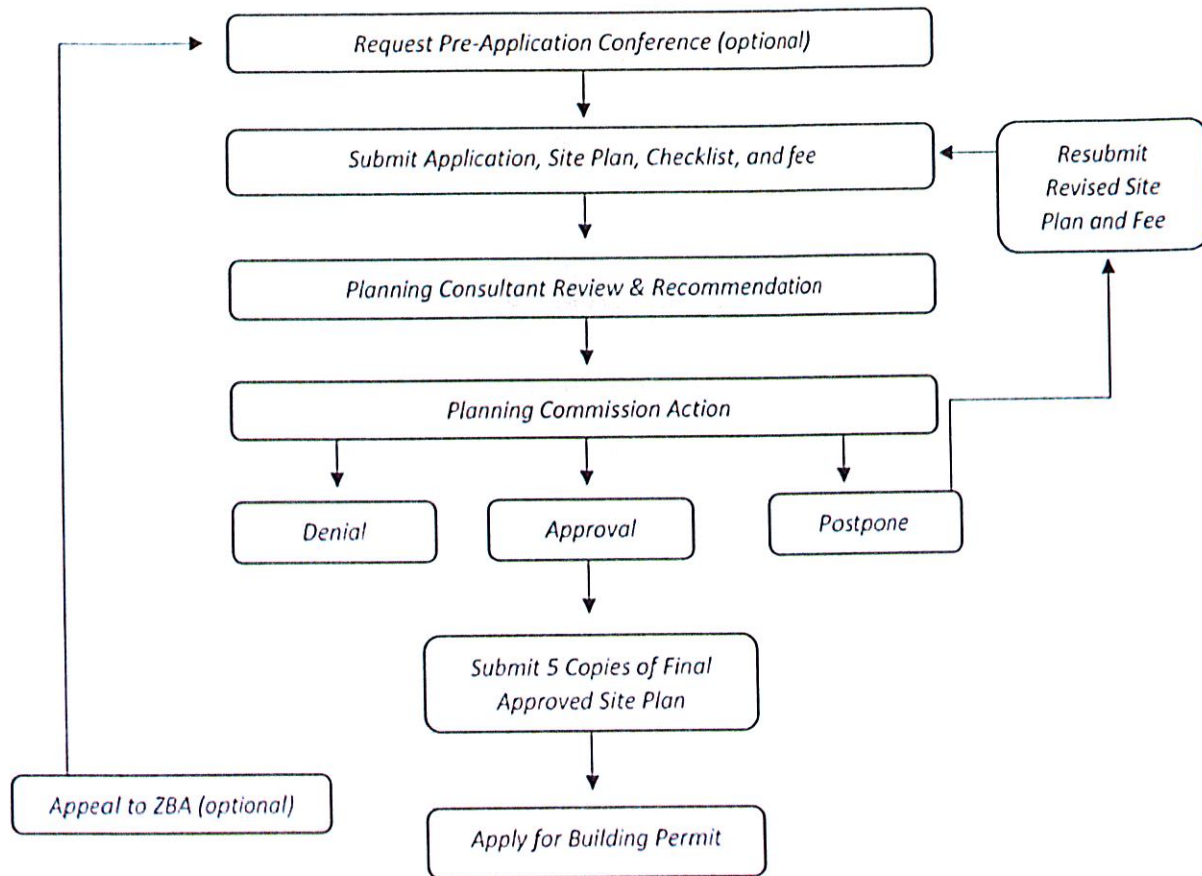
Why is site plan review required?

Site plan review provides the Township with an opportunity to review the proposed use of a site in relation to all applicable Township ordinances and plans. Site plan review also provides the Township with an opportunity to review the relationship of the plan to surrounding uses, accessibility, pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on health, safety, and general welfare.

What is the site plan review process?

The chart on the following page depicts the typical site plan review process. In Casco Township, site plans are approved by the Planning Commission, and do not require Township Board action. Assuming a pre-application conference was held, and the application materials are complete and accurate, the typical minimum time frame is 60-90 days.

Site Plan Review Process



What is required to begin the Site Plan review process?

The following items must be submitted to the Casco Township Clerk:

- Twelve (12) copies of the completed Site Plan Application Form
- Twelve (12) copies of the completed Site Plan Checklist
- Twelve (12) copies of a site plan prepared in conformance with Zoning Ordinance Section 15, and other applicable standards (applicants are responsible for obtaining a copy of the Casco Township Zoning Ordinance from the Township).
- Required fees, as established by the Township Board

What information must be included on a site plan?

The following checklist is generally intended to assist applicants in preparing a complete site plan. Additional information must be obtained from the zoning ordinance.

- Applicant's name and address
- Applicant's representative name and address
- Seal of the registered architect, landscaped architect, professional planner, or engineer who prepared the plans
- Name of proposed development
- Common description of the property and complete legal description
- Dimensions of land (width, depth, acreage, and frontage)
- Existing zoning and zoning of adjacent properties
- Location map, drawn at a scale of 4" = 1 mile
- A site plan scale of not less than 1" = 30 foot if the subject property is five acres or less, and 1" = 100' if over five acres
- Date and north point
- Location of all existing and proposed structures and uses on the site and all land adjacent to the site within 100 feet
- All aisles, drives, and parking areas (including number of spaces)
- Screening and/or protective walls
- Principal and accessory buildings
- Location of existing and proposed rights-of-way, widths of all abutting streets, alleys, easements, and off-site driveways within 300 feet
- Types of facing materials to be used on the structures
- Typical floor plans
- Density calculations
- Interior sidewalks and sidewalks within right-of-way
- Exterior lighting locations, and method of screening
- Trash receptacle locations, and method of screening
- Drive or street approaches, including acceleration, deceleration and passing lanes
- Utilities located on or serving the site
- Loading and unloading areas
- Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration, and emissions levels and other data regarding all such equipment or machinery.
- Designation of fire lanes
- General location of proposed storm water drainage and retention facilities.
- Location of drainage courses, floodplains, and wetlands
- Existing and proposed topography

- Outside storage areas
- Location of any existing underground storage tanks
- Existing and proposed sign locations. Additional information regarding proposed signs must be submitted at the time of site plan review or later.

Documentation verifying approval by applicable agencies if the proposed development is subject to approval by other agencies. This information must be submitted either at the time of the site plan review or later.

When are materials due?

All required materials for site plan approval must be submitted a minimum of 15 days prior to the regularly scheduled monthly Planning Commission meeting, which typically meets on the third Tuesday of each month.

What happens after approval of the site plan?

Upon approval of a site plan by the Planning Commission, the Clerk's office will notify the Building Department in writing that they may proceed with the review and approval of building permit and construction applications. Revisions and/or changes required by the Planning Commission as a condition of approval, must be made to the plans and resubmitted to the township Clerk, before notification is made to the Building Department.

The Township Planner, Ordinance Officer, or Building Inspector may make periodic investigations of developments with approved site plans. Non-compliance with any required conditions may result in the township taking necessary enforcement action.

Do I need to attend meetings?

Yes, you will be notified of the Planning Commission meeting that your site plan will be considered. The applicant or a representative is expected to be in attendance to answer any questions that may arise. Otherwise, action will be postponed to a subsequent meeting.

How long is site plan approval valid?

Upon approval of a site plan by the Planning Commission, a building permit must be requested by the applicant within twelve (12) months, or the site plan shall be declared invalid. Extensions may be granted at the discretion of the Planning Commission.

Does site plan approval allow me to begin construction?

No, site plan approval does not authorize construction. Site plan approval indicates compliance with the zoning ordinance. Following site plan approval, permits to allow construction or begin the requested use, must be sought through appropriate Township departments and other agencies.

CASCO TOWNSHIP

7

APPLICATION INFORMATION SHEET

This Application Information Sheet is applicable to all development reviews. Additional applications are required for Site Plan Review, Special Land Use, Rezoning, Planned Unit Developments, and Zoning Board of Appeals Variances.

I. TYPE OF REVIEW

- Site Plan Special Land Use Rezoning ZBA Variance Site Condominium
 Subdivision Review

II. APPLICANT

Applicant's Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

III. APPLICANT'S REPRESENTATIVE (IF DIFFERENT FROM APPLICANT)

Name _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

IV. PROPERTY INFORMATION

Property Address _____
General Location _____
Legal Description Attached On plans
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____

V. SIGNATURES (This application form must be signed by both the applicant and the legal owner of the property.) The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

Signature of Applicant Signature of Property Owner

Printed/Typed Name of Applicant Printed/Typed Name of Property Owner

<i>Office Use:</i>		
Application No. _____	Review Fee _____	Date Received _____



SITE PLAN REVIEW APPLICATION

I. PERSON/COMPANY RESPONSIBLE FOR PREPARATION OF THE PLANS

Name _____
Company _____
Address _____
City/Township _____ State _____ Zip _____
Phone _____ Email _____

II. GENERAL SITE PLAN INFORMATION

Property Address _____
General Location _____
Property ID Number _____
Property Size (acres) _____ Frontage (feet) _____
Existing Zoning _____
Existing Use _____
Proposed Use _____
Proposed Name of Development _____

III. SPECIFIC SITE PLAN INFORMATION

Setbacks (feet)
Front _____ Rear _____ Side _____ Opposite Side _____
Building Size (Principal Building)
Square Feet _____ Height _____
Building Size (Accessory Structure(s) if applicable)
Square Feet _____ Height _____
Total Parking Spaces Provided _____ Barrier Free Spaces Provided _____
Projected Number of Employees _____
Estimated Timeframe to Complete Construction _____

IV. SUBMISSION REQUIREMENTS

- One (1) copy of the Application Information Sheet
- One (1) copy of the Site Plan Review Application
- One (1) copy of the Affidavit of Ownership
- Twelve (12) copies of the Site Plan
- Twelve (12) copies of all other applicable plans (landscaping, elevation, floor etc.)
- A digital PDF copy of each of the required applications/documents/plans listed above.
- Application Fee



CASCO TOWNSHIP

4512 Meldrum Rd. Casco, MI 48064

586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on January 25, 2024

For requests for Certificate of Occupancy of uses that require Site Plan approval by the Casco Township Planning Commission prior to completion of all site improvements. A Performance Guarantee in an amount equal to one hundred (100%) percent of the estimated cost of the required uncompleted improvements, the minimum amount not to be less than \$250.00 and the maximum amount not exceed \$10,000.00, shall be deposited with the Casco Township Clerk. Payments can be made by cash, check or irrevocable bank letter of credit.

SCHEDULE OF FEES

	Planner	Fire Dept.	Publication	Admin.	Other
<u>Planning Items:</u>					
Rezoning	\$275.00		*	\$100.00	
Special Land Use	\$275.00	\$100.00	*	\$100.00	
Sign Review-On/Off site	\$75.00			\$35.00	
Pre Application Conf	\$150.00				
<u>Site Condo:</u>					
Preliminary Plan	\$500+\$3 Unit	\$100.00		\$300.00	
Final Plan/Eng Rev	**				
<u>Home Occupation MMCG</u>					
Application Fee					\$1000.00
<u>Site Plan Review:</u>					
Multi-Farm Develop	**	\$100.00		\$300.00	
Mobile Home Develop	\$500+\$2 Unit	\$100.00		\$300.00	
Commercial/Industrial	\$225.00	\$100.00		\$100.00	
Simple Split Dev	\$250+\$10/Lot			\$100.00	
Wetland	**			\$300.00	
<u>Subdivision Platted:</u>					
Engineering Plan					
Sketch Plan	**			\$200.00	
Tentative Prelim. Plat	\$350.00	\$100.00		\$300.00	
Final Prelim Plat	\$200.00			\$300.00	
Final Plat	\$200.00			\$300.00	
<u>ZBA Items:</u>					
Zoning Bd of Appeals	As necessary \$200.		*	\$350.00	
Zoning Bd of Appeals Ext				\$200.00 if a special meeting required	



CASCO TOWNSHIP

4512 Meldrum Rd. Casco, MI 48064

586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on January 25, 2024

<u>Administrative:</u>	Planner	Admin.
New Lot Splits	\$50.00	\$150.00
Each add split		\$50.00
Mining Permit App.	Hourly	\$1000.00
Construction Bd Appeal	**	\$750.00
Home Occupation Rev	\$100.00	\$50.00

Fee will be actual Publication cost

All additional Planner, Engineer, Legal, Professional or Administrative fees will be billed as incurred

A bond in the amount of 6% of the total non-structure site improvement is required.

Cassin Planning Group LLC

FEE SCHEDULE – COLLECTED BY TOWNSHIP

Rezoning Request Review	\$275.00
Special Land Use Review	\$275.00
Site Plan Review	\$225.00
Revised Site Plan Review	\$100.00
Sign Review	\$75.00
Board of Appeals Variance Reviews	\$200.00 per application
Subdivision Plat, Preliminary	\$350.00
Subdivision Plat, Final Preliminary	\$200.00
Subdivision Plat Final	\$200.00
Land Division Review	\$50.00
Home Occupation Review	\$100.00
Pre-Application Meeting Fee	\$150.00
Deposition, Trial Testimony & Preparation	\$110.00 per hour
Services not listed	\$75.00 per hour



Project Control Engineering, Inc.
Professional Engineers, Surveyors, and Consultants

2420 Pointe Tremble Road • P.O. Box 307 • Algonac, MI 48001 • Tel (810) 794-1931 • Fax (810) 794-3331

CASCO TOWNSHIP

January 2023

Engineering Site Plan Reviews All Developments:

\$500 plus \$50/acre
Re-reviews = 1/2 initial review fee

Site Engineering Plan Review:

Hourly w/ deposit based on 1.25% Engineers Estimated Construction Cost * (\$600 min)

Lot Splits:

\$300 plus, \$50/legal description

Schedule of Fees:

Classification	Hourly Rate
Principal Engineer/Surveyor	\$118.00
Project Manager	\$108.00
Engineer or Surveyor	\$100.00
Draftsmen/Technician	\$77.00
Construction Observation	\$77.00
Survey Crew (2-Man Team)	\$180.00
Survey Crew (3-Man Team)	\$255.00
Sewer Line CCTV Inspection (2-Man Team)	\$255.00
Reimbursable Expenses	Rate
Plan Printing - 24"x 36" Black & White	\$2.50/sheet
Photocopies - 8 1/2"x 11" Black & White	\$0.10/copy
Photocopies - 8 1/2"x 11" Color	\$0.20/copy
Shipping and Handling	Cost plus 10%
Outside Consultants/Subcontractors	Cost plus 10%
Special Materials or Equipment	Cost plus 10%

Legal work-invoiced at 1.5 times the above rates

Fees are effective January 2023 and may be adjusted (by mutual agreement) annually to reflect changes to the Consumers Price Index.

*Engineers estimate to include earthwork, sanitary, water, storm drainage, paving, and soil erosion.