



# ANTWERP TOWNSHIP SITE PLAN REVIEW INFORMATION AND PROCEDURES

## WHAT DO I NEED TO GET STARTED?

1. *Planning Commission Agenda Application.* Fill this form out completely and return it along with all required submittals and fees.
2. *Site Plan Review Checklist.* This checklist contains all of the required elements of a site plan or a sketch plan. The checklist must be returned with the application, including a written justification for any required site plan items not listed. The Zoning Administrator may waive some of the requirements if they do not apply to the request; see the Checklist for more information.

**WHEN IS A PLAN REQUIRED?** Before construction of any new building or additions to any existing buildings, site plan review is required. There are two levels of development plans: **Site plans** and **sketch plans**. Sketch plans are less detailed and are allowed for smaller projects or minor changes. The table below lists the types of projects requiring review and the type of plan and process necessary.

### Site Plan and Sketch Plan Review Requirements

AA = Administrative approval by the Zoning Administrator TB = Township Board approval after recommendation by the Planning Commission		
Proposed Use or Development	Site Plan	Sketch Plan
<b>New Construction</b>		
Construction of any building or structure in any zoning district for a non-residential use, excluding farms and special land uses	TB	
Construction of any building or structure containing three or more dwelling units	TB	
Public or essential service buildings, including: public utility buildings and structures, telephone exchange buildings, electric substations, natural gas storage facilities and transmission towers (not including wireless telecommunications facilities), with a total floor or enclosure area over 220 square feet	TB	
Establishment of a new special land use (you must request the Special Land Use Checklist, in addition to this checklist)	TB	
Establishment of a condominium (see Section 3.24 of the Zoning Ordinance)	TB	
Construction or extension of a private road or shared driveway (see Section 3.17 of the Zoning Ordinance)	TB	
<b>Expansion/Modification To Existing Building or Use</b>		
A cumulative expansion of more than 10% from the original approved square footage of a non-residential building, provided that any previous minor expansions be considered in making the determination	TB	
Expansion or change to a use that is nonconforming because a special land use is required under the current ordinance	TB	
<b>Change In Use</b>		
Any change of use in land or building to a more intensive use that requires a substantial change in such features as increased parking, increased traffic flow or increased need for public services	TB	
Change in use to a special land use (see Chapter 10)	TB	
Change in use to a special land use where, in the opinion of the Zoning Administrator, there is no impact on the site plan or where there is no exterior effect		TB

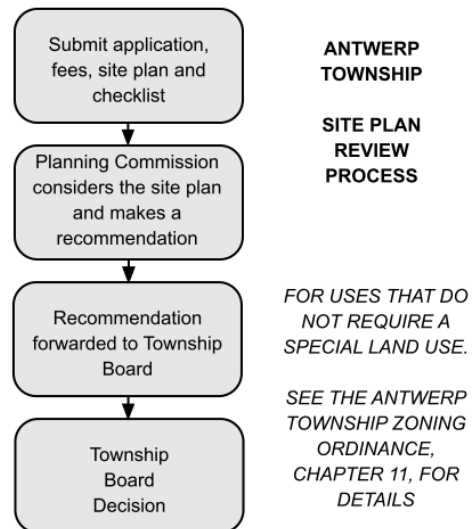
AA = Administrative approval by the Zoning Administrator TB = Township Board approval after recommendation by the Planning Commission		
Proposed Use or Development	Site Plan	Sketch Plan
Reuse or re-occupancy of an existing building where no building expansion is proposed; only if the new use is similar or less intense than the past use in terms of parking, traffic generation, drainage, utility needs, noise, and other external impacts, as determined by the Zoning Administrator		AA
<b>Accessory Structures, Site Improvements and Other Miscellaneous Uses</b>		
Non-residential accessory structures <sup>(1)</sup>		TB
Construction of a new parking lot or addition to an existing parking lot that results in more than 5 new spaces <sup>(2)</sup>	TB	
Paving of an existing parking lot		AA
Expansion to an existing parking lot that results in 5 or fewer new spaces		AA
Wind energy conversion systems	Up to 50 feet in height	AA
	50 feet and higher	TB

Notes to table above:

- (1) Accessory structures that are constructed along with a principal structure are subject to the site plan review requirements for the principal structure.
- (2) Parking lots that are constructed along with a principal use are subject to the site plan requirements of the principal use.

**SITE PLAN REVIEW PROCESS:** Applications and all other required submittals are submitted to the Township Office. A copy will be forwarded to the Zoning Administrator. To ensure complete review, a complete application should be submitted at least 45 days prior to the desired Planning Commission meeting (the Commission meets the first Wednesday of the month at 7:00 pm in the Township Hall). Incomplete applications will not be processed. If waivers of requirements are requested, this should be stated on the application and extra time to review the package may be necessary.

The Planning Commission will review the proposed site plan. The applicant and members of the public will be able to address the Planning Commission regarding the application. The Planning Commission may recommend approval, approval with conditions or denial of the site plan. The Planning Commission's recommendation is then forwarded to the Township Board, for consideration at their next meeting. The Township Board meets on the second Tuesday of each month, at 7:00 PM in the Township Hall. The Board may approve, approve with conditions or deny the site plan. Upon Township Board approval, the applicant may seek a building permit for the project.



**APPEALS:** The decision of the Township Board on a site plan may be appealed to the Zoning Board of Appeals. An appeal must be filed within 30 days of the Township Board's decision.

**FOR MORE INFORMATION:**

1. See the Antwerp Township Zoning Ordinance, Chapter 11, Site Plan Review. The ordinance is available online at [www.antwerptownship.com/zoning.htm](http://www.antwerptownship.com/zoning.htm).
2. Call the Township offices at (269) 668-2615 or the Zoning Administrator (Williams & Works.) at (616) 988-3525.