

**CITY OF MARQUETTE  
SITE PLAN REVIEW APPLICATION**



**CITY STAFF USE**

Parcel ID #: \_\_\_\_\_ File #: \_\_\_\_\_  
Receipt/Inv #: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by and date: \_\_\_\_\_  
Site Plan (12 copies) Submitted: Y/N If applicable - Hearing Date: \_\_\_\_\_ Notice Date: \_\_\_\_\_  
Application complete (checklist, etc): Y / N  
Does the site plan meet the required items: Y / N

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE SITE PLAN REVIEW REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!**

**Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.**

**FEE SCHEDULE**

Commercial, Industrial, Residential with 3 or more units, and Final PUD Site Plan (includes zoning compliance fee)

Sketch Plan	\$800
Preliminary SPR	\$2,106
Administrative Review (CDRT review)	\$1,827
Administrative Review (Non-CDRT review)	\$469
Planning Commission Review	\$2,106

Revised Site Plan (Developer Initiated)

Administrative Review	\$1,522
Planning Commission Review	\$1,522
Administrative Review (Non-CDRT review)	\$469

**FEE SCHEDULE FOR SITE  
CONDOMINIUM/PLATS/SUBDIVISIONS**

Site Condominium Review	\$1,789
Revised (Developer Initiated)	\$749

Plats/Subdivision

Preliminary	\$2,016
Final	\$1,790
Revised	\$749

**If you have any questions, please call 228-0425 or e-mail [alanders@marquettemi.gov](mailto:alanders@marquettemi.gov). Please refer to [www.marquettemi.gov](http://www.marquettemi.gov) to find the following information:**

Planning Commission page for filing deadline and meeting schedule

Excerpts from the City Land Development Code

- [Section 54.1402 Site Plan Review \(this is attached to the application\).](#)
- [Section 54.1401 Zoning Permits and Zoning Compliance Review.](#)
- [If you are applying for a Site Condominium/Plat/Subdivision, please review Article 5.](#)

**STORMWATER**

**Will you be managing stormwater and applying for a stormwater utility fee reduction? \_\_\_ Yes \_\_\_ No**

If yes, please refer to the Stormwater Utility Fee Reduction Application on the City website at [www.marquettemi.gov](http://www.marquettemi.gov) under the Engineering applications.

# PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a Site Plan Review. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

## APPLICANT CONTACT INFORMATION

PROPERTY OWNER
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

APPLICANT/OWNER'S REPRESENTATIVE
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

ARCHITECT
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

ENGINEER
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

SURVEYOR
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

## PROPERTY INFORMATION

<b>Property Address:</b>	<b>Property Identification Number:</b>
<b>Size of property (frontage / depth / sq. ft. or acres):</b>	
<b>Zoning District:</b>	<b>Current Land Use:</b>
<b>Surrounding Zoning Districts:</b>	<b>Surrounding Land Use:</b>
North - _____ East - _____ South - _____ West - _____	North - _____ East - _____ South - _____ West - _____

## DESCRIPTION OF PROJECT

**Please describe use, building style and materials, ultimate ownership, phasing, start and completion proposed timelines for work, etc.:**

## SIGNATURE

I hereby certify the following:

1. I desire to apply for a site plan review indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
2. The request would not violate any deed restrictions attached the property involved in the request.
3. I have read the attached Site Plan Review section of the Land Development Code and understand the necessary requirements that must be completed.
4. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that is does not assure approval of the plan.
5. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full.
6. I acknowledge that no work can commence until the review process has been completed (includes clearing and earthwork).

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

1. I am the legal owner of the property for which this application is being submitted.
2. I authorize City Staff and the Planning Commission members to inspect the site.
3. If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf.

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

Project Name: \_\_\_\_\_ File #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

**PLEASE VERIFY THAT YOU HAVE ADDRESSED ALL THE ITEMS ON THIS LIST IN YOUR SITE PLAN. IF THERE IS NOTHING SHOWN ON THE SITE PLAN PLEASE INCLUDE A STATEMENT AS TO WHY IT HAS NOT BEEN SHOWN, OR MARK IT "NOT APPLICABLE". FAILURE TO ADDRESS THESE ITEMS WILL DELAY APPROVAL. SITE PLAN REVIEW WILL NOT BE SCHEDULED UNTIL COMPLETE PLANS ARE SUBMITTED.**

Site Plan Information Required (See Figure 52 in LDC)		APPLICANT	
		Location in site plan	N/A attach reason
1	The applicant's name.		
2	Name of the development.		
3	The preparer's name and professional seal of architect, engineer, or landscape architect indicating license in the State of Michigan.		
4	Small scale location sketch of sufficient size and scale. (SKETCH PLAN ONLY)		
5	A survey of the property, sealed by a surveyor licensed in the State of Michigan.		
6	Date of preparation and any revisions.		
7	North arrow.		
8	Complete and current legal description and size of property in acres.		
9	Property lines and dimensions drawn to scale.		
10	Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site.		
11	Lot lines and all structures on the property and within 100 feet of the site's property lines.		
12	Locations of all significant natural features, including Riparian Buffers (see <a href="#">Section 54.804</a> ), wetlands (see <a href="#">Section 54.805</a> ), steep slopes (see <a href="#">Section 54.806</a> ), woodlands and protected trees (see <a href="#">Section 54.807</a> ), floodplains, etc.)		
13	Location of any access points on both sides of the street within 100 feet of the site along streets where access to the site is proposed.		
14	Locations of existing utilities.		
15	Existing topography at a minimum of two (2) foot contour intervals.		
16	Building footprints, setbacks, and elevations showing height for all proposed structures with the acreage allotted to each use. See <a href="#">Article 3</a> , <a href="#">Article 4</a> , and <a href="#">Article 7</a> .		
17	Floor area and ground coverage ratios. See <a href="#">Article 3</a> and <a href="#">Article 4</a> .		
18	Proposed locations of utility services (with sizes) and storm water management, including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements. See <a href="#">Section 54.803</a> .		
19	Proposed topography with a site grading plan with topography at a maximum of two (2) foot contour intervals.		
20	Location and method of screening for all waste dumpsters. See <a href="#">Section 54.1003(F)</a> .		
21	Location and dimensions of parking spaces. See <a href="#">Article 9</a> .		
22	General landscaping design concept acceptable to the Zoning Administrator. (SKETCH PLAN ONLY)		

		<b>APPLICANT</b>	
		Location in site plan	N/A attach reason
23	A landscaping plan indicating proposed plant locations with common plant name, number, and size at installation. Berms, retaining walls or fences shall be shown with elevations from the surrounding average grade. See <a href="#">Article 10</a>		
24	Locations of exterior light fixtures. <b>(SKETCH PLAN ONLY)</b>		
25	Details of exterior lighting including locations, height, and method of shielding. See <a href="#">Section 54.802</a> .		
26	The location of all permanent or temporary signs, existing or proposed, including their area, size, height, illumination, and the type of construction. See <a href="#">Article 11</a> .		
27	If the application is related to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase. The phasing plan must be acceptable to the City staff to ensure that each phase can function independently and is not reliant on future phases if they are not constructed.		
28	General site circulation and access including: indication of street right-of-way and pavement widths; access points; and location of pedestrian paths. See <a href="#">Section 54.907</a> . <b>(SKETCH PLAN ONLY)</b>		
29	Indication of street right-of-way and pavement widths and pavement type.		
30	Street horizontal and vertical dimensions, including curve radii.		
31	Dimensions of access points including distance from adjacent driveways or intersecting streets, including those across a street. See <a href="#">Section 54.907</a> .		
32	Identification of width and material to be used for pedestrian paths. See <a href="#">Section 54.907</a> .		
33	Name and location of abutting public streets, proposed access driveways and parking areas, and existing and proposed pedestrian/bicycle paths.		
34	Written verification of access easements or agreements, if applicable.		

		<b>APPLICANT</b>		<b>DEPARTMENT</b>
		Location in site plan	N/A attach reason	Approved / Waived
<b>ENGINEERING DEPT</b>				
Please refer to the Engineering Department General Guidelines and Standards for Street and Utility Design: <a href="https://marquettemi.gov/wp-content/uploads/2018/07/Design-and-Construction-Standards-Rev.-5-4-16.pdf">https://marquettemi.gov/wp-content/uploads/2018/07/Design-and-Construction-Standards-Rev.-5-4-16.pdf</a>				
Will you be managing stormwater and applying for a stormwater utility fee reduction? ___ Yes ___ No				
If yes, please refer to the Stormwater Utility Fee Reduction Application: <a href="https://marquettemi.gov/wp-content/uploads/2017/07/stormwater_utility_fee_reduction_application.pdf">https://marquettemi.gov/wp-content/uploads/2017/07/stormwater_utility_fee_reduction_application.pdf</a>				
39	Include under general statements: "All utility construction work to be accepted by the City of Marquette into their utility system and all work done in public rights-of-way or easement must be done in accordance with Michigan Department of Transportation and City of Marquette standards and specifications"			

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
<b>ENGINEERING DEPT. CONT.</b>				
40	Curb cut, water, sanitary sewer, storm sewer permits, etc. required? (obtain prior to construction activities)			
41	Vehicle maneuvering lane size			
42	Pavement width/type			
43	Vegetated buffer or curbing between street and sidewalk and between sidewalk parking areas			
44	Storm sewer in right-of-way shall be reinforced concrete			
45	Sumps in catch basins?			
46	Plans to be stamped, dated and signed by a professional engineer			
47	Is the downstream storm sewer capacity adequate?			
48	Verify that storm water runoff volume or velocity is not increased onto adjacent properties			
49	Does any earthwork disturb adjacent properties?			
50	Wetland concerns/proper permits obtained?			
51	Traffic impact minimal to existing conditions (stacking, etc.)?			
52	Vehicular and non-motorized circulation			
53	Sanitary sewer inlet to outlet angles greater than or equal to 90 degrees?			
54	Is there a hydrant at the end of any proposed dead end water main?			
55	Size and material type of proposed and existing utilities shown?			
56	Street horizontal and vertical dimensions, radii			
57	Width and materials for non-motorized paths			
58	Dimension of access points including distance from adjacent driveways or intersecting streets			
59	Profiles will be shown for all utilities to be accepted by the City of Marquette into their utility system. All grades, pipe sizes, pipe materials, inverts and rim elevations will be shown on the profiles (water mains must have a minimum of 6 feet of cover, sanitary sewer mains must be installed under water mains with 1.5 feet of clearance			

		APPLICANT		DEPARTMENT
PUBLIC WORKS DEPT.		Location in site plan	N/A attach reason	Approved / Waived
60	Delineate & dimension all public or private easements			
61	Show public utility main locations & sizes within 100 feet of property boundary			
62	Extension or re-routing of public utility systems required			
63	Capacity and condition concerns of existing utility lines to serve the project			
64	Abandonment of existing utility lines associated with the project			
65	Location of existing and proposed utility services (with sizes), including storm water to be shown			
66	Utility metering requirements of the project			
67	Backflow and cross connection requirements applicable to the project including any proposed irrigation systems			
68	Sanitary waste pretreatment requirements			
69	Adequate snow storage provided on the property, without clear vision or utility obstructions			
70	Provisions to collect drainage from snow storage areas collected on property			
71	Access to public property (permits required for any work on ROW) (Drive, sidewalk, and trail connections)			
72	Additions or changes to public signing or traffic control required or recommended			
73	Additions to existing public sidewalks, or plowed routes, required or recommended			
74	Impact of project on public snow removal/storage			
75	Effect on plowing or ice control priorities			
76	New signing, overhangs, access ramps, grade changes, retaining walls, fences, etc. to be constructed in City ROW or easements			
77	Adequate, proper, and accessible on-site waste storage			
78	Adequate clearances and clear vision maintained for maintenance and sanitation equipment			
79	Removal, trimming, or planting of public trees required			
80	Maintenance-friendly design for any portions of the project to become public property			
81	Storage of hazardous materials associated with the project near public utilities			
82	Blasting near public utilities associated with the project			

		APPLICANT		DEPARTMENT
FIRE DEPARTMENT DEPT.		Location in site plan	N/A attach reason	Approved / Waived
83	Buildings meet NFPA standards/NFPA Life Safety Code 101/ BOCA National Property Maintenance Code			
84	Proper water supply for fire suppression including fire hydrants and water mains			
85	Safe outlets for flushing fire hydrants			
86	Easements to test hydrants			
87	Water supply meets NFPA standards			
88	Fire Apparatus Access			
89	Surface Construction			
90	Ability to support fire trucks			
91	Fire truck angle of approach			
92	Outside turning radius			
93	Grade of drive or road ok			
94	Overhead clearance adequate			
95	Driveways and access roads meet NFPA standards			

**POLICE DEPARTMENT DEPT.**

96	Cross reference with accident data at nearest intersection(s)			
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**ANY ADDITIONAL INFO**

97	Any additional info necessary to establish compliance with City Ordinances, State, or Federal Laws			
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# EXCERPT FROM THE CITY LAND DEVELOPMENT CODE

## Article 14: Administrative Procedures

### Section 54.1402: Site Plan Review

## Section 54.1402 Site Plan Review

- (A) Intent.** It is the intent of this section to establish procedures and standards for the review and approval of site plan applications and to ensure proper relationships between the development features as they relate to the standards outlined in this section. This section is further intended to ensure that developments are compatible with adjacent uses of land and promote the use of land in a desirable manner that does not impair the surrounding uses by the erection of structures, additions, alterations, or site improvements that may negatively impact surrounding development, while providing for the orderly development of the City of Marquette.
- (B) Uses Subject to Site Plan Review, Minor Site Plan Review, and Exemptions.** The required review process for uses and development is described in [Figure 51](#). All uses and development, regardless of whether site plan review is required, are subject to the Zoning Compliance review requirements of [Section 54.1401](#). The Zoning Administrator may approve or conditionally approve minor site plans as described in [Figure 51](#) and [Section 54.1402\(D\)\(1\)](#). All other site plans must be reviewed by the Planning Commission.

**Figure 51. Required Review Process Based on Development Activity**

Development Activity	Site Plan Review Required	Minor Site Plan Review	Exempt From Site Plan Review
Special land uses	•		
Planned Unit Developments	•		
Any earthwork greater than 20,000 square feet in size	•		
New construction, additions, or alterations of any non-residential building or buildings, including non-residential accessory buildings or structures, unless the activity is exempt or requires minor site plan review	•		
Alterations to exterior walls such as window openings, façade changes, etc., provided there is no change to the building footprint			•
Conversion of an existing building or part thereof from a residential use to a non-residential use, including site improvements that result from a change in the use of the building or part thereof from residential use to nonresidential use		•	
New construction, additions, alterations, or site improvements for multi-family residential units that contain or will contain three (3) or more dwelling units		•	
Any expansion or change in an existing land use if more parking in addition to that already provided is required		•	
Site improvements that include landscaping, lighting, site access, and parking lot grading, layout, and new off-street parking, unless the activity is exempt		•	
Single-family dwellings and their accessory facilities on individual parcels			•
Two-family dwellings and their accessory facilities on individual parcels			•
Interior remodeling or interior construction			•

**Article 14:** Administrative Procedures

**Section 54.1402:** Site Plan Review

Development Activity	Site Plan Review Required	Minor Site Plan Review	Exempt From Site Plan Review
Landscaping that is less than 25% of the parcel size or 5,000 square feet, whichever is less			●
Additions, alterations, and renovations that are less than 20% of the size of the original building footprint or less than 2,000 square feet		●	
Site improvements that are less than 2,000 square feet (whichever is less), unless the activity requires site plan review or minor site plan review			●
All buildings less than 2,000 square feet, unless the activity requires site plan review		●	
Re-paving of an off-street parking lot, provided there are no grading changes and no changes to the configuration of the parking lot layout			●
Filling a parcel of land to an elevation above the established grade of adjacent developed land.	●		

**(C) Information Required for Site Plans and Sketch Plans.** The site plan review application materials shall include all the following information, unless the Zoning Administrator determines that some of the required information is not reasonably necessary for consideration of the plan.

- (1) Application and Fee.** A completed application form, supplied by the Zoning Administrator, and an application fee.
- (2) Proof of Ownership.** Current proof of ownership or evidence of a contractual ability to acquire such land, such as an option or purchase agreement or a written statement from the property owner indicating permission for the filing of the application.
- (3) Site Plan.** Twelve (12) copies of plan sheet(s) providing the information listed below ([Figure 52](#)). For minor site plans, three (3) copies of plan sheets are required. Sheet size of submitted drawings shall be at least 24-inches by 36-inches, with graphics at an engineer’s scale of one (1) inch equals twenty (20) feet for sites of 20 acres or less; and one (1) inch equals fifty (50) feet for sites over 20 acres. The surrounding area drawing may be in a scale of one (1) inch equals one-hundred (100). Digital plans must also be submitted. Upon request of the applicant, the Zoning Administrator may waive individual site plan requirements if the requirements are found to be unnecessary or irrelevant to the intent of providing the information; however, the Planning Commission has the right to require all of the information in [Figure 52](#).
- (4) Sketch Plan.** A sketch plan must include the information listed below ([Figure 52](#)). The number of plans submitted is determined by the Zoning Administrator, and the Zoning Administrator may accept digital plans. The sheet size of submitted drawings shall be at a scale acceptable to the Zoning Administrator. Upon request of the applicant, the Zoning Administrator may waive individual sketch plan requirements if the requirements are

found to be unnecessary or irrelevant to the intent of providing the information; however, the Planning Commission has the right to require all of the information in [Figure 52](#).

**Figure 52. Site Plan Information Required**

Site Plan Information Required	Sketch Plan	Preliminary Site Plan	Final Site Plan
<b>Identification of Project</b>			
The applicant's name.	●	●	●
Name of the development.	●	●	●
The preparer's name and professional seal of architect, engineer, or landscape architect indicating license in the State of Michigan.		●	●
Small scale location sketch of sufficient size and scale.	●		
A survey of the property, sealed by a surveyor licensed in the State of Michigan.		●	●
Date of preparation and any revisions.	●	●	●
North arrow.	●	●	●
Complete and current legal description and size of property in acres.	●	●	●
<b>Existing Features</b>			
Property lines and dimensions drawn to scale.	●	●	●
Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site.	●	●	●
Lot lines and all structures on the property and within 100 feet of the site's property lines.		●	●
Locations of all significant natural features, including Riparian Buffers (see <a href="#">Section 54.804</a> ), wetlands (see <a href="#">Section 54.805</a> ), steep slopes (see <a href="#">Section 54.806</a> ), woodlands and protected trees (see <a href="#">Section 54.807</a> ), floodplains, etc.)	●	●	●
Location of any access points on both sides of the street within 100 feet of the site along streets where access to the site is proposed.	●	●	●
Locations of existing utilities.	●	●	●
Existing topography at a minimum of two (2) foot contour intervals.		●	●
<b>Proposed Construction</b>			
Building footprints, setbacks, and elevations showing height for all proposed structures with the acreage allotted to each use. See <a href="#">Article 3</a> , <a href="#">Article 4</a> , and <a href="#">Article 7</a> .	●	●	●
Floor area and ground coverage ratios. See <a href="#">Article 3</a> and <a href="#">Article 4</a> .	●	●	●
Proposed locations of utility services (with sizes) and storm water management, including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements. See <a href="#">Section 54.803</a> .		●	●
Proposed topography with a site grading plan with topography at a maximum of two (2) foot contour intervals.		●	●
Location and method of screening for all waste dumpsters. See <a href="#">Section 54.1003(F)</a> .		●	●
Location and dimensions of parking spaces. See <a href="#">Article 9</a> .	●	●	●
General landscaping design concept acceptable to the Zoning Administrator.	●		

**Article 14:** Administrative Procedures

**Section 54.1402:** Site Plan Review

Site Plan Information Required	Sketch Plan	Preliminary Site Plan	Final Site Plan
A landscaping plan indicating proposed plant locations with common plant name, number, and size at installation. Berms, retaining walls or fences shall be shown with elevations from the surrounding average grade. See <a href="#">Article 10</a> .		•	•
Locations of exterior light fixtures.	•		
Details of exterior lighting including locations, height, and method of shielding. See <a href="#">Section 54.802</a> .		•	•
The location of all permanent or temporary signs, existing or proposed, including their area, size, height, illumination, and the type of construction. See <a href="#">Article 11</a> .	•	•	•
If the application is related to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase. The phasing plan must be acceptable to the City staff to ensure that each phase can function independently and is not reliant on future phases if they are not constructed.	•	•	•
Site Circulation Details and Access Design			
General site circulation and access including: indication of street right-of-way and pavement widths; access points; and location of pedestrian paths. See <a href="#">Section 54.907</a> .	•		
Indication of street right-of-way and pavement widths and pavement type.		•	•
Street horizontal and vertical dimensions, including curve radii.		•	•
Dimensions of access points including distance from adjacent driveways or intersecting streets, including those across a street. See <a href="#">Section 54.907</a> .		•	•
Identification of width and material to be used for pedestrian paths. See <a href="#">Section 54.907</a> .		•	•
Name and location of abutting public streets, proposed access driveways and parking areas, and existing and proposed pedestrian/bicycle paths.		•	•
Written verification of access easements or agreements, if applicable.		•	•
Additional Information			
Any other information necessary to establish compliance with this and other ordinances.	•	•	•

**(D) Site Plan Review Procedures.** No Zoning Compliance or Special Land Use Permit shall be issued for any uses subject to site plan review except in accordance with a site plan approved by the Planning Commission, or a Minor Site Plan approved by the Zoning Administrator, in accordance with the following procedures:

**(1) Minor Site Plan Review.** The Zoning Administrator may approve or conditionally approve Minor Site Plans as described in [Figure 51](#); however, Minor Site Plans may also be subject to review by the Planning Director, Engineering Department, Fire Department, or any other City department deemed necessary by the Zoning Administrator. After approval of a Minor Site Plan, the applicant may apply for a Zoning Permit pursuant to [Section 54.1401](#).

- (2) Pre-Application Concept Plan Review.** At the option of the applicant, the applicant may submit a concept plan to the City be reviewed by the Zoning Administrator, City Planner, and Engineering Department prior to submitting an application for site plan review. Depending on the scope of the development proposal, the City staff may require the concept plan to contain as little detail as a Zoning Compliance Review ([Section 54.1401\(C\)](#)) or as much detail as a Sketch Plan Review ([Figure 52](#)). The concept plan must contain enough detail to explain the location of land use areas, streets providing access to the site, pedestrian and vehicular circulation within the site; dwelling unit density and types; function of open space; and buildings or floor areas contemplated, as applicable. The purpose of concept plan review is for the City staff to review the concept plan and provide the applicant an advisory opinion whether the concept plan appears to meet the standards of this Ordinance with respect to use, location, character, and zoning district requirements. The City’s review of a concept plan is advisory only, and the City shall not approve, deny, or take any other action on a concept plan.
- (3) Sketch Plan Review.** At the option of the applicant, preliminary sketches of proposed site plans may be submitted for review to the Planning Commission prior to submission for formal site plan review. Submission of preliminary sketch plans shall be made no later than fourteen (14) days prior to the meeting at which the review is to take place. The Planning Commission shall advise the applicant as to the general acceptability of the proposed plan, but shall not be bound by any statements or indications of acceptance to the plan. The Zoning Administrator shall determine the number of plans to be submitted. Sketch plans must include at a minimum the required information for sketch plans in [Figure 52](#).
- (4) Preliminary Site Plan Review.** The purpose of preliminary site plan review is to allow for the review and decision on most aspects of the site without the need for final detailed engineering unless required by the City Engineer. Applications for preliminary site plan review must be submitted to the Zoning Administrator at least twenty (20) business days prior to the meeting at which the review is to take place. The Planning Commission shall review the preliminary site plan, together with any reports and recommendations from staff, consultants and other reviewing agencies and any public comments. The Planning Commission shall then make a determination based on the requirements of this Ordinance and the standards of [Section 54.1402\(E\)](#). The Planning Commission is authorized to postpone, approve, approve subject to conditions or deny the preliminary site plan as follows:
- (a) Postponement.** Upon determination by the Planning Commission that a preliminary site plan is not sufficiently complete for approval or denial or upon a request by the applicant, the Planning Commission may postpone consideration until a later meeting.
- (b) Denial.** Upon determination that a preliminary site plan does not comply with the standards and regulations set forth in this Ordinance, or would require extensive revisions to comply with said standards and regulations, the site plan shall be denied. If a site plan is denied, a written record shall be provided to the applicant listing the reasons for such denial.

**Article 14: Administrative Procedures**

**Section 54.1402: Site Plan Review**

- (c) **Approval.** Upon determination that a preliminary site plan is in compliance with the requirements of this Ordinance and other applicable ordinances and laws, including the standards of [Section 54.1402\(E\)](#), the preliminary site plan shall be approved. Upon approval of the preliminary site plan, the applicant may apply for final site plan review.
- (d) **Approval Subject to Conditions.** The Planning Commission may approve a preliminary site plan, subject to one (1) or more conditions necessary to address minor modifications to the preliminary site plan, ensure that public services and facilities can accommodate the proposed use, protect significant natural features, ensure compatibility with adjacent land uses, or otherwise meet the intent and purpose of this Ordinance. Such conditions may include the need to obtain variances or approvals from other agencies. Upon approval of the preliminary site plan and the satisfaction of conditions, the applicant may apply for final site plan review.

**(5) Final Site Plan Review.**

- (a) **Deadline to Submit Final Site Plan Application.** Applications for final site plan approval shall be submitted to the Zoning Administrator at least twenty (20) business days prior to the meeting at which the review is to take place.
- (b) **Staff Review of Site Plan Materials.** The Zoning Administrator, Engineering Department, Fire Department, Planning Staff, and other City departments if required by the Planning Commission to determine compliance with this Ordinance, will review application materials to determine if they are in proper form, all of the required information is present, and the site plan is in compliance with this Ordinance. Each department that reviews an application shall provide a report or relevant comments to the Zoning Administrator. If the site plan is determined to not be complete or in compliance with the ordinances, the Zoning Administrator shall return the reports to the applicant. The Planning Commission shall not review a site plan that is not complete unless the incomplete items are minor.
- (c) **Additional Information.** The Planning Commission, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s), to assist in determining the appropriateness of the site plan. Such material may include, but is not limited to, photographs, estimated impact on public schools and utilities, and traffic impacts.
- (d) **Planning Commission Action.** Except as noted above, the Planning Commission shall approve, approve with conditions, or deny the site plan based on the compliance of the plan with City Ordinances and the review standards of this Ordinance. If conditional approval is granted, the conditions shall be stated specifically so that the Zoning Administrator or other reviewing departments can determine compliance with the conditions and grant approval following submission of revised plans; said review not to exceed ten business (10) days unless additional time is required by the Zoning Administrator or other reviewing departments to determine compliance with the conditions of site plan approval. A site plan shall be approved if it contains all of

the information required by the ordinance and is in compliance with the standards of the Land Development Code (including [Section 54.1402\(E\)](#)), other City planning documents, City ordinances, and state and federal statutes.

- (e) Signed Copies of Final Approved Plans.** The Planning Commission Chair and the applicant shall sign two (2) copies of the approved site plan, one of which is kept by the Zoning Administrator, the other by the applicant. If the site plan is approved with conditions that require revisions to the site plan, the applicant must make the required revisions and submit the revised plans to the City be signed.
- (f) Certificate of Zoning Compliance.** A Zoning Compliance permit shall not be issued until the Planning Commission has approved the plan. The Zoning Compliance permit shall be reviewed and issued in accordance with [Section 54.1401](#).
- (6) Single-Step Site Plan Approval.** Nothing in this Ordinance shall prohibit the Planning Commission from granting final site plan approval without first granting a preliminary site plan approval if the plans are in compliance with the requirements of this Ordinance for a final site plan.
- (E) Site Plan Review Standards.** In addition to the development standards of this Ordinance as well as the underlying zoning district, each site plan shall be designed to ensure that:

  - (1) Public Health, Safety, and Welfare.** The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and ordinary development or improvement of surrounding property for uses permitted in this Ordinance.
  - (2) Safe and Efficient Traffic Operations.** Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements such as walkways shall be designed to promote safe and efficient traffic operations within the site and at its access points.
  - (3) Vehicular and Pedestrian Circulation.** The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned street and pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping centers, and other uses which generate a considerable amount of pedestrian traffic.
  - (4) Topography and Landscaping.** The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.

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- (5) Storm Water Management.** Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water on all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.
  - (6) Emergency Vehicle Access.** All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access as required by the Fire Department and Police Department.
  - (7) Outdoor Storage and Loading and Unloading Areas.** All outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent residentially zoned properties. All loading and unloading areas shall be reasonably screened for residentially zoned properties.
  - (8) Lighting.** Exterior lighting shall be arranged so that it is deflected away from adjacent properties and bodies of water so that it does not impede the vision of traffic along adjacent streets or impair navigation on the waterway. Flashing or intermittent lights shall not be permitted.
  - (9) Location of Building Entrances.** For consistency in areas where adjoining properties face the street, the Planning Commission may require that primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
  - (10) Nuisances.** No noise, vibration, dust, fumes, or other nuisance shall leave the property in a manner that affects the surrounding area.
  - (11) City of Marquette Engineering Design and Construction Standards.** The site plan must comply with the City of Marquette Engineering Design and Construction Standards.
- (F) Validity of Approved Site Plans and Expiration.**
- (1) Approval, including Conditions, Attached to the Property.** Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of such property.
  - (2) Validity of Approved Site Plans.**

    - (a) Expiration.** Site plan approval shall expire one (1) year from the date of approval by the Planning Commission except for phased projects that are required to follow a project timeline. If the site plan is approved with conditions that require revisions to the site plan, the applicant must make the required revisions and submit the revised plans to the City prior to the expiration date.
    - (b) Halt in Construction.** The Planning Commission or Zoning Administrator, according to which entity approved the plan, may revoke the zoning approval if work on a project is halted for at least two (2) months, except during winter conditions, if the conditions warrant.



(c) **Extension.** The Planning Commission may grant a one (1) time extension to the expiration deadline not to exceed one (1) year provided the request for an extension must be submitted at least 45 days prior to the expiration of the site plan approval and must meet the following standards.

(i) The approved plan conforms to zoning at the time the extension is granted

(ii) Any and all Federal and State approvals and permits are current.

(d) **Resubmission of Expired Plans.** Site plans whose approval has expired shall require resubmission as an initial application.

**(G) Amendments to Approved Site Plans.**

(1) No changes, erasures, modifications, or revisions shall be allowed for any approved site plan without prior approval by the Zoning Administrator or the Planning Commission, in accordance with [Figure 51](#) of this Ordinance.

(2) The ability to approve any changes to an approved site plan shall remain consistent with the ability of the Planning Commission or Zoning Administrator to approve or deny a specific development activity stated in [Figure 51](#).

**(H) Performance Guarantees.** To ensure compliance with this Ordinance and any condition imposed thereunder, the City may require that a cash deposit, certified check, irrevocable bank letter of credit, or other financial instrument acceptable to the City covering the estimated cost of improvements associated with a project (verified by the City Engineer) for which site plan approval is sought, be deposited with the Treasurer of the City to ensure faithful completion of the improvements and also be subject to the following:

(1) Prior to development activity or the issuance of a permit, the performance guarantee shall be deposited prior to the issuance of the building permit authorizing the activity of the project. The City shall return the performance guarantee on deposit upon verification by the City that all work and improvements have been satisfactorily completed. A return of the performance guarantee does not relieve the applicant from satisfying all applicable maintenance warranties and/or guarantees necessary to ensure the proper functioning of the public improvements.

(2) As used in this Section, "improvements" means those features and actions associated with a project which are considered necessary by the body or official granting approval, to protect natural resources, or the health, safety and welfare of the residents of the City and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, landscaping and surface drainage.

**(I) Development Agreement.** The Planning Commission may require, as a condition of approval, that the owner/developer enter into a Development Agreement with the City of Marquette, incorporating therein the terms and conditions of final site plan approval, and record the same in the Office of the Register of Deeds for Marquette County. The Development Agreement

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shall be signed by the applicant and/or developer and approved by the City Commission. The Agreement shall include such provisions as the deposit of funds to defray variable costs and expenses and performance guarantees per [Section 54.1402\(H\)](#) to ensure that improvements depicted on a site plan meet the provisions of this Ordinance, adopted standards and regulations, and conditions set by the Planning Commission. The cost to prepare, review, and record this Agreement shall be borne by the applicant/developer.

- (J) Compliance Guarantees.** Prior to construction, the Zoning Administrator may require that the property boundaries be staked by a licensed surveyor. At any time during construction, the Zoning Administrator may inspect the site to determine compliance with the approved site plan. If the Zoning Administrator determines that the construction is not in accordance with the approved site plan, the Zoning Administrator shall issue a stop work order and take action to ensure compliance with the approved site plan.
- (K) Appeals of Site Plans.**

  - (1)** Any person aggrieved by the decision of the Planning Commission or Zoning Administrator with respect to an approval or denial of a site plan shall have the right of an appeal to the Board of Zoning Appeals in accordance with [Section 54.1404](#). The appeal shall be filed in writing within thirty (30) days of the decision.
  - (2)** The filing of such an appeal shall act to stay or suspend the issuance of any permit.
  - (3)** No new evidence may be submitted to the Board of Zoning Appeals that is in addition to the evidence considered by the Zoning Administrator or Planning Commission during its review.
- (L) Required As-Built Plans.** Upon completion of the development, as-built plans of the final development must be provided to the City in CAD format or other digital format required by the City.
- (M) Revocation.** Approval of a site plan may be revoked by the Planning Commission if the construction or use is not in conformance with the approved site plan. In such case, the site plan shall be placed on the agenda of the Planning Commission for consideration and written notice shall be sent to the applicant at least ten (10) days prior to the meeting. The Zoning Administrator, applicant, and any other interested persons shall be given the opportunity to present information to the Planning Commission and answer questions. If the Planning Commission finds that a violation of the approved site plan exists and has not been remedied prior to the hearing, then it shall revoke the approval of the site plan.