



# CHARTER TOWNSHIP OF BRIGHTON

4363 Buno Rd. • Brighton, Michigan 48114-9298 • Telephone: (810) 229-0550 Fax: (810) 229-1778  
www.brightontwp.com

## PLANNING COMMISSION APPLICATION

1. Date Filed \_\_\_\_\_ 3. PC Number \_\_\_\_\_

2. Meeting Date \_\_\_\_\_ 4. Fee Paid \_\_\_\_\_

### 5. Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Interest in the  
Property (e.g. fee simple, land option, etc.)

☐ Property Owner ☐ Other (Specify) \_\_\_\_\_

### 6. Current Property Owner Information

Name Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Length of  
Ownership \_\_\_\_\_

### 7. Location of Property for which the Application is Requested

Address \_\_\_\_\_

Cross Streets \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

### 8. Property Information

Zoning District \_\_\_\_\_

Area (Acreage) \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Current Use \_\_\_\_\_

**9. Type and Description of Development**

PUD \_\_\_\_\_ Subdivision \_\_\_\_\_ Site Condo \_\_\_\_\_  
New Site Plan \_\_\_\_\_ Revised Site Plan \_\_\_\_\_ Additional Phase \_\_\_\_\_

**10. Site Plan Request**

Describe your Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (applicant), do hereby swear that the  
above statements are true.

I, \_\_\_\_\_ (property owner), hereby give  
permission for the Charter Township of Brighton staff and consultants to go on the  
property for which the above referenced petition is proposed for purposes of verifying  
information provided on the submitted application.

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

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

**Brighton Township Planning Commission Action**

Approved/Denied \_\_\_\_\_

Date \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLANNING COMMISSION  
SITE PLAN REVIEW  
PROCEDURES AND SPECIFICATIONS

1. All plans or blueprints shall be prepared, signed and sealed by a licensed Architect or Engineer.
2. All petitions and plans must be filed with the Planning Department no later than thirty (30) days prior to the regular meeting of the Township Planning Commission. RESUBMITTALS MUST BE IN THE PLANNING OFFICE FOURTEEN (14) DAYS PRIOR TO THE NEXT SCHEDULED REGULAR MEETING DATE.
3. The applicant(s), architect, or engineer of record or his/her authorized agent (by way of written letter) must appear at the meeting. A brief presentation of the proposed project may be done at that time.
4. Applicant must initially submit five (5) paper copies and one (1) digital copy; when ready for planning commission approval (5) paper copies and one (1) digital copy of the site plan with the application. Email address is [planner@brightontwp.com](mailto:planner@brightontwp.com).
5. **The following fees are non-refundable and include two (2) reviews by the staff:**

Residential site plan review for a plat/site condo	\$4,000***
Residential site plan review for a plat/site condo and PUD/Conditional Zoning:	\$5,300***
Commercial site plan review	\$2,100***
Revised Commercial site Plan Review-	\$1,800***
Revised Residential site plan review-	\$2,900***

**The above fees include the cost of one meeting per phase (optional, preliminary, etc.) If additional meetings are necessary, applicant will be responsible for additional costs. If reviews go beyond two (2) reviews, applicant is responsible for additional costs.**

\* \* \*Note: If the property is located within the Natural Features Overlay district, per Section 10-04 of the Zoning Ordinance, an Environmental Impact Assessment will be required. In addition, a Traffic Impact Study and a wetland survey may be required for all projects with impacts, as stated per Section 18-09. Additional costs incurred for these studies/surveys, will be the sole responsibility of the developer.

6. Following the site plan phase of the project, there is a final site plan/construction plan review phase of the project. This phase is handled administratively and the fee for this phase of the project is based on the construction cost of the job and includes two (2) plan reviews; the fee is paid at the time of submittal of plans. Construction plan reviews beyond two (2) submittals will be charged on an hourly basis but an escrow amount will be established up-front which will need to be paid prior to any additional reviews. After the construction plans are approved and the engineer issues his final letter, an inspection escrow amount based on the construction cost, performance bond amount, and any other fees associated with the project will be identified in the engineer's letter which will need to be paid prior to the issuance of a building permit. In addition, the building department has permit fees. The adopted Brighton Township Engineering Standards are on the Township's web site which applicants can review for more detail on the entire construction process.
7. NOTE: An evaluation of water and sewer REUs will be part of the review.

#### **REQUIRED SPECIFICATIONS:**

##### **GENERAL INFORMATION:**

\_\_\_\_ Include a north arrow, drawing scaled, drawing numbers, drawing date and revision dates, area location map, the proposed use, the property zoning, and adjacent zoning.

\_\_\_\_ Include the name of the developer, developer's name, address and phone number.

\_\_\_\_ All site plans should be prepared, signed and sealed by a registered architect or engineer.

##### **GENERAL SITE INFORMATION:**

\_\_\_\_ The legal description of the property, a boundary survey, and the tax numbers of the parcel need to be provided. The location and dimensions of lot lines and easements need to be shown.

\_\_\_\_ All existing and proposed topography shall be represented on a contour map which will accompany all proposed new structures. Existing topography information at a contour interval of two (2) feet or less plus proposed grading plan (including design of any on site storm water retention/detention area).

\_\_\_\_ The site plan needs to identify natural features such as wooded areas, soils, flood plains, wetlands and watercourses. The Planning Commission may require scenic

easements, woodlands, or portions of woodlands, rock formations or any natural feature of land or resource which would perpetuate the natural attractiveness of any site. All such scenic easements shall be maintained in perpetuity as described and approved on the site plan and supporting documents of record.

**PROPOSED DEVELOPMENT INFORMATION:**

\_\_\_\_\_ Structures need to meet the area, height and bulk requirements for the zoning district. All required yards and setbacks need to be shown.

\_\_\_\_\_ Screening walls, greenbelts and landscaped areas need to be detailed and labeled. The location of any trees (5" caliper or greater) to be removed must be indicated.

\_\_\_\_\_ A lighting plan showing lighting location, height, area of illumination, and fixture details should be provided.

\_\_\_\_\_ Solid waste disposal methods need to be identified including the location of dumpsters and screening details.

\_\_\_\_\_ Details on signage need to be provided such as the type, size, height, illumination and location.

\_\_\_\_\_ Off-street parking calculations as required by the Ordinance should be met. Parking spaces (double striped), driveways, maneuvering lanes and acceleration and deceleration lanes shall be drawn to scale on all site plans. Barrier-free parking per ADA standards shall be designed in the same method and manner.

\_\_\_\_\_ Loading/unloading areas shall be accurately drawn and labeled. Access to loading areas need to provide adequate turning radii for trucks.

\_\_\_\_\_ Storm water drainage plan should be provided indicating drainage routes, slopes, materials, manholes, inverts and catch basin locations, and storm water detention / retention with supporting calculations.

\_\_\_\_\_ Sanitary sewage disposal and water systems should be identified.

\_\_\_\_\_ Include details on any pavement surface showing a cross section with pavement materials. An access permit from the Livingston County Road Commission may be required.

\_\_\_\_\_ Type and proposed location of any outdoor storage.

\_\_\_\_\_ Proposed use of each existing and each proposed structure in this development, number of stories, gross building floor space, and distances between structures.

\_\_\_\_\_ Elevation plans, including height of exterior (front, side, and rear) facades of all buildings or structures on site, indicating proposed construction materials, including color and architecture.

Revised 6/14/23