

File #: _____

Date Submitted: _____

**CHARTER TOWNSHIP OF LYON
APPLICATION FOR SITE PLAN REVIEW**

NOTICE TO APPLICANT: Applications for Site Plan review by the Planning Commission must be submitted to the Township *in substantially complete form* at least twenty-one (21) days prior to the Planning Commission's meeting at which the proposal will be considered. The application must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review Guidelines, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held on the second and fourth Mondays of the month at 7:00 p.m. All meetings are held at the Lyon Township Hall, 58000 Grand River Avenue, New Hudson, Michigan, 48165. Phone number: 248-437-2240. Fax number: 248-437-2336.

TO BE COMPLETED BY APPLICANT:

I (We), the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Project Name: _____

Applicant: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Property Owner(s) (if different from Applicant): _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Applicant's Legal Interest in Property: _____

LOCATION OF PROPERTY:

Street Address: _____

Nearest Cross Streets: _____

Sidwell Number: _____

PROPERTY DESCRIPTION:

If all or part is a recorded plat, provide lot numbers and subdivision name. If all or part is a condominium, provide unit numbers and condominium name. If all or part of the property is not part of a recorded plat (i.e., "acreage parcel"), provide metes and bounds description. Attach separate sheets, if necessary.

Property Size (Square Feet): _____ (Acres): _____

EXISTING ZONING (please check):

- | | |
|--|--|
| <input type="checkbox"/> New Hudson Zoning District | <input type="checkbox"/> B-1 New Hudson Development District |
| <input type="checkbox"/> R-1.0 Residential – Agricultural District | <input type="checkbox"/> B-2 Community Business District |
| <input type="checkbox"/> R-0.5 Single Family Residential District | <input type="checkbox"/> B-3 General Business District |
| <input type="checkbox"/> R-0.3 Single Family Residential District | <input type="checkbox"/> I-1 Light Industrial District |
| <input type="checkbox"/> RM-1 Suburban Township District | <input type="checkbox"/> I-2 General Industrial District |
| <input type="checkbox"/> RM-2 Multiple Family Residential District | <input type="checkbox"/> P-1 Vehicular Parking District |
| <input type="checkbox"/> MHP Mobile Home Park District | <input type="checkbox"/> PD Planned Development District |
| <input type="checkbox"/> O-1 Office District | <input type="checkbox"/> RO Research Office |

Present Use of Property: _____

Proposed Use of Property: _____

Is the property located within a Wellhead Protection Area? _____ Yes _____ No

PLEASE COMPLETE THE FOLLOWING CHART:

Type of Development	Number of Units	Gross Floor Area	Number of Employees on Largest Shift
Detached Single Family			
Attached Residential			
Office			
Commercial			
Industrial			
Other			

PROFESSIONALS WHO PREPARED PLANS:

A. Name: _____
Mailing Address: _____

Telephone: _____ Fax: _____
Email: _____
Design Responsibility (engineer, surveyor, architect, etc): _____

B. Name: _____
Mailing Address: _____

Telephone: _____ Fax: _____
Email: _____
Design Responsibility: _____

C. Name: _____
Mailing Address: _____

Telephone: _____ Fax: _____
Email: _____
Design Responsibility: _____

SUBMIT THE FOLLOWING:

1. Six (6) individually folded copies of the site plans, measuring 24" x 36", sealed by a registered architect, engineer, landscape architect, or community planner.
2. A PDF file of the site plans.
3. A brief written description of the existing and proposed uses, including, but not limited, to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
4. Proof of property ownership (title insurance policy or registered deed with County stamp).
5. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including, but not limited, to:

- | | |
|--|---|
| <input type="checkbox"/> Road Commission for Oakland County | <input type="checkbox"/> Oakland County Water Resources Commission |
| <input type="checkbox"/> Oakland County Health Division | <input type="checkbox"/> Mich. Dept. of Natural Resources & Environment |
| <input type="checkbox"/> Michigan Department of Transportation | <input type="checkbox"/> Michigan Department of Environmental Quality |

PLEASE NOTE: The applicant, or a designated representative, **MUST BE PRESENT** at all scheduled meetings, or the site plan review may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to the site plan approval.

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information in this application and the Zoning Ordinance has been submitted. I further acknowledge that the Township and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

Signature of Applicant

Date

Applicant Name (Print)

Signature of Applicant

Date

Applicant Name (Print)

Signature of Property Owner Authorizing this Application

Date

Property Owner Name (Print)

TO BE COMPLETED BY THE TOWNSHIP		Case #: _____
Date Submitted: _____	Fee Paid: _____	
Received By: _____		

PowerPoint Requirement

Applicants: We are pleased that you have decided to develop in Lyon Township. We want to help you put your best foot forward when you present your plans to the Planning Commission and Township Board.

To assist in this effort, we have available for your use at meetings a projector, laptop computer, and screen. **You must make your presentation using PowerPoint software.**

This will allow the Planning Commission, Township Board, and audience to be fully engaged so they can give your project the attention it is due.



APPLICANT SIGNATURE

I have read the above information and understand that a PowerPoint presentation must be prepared and presented at the Planning Commission and/or Board meeting(s) where my application is being considered.

Applicant Signature:

Applicant Name (Printed)

Date

CHARTER TOWNSHIP OF LYON

SITE PLAN REVIEW GUIDELINES

Purpose of Site Plan Review

The purpose of site plan review is to determine if proposals for development are in compliance with the Zoning Ordinance and other applicable ordinances and laws. Standards in the Zoning Ordinance are intended to promote the orderly development of the Township and preserve the social and economic stability of the Township.

Basis for Site Plan Review

Section 5.02 of the Zoning Ordinance requires site plan review for proposals to: erect, move, relocate, convert, or structurally alter a building; change or add a use to an existing building; expand or decrease off-street parking; or, fill, excavate, or grade land. Site plan review is not required for single-family residential uses.

Qualified Site Plan Review Applicants

Any property owner or the owner's designated agent may submit an application for site plan review, provided that the proposed use is permitted in the zoning district in which the property is located.

Review Fees

Review fees must be paid at the time the site plan is submitted. The review fees defray the cost of having the plan reviewed by Township officials, the Township Planner, and the Township Engineer. A site plan will not be reviewed until the review fees are paid.

SITE PLAN REVIEW PROCESS

Procedures have been established to guide the Planning Commission and the applicant through the site plan review process. These procedures place certain responsibilities on the applicant. Compliance with all procedural requirements, as well as all Zoning Ordinance standards, will minimize delays and assure expeditious review of the plan.

A step-by-step description of the review procedure follows:

STEP 1: Submittal Requirements. The applicant is required to submit the following materials to the Lyon Township Hall, 58000 Grand River Avenue, New Hudson, Michigan, 48165:

1. A completed and signed **Application for Site Plan Review**.
2. Six (6) individually folded copies of the site plan.
3. A PDF file of the site plan.
4. Evidence that the site plan has been submitted to County, State, or Federal agencies that have jurisdiction over the project, including, but not limited, to: the Road Commission for Oakland County, the Oakland County Drain Commissioner, the Oakland County Health Division, the Michigan Department of Natural Resources, and the Michigan Department of Transportation.

STEP 2: Distribution of Plans. Upon submittal of all required application materials, copies of the site plan and application will be transmitted to the Township Planner and Township Engineer for review.

STEP 3: Reports from the Planner and Engineer. The Township Planner and Township Engineer will review the plan to determine compliance with the Zoning Ordinance and other applicable ordinances and regulations. Copies of the Planner's and Engineer's reports will be transmitted to the applicant and to the Planning Commission with copies of the site plan.

STEP 4: Placement on the Planning Commission Agenda. A site plan will **not** be placed on the Planning Commission's regular agenda until it is in substantial compliance with all applicable regulations, except in the circumstances listed at right.

If a site plan is found not to be in compliance with all applicable regulations, the applicant should work with the Township Planner and Engineer to determine necessary revisions. The Planning Commission will be kept updated on the progress of each case but, until the site plan is substantially in compliance with applicable regulations, it will generally not appear on the Planning Commission's agenda.

STEP 5: Deadlines. The applicant may resubmit revised plans as soon as desired after receiving a review letter from the Township Planner or Engineer or other review authority. However, if the applicant wishes to have his/her plan considered for placement on the regular agenda, the plans must be submitted *in a substantially complete form* at least twenty-one (21) days prior to the Planning Commission's meeting at which the proposal will be considered.

STEP 6: Planning Commission Consideration. At the regular meeting at which a site plan proposal is considered, the Planning Commission will review the plan, giving consideration to the reports and comments from the Planner, Engineer, and other review authorities; the applicant; and, members of the audience and other concerned citizens.

Site plans involving a special land use require a public hearing. At the first meeting at which a case is considered, the Planning Commission will schedule a date for the public hearing.

STEP 7: Final Action. The Planning Commission is authorized to take the following action on a site plan, subject to the guidelines in the Zoning Ordinance: approval, approval with conditions, or denial. If a plan is approved subject to conditions, the applicant must submit revised, dated plans illustrating compliance with all required conditions.

STEP 8: Distribution of Final Plan. After the Planning Commission takes final action, the Township Planner will mark three copies of the approved plans APPROVED or DENIED, as

Exceptions

A site plan or other review may be placed on the Planning Commission agenda prior to being in substantial compliance with applicable regulations where:

- 1. The Planning Commission's interpretation or viewpoint is needed regarding a regulation or issue that affects the site plan,*
- 2. The applicant requests the Planning Commission's review and action, even though the applicant is aware that the site plan is not in compliance with applicable regulations, or*
- 3. The applicant disagrees with the Township Planner's interpretation of one or more particular codes or regulations.*

Where Planning Commission review is desired due to these circumstances, the applicant should submit a written request.

Placement of a site plan or other case on the agenda will be at the discretion of the Planning Commission in all cases.

appropriate, with the date the action was taken. One marked copy will be returned to the applicant, and the other two copies shall be kept on file in the Township Hall.

STEP 9: Obtaining Permits. After receiving Planning Commission approval, **construction may not begin until all required permits are obtained from the Building Department.** Please contact the Lyon Township Building Department for further direction regarding preparation of construction documents and plans and obtaining required permits.

APPLICANT'S ENDORSEMENT

I acknowledge receiving of the copies of these **Site Plan Review Guidelines** as part of the Lyon Township Site Plan Review Application package.

Signature of Applicant

Date

Applicant Name (Print)

Signature of Applicant

Date

Applicant Name (Print)

SUPPLEMENTAL REVIEW APPLICATION REQUIREMENTS

CHARTER TOWNSHIP OF LYON

- **MDEQ Permit Coordination Information Form.** Lyon Township residents wish to protect their environment from contamination. Protection of water quality is especially important because everyone in the Township relies on well water. The Michigan Department of Environmental Quality (MDEQ) has prepared a Permit Coordination Information form to identify environmental quality permit requirements. This form must be completed and submitted to the Township for all development review applications. Retain a copy of the form to guide you in obtaining required MDEQ permits. The MDEQ district office is located at 38980 Seven Mile Road in Livonia, telephone 313-953-8905.
- **Fire Protection Measures.** Developers of commercial and industrial buildings should contact Lyon Township's Fire Chief at 248-486-3775 to learn about special fire protection measures related to the proposed use and to learn about high security rapid entry products that can be used to avoid forced entry in the event of an emergency.



PERMIT INFORMATION

www.michigan.gov/deqpermits

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what DEQ permits, licenses, or approvals of a permit-like nature may be needed. By contacting the appropriate offices indicated, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the construction process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities. A useful way to learn whether other requirements will apply is to go through the Self-Environmental Assessment in the Michigan Guide to Environmental, Health, and Safety Regulations, online at: <http://www.michigan.gov/ehsguide>. Please call the Environmental Assistance Center at 800-662-9278 to talk with any of the DEQ programs noted below.

How Do I Know that I Need a Construction Permit?	Yes	No
1) Will your business involve the installation or construction of any process equipment that has the potential to emit air contaminants (e.g. dry sand blasting, boilers, standby generators)? Air Quality Permit to Install, Air Quality Division (AQD), Permit Section	Y <input type="checkbox"/>	N <input type="checkbox"/>
2) Does the project involve renovating or demolishing all or portions of a building? Notification is required for asbestos removal and required for all demolitions even if the structure never contained asbestos. Asbestos Notification, AQD, Asbestos Program , 517-284-6777	Y <input type="checkbox"/>	N <input type="checkbox"/>
3) Please consult the Permitting at the Land and Water Interface Decision Tree document to evaluate whether your project needs a land and water management permit (i.e., Does the project involve filling, dredging, placement of structures, draining, or use of a wetland?). Land and Water Featured Programs (Water Resources Division - WRD) - Joint Permit Application , 517-284-5567: <ul style="list-style-type: none"> a. Does the project involve construction of a building or septic system in a designated Great Lakes high risk erosion area? b. Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated environmental area? c. Does the project propose any development, construction, silvicultural activities or contour alterations within a designated critical dune area? d. Does the project involve construction of a dam, weir or other structure to impound flow? 	Y <input type="checkbox"/>	N <input type="checkbox"/>
4) Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction) or does the project involve construction which will disturb one or more acres that come into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water? Soil Erosion and Construction Storm Water , 269-567-3515, or Local Agency	Y <input type="checkbox"/>	N <input type="checkbox"/>
5) Does the project involve the construction or alteration of a water supply system or sewage disposal system for a manufactured housing project? Office of Drinking Water & Municipal Assistance (ODWMA), 269-491-4536	Y <input type="checkbox"/>	N <input type="checkbox"/>
6) Does the project involve construction or alteration of any sewage collection or treatment facility? WRD, Part 41 Construction Permit Program (staff), 906-228-4527, or DEQ District Office	Y <input type="checkbox"/>	N <input type="checkbox"/>
7) Public Swimming Pool Construction (Spas/Hot Tubs) Permits: Will your business involve the construction or modification of a public swimming pool, spa or hot tub? Public Swimming Pool Program , 517-284-6541, or DEQ District Office	Y <input type="checkbox"/>	N <input type="checkbox"/>
8) Does the project involve the construction or modification of a campground? ODWMA, Campgrounds program , 517-284-6529	Y <input type="checkbox"/>	N <input type="checkbox"/>

9) Does the project involve construction of a facility that landfills, transfers, or processes of any type of solid non-hazardous waste on-site, or places industrial residuals/sludge into or onto the ground? Office of Waste Management and Radiological Protection (OWMRP), Solid Waste , 517-284-6588, or DEQ District Office	Y <input type="checkbox"/>	N <input type="checkbox"/>
10) Does the project involve the construction of an on-site treatment, storage, or disposal facility for hazardous waste? OWMRP, Hazardous Waste Section, Treatment, Storage and Disposal , 517-284-6562	Y <input type="checkbox"/>	N <input type="checkbox"/>
Who Regulates My Drinking (Potable) Water Supply?		
11) I am buying water from my community water supply (i.e. city of Detroit or Grand Rapids), Contact Local Water Utility , 517-284-6512	Y <input type="checkbox"/>	N <input type="checkbox"/>
12) I have a Non-Community Water Supply (Type II) Guide , Contact (District or County) Local Health Department , 517-485-0660	Y <input type="checkbox"/>	N <input type="checkbox"/>
13) I am a community water supply (Type I) Community Water Supply, DEQ District Office Community Water Supply Program , 517-284-6512	Y <input type="checkbox"/>	N <input type="checkbox"/>
14) Do you desire to develop a withdrawal of over 2,000,000 gallons of water per day from any source including groundwater, inland surface water, or the Great Lakes and their connecting waterways? WRD, Great Lakes Shorelands Unit, Water Use Program, 517-284-5563	Y <input type="checkbox"/>	N <input type="checkbox"/>
Who Regulates My Wastewater Discharge System?		
15) NPDES: Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water? WRD, DEQ District Office , or National Pollutant Discharge Elimination (NPDES) Permit Program , 517-284-5568	Y <input type="checkbox"/>	N <input type="checkbox"/>
16) Does the facility have industrial activity that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water? WRD, Permits Section , or DEQ District Office , 517-284-5588	Y <input type="checkbox"/>	N <input type="checkbox"/>
17) Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)? WRD, Groundwater Permits Program , 517-290-2570	Y <input type="checkbox"/>	N <input type="checkbox"/>
18) Does the project involve the drilling or deepening of wells for waste disposal? Office of Oil, Gas and Minerals (OOGM), 517-284-6841	Y <input type="checkbox"/>	N <input type="checkbox"/>
What Operational Permits Are Relevant to My Operation and Air Emissions?		
19) Renewable Operating Permit: Does your facility have the potential to emit any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous air pollutant; or 25 tons per year or more of any combination of hazardous air pollutants? AQD, Permit Section , 517-284-6634	Y <input type="checkbox"/>	N <input type="checkbox"/>
20) Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel? AQD, Acid Rain Permit Program , 517-780-7843	Y <input type="checkbox"/>	N <input type="checkbox"/>
What Operational Permits Are Relevant to My Waste Management?		
21) Does the project involve landfilling, transferring, or processing of any type of solid non-hazardous waste on-site, or placing industrial residuals/sludge into or onto the ground? OWMRP , 517-284-6588 or DEQ District Office	Y <input type="checkbox"/>	N <input type="checkbox"/>
22) Does the project involve the on-site treatment, storage, or disposal of hazardous waste? OWMRP, Hazardous and Liquid Waste , 517-284-6562	Y <input type="checkbox"/>	N <input type="checkbox"/>

23) Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? (Hazardous Waste Program Forms & License Applications) OWMRP, DEQ District Office , 517-284-6562	Y <input type="checkbox"/>	N <input type="checkbox"/>
24) Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form? OWMRP, Radioactive Material and Standards Unit , 517-284-6581	Y <input type="checkbox"/>	N <input type="checkbox"/>
25) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? OWMRP Radioactive Material and Standards Unit , 517-284-6581	Y <input type="checkbox"/>	N <input type="checkbox"/>
26) Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal? OWMRP, Medical Waste Regulatory Program , 517-284-6594	Y <input type="checkbox"/>	N <input type="checkbox"/>
What Sector-Specific Permits May be Relevant to My Business?		
Transporters		
27) Does the project involve the <i>transport</i> of some other facility's non-hazardous liquid waste? OWMRP, Transporter Program , 517-284-6562	Y <input type="checkbox"/>	N <input type="checkbox"/>
28) Does the project involve the <i>transport</i> of hazardous waste? OWMRP, Transporter Program , 517-284-6562	Y <input type="checkbox"/>	N <input type="checkbox"/>
29) Do you engage in the business of transporting bulk water for drinking or household purposes (except for your own household use)? ODWMA, Water Hauler Information , 517-284-6527	Y <input type="checkbox"/>	N <input type="checkbox"/>
30) Does the project involve <i>transport</i> of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground? ODWMA, Septage Program , 517-284-6535	Y <input type="checkbox"/>	N <input type="checkbox"/>
31) Do you store, haul, shred or process <i>scrap tires</i> ? OWMRP, Scrap Tire Program , 517-284-6586	Y <input type="checkbox"/>	N <input type="checkbox"/>
Sectors		
32) Is the project a <i>dry cleaning</i> establishment utilizing perchloroethylene or a flammable solvent in the cleaning process? AQD, Dry Cleaning Program , 517-284-6780	Y <input type="checkbox"/>	N <input type="checkbox"/>
33) Does your <i>laboratory</i> test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act? Laboratory Services Certifications , 517-284-5424	Y <input type="checkbox"/>	N <input type="checkbox"/>
34) Does the project involve the operation of a <i>public swimming pool</i> ? ODWMA, Public Swimming Pools Program , 517-284-6529	Y <input type="checkbox"/>	N <input type="checkbox"/>
35) Does the project involve the operation of a <i>campground</i> ? ODWMA, Campgrounds , 517-284-6529	Y <input type="checkbox"/>	N <input type="checkbox"/>
What Permits Do I Need to Add Chemicals to Lakes and Streams?		
36) Are you applying a chemical treatment for the purpose of aquatic nuisance control (pesticide/herbicide etc.) in a water body (i.e. lake, pond or river)? WRD, Aquatic Nuisance Control , 517-284-5593	Y <input type="checkbox"/>	N <input type="checkbox"/>
37) Are you applying materials to a water body for a water resource management project (i.e. mosquito control treatments, dye testing, or fish reclamation projects)? WRD, Surface Water Assessment Section , 517-331-5228	Y <input type="checkbox"/>	N <input type="checkbox"/>

Why would I be subject to Oil, Gas and Mineral Permitting?		
38) Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)? OOGM, Petroleum Geology and Production Unit , 517-284-6826	Y <input type="checkbox"/>	N <input type="checkbox"/>
39) Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline? OOGM, Minerals and Mapping Unit, Sand Dune Mining Program , 517-284-6826	Y <input type="checkbox"/>	N <input type="checkbox"/>
40) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? OWMRP, Radioactive Protection Programs , 517-284-6581	Y <input type="checkbox"/>	N <input type="checkbox"/>
Petroleum & Mining , OOGM, 517-284-6826		
41) Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore?	Y <input type="checkbox"/>	N <input type="checkbox"/>
42) Does the project involve the surface or open-pit mining of metallic mineral deposits?	Y <input type="checkbox"/>	N <input type="checkbox"/>
43) Does the project involve the mining of nonferrous mineral deposits at the surface or in underground mines?	Y <input type="checkbox"/>	N <input type="checkbox"/>
44) Does the project involve mining coal?	Y <input type="checkbox"/>	N <input type="checkbox"/>
45) Does the project involve changing the status or plugging of a mineral well?	Y <input type="checkbox"/>	N <input type="checkbox"/>
46) Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Permits & Bonding , OOGM, 517-284-6841		
47) Do you want to change the status of an oil or gas well (i.e. plug the well)?	Y <input type="checkbox"/>	N <input type="checkbox"/>
48) Does the project involve drilling of oil, gas, brine disposal, secondary recovery, or hydrocarbon storage wells?	Y <input type="checkbox"/>	N <input type="checkbox"/>

If you need further assistance, please fill out the information below and email the form to deg-assist@michigan.gov.

Requester Information

First and Last Name:

Requester Phone:

E-mail:

CHARTER TOWNSHIP OF LYON SITE PLAN REVIEW CHECKLIST

As noted in the **Site Plan Review Guidelines**, each applicant is required to submit certain materials to the Township. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete site plan review application. **Failure to submit a complete application can result in delay or denial of the site plan.**

The site plan shall consist of an overall plan for the entire development, drawn to a scale of 1" = 20' if the site is less than one acre, 1" = 30' if the site is between one and three acres, and 1" = 50' if the site is more than three acres.

To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site, including, but not limited to gross floor area; hours of operation; number of units; number of employees on largest shift; number of company vehicles; etc.

A. General Descriptive and Identification Data [Required on Site Plan(s)]	Submitted	Not Applicable
1. Name, address, and telephone number of applicant and owner	<input type="checkbox"/>	<input type="checkbox"/>
2. Title block indicating name of the development	<input type="checkbox"/>	<input type="checkbox"/>
3. Scale and north point	<input type="checkbox"/>	<input type="checkbox"/>
4. Location map drawn to scale with north point	<input type="checkbox"/>	<input type="checkbox"/>
5. Property description: Sidwell number, subdivision name, and lot no., metes and bounds description, etc.	<input type="checkbox"/>	<input type="checkbox"/>
6. Total acreage and net acreage (excluding rights-of-way), to the nearest 1/10 acre	<input type="checkbox"/>	<input type="checkbox"/>
7. Zoning of petitioner's and adjacent parcels	<input type="checkbox"/>	<input type="checkbox"/>
8. Present and proposed uses of property	<input type="checkbox"/>	<input type="checkbox"/>
9. Identification and seal of architect, engineer, or land surveyor who prepared plan	<input type="checkbox"/>	<input type="checkbox"/>
10. Date of initial application and revision dates	<input type="checkbox"/>	<input type="checkbox"/>
11. Dimensions of all lots, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the limits of the total land holding	<input type="checkbox"/>	<input type="checkbox"/>
12. Proximity to section corners	<input type="checkbox"/>	<input type="checkbox"/>
13. Notation of any variances which have been or must be secured	<input type="checkbox"/>	<input type="checkbox"/>

B. Site Data	Submitted	Not Applicable
1. Existing lot lines, building lines structures, driveways, parking areas, and other improvements on the site and within 100 feet of the site	<input type="checkbox"/>	<input type="checkbox"/>
2. Front, side, and rear setback dimensions	<input type="checkbox"/>	<input type="checkbox"/>
3. Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S benchmark	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed site plan features, including buildings, road widths and names, and parking areas	<input type="checkbox"/>	<input type="checkbox"/>
5. Dimensions and centerline of existing and proposed roads and road rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
6. Accelerations, deceleration, and passing lanes, where required or proposed	<input type="checkbox"/>	<input type="checkbox"/>
7. Proposed location of access drives and on-site driveways	<input type="checkbox"/>	<input type="checkbox"/>
8. Typical cross-section of proposed roads	<input type="checkbox"/>	<input type="checkbox"/>
9. Location, number, typical dimensions, and type of paving of proposed parking spaces, including barrier-free spaces	<input type="checkbox"/>	<input type="checkbox"/>
10. Parking calculations based on ordinance requirements	<input type="checkbox"/>	<input type="checkbox"/>
11. Locations and width of sidewalks within the site and within the right-of-way. Indicate accessible path from barrier-free parking (s) to main entrance(s) of each building	<input type="checkbox"/>	<input type="checkbox"/>
12. Locations and dimensions of off-street loading area, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
13. Exterior lighting locations, manufacturer's details, and methods of shielding lights from shining off of the site	<input type="checkbox"/>	<input type="checkbox"/>
14. Waste receptacle and outside storage locations and method of screening, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
15. Transformer pad and method of screening, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
16. Landscape plan which shows the following:	<input type="checkbox"/>	<input type="checkbox"/>
a. Lawn areas, indicating whether they are to be seeded or sodded	<input type="checkbox"/>	<input type="checkbox"/>
b. Planting schedule indicating location, sizes, species, And quantity of proposed shrubs, trees, and other live plant materials	<input type="checkbox"/>	<input type="checkbox"/>

	Submitted	Not Applicable
c. Planting details and maintenance plan for upkeep and replacement of diseased plant material	<input type="checkbox"/>	<input type="checkbox"/>
d. Location, sizes, and types of existing trees six (6) inches or greater in diameter measured at one (1) foot off the ground, before and after proposed development (see Township's Tree Protection Ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
e. Cross-section of any proposed berm	<input type="checkbox"/>	<input type="checkbox"/>
f. Tree protection measures	<input type="checkbox"/>	<input type="checkbox"/>
g. Method of irrigation	<input type="checkbox"/>	<input type="checkbox"/>
17. Location of existing drainage courses, floodplains, lakes, and streams, with elevations	<input type="checkbox"/>	<input type="checkbox"/>
18. Locations and dimensions of wetlands	<input type="checkbox"/>	<input type="checkbox"/>
19. Locations and description of all easements for public rights-of-way, utilities, private roads, and drainage	<input type="checkbox"/>	<input type="checkbox"/>
C. Building and Structure Details		
1. Location, height, and outside dimensions of all proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
2. Building façade elevations (elevations shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, HVAC equipment, and transformers)	<input type="checkbox"/>	<input type="checkbox"/>
3. Building floor plans	<input type="checkbox"/>	<input type="checkbox"/>
4. Total floor area	<input type="checkbox"/>	<input type="checkbox"/>
5. Indication of number of stories and number of commercial or office units contained in the building	<input type="checkbox"/>	<input type="checkbox"/>
6. Location, size, height, and lighting details of all proposed signs	<input type="checkbox"/>	<input type="checkbox"/>
7. Proposed fences and walls, including typical cross-section and height above the ground on all sides	<input type="checkbox"/>	<input type="checkbox"/>
D. Information Concerning Utilities, Drainage, and Related Issues		
1. Schematic layout showing existing and proposed:		
a. Well sites and water service leads, or public water Mains and water service leads	<input type="checkbox"/>	<input type="checkbox"/>

	Submitted	Not Applicable
b. Septic disposal system location, or public sanitary Sewer lines and service leads	<input type="checkbox"/>	<input type="checkbox"/>
c. Storm sewers and drainage facilities, including retention/detention basins with storm sewer and basin calculations	<input type="checkbox"/>	<input type="checkbox"/>
d. Fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>
e. Site grading and drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>
f. Gas, electric, and telephone lines	<input type="checkbox"/>	<input type="checkbox"/>
2. Types of soils and location of floodplains and wetlands, if applicable. Geotechnical information for soils in the location of the retention and infiltration basins.	<input type="checkbox"/>	<input type="checkbox"/>
3. Soil erosion and sedimentation control measures	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed finish grades on the site, including finish grades of all buildings, driveways, walkways, and parking lots	<input type="checkbox"/>	<input type="checkbox"/>
5. Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan	<input type="checkbox"/>	<input type="checkbox"/>
6. Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility.	<input type="checkbox"/>	<input type="checkbox"/>
7. Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas	<input type="checkbox"/>	<input type="checkbox"/>
8. Underground storage tanks locations	<input type="checkbox"/>	<input type="checkbox"/>
9. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup	<input type="checkbox"/>	<input type="checkbox"/>
E. Information Applicable to Multiple-Family Residential Development		
1. The number, type, and location of each type of residential unit (one bedroom units, two bedroom units, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Density calculations by type of residential unit (dwelling units per acre)	<input type="checkbox"/>	<input type="checkbox"/>
3. Lot coverage calculations	<input type="checkbox"/>	<input type="checkbox"/>

	Submitted	Not Applicable
4. Floor plans of typical buildings with square feet of floor area	<input type="checkbox"/>	<input type="checkbox"/>
5. Garage and carport locations and details, if proposed	<input type="checkbox"/>	<input type="checkbox"/>
6. Pedestrian circulation system	<input type="checkbox"/>	<input type="checkbox"/>
7. Location and names of roads and internal drives	<input type="checkbox"/>	<input type="checkbox"/>
8. Community building location, dimensions, floor plans, and façade elevations, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
9. Swimming pool fencing detail, including height and type of fence, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
10. Location and size of recreation open space	<input type="checkbox"/>	<input type="checkbox"/>
11. Indication of type of recreation facilities proposed for recreation area	<input type="checkbox"/>	<input type="checkbox"/>
F. Information Applicable to Mobile Home Parks		
1. Location and number of pads for mobile homes	<input type="checkbox"/>	<input type="checkbox"/>
2. Distance between mobile homes	<input type="checkbox"/>	<input type="checkbox"/>
3. Proposed placement of mobile homes on each lot	<input type="checkbox"/>	<input type="checkbox"/>
4. Average and range of size of mobile home lots	<input type="checkbox"/>	<input type="checkbox"/>
5. Density calculations (dwelling units per acre)	<input type="checkbox"/>	<input type="checkbox"/>
6. Lot coverage	<input type="checkbox"/>	<input type="checkbox"/>
7. Vehicular circulation system, including names of proposed streets	<input type="checkbox"/>	<input type="checkbox"/>
8. Garage and carport locations and details, if proposed	<input type="checkbox"/>	<input type="checkbox"/>
9. Pedestrian circulation system	<input type="checkbox"/>	<input type="checkbox"/>
10. Community building location, dimensions, floor plans and façade elevations, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
11. Swimming pool fence details, including height and type of fence, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
12. Location and size of recreation open space	<input type="checkbox"/>	<input type="checkbox"/>
13. Indication of type of recreation facilities proposed for recreation area	<input type="checkbox"/>	<input type="checkbox"/>

G. Information Applicable to Commercial, Office, and Industrial Development	Submitted	Not Applicable
1. Estimated number of employees (total and on largest working shift)	<input type="checkbox"/>	<input type="checkbox"/>

H. Non-Applicable Items

If any of the items are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable, and the reason why each listed item is not considered applicable.

I. Other Required Data

If phased construction is to be used, each phase must be noted, and each phase must be able to stand on its own.

Other data may be required if deemed necessary by administrative officials or the Planning Commission to determine compliance with the provisions of this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand on public facilities and services.

CHARTER TOWNSHIP OF LYON

INDUSTRIAL ACTIVITY STATEMENT

In order to plan for and accommodate new industries in Lyon Township, we request that the following information be provided for all proposed industrial businesses. Please provide responses on company letterhead, signed and dated by the chief executive of the proposed Lyon Township facility.

1. Business name
2. Business mailing address
3. Business phone number, fax number, and emergency phone number
4. If a subsidiary, provide the name and address of the parent company
5. Provide the names and titles of individuals involved in management of the business in Lyon Township.
6. Provide a detailed description of the business to be located in Lyon Township. Include, at minimum, the following information. This information, including the levels of emissions and discharges specified, will become a part of the approved site plan and may be used by the Township to monitor compliance with the approved site plan.
 - a. Describe the types of industrial processes to be used.
 - b. Describe the products to be created.
 - c. Identify chemicals, hazardous substances, flammable or combustible liquids, pesticides, fertilizers, and oil products used, stored, or produced.
 - d. Describe the type and maximum amount of wastewater produced, and describe measures to be taken to prevent discharge of pollutants into or onto the ground.
 - e. Describe the type and level of noise created by the industrial processes, and describe any noise abatement measures to be taken.
7. If this business is relocating from another municipality, provide the addresses of previous location(s).
8. List the expected daily hours of operation.
9. List the days of the week when expected to be in operation.
10. Number of employees expected at the Lyon Township facility.
11. Has this business been cited within the past five (5) years, in any form or manner, by any governmental authority for violation of any laws and regulations, including environmental laws and regulations? Has this business had any permits revoked because of noncompliance with governmental regulations? If the response to either of these questions is yes, then explain in detail.
12. In the past five (5) years, have any employees sustained on-the-job disabling injuries or injuries necessitating recovery lasting more than two (2) weeks, or have any employees been killed on the job? If the response is yes, then explain in detail.
13. Are there any special fire protection devices or measures required by this business? If yes, then please explain.
14. Are any special waste treatment procedures or measures required by this business? If yes, then please explain.

Important: *In the letter containing responses to this survey, please insert the following statement prior to the signature by the chief executive officer of the Lyon Township facility:*

I hereby swear or affirm that I have sufficient knowledge concerning the proposed business to provide the information provided herein and that this information is true and accurate. I further swear or affirm that I have the authority to sign this document on behalf of the applicant.

I acknowledge that the information contained in this document is required under the Lyon Township Zoning Ordinance and shall become a part of our site plan review application. I acknowledge that any omission or material misrepresentation as to the information contained herein shall be cause for denial of the application, and if omission or material misrepresentation is discovered subsequent to site plan approval, for revocation of that site plan approval. I acknowledge that any operations of the business that are inconsistent with or in conflict with the information presented herein shall constitute a violation of the Zoning Ordinance and shall be subject to the penalties and corrective action specified in the Zoning Ordinance.

McKenna Associates, Inc.
August 15, 2001

CHARTER TOWNSHIP OF LYON ARCHITECTURAL DESIGN GUIDELINES

Purpose

Architectural design is a key element in establishing a sense of place for a community. Buildings of high quality contribute to the attractiveness and economic well being of a community, making it a better place to live and work. The rapid development in Lyon Township provides a unique opportunity to establish an attractive community in a relatively short period of time. The Planning Commission recognizes the importance of good architecture and its lasting impact. Guided by these conditions, the Planning Commission decided to prepare architectural design standards.

The objective of the design standards is to direct buildings towards creating buildings of timeless character that are in harmony with the natural and built environment. This is a function of good architectural principles such as selecting durable materials, composing elevations using good proportions, selecting harmonious colors, and combining all the architectural elements in a balanced composition.

Method of Evaluation

The design standards are not intended to promote buildings that appear uniform and similar. Variety and creativity in design are encouraged. The standards are structured in a point rating system, with desirable architectural elements given positive points and undesirable elements given negative points. The total score answers the question: Does this building possess enough positive qualities to comply with the Township's architectural standard?

The standards are divided into the following categories:

- I. Building Materials.
- II. Windows
- III. Architectural Features
- IV. Colors
- V. Building Form
- VI. Composition

The points assigned for each category are weighed according to the importance of each architectural element. The standards apply to all non-residential building facades that face a public or private road. Facades facing I-96 are also subject to these standards

For buildings with an office wing in front of a warehouse, the foremost wall of the office wing constitutes the front façade; the wall of the warehouse/shop portion facing the road is not considered part of the front façade, except in Section I: Building Materials, where the front wall of the warehouse portion facing the road will be considered in the evaluation, as well as the side wall visible from the road.

The minimum acceptable score is 60 points. The buildings can be judged by the following scale:

- 59 points or less = Unacceptable
- 60 – 69 = Passing
- 70 – 79 = Satisfactory
- 80 – 89 = Good
- 90 – 99 = Very Good
- 100 points or more = Excellent

CHARTER TOWNSHIP OF LYON ARCHITECTURAL DESIGN GUIDELINES

Evaluation Form

Project Name: _____ Location: _____

Architect/Designer: _____ Date of Plan: _____

Zoning District: _____ Name of Evaluator: _____ Date: _____

INTRODUCTION

The Architectural Guidelines are in the form of a point rating system. The applicant or representative should assess the front façade of the proposed building, using this form. Questions can be addressed to the Township Planner, Christopher J. Doozan, AICP, PCP, McKenna Associates, Inc., phone 248-596-0920, fax 248-596-0930.

BUILDING MATERIAL

Objective: *Select materials possessing durability and aesthetic appeal.*

Scoring method: For primary exterior material composing more than 60% of the façade (including window area), the point allocation for that material should be doubled. For example, for a building consisting primarily of brick (+16 points x 2 = +32 points) with split face block accents (+4 points), the total score would be 36 points.

Exterior Wall Material	I-1 I-2	B-2 B-3 O-1 RO	Score
Brick Masonry	+16	+16	
Concrete slab (e.g., poured-in-place, tilt-up construction)	+10	+10	
Concrete masonry units			
Split face block	+4	+4	
Scored block	+2	+2	
Ground-face block	+2	+2	
Smooth-face block	(-4)	(-4)	
Metal siding			
Standing seam panels	(-12)	(-12)	
Aluminum siding	(-20)	(-20)	
Architectural grade	+8	0	
Exterior Insulation Finish System (e.g., "Dry-vit"), scoring depends on the location of the finish on the exterior wall as follows:			
8 or more feet above approved grade	+2	+2	
4 to 8 feet above approved grade	(-6)	(-6)	
Less than 4 feet above approved grade	(-10)	(-10)	
Stone (e.g., limestone, granite)	+12	+12	
Wood (lap, board and batten, shake)	0	+6	
Vinyl	(-6)	(-2)	
T-111 and other wood panel siding	(-20)	(-20)	
Subtotal:			

WINDOWS

Objective: *Windows are the main element contributing to an inviting façade. They give visual interest to a façade. Provide a large quantity of attractive windows on a façade that fronts a street.*

Window Features	I-1 I-2	B-2 B-3 O-1 RO	Score
A. Percentage of front façade composed of windows			
More than 30%	+20	+20	
20 – 29%	+10	+10	
10 – 19%	(-10)	(-10)	
Less than 10%	(-20)	(-20)	
B. Window shapes			
Rectangular, including square	+4	+4	
Palladian (rectangular window with a half-circular top)	+4	+4	
Circular or octagonal other than decorative gables windows	(-8)	(-8)	
Diamond	(-8)	(-8)	
C. Proportions of window openings (width-to-height)			
Horizontal – more than 4:1 proportion (e.g., ribbon window)	+4	+2	
Horizontal – 2:1 to 4:1 proportion	+4	+2	
Horizontal – square to 2:1 proportion	+4	+4	
Vertical – square to 1:2 proportion	+4	+4	
Vertical – more than 1:2 proportion	(-8)	(-8)	
D. Glazing			
Clear	0	+4	
Tinting – green, blue, bronze, smoke	+4	0	
Tinting – all other colors	(-4)	(-4)	
Subtotal:			

ARCHITECTURAL FEATURES

Objective: *Include architectural features on the building façade that provide texture, rhythm, and ornament to a wall.*

Description: There are two categories of architectural features. The first category consists of compositional elements, that is, architectural features that contribute to dividing the elevation into interesting parts. Horizontal compositional elements include a cornice and a base, which give the façade a top and a bottom. Vertical compositional elements include pilasters and columns, which give the façade a sense of rhythm. The second category includes decorative elements, which contribute to the visual appeal of the façade.

Architectural Features	I-1 I-2	B-2 B-3 O-1 RO	Score
Compositional Elements:			
Roof cornice	+4	+4	
Contrasting base	+4	+4	

Architectural Features	I-1 I-2	B-2 B-3 O-1 RO	Score
Contrasting masonry courses, water table, or molding	+4	+4	
Pilasters ¹ or columns	+4	+6	
Corbeling ²	+4	+4	
Contrasting band of color	+2	+2	
Stone or ceramic accent tiles	+2	+2	
Downspouts and gutters	(-8)	(-12)	
Decorative Elements			
Wall clock	+4	+4	
Decorative light fixtures	+4	+6	
Door or window canopies – canvas or metal	+2	+2	
Door or window canopies – vinyl	(-8)	(-8)	
Signs integrated with the architecture	+4	+4	
Signs that appear tacked onto building	(-4)	(-4)	
Subtotal:			

COLORS

Objective: *Select natural and neutral colors that are harmonious with both the natural and manmade environment. Stronger colors can be used as accents to provide visual interest to the façade.*

Characteristic	I-1 I-2	B-2 B-3 O-1 RO	Score
Primary Color (covers more than 60% of surface area)			
Neutral – earth tones (sand to brown), grays	+8	+8	
Traditional (e.g., brick red)	+8	+8	
Light, subdued hues (e.g., salmon)	+4	+4	
White	0	0	
All other colors	(-12)	(-12)	
Accent Color			
Accent color is compatible with primary color	+8	+8	
Bright colors (e.g., purple, orange, bright pink, lime)	(-10)	(-10)	
Fluorescent colors	(-20)	(-20)	
Method of Application			
Color is natural to material	+4	+4	
Color is pigmented within material	+2	+2	
Color is painted onto material	0	0	
Subtotal:			

¹ Pilasters are shallow rectangular building features that project from a wall and look similar to columns.

² Corbeling is an overlapping arrangement of bricks or stones in which each course steps upward and outward from the vertical face of a wall.

BUILDING FORM

Objective: *Provide an interesting form to a building through manipulation of the building massing. This can be achieved through certain roof types, rooflines, and massing elements such as towers, cupolas, and stepping of the building form.*

	I-1 I-2	B-2 B-3 O-1 RO	Score
Roof Type			
Pitched, e.g., gable, hip, shed (at least 4 inches of vertical rise per 1 foot of horizontal run)	+8	+8	
Mock gable roof	+2	+2	
Flat	0	0	
Mansard or mock mansard	(-8)	(-8)	
Barrel (e.g. Quonset hut structure)	(-16)	(-16)	
Standing seam metal roof	+2	+2	
Dormer windows	0	+2	
Vertical masses – tower, cupolas, chimneys	+4	+4	
Curved or stepped walls	+2	+2	
Wall projections (e.g., vestibules that project from the plane of the wall)	+2	+2	
Subtotal:			

COMPOSITION

Objective: *It is not sufficient to include the desired architectural elements on a façade, but to arrange them in a harmonious and balanced manner. The following category provides weight to the architectural composition of the building.*

Composition	I-1 I-2	B-2 B-3 O-1 RO	Score
The overall composition of the façade is judged on the relationship of all of the elements listed above, i.e., how they relate in proportion, scale, arrangement, and balance. The score is on a scale of 0 to 20.			
Subtotal:			

TOTAL SCORE: _____

The minimum acceptable score is 60 points. The buildings can be judged by the following scale:

- 59 points or less = Unacceptable
- 60 – 69 = Passing
- 70 – 79 = Satisfactory
- 80 – 89 = Good
- 90 – 99 = Very Good
- 100 points or more = Excellent

LYON TOWNSHIP FIRE DEPARTMENT

Site Plan Review Guidelines – 2011

Pursuant to International Fire Code and NFPA Safety Code as adopted by the
Charter Township of Lyon

Accessibility

- Site plans shall provide more than one point of access to the site. The Fire Chief, Fire Code Official or his designee must approve access points.
- Emergency access routes must be capable of handling the weight of fire apparatus, must be at least eighteen (18) feet wide in setup areas and a minimum of fifteen (15) feet for ingress/egress. The surface shall be approved gravel, asphalt, cement or permeable pavers. The Fire Chief, Fire Code Official or designee must approve all emergency access routes.
- Emergency access roads must be clearly marked by signage stating, “Emergency Access Only” at entrance points and “Fire Lane, No Stopping, No Standing, No Parking,” Every 75 feet along the road as designated by the Fire Chief, Fire Code Official or designee. Entrance points must discourage non-emergency traffic while not impeding emergency apparatus.
- Emergency access roads are preferred to encircle the structure(s). Dead end emergency access roads, depending on length, must provide a cul-de-sac or hammerhead type turn-a-round approved by the Fire Chief or designee. In certain circumstances based primary on length and access a turn-a-round may not be required as determined at the Fire Chief, Fire Code Official or designee.
- Ingress/egress gates, barricades or obstructions must provide approved department “Knox Boxes/Knox Padlocks” for entry.
- Minimum clear width of a fire lane shall be 18 feet. The minimum clear height of a fire lane shall be 15 feet, including canopies, bridges, etc.

Alarm Systems

- Alarm systems must be installed in all buildings according to NFPA 72.

Annunciator Panels

- The annunciator panel for the alarm/suppression systems must be located just inside of the main entrance and visible from the main entrance as well. All alarms must be labeled and zoned.

Authority Having Jurisdiction (AHJ)

- The AHJ being the Fire Chief, Fire Code Official or designee under the IFC (sec 103.2, 104.1) and NFPA (3.2.2) from time to time may adjust or update the “Site Plan Review Guidelines” due to code changes and/or emergency services life safety mitigation needs

LYON TOWNSHIP FIRE DEPARTMENT

Site Plan Review Guidelines – 2011

Pursuant to International Fire Code and NFPA Safety Code as adopted by the Charter Township of Lyon

Dry or Wet Hydrants

- Fire Hydrant minimum requirements shall be located, so that all sides of buildings and structures will be within 300 feet of a hydrant and not closer than 50 feet.
- In Single-family residential areas consisting of 5 or more homes, an adequate water supply must be considered and recommended by the AHJ and approved by the Township board as recommended by the Planning Commission.
- Dry hydrants shall be at least 3 feet, but no further than 6 feet from the back of the curb or road edge. Height of hook-up point shall be 24-30 inches.
- Curbs, guard posts, guardrail, or other acceptable methods if determined to be in a hazardous location shall protect hydrants.
- Hydrants shall be marker/flagged with approved devices for easy location during winter months.
- Additional hydrants may be required depending on the type of hazard or use to protect the structure and/or contents.
- Hydrants must meet Charter Township of Lyon and Oakland County Drain Commission specification. Two “5” Storz” steamer connections is required.
- Site plans shall note water sources including all dimensions of ponds, rivers, accessibility, and a minimum of 2 feet below the 50 year drought level, as determined by a registered engineer.
- Completion of dry hydrants, underground water storage tanks or static water supplies must be in compliance with the Lyon Township Fire Department installation guidelines.
- Hydrants shall not be blocked by obstructions.

Fire Department Connections (FDC)

- Fire Department Connections (FDC) shall be a 5” Storz with 30 degree down turn and be visible from the street or in a location approved by the Fire Chief, Fire Code Official or designee and have one horn/strobe located above the FDC. If the FDC is not located street side a second horn/strobe will be required on the structure.

LYON TOWNSHIP FIRE DEPARTMENT

Site Plan Review Guidelines – 2011

Pursuant to International Fire Code and NFPA Safety Code as adopted by the Charter Township of Lyon

- Fire Department Connections shall be located so the firefighters and fire apparatus can make immediate access. Obstructions such as fences, bushes, trees, walls, electrical transformers, dumpsters, vehicles, gas meters, or other similar objects shall not be permitted for new or existing installations. There shall be 15 feet of clearance around FDC's
- Buildings with multiple FDC's that have separate sprinkler systems or zones must have a horn/strobe located above them at the roofline indicating which system has activated the alarm. Also each must be marked with proper signage.
- Fire hydrants and or/water supplies are important, especially when sprinklers and standpipes systems are installed. There shall be a designated fire hydrant for each FDC. The distance between the hydrant or water supply and the FDC will need the approval of the Fire Chief, Fire Code Official or designee. Generally, the distance from the hydrant and FDC shall not exceed 75 feet.

Knox Box/Locks

- The Knox Box must be located and visible while standing outside of the main entrance of the building.
Exception: Structures with multiple tenants such as a strip mall shall be located at each rear door or another place determined by the Fire Chief, Fire Code Official or designee. Installation shall be no more than 5 feet from ground level. Knox padlocks may be used to secure access gates when approved by the Fire Chief, Fire Code Official or designee.

Signage

- Location of "Fire Lane, No Stopping, No Standing, No Parking," or "Emergency Access Only," or "Authorized _____ Parking Only," type signs shall be designated by the Fire Chief, Fire Code Official or designee in accordance with applicable ordinances. They shall be spaced not greater than 75 feet apart.
- Fire Department road/parking type signage shall be 12" by 18" and meet the adopted International Fire Code and NFPA Life Safety Codes.
- Curbs, asphalt or cement painting (Red or Yellow paint) may be required in fire lanes or authorized parking areas.
- Fire Department Connections shall be marked with signage approved by the Fire Chief, Fire Code Official or designee.
- All Fire suppression access doors shall be marked with a minimum of ¾ letters.

LYON TOWNSHIP FIRE DEPARTMENT

Site Plan Review Guidelines – 2011

Pursuant to International Fire Code and NFPA Safety Code as adopted by the Charter Township of Lyon

- All mechanical, electrical, elevator, roof access, HVAC rooms shall be marked with a minimum of ¾” letters.
- Exit routing signs shall be placed throughout the building and approved by the Fire Chief, Fire Code Official or designee and Building Officials.
- Address numbers are to be a minimum of 6 inches in contrasting colors

Stand Pipes

- Standpipe hose connections are required in buildings with extensive corridors or long travel distances. These hose connections are required in single story buildings as well as multi-story buildings. Single story hose connections shall be located towards the center of the building as to accommodate shorter hose lays for firefighting. Multi-story buildings shall have hose connections located in stairwells to accommodate shorter hose lays in upper levels of buildings. The hose connections shall be 2 ½” NST diameter with a 2 ½” to 1 ½” reducer and cap provided. The Fire Chief, Fire Code Official or designee shall determine exact location and number of standpipe connections.

Sprinkler Systems

- All buildings must have fire suppression systems installed according to NFPA 13.