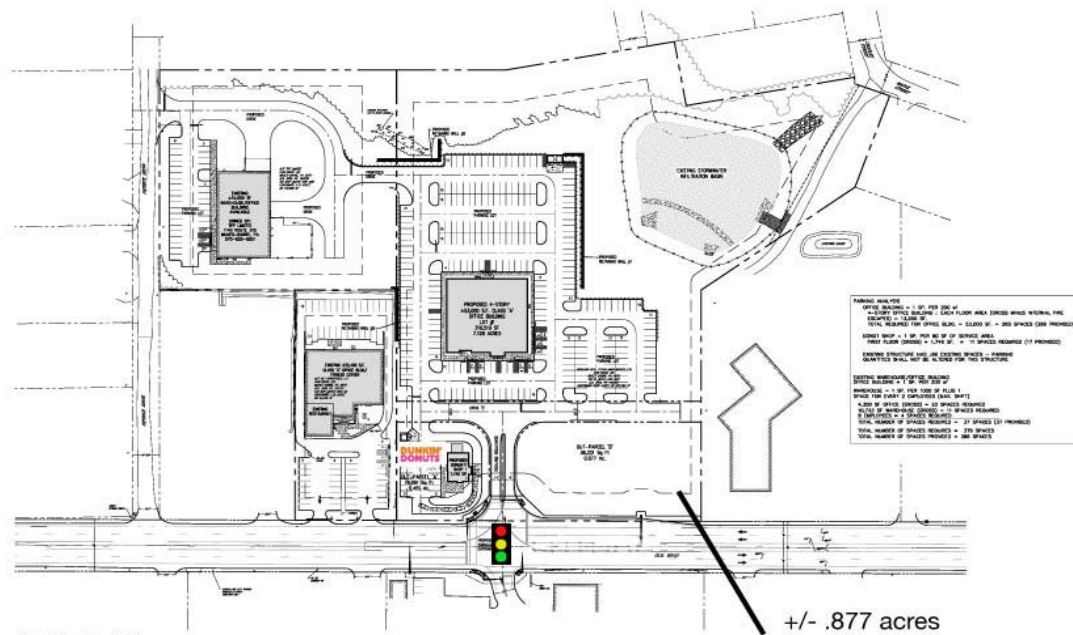


# HARTLAND TOWNSHIP

## SITE PLAN & DEVELOPMENT GUIDEBOOK



Proposed Office Building  
 Richland South  
 Route 315  
 Plains Twp., PA  
 February 24, 2011  
 Scale 1" = 50'

Site Plan (Alternate #4)

+/- .877 acres  
 273' F x 144' D

Hartland Township Planning Department

810.632.7498

2655 Clark Road, Hartland MI 48353

[www.hartlandtwp.com](http://www.hartlandtwp.com)



## **HARTLAND TOWNSHIP BOARD OF TRUSTEES**

### **Supervisor**

William J. Fountain

### **Clerk**

Larry Ciofu

### **Treasurer**

Kathleen A. Horning

### **Trustees**

Matthew J. Germane

Summer McMullen

Denise O'Connell

Joseph M. Petrucci

### **TOWNSHIP MANAGER**

Robert West

## **HARTLAND TOWNSHIP PLANNING COMMISSION**

### **Chair**

Larry Fox

### **Vice Chair**

Michael Mitchell

### **Secretary**

Tom Murphy

Matthew Eckman

Sue Grissim

Jim Mayer

Summer McMullen

# TABLE OF CONTENTS

**LETTER from the PLANNING DIRECTOR**.....Page 1

**Hartland Township Zoning Map**.....Page 2

**SITE PLAN REVIEW PROCESS**.....Page 3

**SPECIAL LAND USE REVIEW PROCESS**.....Page 7

**PLANNED DEVELOPMENT REVIEW PROCESS**.....Page 11

**CONDOMINIUM DEVELOPMENT REVIEW PROCESS**.....Page 15

**SIGN PERMIT REVIEW PROCESS**.....Page 19

**List of Contacts**.....Page 23

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## HARTLAND TOWNSHIP PLANNING DEPARTMENT

2655 Clark Road  
Hartland, MI 48353  
(810) 632-7498

[www.hartlandtwp.com](http://www.hartlandtwp.com)

Monday – Thursday 8:30 – 6:00

Troy Langer  
Director  
tlanger@hartlandtwp.com

Martha Wyatt  
Planner  
Mwyatt@hartlandtwp.com

Carol Morganroth  
Planner Assistant  
cmorganroth@hartlandtwp.com

Dan Loftus  
Zoning Inspector  
dloftus@hartlandtwp.com



The Hartland Township Planning Department is pleased to offer the *Hartland Township Site Plan & Development Guidebook*. The purpose of the Guidebook is to provide site plan and development review process guidance to those interested in pursuing commercial, office, industrial or multi-family development within the community. The Township supports new business and the construction of quality development that serves to enhance its economic development goals and objectives. A strong, vibrant business climate is an economic engine that leads to an improved financial base, more employment, and a service options for its growing population.

Proposed development in Hartland is governed primarily by the land use provisions contained in the Zoning Ordinance, as reviewed by the Planning Commission and the Board of Trustees. The zoning provisions cover most aspects of land use, and vary based on the size, type, impact, character, as well as proximity to residential uses. Hartland Township is a unique place and facilitating new development that serve to enhance its characteristics is fundamental to achieving the goals and objectives of the Township's Comprehensive Plan.

Each individual Guide contains an overview of the process specified, and highlights those procedures most pertinent to potential applicants. The Guides are not intended to be a substitute for thorough review of the Zoning Ordinance provisions, but instead, a summary of key process elements. The Guides also generally describe what constitutes a complete application, and describes what must be submitted for review. Accuracy is necessary to ensure that requirements are met. The Standards contained in the Guides indicate the measures by which the Planning Commission and Board review the project.

The Planning Department staff is eager and willing to help residents in making each project a success by assisting with the review process. Prior to commencement, I urge applicants to come into the Planning Department to discuss development proposals and the best path to success.

Sincerely,  
Troy Langer  
Director of Planning

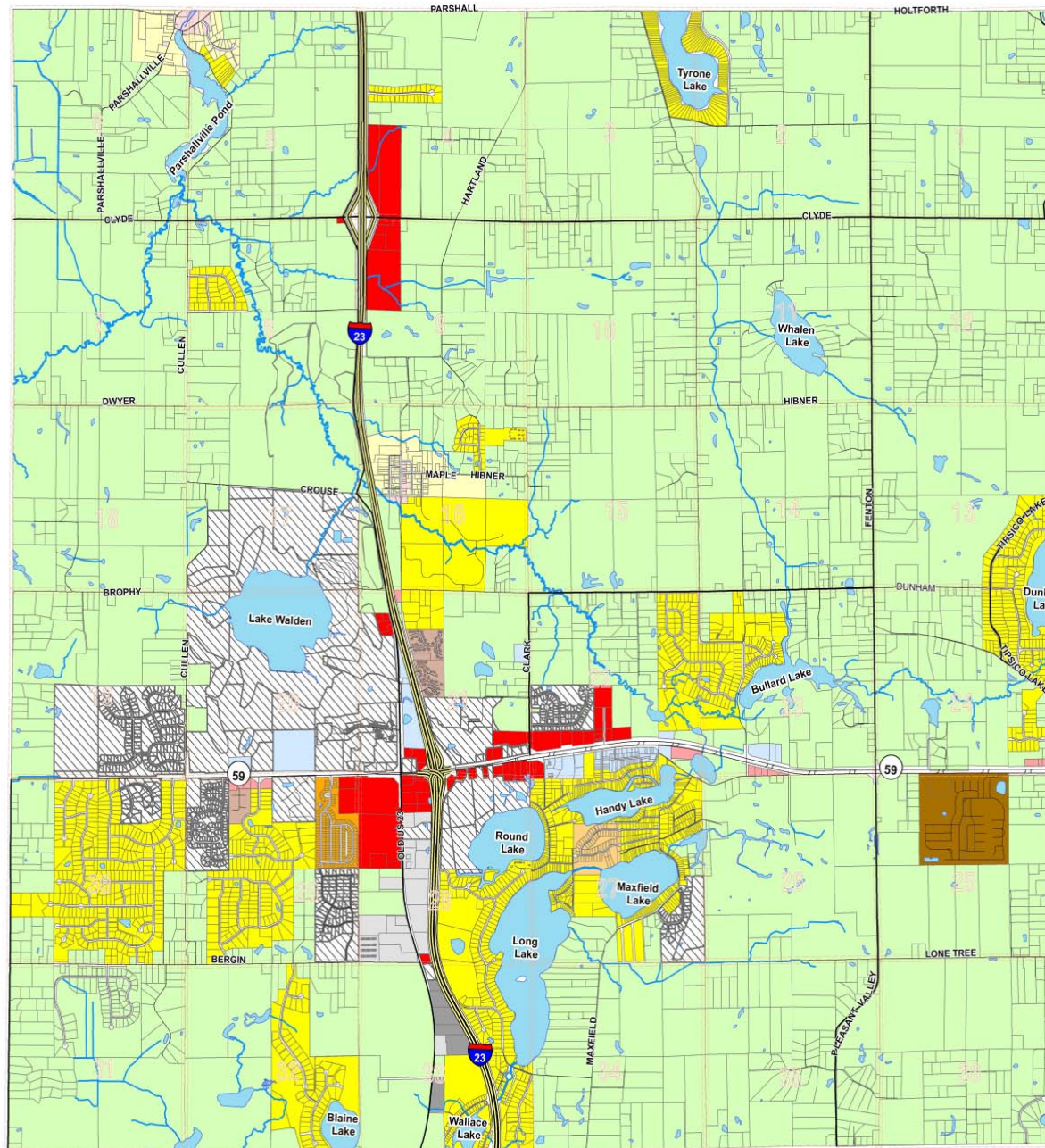
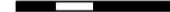
# Zoning Map

## Hartland Township Livingston County, Michigan



- CA - Conservation Agricultural
- RUR - Rural Residential
- RR - Residential Recreational
- STR - Settlement Residential
- RE- Rural Estate District
- SR - Suburban Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- MR - Multiple Family Residential
- MR-2 - Mobile Home Park
- OS - Office Service
- LC - Limited Commercial
- NSC - Neighborhood Service Commercial
- GC - General Commercial
- RDP - Research and Development Park
- LI - Light Industrial
- I - Industrial
- PD - Planned Development

0 0.2 0.4 0.8 Miles



# HARTLAND TOWNSHIP: SITE PLAN PROCESS

## **Introduction:**

The Hartland Township Planning Department is committed to providing a high level of customer service by assisting applicants in the preparation and processing of site plans. As such, this Guide is intended to offer an overview of the site plan process by generally relaying the purpose, procedures and review factors related to development in the Township. The specific laws pertaining to all land use in Hartland Township are largely contained within the Zoning Ordinance, and this Guide should not be considered a substitute for thorough review of those requirements, but rather as a summary of the process to essentially serve as a starting point for prospective applicants.

***A site plan is a series of plans and documents*** that describe all aspects of a proposed development. A site plan generally includes review of the use, type, lay-out, configuration, architecture, access, and operation of all forms of development other than single family residential.

***The purpose of site plan review*** is to ensure that proposed construction complies with the Hartland Township Zoning Ordinance, which stipulates land use regulations, and other applicable regulations that ensure quality development that helps to safeguard the health, safety, and welfare of Township residents.

***Site plans are required for any proposed use in*** the commercial, industrial, research and development, office, and mobile home park districts. A site plan is also required for non-residential uses in the residential districts.

***Approval of a site plan is required*** before construction may begin on any development other than single family residential and farming activities. The Planning Commission is the entity that first reviews the site plan, it then makes a recommendation to the Township Board which is the final approving authority. The Planning Commission meets twice per month, as does the Board of Trustees. An approved Land Use Permit and site plan must be presented to the Livingston County Building Department before construction and Building Permit review begins.

### **PRIOR TO SITE PLAN PREPARATION**

*It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.*

## **Site Plan Elements:**

The Site Plan Review provisions are detailed in Article 6 – Development Procedures, of the Zoning Ordinance. The site plan application is inclusive of the application form (found on the Township’s website), along with all relevant elements contained on the site plan application checklist. The submittal is usually made on 24” by 36” sheets, with a scale no greater than one inch = 50’. The plan must include a survey and information such as topography, natural features, legal descriptions, utility information, zoning, density, yard areas, setbacks and summary table, along with owner, developer, and consultant information. Article 5 – Site Standards, contains those provisions associated with all site development, while Article 4 – Use Standards, contain provisions that are applicable to the specific use proposed. Electronic copies are necessary as well. Elements of the various plans contained within a typical site plan application are summarized as follows:

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**Site Development:**

- Location, alignments, and widths of rights-of-way
- Utility easement, curb cut, access drive locations
- Parking lot layout and details
- Location and types of street lights, pedestrian ways, and medians or aisles proposed
- Exterior lighting plan that includes the location types, direction and intensity of site lighting, along
- Photometric plan as necessary

**Engineering:**

- Location, alignments, and widths of rights-of-way
- Utility easement, curb cut, access drive locations
- Location and types of street lights, pedestrian ways, and medians or aisles proposed

**Building Development:**

- Location, dimensions and setbacks of all proposed and existing buildings and structures
- Wall, fence, and dumpster locations and dimensions
- Relationship of the buildings and structures to the site
- Floors plans, use of all floor spaces, dimensions of interior walls, ingress/egress, windows, and other structural information
- Roof plan, roof mounted mechanical equipment, and proposed screening

**Architecture:**

- Architectural renderings depicting the façade treatment including colors and materials
- Sample boards with physical examples of materials to be used, including paint chips

**Landscaping:**

- Location and description of all landscaping and surface treatment (all areas)
- Key depicting the material size at planting and maturity of all materials
- Maintenance and irrigation plan
- Location and description of mechanical/utility equipment, trash containers, and site furniture/amenities

**Site Plan Review Process:**

An applicant is encouraged to discuss conceptual site plan proposals with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback on the basic elements of the proposal, and to obtain specific information on the review process as it applies to a specific proposal.

**INFORMAL REVIEW:**

The Zoning Ordinance provides the opportunity for an informal review to take place with the Site Plan Review Committee. This review is more detailed in scope and if desired, can include input from other Township Departments, consultants, and/or agencies as deemed necessary. Information sought by the applicant at this meeting may include comments on the proposed use, configuration, building types, architecture, and similar zoning requirements in addition to comments on the engineering plans, utility service plans, traffic and road construction plans, and fire and public safety requirements.



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#### **APPLICATION SUBMITTAL:**

- Five complete sets must be submitted prior to the established cut-off date,
- Site plan review fee is paid, and escrow account is established to cover review and processing by Township consultants (as necessary)
- Site plan is reviewed by the Planning Department for compliance with the Zoning Ordinance and other applicable laws and regulations
- Site plan is forwarded to other departments and agencies for review and comment, including, but not limited to the Department of Public Works, Fire Marshall, Sheriff's Office, Livingston County Road Commission, Michigan Department of Transportation, M-59 Corridor Committee (as required)
- Plans are reviewed by the Township's engineering consultants
- Applicant is informed of compliance issues and changes required
- Application is scheduled for consideration at the next available Planning Commission

#### **PLANNING COMMISSION REVIEW:**

The Planning Commission studies the site plan and makes a decision to approve, approve with conditions or reject the plan. Included in its consideration, is the Planning Department review and recommendation, along with the reviews of other departments and agencies. Its decision, and the basis for the decision, must be documented in writing, typically in the minutes of the meeting. The Planning Commission may require changes prior to a decision, and may require the applicant to revise and resubmit. Review and approval by the Township Board is not required.

It should be noted that when at least three members of the Planning Commission deem it necessary, or when the applicant requests it, a public hearing on the proposal may be required.

Once approved, the plan is valid for two years. If the project has not commenced, or an extension granted, the plan becomes null and void.

#### **Site Plan Standards:**

The site plan must conform to all applicable provisions of the Zoning Ordinance, including use standards, site standards, and compliance with zoning district provisions. In addition, the proposal must meet the review standards as contained in Section 6.1.6 the Zoning Ordinance, which are summarized as follows:

- Conforms with all Zoning Ordinance regulations and other applicable laws and ordinances
- Will not be injurious, and protects the general health, safety, welfare and character of the Township
- Meets Hartland Township specifications for fire/police protection, water/sewer supply and treatment, and other public facility services
- Provides for the proper expansion of streets, and exhibits a appropriate relationship between thoroughfares, drives, parking lots, and access points
- Development will not detrimentally affect or destroy natural features
- Landscaping and screening is provided
- Drainage is adequate to handle storm water runoff
- Proposed improvements are coordinated with other area development, and logically phased
- Grading and filling will not negatively impact the site character or surrounding area
- Meets the spirit and purpose of the Zoning Ordinance and aligns with the Township's objectives

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## **Livingston County Building Department:**

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found on their website [www.livgov.com/building](http://www.livgov.com/building). It will be necessary to present the Township approved Land Use Permit, with attachments, to Livingston County at the time of building and construction permit application:

### **Livingston County Building Department**

2300 E. Grand River Ave.  
Howell, MI 48843  
Phone (517) 546-3240  
Email [building@livgov.com](mailto:building@livgov.com)

### **PRE-CONSTRUCTION MEETING:**

Although Livingston County is responsible for the issuance of Building Permits, the Township's Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (as necessary), and other agencies or entities deemed necessary to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees or escrow required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved site plan.

# HARTLAND TOWNSHIP: SPECIAL LAND USE

## **Introduction:**

The Hartland Township [Zoning Ordinance](#) contains two categories of “uses” in each of the zoning districts contained in Article 3. The **Permitted Uses** are those mutually compatible uses that have been determined by the Township to be allowed “by right”, or essentially without additional review, public input, or special conditions. The second type of use listed is termed a **Special Land Use**. This is a type that, although necessary and desirable, may not be appropriate for every location within the zoning districts in which it is listed. Such a use may necessitate additional conditions or requirements based on intensity, location, or impact as determined through the review process.

In order to ensure a thorough review of Special Land Uses, and full consideration of additional impacts that might be generated, the Township requires that a public hearing be held in association with the review of all proposed Special Land Uses. The public hearing is held by the Planning Commission prior to a recommendation to the Board of Trustees.

This Guide is intended to offer an overview of the Special Land Use process, recognizing that the site plan always accompanies a Special Use, serving as the foundation of such an application. The specific laws pertaining to land use in Hartland Township are largely contained within the Zoning Ordinance, and this Guide should not be considered a substitute for thorough review of those requirements, but rather as a summary of the process for prospective applicants.

***A Special Use application includes a site plan*** that describes all aspects of a proposed development, along with any additional measures intended to mitigate the more significant impacts. As with a by-right site plan, it generally illustrates the use, type, lay-out, configuration, architecture, access, and operation of the proposed use.

***The purpose of the Special Use review*** and the required public hearing, is to ensure that proposed construction complies with the Hartland Township Zoning Ordinance, which stipulates land use regulations that help ensure quality development and protection of the health, safety, and welfare of Township residents.

***The Special Land Uses allowed*** in the commercial, industrial, research and development, office, and mobile home park districts can be found in the regulations pertaining to the zoning districts referenced. Certain Special Land Uses are also allowed in residential districts. A **site plan** is always required to accompany Special Use applications.

***Approval of a Special Use application and corresponding site plan is required*** before construction may begin. The Planning Commission is the entity that first reviews the application and site plan. It then makes a recommendation to the Township Board which is the final approving authority. The Planning Commission meets twice per month, as does the Board of Trustees. An approved Land Use Permit and site plan must be presented to the Livingston County Building Department before construction and Building Permit review begins.

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### **PRIOR TO SPECIAL USE PERMIT PREPARATION**

*It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.*

### **Special Use Permit Application:**

The Special Use regulations are detailed in Section 6.6 – Special Uses, of the Zoning Ordinance. This Section contains the process and standards whereby Special Uses may be granted. It is important to note that the types of uses requiring special use approval are deemed to be permitted in their respective districts, subject to the satisfaction of the procedures, requirements and standards set forth. As mentioned previously, this Guide should be used in conjunction with the Site Plan Process Guide, since the Special Use application is inclusive of a site plan. The application form may be found at [www.hartlandtwp.com](http://www.hartlandtwp.com), along with the site plan checklist. The submittal is usually made on 24" by 36" sheets, with a scale no greater than one inch = 50'. The plan must include a survey and information such as topography, natural features, legal descriptions, utility information, zoning, density, yard areas, setbacks and summary table, along with owner, developer, and consultant information. Article 5 – Site Standards, contains those provisions associated with all site development, while Article 4 – Use Standards, contains provisions that are applicable to the specific use proposed.

### **APPLICATION SUBMITTAL:**

- Completed Special Use Application and Fee
- Site Development Plan (in accordance with site plan provisions)
- Engineering Plans (in accordance with site plan provisions)
- Building Plans including floor plans
- Building Elevations and architectural details
- Landscape Plans (in accordance with landscaping provisions)

### **Special Use Application Review Process:**

An applicant is encouraged to discuss conceptual Special Use proposals with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback on the basic elements of the proposal, and to obtain specific information on the review process as it applies to a specific proposal.

### **ZONING ADMINISTRATOR REVIEW:**

The Zoning Administrator shall review the proposed application and site plan pursuant to the applicable standards, to determine if all required information has been supplied and forward the complete application, site plan, and supporting data to the Planning Commission.

### **PLANNING COMMISSION REVIEW:**

The Planning Commission shall review the particular circumstances and relevant facts concerning each proposed use in terms of the standards and required findings. The Planning Commission shall find and record adequate data, information and evidence showing that the proposed use on the lot or parcel in question meets all required standards. The Planning Commission will then recommend approval, approval with conditions, or denial to the Township Board.

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**Public Hearing:** Prior to a recommendation by the Planning Commission, a Public Hearing shall be held. Per Section 7.3 of the Zoning Ordinance, notice of the Public Hearing shall be published in a newspaper of general circulation, and sent by mail or delivery to owners of property within 300 feet. The notice must be given not less than 15 days before the date of the hearing.

**BOARD OF TRUSTEES REVIEW:**

The Board of Trustees shall review the application and all information presented, and then take action. The decision of the Board shall be final. Once approved, the final site plan is stamped “Approved” and is signed by the appropriate Township officials. The applicant may then seek Building Permits.

The Township Board shall establish a time limit of not less than one year during which time the approved Special Use shall remain in effect. If not construction has begun on the approved project, The Township Board, shall, upon the request of the applicant, review the application again, and either deny, or approve with further conditions, including an extension of time. If construction does not commence within the extended time frame, the plan becomes null and void.

**Special Use Permit Standards:**

In addition to specific standards which may be applicable, especially those associated with site plan review, the following standards shall serve the Planning Commission as the basis for decisions involving Special Land Uses. Each proposed use or activity shall:

- Be harmonious and in accordance with the objectives, intent, and purposes of this Ordinance
- Be compatible with the natural environment and existing and future land uses in the vicinity
- Be compatible with the Hartland Township Comprehensive Plan
- Be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service
- Not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, person, property or the public welfare
- Not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community

**Livingston County Building Department:**

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). It will be necessary to present the Township approved Land Use Permit and site plan, with attachments, to Livingston County at the time of permit application.

**Livingston County Building Department**

2300 E. Grand River Ave.  
Howell, MI 48843  
Phone (517) 546-3240  
Email [building@livgov.com](mailto:building@livgov.com)

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**PRE-CONSTRUCTION MEETING:**

Although Livingston County is responsible for the issuance of Building Permits, the Township's Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (a necessary), and other agencies or entities deemed necessary to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees or escrow required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved site plan.

# HARTLAND TOWNSHIP: PLANNED DEVELOPMENT PROCESS

## **Introduction:**

The Hartland Township Planning Department is committed to providing a high level of customer service by assisting applicants in the preparation and processing of planned developments. As such, this Guide is intended to offer an overview of the planned development process by generally relaying the purpose, procedures and review factors related to this form of development in the Township. The laws pertaining to all land use in Hartland Township are largely contained within the [Zoning Ordinance](#), and this Guide should not be considered a substitute for thorough review of all applicable requirements, but rather as a summary of the process to essentially serve as a starting point for prospective applicants. The provisions associated with Planned Developments are found in Section 3.1.18.

***A Planned Development is a form of site planning that allows for a more creative approach to land planning in exchange for a more integrated, quality plan than otherwise could be achieved through use of the conventional zoning provisions, and in compliance with the Township's Comprehensive Plan. Planned Developments are encouraged to achieve the following:***

- A variety of living environments and house types
- A useful pattern of open space and recreation areas
- Better access to commercial uses and services
- Preservation of the site's natural features
- An efficient use of the land

***To seek a Planned Development, an applicant must demonstrate:*** 1) recognizable benefits to the future residents and the Township as a whole, 2) a minimum land area of twenty contiguous acres unless otherwise permitted, 3) a minimal increase in public services and impacts to adjacent properties, 4) clear compatibility with the Township's Comprehensive Plan, and 5) single ownership and unified control.

***A Planned Development is a combined process that, if successful, results in both a rezoning and an approved site development plan.*** The rezoning component amends the Township's Zoning Map and designates the property as "Planned Development". The site plan is unique to the property since it was developed under the PD provisions, and often in greater harmony with the natural features of the site. Review by both the Planning Commission and the Board of Trustees is required of the conceptual plan, the preliminary plan, and the final plan. Review by various local and State agencies, including the Township's engineers, public service providers, the utility companies, Livingston County Planning Commission, Road Commission, and Drain Commissioner, the Fire Marshall, Michigan Department of Transportation (if applicable) and Michigan Department of Environment, Great Lakes and Energy may be required as well. The Township Board of Trustees is the final authority and must grant final approval before construction permits may be sought.

### **PRIOR TO CONSIDERATION OF PLANNED DEVELOPMENT APPLICATION**

*It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposal. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.*

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## **Planned Development Review Process:**

The review process consists of progressive series of steps, whereby the information provided on the plan becomes gradually more detailed and the issues and concerns of the Planning Commission and the Board of Trustees are addressed and integrated. The application, along with all required attachments and exhibits, as well as the fees, shall be made to the Planning Department. A summary of the steps in the process is as follows:

### **PRE-APPLICATION CONFERENCE:**

To facilitate efficient review of a Planned Development proposal, the applicant is strongly encouraged to schedule an informal pre-application conference. The purpose of the pre-application review is to provide information and guidance in assisting in the preparation of the formal application and supporting materials. Cost reimbursements by the Township for reasonable expenses incurred may be requested. The information required for a pre-application review include: a) sketch plan of the proposed Planned Development, b) legal description of the property, c) total number of acres in the project, e) acreage to be preserved as open space or for recreational purposes, f) identification of natural resources and features to be preserved.

### **CONCEPTUAL REVIEW:**

Since Planned Developments tend to be complex projects with major impacts to the health, safety and welfare of Township residents, conceptual review by both the Planning Commission and the Board of Trustees at public meetings is required. The purpose of the conceptual review is to highlight early-on, issues and concerns that must be addressed through the formal process. It is important to note that no formal action is taken on the application at either of these public meetings. The information obtained during conceptual review is used in the preliminary review of the proposal.

**Application Data Requirements:** Information requirements for the conceptual review are found in Section 3.1.18.E.i and include:

- info on all persons with an ownership interest and all consultants and contractors
- legal description and illustration of the overall area, including adjacent zoning
- conceptual land use plan and general layout including the proposed buildings and units, circulation, and open space
- topographic survey and soils inventory
- description of the proposed sewage treatment and water supply systems
- narrative describing the relationship of the proposal to the Comprehensive Plan
- analysis of significant natural, cultural, and geographic features

### **PRELIMINARY PLAN REVIEW:**

Planned Developments shall undergo a formal two-step plan review and approval process that begins with submittal of the preliminary plan. The preliminary plan is subject to the site plan review requirements where applicable, and to the additional review requirements pertaining to planned development proposal. All information obtained through the conceptual review should be integrated into the preliminary plan. Review of the preliminary plan by key agencies local and State agencies will occur at this stage. Any costs of such review must be paid by the applicant.

**Public Hearing:** Prior to a recommendation, the Planning Commission must hold at least one public hearing in accordance with applicable notice requirements. Following the public hearing, the Planning Commission may make a recommendation to the Township Board. If there are outstanding issues and



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the Planning Commission requests changes, the applicant may be required to submit revisions before a recommendation of approval is provided. The Planning Commission also has the option of recommending “conditional” approval. The Township Board then considers the preliminary plan at a public meeting, and either approves, approves with conditions, or denies the plan.

**Application Requirements:** In addition to the information provided through conceptual review, the applicant must comply with site plan review requirements contained in the Zoning Ordinance and listed on the site plan review checklist. Information requirements for preliminary review are found in Section 3.1.18.E.ii and must include the following:

- building footprints, along with typical layouts and façade design for each use or building
- vehicular and pedestrian circulation system
- proposed layout of parking areas, open space, and recreation park areas
- proposed landscape screening including any greenbelts, berms or walls
- specific number of residential and non-residential units proposed
- an environmental analysis of the land and significant natural features
- feasibility of proposed water supply and sewage disposal systems
- details of proposed storm water and drainage system
- analysis of the traffic impacts
- analysis of the fiscal impacts
- a phasing and construction schedule

**FINAL PLAN REVIEW:**

Final approval of the Planned Development application may be considered by the Planning Commission at a regular public meeting upon receipt of all the information required for final review including submission of the revised site plan. The Planning Commission may recommend approval, approval with conditions, or denial. Upon transmittal of the findings to the Board of Trustees, the Board considers all the information submitted, including the provisions of the Planned Development Agreement, and makes a final determination on the proposal.

**Application Requirements:** At final plan review, all issues raised through the previous review steps must be addressed and incorporated into the new plans. Information requirements for preliminary review are found in Section 3.1.18.E.iii and must include the following:

- detailed site plans for all buildings and uses
- detailed engineering plans for road systems, storm water and drainage systems, utility plans, and soil erosion plans
- Development Agreement that includes all required provisions

Upon final approval by the Board of Trustees, construction for each phase of the project must be commenced within two years. If the proposed phasing is unachievable, a revised phasing plan may be submitted for review. In the event that construction has not commenced within the required time frame, the Township may initiate proceedings to amend the zoning classification of the undeveloped portion of the site.

**Planned Development Review and Approval Standards:**

The Planned Development must conform to the applicable provisions of the Zoning Ordinance. In considering a Planned Development plan, the Planning Commission and the Township Board shall make determinations based on compliance with the site plan approval standards, as well as the standards contained in 3.1.18F as summarized below:

- 
- 
- ❑ Is consistent with the planned development concept and pertinent design principles
  - ❑ Is compatible and in harmony with adjacent uses in terms of height, setbacks, density, parking circulation, landscaping and similar design features
  - ❑ Does not exceed the capacity of existing and available public services such as utilities, roads, police/fire protection, and educational needs
  - ❑ Impact of traffic is minimized in terms of access, proximity to intersections, site distance, off-street parking, and pedestrian orientation
  - ❑ Protects natural features and complies with all environmental regulations
  - ❑ Is consistent with the Township's Comprehensive Plan

### **Livingston County Building Department:**

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for building and construction permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). It will be necessary to present the Township approved Land Use Permit, with attachments, to Livingston County at the time of building and construction permit application:

#### **Livingston County Building Department**

2300 E. Grand River Ave.  
Howell, MI 48843  
Phone (517) 546-3240  
Email [building@livgov.com](mailto:building@livgov.com)

#### **PRE-CONSTRUCTION MEETING:**

Although Livingston County is responsible for the issuance of Building Permits, the Township's Planning Director, Public Works Director, engineering consultant, Fire Marshall, Michigan Department of Transportation representative (as necessary), and other agencies or entities deemed important to the success of the project, will participate in a pre-construction meeting, set by the Township, prior to project commencement. Coordination and inspection time-lines (if applicable) will be established at this point. Any performance guarantees required as part of the process will be finalized as well. Once the construction is finished, final site inspections will be held to ensure compliance with the approved Planned Development and corresponding development agreement.

# HARTLAND TOWNSHIP: SIGN PERMIT PROCESS

## **Introduction:**

The Hartland Township Planning Department is committed to providing a high level of customer service by assisting applicants in the preparation and processing of Sign Permit applications. As such, this Guide is intended to offer an overview of the Sign Permit process by generally relaying the purpose, procedures and review factors related to signage in the Township. The laws pertaining to all land use in Hartland Township are largely contained within the [Zoning Ordinance](#), and this Guide should not be considered a substitute for thorough review of those requirements, but rather as a summary of the process to essentially serve as a starting point for prospective applicants. The specific provisions governing signs are mainly found in Section 5.26.

***A Sign Permit application consists of the application form, a plan, and associated documents*** that together, describe the proposed sign. A fee is required based on the type of sign being proposed. The plan must illustrate the dimensions, lettering styles, color, materials supports, method of construction and illumination, along with the means of attachment.

***The purpose of Sign Permit application review*** is to ensure that construction complies with the Hartland Township Zoning Ordinance, which stipulates those provisions intended to ensure quality, safety, and visual aesthetics for the benefit of Township residents as a whole, while allowing for the promotion, advertising and wayfinding for local businesses.

***Sign Permits are required for any sign other than those listed as “exempt”*** by the Zoning Ordinance. Examples of exempt signs include garage sale signs, political signs, Help Wanted signs, Community Special Event signs, and certain construction signs. The list of exempt signs can be found in Section 5.26.3.

***Issuance of a Sign Permit is required*** before construction may begin on sign construction. Sign applications are reviewed administratively by the Planning Department. Depending upon the complexity and completeness of the application, a Sign Permit may be issued within 5-7 business days of submittal.

***Permits are not required for servicing an approved, existing sign***, repainting an approved, existing sign with the same colors, or changing the copy on a changeable sign (such as the numbers on a fuel price sign). It should be noted, though, that full replacement of a sign panel does require a Sign Permit.

***Signs are inspected by the Township*** to ensure that installation is in accordance with the approved permit. The Township inspects for continued compliance with sign provisions contained within the Zoning Ordinance as well.

***Signs located in a Planned Development District*** may be subject to different regulations.

## **PRIOR TO PREPARATION of a SIGN PERMIT APPLICATION**

*It is highly recommended that an applicant meet with Planning Department staff to conceptually discuss the proposed sign. Staff is happy to provide guidance and feedback which may assist the applicant in terms of efficiency, and should serve to prevent wasted time, effort, and dollars.*

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## **Sign Permit Application Elements:**

The Sign Permit application requirements are detailed in Section 5.26.2 – Permits and Enforcement, of the Zoning Ordinance. The application is inclusive of the application form (found on the website), along with data and exhibits required in the application, and review fee. For new sign installation, the Sign Permit may coincide with the site plan application. Elements of the application are summarized as follows:

### **APPLICATION SUBMITTAL:**

- Completed application form with all applicant information including the landowner's signature (a sign contractor may not sign an application on behalf of a landowner)
- Location of the building, structure or lot on which the sign will be located
- Sketch or drawing showing the sign's position in relation to nearby buildings and roads
- Plans showing the dimensions, lettering, color, materials, supports construction, illumination and attachment (scale not less than 1'=5")
- For monument signs, a landscaping plan showing the location, size, quantity and species of proposed plantings (in compliance with Section 5.11.2.A.ix)

It should be noted that a permit, issued by the Livingston County Building Department, will be necessary for the installation of most new signs (particularly for illuminated signs). A copy of the Sign Permit issued by Hartland Township will be required by Livingston County when applying for necessary permits.

## **Sign Permit Review Procedures:**

An applicant is encouraged to discuss the sign concept with the Planning Department prior to preparing the formal application. The discussion is advantageous in terms of allowing the applicant to obtain preliminary feedback, and to obtain specific information on the review process as it applies to the proposal.

### **ADMINISTRATIVE REVIEW:**

- Prior to reviewing the Sign Permit, Planning staff must ensure that the ultimate **use** for which the sign is requested complies with regulations. In many cases, the Sign Permit is actually processed in conjunction with another application, such as a site plan. Other methods that verify the use include the following:
  - **Zoning Compliance Form** (required for all businesses)
  - **Land Use Permit or Waiver** (required for all changes to the site or building exterior/interior)
  - **Industrial Pollution Permit** (required for all properties with sewer service)
- Once a complete application is received by the Planning Department and staff has determined that a sign is allowed, staff reviews the proposal for conformance with the zoning regulations. These regulations vary significantly based on the type of sign proposed as well as the zoning district in which the property is located. The most typical sign applications involve requests in the following zoning districts:
  - **Wall Signs** – *Commercial, Office, Industrial, Planned Development, Limited Commercial Districts*
  - **Canopy Signs** – *Commercial, Office, Industrial, Planned Development, Limited Commercial Districts*
  - **Monument Signs** – *Single-family, Multiple-family, Commercial, Office, Industrial, Planned development Limited Commercial, and Mobile Home Park Districts*
  - **Projecting Signs** – *Limited Commercial District*

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- Compliance with the general requirements and design standards, as well as the specific sign standards for each sign type is determined. If problems or issues are noted, the applicant is contacted and advised of the deficiencies.
  - When the application is determined to comply with all applicable regulations, the Sign Permit is approved by the Planning Department and the applicant is notified of the approval. Building Permits from Livingston County (if required) may then be sought.
  - Following installation of the sign, the Township performs an inspection to ensure that it was installed and constructed in accordance with the Permit.

### **General Design Standards:**

The design standards contained in 5.26.7 – Signs, describe the various general review elements. These are summarized as follows:

- Sign area calculations are in conformance
- Logo area calculations are in conformance
- Sign faces (if double-faced as in a monument sign) are identical in size and area
- Any setback requirements are met (as in a monument sign)
- Sign height and width do not exceed the maximum allowed
- Sign design (lettering, colors, materials) are compatible with surrounding development
- Illumination (where permitted) involves a non-glare, shielded light source
- Landscaping plan (for monument signs) is in conformance

**SPECIFIC DESIGN STANDARDS** In addition to the more general provisions involving area calculations, height, width, and design, the Zoning Ordinance contains stipulations for other less common sign types such as canopy, directional, menu boards, under-hanging, projecting signs, and window signs. It is best to thoroughly review the regulations and discuss proposals with staff before developing an application. It should also be noted that landlords within certain multi-tenant developments often have their own regulatory requirements as well.

### **Livingston County Building Department:**

Once approval from Hartland Township is received, the applicant may then proceed to Livingston County to apply for any required Building Permits. Information on the permitting process can be found in the [Livingston County Permit Guidebook](#). An illuminated sign will always require an electrical permit, however, not every type of sign will need a permit. The applicant should contact the County regarding what approvals for the specific sign type are needed prior to construction.

#### **Livingston County Building Department**

2300 E. Grand River Ave.  
Howell, MI 48843  
Phone (517) 546-3240  
Email [building@livgov.com](mailto:building@livgov.com)

# LIST OF CONTACTS

Troy Langer, Director  
Hartland Township Planning Department  
2655 Clark Road  
Hartland, MI 48353  
(810) 632-7498  
[tlanger@hartlandtwp.com](mailto:tlanger@hartlandtwp.com)

Michael Luce, Director  
Hartland Township Public Works Department  
2655 Clark Road  
Hartland, MI 48353  
[mlyce@hartlandtwp.com](mailto:mlyce@hartlandtwp.com)

Jon Dehanke  
Hartland Deerfield Fire Authority  
3205 Hartland Rd.  
Hartland, MI 48353  
(810) 632-7676  
[jdehanke@hartlandareafire.com](mailto:jdehanke@hartlandareafire.com)

Livingston County Building Department 2300  
E. Grand River Ave.  
Suite 105  
Howell, MI 48823  
(517) 546-3240  
[building@livgov.com](mailto:building@livgov.com)

Livingston County Drain Commissioner 2300  
E. Grand River Ave.  
Howell, MI 48843  
(517) 546-0400  
[drain@livgov.com](mailto:drain@livgov.com)

Livingston County GIS/Addressing  
304 E. Grand River Ave. Ste 102  
Howell, MI 48843  
(517) 548-3230  
[ADDRESSING@livgov.com](mailto:ADDRESSING@livgov.com)

Livingston County Health Department  
2300 E. Grand River Ave.  
Howell, MI 48843  
(517) 546-9858  
[health@livgov.com](mailto:health@livgov.com)

Livingston County Road Commission  
3535 Grand Oaks Drive  
Howell, MI 48843  
(517) 546-4250  
[mail@livingstonroads.org](mailto:mail@livingstonroads.org)

Livingston County Sheriff  
150 S. Highlander Way  
Howell, MI 48843  
(517) 546-2440  
[sheriff@livgov.com](mailto:sheriff@livgov.com)