

**Appendix G: Site Plan
Review (SPR) Ordinance
for the
CHARTER TOWNSHIP OF LANSING**



REVISED: April 2026

CHARTER TOWNSHIP OF LANSING

SITE PLAN REVIEW ORDINANCE

SECTION 85-10. - SITE PLAN REVIEW

PURPOSE.

It is the purpose of this section to require site plan review approval for certain buildings, structures, and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels, and the character of future development.

The regulations contained in this section are intended to promote: (1) safe and convenient vehicular and non vehicular traffic movement, both within a site and in relation to access streets; (2) harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites; and (3) conservation of natural amenities and resources.

Except as otherwise provided in section 85-10.1, (1) the development of any new use, (2) the construction of any new structures, (3) any change of an existing use of land or structure that impacts any requirement of these regulations, and (4) all other building, development activities or grading, shall require site plan review and approval prior to construction and/or occupancy pursuant to this section.

1. *Site plan approval not required.* Site plan approval is not required for the following activities:
 - a. Constructing, moving, relocating or structurally altering a one-family dwelling that is located in a residential zone, including any customarily incidental accessory structures. This exemption from site plan approval does not include any development that would provide for the establishment of more than one principal use on a parcel, such as a one-family site condominium or similar project where a single parcel is developed to include two or more sites for detached one-family dwellings.
 - b. Excavating, filling, or otherwise removing soil, provided that such activity is normal and customarily incidental to one-family uses described in this section 85-10(1) for which site plan approval is not required.
 - c. A change in the ownership of land or a structure.

2. *Administrative review.* A site plan may be reviewed and approved by the zoning administrator, without further review by the planning commission and approval from the township board, if the following requirements are satisfied:
 - a. A proposed change in use is allowed by right within the current zoning district; and
 - b. The site to be reviewed is located within zones B, C1, C2, C3, C4, D, E, F, G, PD; and
 - c. A change in use to a use that is allowed by right within the applicable zone requires less than a 20 percent increase in the number of parking spaces as required by section 84-3; and
 - d. The site plan does not require review/approval by an entity other than the township; and
 - e. Where construction of any new structures or buildings is not proposed changes to site grading affect less than 135 cubic yards of earth or fill material; and
 - f. Additions or other changes to an existing commercial building or structure are less than 25 percent of the total existing gross square footage of floor area, provided that said

alteration does not change the primary use of the building or structure; or the construction of new buildings, structures, roadways or other appurtenances were previously shown as a future phase within an approved planned unit development (see section 85-11.9) provided that the applicant has obtained an extension from the township board of trustees (see section 85-10.3); and

- g. Any earth change activity, including construction of new buildings and structures and additions to existing buildings and structures, does not directly affect a surface body of water, wetland, or other natural water feature regulated by part 301 or 303 of P.A. 451 of 1994 the Natural Resources and Environmental Protection Act.

Even though a site plan is eligible for administrative review under this section, the zoning administrator may elect to refer a site plan to the planning commission and township board for review if the zoning administrator determines that the proposed use or the alteration of existing site conditions can reasonably be expected to significantly impact (1) vehicular and non vehicular traffic movement and function; (2) the harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites; or (3) the conservation and protection of natural resources and environmental quality.

Upon approval or denial of a site plan pursuant to an administrative review, the zoning administrator shall notify the applicant and members of the township board of the determination and the basis for the approval or denial, and any conditions of approval. The applicant may appeal the zoning administrator's determination pursuant to section 85-10.5. (Ord. No. 31.90, § 2, 2-10-81; Ord. No. 31.120, § 1, 8-2-89; Ord. No. 31.157, 4-22-03; Ord. No. 31.165, § 1, 10-27-09)

SECTION 85-10.1. SITE PLAN REVIEW PROCEDURES.

1. *Preliminary site plan review.* All applicants are required to submit a preliminary site plan for review by the zoning administrator and/or director of planning and development. The intent of the preliminary site plan review is to minimize errors, miscalculations, or misconceptions prior to the formal submission for site plan review.
 - a. Applications for preliminary site plan review shall be submitted to the zoning administrator or director of planning and development prior to submission of a site plan for final review by the planning commission at time determined by the zoning administrator or director of planning and development.
 - b. The zoning administrator and/or director of planning and development, or his/her designee, shall review the preliminary site plan for completeness and compliance with the requirements for submission of a final site plan as defined in section 85-10.1.
 - c. Once the preliminary site plan is complete and in compliance with the requirements of section 85-10.1, the applicant may submit a site plan for formal review by the planning commission and board of trustees or by the zoning administrator pursuant to section 85-10.0.2 Administrative review.
2. *Applicant.* The owner, or his designated agent, of the subject property shall file a request with the township clerk for site plan approval.
3. *Application.* Applications for preliminary and final site plan approval for all projects shall be submitted to the township on a form provided by the township for that purpose. Each application for approval shall be accompanied by the payment of a nonrefundable fee in

accordance with the township's duly adopted "schedule of fees", and the number of copies of the site plan as required by the zoning administrator and/or director of planning and development.

4. Data required in the site plan application. Every application for site plan approval shall be accompanied by the following information and data:
 - a. A form supplied by the township clerk and completed by the applicant. This form shall contain the following information:
 1. The applicant's name and address in full.
 2. The applicant's phone number.
 3. Date of filing.
 4. A statement that the applicant is the owner of the property, accompanied by proof of ownership, or acting on the owner's behalf.
 5. The name, address and phone number of the owner of record if applicant is not the owner of record.
 6. The address, subdivision and lot number and/or parcel number of the property and a legal description.
 7. The proposed and existing use(s) of the property.
 8. The current zoning of the property.
 9. Indication of whether the property is in a state-approved wellhead protection area.
 - b. A final site plan, drawn to scale of one inch equals 200 feet or less, of the entire property involved showing:
 1. Dimensions of property.
 2. Existing topographic elevations at two foot changes in height.
 3. Location of abutting streets and proposed alignment of streets, drives, sidewalks, and all easements serving the development.
 4. Existing public rights-of-way, pavements, and/or public or private easements.
 5. Existing buildings and structures.
 6. Location of parking areas including required number of parking spaces in each area, and including handicap designated spaces and surface material.
 7. Zoning classification(s) of abutting properties.
 8. All known existing aerial and underground facilities.
 9. Proposed utilities and services and tentative locations, including dumpsters, and the locations for on-site wastewater treatment and disposal systems.
 10. Location of existing and proposed public water mains, public and private drinking water wells, monitoring wells, irrigation wells, test wells or wells used for industrial processes.
 11. Location and elevations of existing water courses and water bodies, including county drains and manmade surface drainageways, floodplains, and wetlands.
 12. Proposed stormwater management plan indicating location and design of storm sewers, outlets, retention or detention ponds or any other stormwater quantity and quality control measures. The plan shall include preliminary calculations for runoff caused by a two-year and a 100-year 24-hour design storm for proposed post-development conditions. The method by which these estimates have been calculated by the applicant shall also be identified.
 13. Significant existing vegetation (trees, grass, shrubs and other plantings).
 14. Directional arrow indicating "north".

15. Proposed common open space facilities, if applicable.
 16. Proposed accessory structures and buildings and uses including free-standing signs.
 17. Location of proposed buildings and intended uses thereof.
 18. Sidewalks in accordance with chapter 21 of the Code of Ordinances and any other internal pedestrian circulation facilities.
 19. Location of property with respect to wellhead protection area, if applicable.
 20. Location and status of any floor drains in existing or proposed structures on the site. Further, the point of discharge for all drains and pipes shall be specified on the site plan.
 21. Description and location for any existing or proposed above ground and below ground storage facilities.
 22. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure.
- c. Inventory of hazardous substances to be stored, used or generated on- site, presented in a format acceptable to the township fire marshal (include CAS numbers).
- d. Descriptions of type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous substances, hazardous wastes, and/or polluting materials.
- e. Completed environmental permits checklist on the form provided by the Zoning Administrator.
- f. A landscape plan to scale identifying plants, location of proposed plantings, and method of planting.
- g. A floor plan shall be provided showing each floor of each building and its proposed use(s).
- h. The site plan information sheet fully completed by the applicant or agent.
- i. The Planning Commission may require that the petitioner supply any additional data from proper professional sources, as it deems necessary.
- (Ord. No. 31.90, § 2, 2-10-81; Ord. No. 31.120, § 1, 8-2-89; Ord. No. 31.151, 3-31-98; Ord. No. 31.155, 10-24-00; Ord. No. 31.165, § 1, 10-27-09)

SECTION 85-10.2 REVIEW BY PLANNING COMMISSION.

The township planning commission shall review the site plan to determine compliance with permitted land use, density of development, general circulation and other provisions of this section. The planning commission shall make a recommendation to the township board of trustees, which will make a final determination and notify the applicant in writing citing reason for denial or approval, and any conditions associated with an approval.
(Ord. No. 31.90, § 2, 2-10-81; Ord. No. 31.120, § 1, 8-2-89; Ord. No. 31.165, § 1, 10-27-09)

SECTION 85-10.3 SITE PLAN APPROVAL.

1. Once a site plan has been recommended for approval by the planning commission and approved by the township board, any material changes, such as changes in location of building or size of building, ingress or egress or parking circulation, number of parking spaces provided or grading and drainage patterns, etc., shall require a resubmission to the planning commission and payment of the fee unless the fee is specifically waived by resolution of the township board.

2. The township board, at a regular meeting after the planning commission's recommendation, shall consider the approval or denial of the site plan. Reasons for rejection shall be set forth in the minutes of the township board. The township clerk shall notify the applicant of the township board's decision regarding the site plan.
3. If no construction has begun within one year of the township board's approval of the site plan, the site plan shall become null and void. The applicant may apply to the township board for an extension of up to one year. This request must be in writing and received by township clerk before the expiration of the original site plan approval. The one-year extension is only available for a site plan as it was originally approved.

(Ord. No. 31.90, § 2, 2-10-81; Ord. No. 31.120, § 1, 8-2-89; Ord. No. 31.151, 3-31-98; Ord. No. 31.155, 10-24-00; Ord. No. 31.165, § 1, 10-27-09)

SECTION 85-10.4 STANDARDS FOR SITE PLAN APPROVAL.

1. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site will be so developed as to not impede the normal and orderly development or improvement of surrounding property for uses permitted in the ordinance
2. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
3. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used as appropriate for the protection and enhancement of the property and the privacy of its occupants.
4. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
5. Every structure or dwelling unit shall provide access to a public street walkway or other area dedicated to common use.
6. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system. In order to ensure public safety, pedestrian underpasses or overpasses may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which may generate significant pedestrian traffic.
7. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right- of-way equal to that specified by the Ingham County Road Commission.
8. All streets shall be developed in accordance with the township subdivision control ordinance and Ingham County Road Commission specifications, unless otherwise approved by the township board.
9. Appropriate measures shall be taken to ensure that stormwater runoff will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made for the construction of stormwater management facilities that prevent flooding. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not pool in paved areas.
10. Stormwater detention, retention, transport, and drainage facilities shall be designed to prevent the pollution of surface or groundwater resources, on site or off site. Stormwater

facilities shall conform to the requirements of the current standard for post construction controls for channel protection and water quality as described by the current, applicable MS4 permit.

11. Outside storage areas, including dumpsters shall be protected by opaque screening not less than six feet in height.
12. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.
13. Buffer strip shall be required when property that is used for a commercial purpose faces or abuts property that is used for residential purposes, provided that the aforementioned residential property is a legal or legally nonconforming property as defined by subsections 82-2(48) and (49). Such a strip shall be a minimum of 20 feet wide and shall not be part of the normal roadway right-of-way or utility easement. Such buffer may be a berm or plantings in the form of shrubs, trees or bushes with a minimum of four feet in height. Such buffer shall be properly maintained. This requirement shall not apply in situations where the landscaping requirements of an individual zoning district do not allow for, or in some way contravene installation of a buffer strip.
14. In approving a site plan, the township may require that a bond or other financial guarantee acceptable to the township of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping, and the like.
15. Driveways serving more than one lot may be considered a private road but shall be built to road commission standards, including provision of appropriate right-of-way for possible future dedication
16. The project and related improvements shall be designed to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands.
17. General-purpose floor drains shall be connected to a public sewer system or an on-site holding tank (not a septic system) in accordance with state, county and municipal requirements, unless a groundwater discharge permit has been obtained from appropriate local, state, and federal agencies. General-purpose floor drains which discharge to groundwater are generally prohibited.
18. Sites at which hazardous substances, hazardous wastes, or potentially polluting materials are stored, used, or generated shall be designed to prevent spills and discharges of such materials to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
19. Secondary containment facilities shall be provided for above-ground storage of hazardous substances, hazardous wastes, or potentially polluting materials in accordance with state and federal requirements. Above-ground secondary containment facilities shall be designed and constructed so that the potentially polluting material cannot escape from the unit by gravity through sewers, drains, or other means, directly or indirectly into a sewer system, or to the waters of the state (including groundwater).
20. Underground storage tanks shall be registered, installed, operated, maintained, closed or removed in accordance with regulations of appropriate local, state, and federal agencies.
21. Above-ground storage tanks shall be maintained, closed or removed in accordance local, state, and federal agencies.
22. Bulk storage facilities for pesticides and fertilizers shall be in compliance with requirements of appropriate local, state, and federal agencies.

23. Abandoned water wells (wells that are no longer in use or are in disrepair), abandoned monitoring wells, and cisterns shall be plugged in accordance with regulations and procedures of appropriate local, state, and federal agencies.
 24. State and federal requirements for storage, spill prevention, recordkeeping, emergency response, transport and disposal of hazardous substances, hazardous wastes, liquid industrial waste or potentially polluting materials shall be met. No discharge to surface water or groundwater, including direct and indirect discharges of waste, waste effluent, wastewater, pollutants, or cooling water, shall be allowed without approval from appropriate state, county and local agencies.
- (Ord. No. 31.90, § 2, 2-10-81; Ord. No. 31.120, § 1, 8-2-89; Ord. No. 31.1S1, 3-31-98; Ord. No. 31.1SS, 10-24-00; Ord. No. 31.16S, § 1, 10-27-09)

SECTION 85-10.5 APPEALS.

1. Petition for review by planning commission and board of trustees. In the event that a site plan has been, or will be, subject to an administrative review by the zoning administrator pursuant to section 85-10.3, the applicant may, at any time and at the applicant's discretion, request that the site plan be reviewed by the planning commission and township board of trustees and not by the zoning administrator.
 2. Appeal of decision by zoning administrator or board of trustees. Appeal of the decision of the zoning administrator or township board regarding a site plan shall be taken to a court of competent jurisdiction. The appeal shall be exclusive.
- (Ord. No. 31.90, § 2, 2-10-81; Ord. No. 31.120, § 1, 8-2-89; Ord. No. 31.16S, § 1, 10-27-09)

SECTION 85-10.6 ENFORCEMENT.

1. The zoning administrator, director of planning and development, code enforcement officer, and other township staff may investigate sites and developments for compliance with an approved site plan and/or this section. Noncompliance with the specifications and conditions of approval of an approved site plan shall constitute grounds for the township board to rescind said approval. Additional enforcement actions including those described below may be taken.
 2. It shall be unlawful for an owner of property or other person that has control over property that is subject to this section 85-10 to (1) cause or allow that property to be used, (2) cause or allow new construction to be undertaken on the property, (3) cause or allow a building or buildings to be expanded on the property, or (4) cause or allow grading changes to be made to the property, unless and until the township has approved a site plan for that property that authorizes such use, construction, building expansion and/or grading change.
- (Ord. No. 31.16S, § 1, 10-27-09)

SECTION 85-10.7 MUNICIPAL CIVIL INFRACTIONS.

A person who (A) violates any provision of this section 85-10, (B) violates the terms or provisions of an approved site plan, including any modifications and/or conditions related thereto, or (C) fails or refuses to obtain an approved site plan as required by this section 85-10, is responsible for a municipal civil infraction, and shall be subject to a civil fine as established from time to time by resolution of the township board. Nothing in this section shall be construed to limit the remedies available to the township in the event of a violation by a person of this section 85-10 or an approved site plan. Each act of violation, and each day upon which a violation exists or continues, shall constitute a separate offense. (Ord. No. 31.16S, § 1, 10-27-09)

SECTION 85-10.8 SEVERABILITY.

If a court of competent jurisdiction declares any provision of this section 85-10, or a statutory provision referred to or adopted by reference herein, to be unenforceable, in whole or in part, such declaration shall only affect the provision held to be unenforceable and shall not affect any other part or provision. Provided, however, that if a court of competent jurisdiction declares a penalty provision to exceed the authority of the township, the penalty shall be construed as the maximum penalty that is determined by the court to be within the authority of the township to impose. (Ord. No. 31.165, § 1, 10-27-09)

SECTION 85-10.9 REPEAL.

All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this section 85-10 are hereby repealed; provided that any violation charged before the effective date of this section 85-10 under an ordinance provision repealed by this section 85-10 shall continue under the ordinance provision then in effect. (Ord. No. 31.165, § 1, 10-27-09)

SECTION 85-10.10 EFFECTIVE DATE.

This section 85-10 shall take effect in accordance with the provisions of the Michigan Zoning Enabling Act.
(Ord. No. 31.165, § 1, 10-27-09)