

## **IV ~ ADMINISTRATION AND ENFORCEMENT**

### **SECTION 4.1 - ZONING ADMINISTRATOR**

The provisions of this Ordinance shall be administered and enforced by a Township Zoning Administrator, appointed by the Big Rapids Township Board for such term and subject to such conditions and at a rate of compensation as said Board shall determine as reasonable.

### **SECTION 4.2 - PERMITS**

No building, sign or other structure shall hereafter be erected, altered or relocated until a permit authorizing the same shall have been issued by the Zoning Administrator. Permits shall be issued only when such structure or use conforms to this Ordinance.

### **SECTION 4.3 - SITE PLAN REVIEW**

An approved site plan, which includes those documents and drawings specified in this section are necessary to insure that the proposed land use or activity is in compliance with this Ordinance. The Site Plan shall be required prior to receiving Zoning Review and other authority to use, erect or enlarge any structure or facility. Further, no use shall be undertaken or carried on and no structure or facility shall be constructed, enlarged or improved except as shown upon an approved site plan.

#### **SECTION 4.3 A - CLASS "A" SITE PLAN REQUIREMENTS**

A Class "A" Site Plan shall be required for all single family, two family, mobile home, agricultural building and any customary accessory use; and other similar structures, which are similar in the intensity of use when considering floor area, solid waste loads, water use, traffic congestion, noise, smoke, odor, and construction costs. This site plan shall include a sketch plan with accurate dimensions showing:

1. The lot, with a legal description.
2. Existing or proposed buildings and structures.
3. Existing or proposed public or private roads and right-of-ways, parking areas and walkways.  
Location of existing or proposed public utility systems and/or private sewage systems and wells or water supply source.
5. Existing natural or man-made features such as wood-lots, streams, lakes, and ponds.
6. A description of any changes in grade or drainage systems, except those changes to accommodate basement and driveway grading. When development occurs within 500 feet of a watercourse, all grade changes shall be in conformance with County Drain Commission requirements.
7. A description of adjacent uses.
8. Any other information necessary to establish compliance with Township and County ordinances.

#### **SECTION 4.3 B - CLASS "B" SITE PLAN REQUIREMENT**

A Class "B" Site Plan shall be required for all other uses, structures or facilities, including all Industrial and Commercial Uses, Planned Unit Developments, and all multi-family uses. This site plan shall be drawn to a scale not smaller than 40 feet to the inch, certified by a licensed architect, a registered land surveyor or professional engineer. Class "B" Site Plan shall show the following:

4. The boundary lines of the area included in the site plan including angles, dimensions, and references to a

section corner, quarter corner, or point on a recorded plat, an arrow pointing north, and the lot area of the land included in the site plan.

5. Existing and proposed grades and drainage systems and structures with topographic contours at intervals not exceeding five (5) feet.
3. The shape, size, location, height, and floor area for the finished ground and basement floor grades.
6. Natural features such as wood-lots, streams, and lakes or ponds, and man-made features such as existing roads and structures, with indications as to which are to be retained and which are to be removed or altered. Future landscaping designs should also be indicated.
7. Proposed streets, driveways, parking spaces, loading spaces, and sidewalks and the total number of parking spaces shall be shown.
8. The size and location of all existing and proposed public and private utilities, including private sewage systems, wells, or water sources.
7. A vicinity sketch showing the location of the site in relation to the surrounding street system.
8. Legal description of the lot; the name, address and telephone number of the owner, developer, and designer.
9. Any other information necessary to establish compliance with this and other ordinances or the utility of the site.

Alterations or structural changes to existing Class "B" structures which do not exceed 25 percent of total existing ground floor area or 50 percent of aggregate cost or original structure may be permitted a Class "A" site plan, but shall comply with Class "B" site plan review procedures.

### **SECTION 4.3 C - REVIEW PROCEDURE**

Upon receipt of a Class "A" Site Plan, the Zoning Administrator shall review it to determine whether it is in proper form, contains all of the required information, and shows compliance with this and all other governing ordinances. Upon demand of the proprietor of the site plan, the Zoning Administrator shall, within ten (10) days, approve the plan or deny approval in writing.

Upon receipt of a Class "B" Site Plan, the Zoning Administrator shall review the plan for proper form, required information, compliance with this and all other governing ordinances, and shall forward the plan with his comments to the Township Zoning Board for final review and approval. The Zoning Board shall take action on each application within 30 days of the filing of the application. (Time extensions for approval must be mutual agreement of proprietor and Zoning Board.) All actions of the Zoning Board shall be in writing. A denial of any site plan shall set forth in detail the reasons, which shall be limited to any defect in form or required information, any violation of any provision of this or any other governing ordinance or authority, or the inadequacy of any utility, facility or structure. The denial shall include any changes which would make the site plan acceptable. The proprietor may appeal any denial to the Zoning Board of Appeals.

### **SECTION 4.4 - PENALTY FOR VIOLATION**

Any person, group of persons, or corporation that violates any of the provisions of this Ordinance or any requirement attached to the granting of a special exception or variance may be fined upon conviction not more than one hundred dollars (\$100.00) for each offense. Each day of the existence of the violation shall be deemed as a separate offense.

