

ARTICLE 12

SITE PLAN REVIEW PROCEDURES AND REQUIREMENTS

Section 12.01 Intent and Scope.

12.01.01 The site plan review procedures and standards set forth herein provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the standards contained in this Ordinance, other applicable Village ordinances, standard engineering practices; and county, state, and Federal rules and laws. The procedures set forth herein are further intended to:

- (a) achieve efficient use of the land;
- (b) protect the traditional character of the Village;
- (c) minimize adverse impacts on adjoining or nearby properties;
- (d) provide a mechanism for review of new development and redevelopment or reuse of existing site to ensure compliance with current standards; and,
- (e) encourage cooperation and consultation between the Village and the applicant to facilitate development in accordance with the Village's land use objectives

12.01.02 Prior to the creation of a use, erection of a building, and those conditions cited below, a site plan or administrative plan shall be submitted for approval, in accordance with this Article. The extent of review for various types of projects is classified into three (3) types generally described below. Table 12.01 provides a specific listing of review classifications:

- (a) **Full Site Plan Review:** Most new development and major expansions shall require a site plan under Section 12.02 Site Plan Review Process. The establishment of a condominium project shall require the submission of a site plan and must also comply with Section 12.06 Condominium Development Review.
- (b) **Administrative Plan Review:** Select smaller scale projects and expansions or changes in use to existing sites are permitted to provide less detailed information than a full site plan. The level of information is intended to be proportionate to the extent of the change and yet insure adequate review for compliance with applicable requirements. Administrative plans shall undergo a less formal review and approval process by the Zoning Enforcement Officer and Village Manager (or designee), and any others deemed necessary. The Zoning Enforcement Officer always reserves the right to send any administratively reviewed plans to the Planning Commission for final determination, especially when it relates to aesthetics and architecture.
- (c) **Exempt:** Select projects, such as one family homes on an individual lot, are exempt from site plan review given their relatively low level of impact on adjacent land uses, and given that compliance with applicable zoning regulations can be addressed during the building permit review process. Other applicable approvals are still required such as zoning compliance permit, building permits and inspections.

Table 12.01 Table of Required Review Process			
SITUATION/USE	Full Site Plan	Admin. Plan	Exempt *
NEW DEVELOPMENT:			
Construction of any nonresidential use or building.	X		
Construction of essential public service buildings and storage areas.	X		
Construction of a multiple family dwelling.	X		
Construction of a one-family or two-family dwelling unit on one (1) lot in a residential zoning district.			X
Establishment of a condominium project, in accordance with the process outlined in Section 12.06.	X		
Minor changes during construction required by outside agencies.		X	
Planned Unit Developments in accordance with Article XI	X		
EXPANSIONS:			
An increase in parking or loading area of up to twenty five (25%) or 6,000 square feet of pavement area without any building changes.		X	
Changes to building height that do not add additional floor area nor exceed the maximum height requirements of the ordinance.		X	
Expansion of a one-family dwelling unit on one (1) lot in a residential zoning district.			X
For non-residential, an increase in the floor area up to twenty-five (25%) of the existing floor area in the event of no impact to other site improvements.		X	
For non-residential, an increase in the floor area greater than that specified above.	X		
CHANGES IN USE:			
A change in use to a similar or less intense use provided the site shall not require any significant changes in the existing site facilities such as parking, landscaping, lighting, signs, bikepaths or sidewalks.		X	
A change from a nonconforming use to a conforming use.		X	
Any change in the use of land or a building to a more intensive use, in terms of parking needs, noise, traffic volumes, and similar impacts.	X		
OTHER TYPES OF PROJECTS:			
Accessory buildings and structures constructed or erected accessory to a permitted one-family dwelling unit.			X
Accessory buildings associated with a non- one family residential use.		X	
Accessory open air businesses.	X		
Aesthetic and architectural changes to a non- one family residential structure.		X	
Bikepath, pathway or sidewalk construction or relocation.		X	
Construction of an entrance feature associated with a residential development		X	
Home occupations.		X	
Internal construction or change in the floor plan that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site which meets all site design standards of the Ordinance.			X
Landscape changes consistent with the standards of this Ordinance.			X
Modifications to upgrade a non-single family residential building to improve barrier-free design, or to comply with the Americans with Disabilities Act or other federal, state or county regulations.			X

Table 12.01 Table of Required Review Process			
SITUATION/USE	Full Site Plan	Admin. Plan	Exempt *
Parking lot improvements provided the total number of spaces shall remain constant.		X	
Sign relocation or replacement meeting the dimensional and location standards of this Ordinance.		X	
Site improvements such as installation of walls, fences, lighting or curbing consistent with Ordinance standards.		X	
Temporary uses, sales and seasonal events.		X	
Utility system improvements.			X
Waste receptacle relocation to a more inconspicuous location or installation of screening around the waste receptacle.		X	

*Despite the lack of full site plan and/or administrative plan review, all such site/use modifications shall be subject to Section 17.03, Building and Zoning Compliance Permit.

Section 12.02 Site Plan Submittal and Review Procedures.

When a full site plan is required in accordance with Table 12.01, the following procedure shall apply, unless other wise noted in the table.

12.02.01 **Pre-Application Meeting:** For the purposes of identifying major issues related to a project and to discuss questions related to the Ordinance, the applicant shall attend a pre-application meeting with the Zoning Enforcement Officer, Village Manager, and any others deemed necessary. Sufficient information shall be submitted prior to the meeting that describes the proposed project. Discussion at this meeting is in no way a formal approval or decision on any aspect of a proposed project.

12.02.02 **Application:** Any person with legal interest in a lot or parcel may apply for review of a site plan by filing a completed application form, review fee and fifteen (15) copies of the required site plan contents with the Village at least ten (10) days prior to the meeting at which the Planning Commission will consider the site plan. Required site plan contents are listed in Section 12.03.

12.02.03 **Preliminary Approval:** The Planning Commission and staff shall review the preliminary site plan for compliance with the standards of this Ordinance and other appropriate ordinances and statutes. Based upon this review the Planning Commission shall either:

- (a) Approve the preliminary site plan.
- (b) Approve the preliminary site plan with conditions which the Planning Commission determines are reasonable and necessary to ensure conformance with the applicable ordinances and statutes. These conditions shall be listed in the motion and noted on the preliminary site plan, with the Planning Commission Chairpersons signature.
- (c) Table the preliminary site plan upon determining that the preliminary site plan does not meet the standards, spirit and intent of this zoning ordinance and other appropriate ordinances and statutes. The Planning Commission shall direct the applicant to make modifications and resubmit the preliminary site plan. The applicant shall be required to

prepare revised plans accompanied by a complete list of all changes with a certification, by the applicant's design professional that no other changes have been made.

- (d) Deny the preliminary site plan upon determining that the preliminary site plan does not meet the standards, spirit and intent of this zoning ordinance and other appropriate ordinances and statutes.

12.02.04 **Implementation:** The adopted minutes of the Planning Commission shall serve as the official record of the Planning Commission's decision on a preliminary site plan, including any conditions of approval. The applicant shall be responsible for obtaining a copy of the adopted minutes, and submittal of revised plans and documents that demonstrate compliance with any conditions. Any question on the decision may be made in writing to the Planning Commission prior to adoption of the minutes.

12.02.05 **Administrative Final Approval:** Upon receipt of a preliminary site plan approval, the applicant shall have one (1) year to submit a final site plan to the Village. However, the Zoning Enforcement Officer and Village Manager (or designee) applicant may be granted one (1), one (1) year extension provided the request is received in writing prior to the expiration date and presents reasonable evidence to the effect that the development has encountered unforeseen non-self created difficulties but is then ready to proceed. Should neither of the aforementioned provisions be fulfilled or the one (1) year extension has expired without construction activity underway, the preliminary site plan shall be considered null and void.

12.02.06 The Zoning Enforcement Officer and Village Manager (or designee) shall review the final site plan for compliance with the standards of this Ordinance and other appropriate ordinances and statutes, as well as the Village's engineering standards. Based upon this review the Zoning Enforcement Officer and Village Manager (or designee) shall either:

12.02.07 Approve the final site plan.

12.02.08 Refer the plans back to the applicant for revision because they do not meet the standards, spirit and/or intent of this zoning ordinance, other appropriate ordinances and statutes, or the Village's engineering standards. The applicant shall be required to prepare revised plans accompanied by a complete list of all changes with a certification, by the applicant's design professional, that no other changes have been made.

12.02.09 Deny the final site plan upon determining that the plans do not meet the standards, spirit and/or intent of this zoning ordinance, other appropriate ordinances and statutes, or as well as the Village's engineering standards.

12.02.10 Following approval of the final site plan, an electronic copy of the site plan CADD file shall be provided to the Village on disk.

12.02.11 A zoning compliance permit shall also be required following final site plan approval but prior to issuance of a Certificate of Occupancy (see Article 17).

12.02.06 **Changes to the Approved Site Plan:** The holder of an approved site plan shall notify the Zoning Enforcement Officer of any proposed change to an approved site plan. Documentation outlying conditions necessitating the changes shall be provided. Changes to the approved site plan shall be permitted only under the following circumstances:

- (a) Minor Amendments: Minor changes may be approved by the Zoning Enforcement Officer upon determining that the proposed revisions(s) will not alter the basic design nor any specific conditions imposed as part of the original approval. Minor changes shall include the following:
- (1) Change in the building size, up to twenty- five percent (25%) in total floor area in the event of no impact to other site improvements.
 - (2) Movement of buildings or other structures by not more than ten (10) feet.
 - (3) Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - (4) Changes in building materials to a comparable or higher quality.
 - (5) Changes in floor plans which do not alter the character of the use
 - (6) Changes required by outside agencies such as the County, State or Federal departments.
- (b) Major Amendments: A proposed change not determined by the Zoning Enforcement Officer to be minor shall be submitted to the Planning Commission as site plan amendment and shall be reviewed in the same manner as the original application.

12.02.07 **Performance Guarantee:** The Village may require a performance guarantee in the form of cash, irrevocable letter of credit, certified check or surety bond acceptable to the Village to assure the completion of any improvements shown on the site plan. For the purposes of this section, improvements subject to performance guarantees shall include features and actions associated with a project that are considered necessary by the Village to protect the natural resources or the health, safety, and welfare of the residents of the Village and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening and drainage. The Village shall make rebates against such performance guarantees in appropriate proportion to the ratio of work completed on the required improvements, as work progresses and is completed. Failure of the applicant to complete the stated improvements shall result in the forfeiture of the performance guarantee in an amount determined by the Zoning Enforcement Officer as necessary for the Village to complete the improvements.

Section 12.03 Required Site Plan and Administrative Plan Contents.

The following data shall be included with, and as part of, all applications requiring site plan or administrative plan review:

Table 12.03 Required Site Plan and Administrative Plan Data		
APPLICATION FORM: The application form shall contain the following information:	Admin Plan	Site Plan
name and address of the applicant and property owner;	X	X
address and common description of property and complete legal description;	X	X
dimensions of land and total acreage;	X	X
zoning on the site and all adjacent properties;	X	X
description of proposed project or use, type of building or structures, and name of proposed development, if applicable;	X	X
name and address of firm or individual who prepared site plan; and,	X	X
proof of property ownership.	X	X

SITE PLAN DESCRIPTION AND IDENTIFICATION DATA:	Admin Plan	Site Plan
Site plans (not to exceed 24 inch x 36 inch) shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 20 feet for property less than 3 acres, or 1 inch = 50 feet for property 3 acres or more in size up to 49 acres; for 50 acres or more a scale of not less than 1inch=100 feet	X	X
title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions;		X
scale and north-point;		X
location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile;		X
legal and common description of property;		X
identification and seal of architect, engineer, or l and surveyor who prepared drawings;		X
zoning classification of petitioner's parcel and all abutting parcels;	X	X
proximity to section corner and major thoroughfares; and,		X
net acreage (minus rights-of-way) and total acreage.	X	X
SITE DATA:		
existing and proposed lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site;	X on- site only	X
topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark;		X
location of existing drainage courses, streams and wetlands;	X	X
all existing and proposed easements;	X	X
location of exterior lighting (site and building lighting);	X	X
location of trash receptacle(s) and transformer pad(s) and method of screening;	X	X
recent aerial of the site and surrounding area; and,		X
extent of any outdoor sales or display area.	-	X
ACCESS AND CIRCULATION:		
dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access agreements/easements;	X	X
opposing driveways and intersections within 250 feet of site;	X	X
cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness;	-	X
dimensions of acceleration, deceleration, and passing lanes;	-	X
dimensions of parking spaces, islands, circulation aisles and loading zones;	X	X
calculations for required number of parking and loading spaces;	X	X
designation of fire lanes;	-	X
traffic regulatory signs and pavement markings;	-	X
location of existing and proposed sidewalks/pathways within the site or right-of-way;		X
location, height, and outside dimensions of all storage areas and facilities.	X	X

LANDSCAPE PLANS:	Admin Plan	Site Plan
general location of existing trees;	X	X
location, sizes, and types of existing trees six (6) inches or greater in diameter, with an identification of materials to be removed and materials to be preserved;	-	X
description of methods to preserve existing landscaping;	-	X
the location of existing and proposed lawns and landscaped areas;	X	X
landscape plan, including location and type of proposed shrubs, trees, and other plant material;	-	X
landscape irrigation plan;	-	X
planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity.	X	X
CONCEPTUAL DETAILS OF BUILDING AND STRUCTURE DETAILS:		
location, height, and outside dimensions of all proposed buildings or structures;	X	X
building floor plans and total floor area;	-	X
details on accessory structures and any screening;	X	X
location, size, height, and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required;	-	X
building facade elevations for all sides, drawn at an appropriate scale;	-	X
description of exterior building materials and colors (details to be provided during the final site plan review process); and,	-	X
information related to hazardous materials including containment, storage, use, location and any level of involvement		X
CONCEPTUAL DETAILS CONCERNING UTILITIES, DRAINAGE AND RELATED ISSUES:		
location of existing sanitary sewers or septic systems and preliminary location of proposed systems;	X	X
location and size of existing water mains, well sites, water service, storm sewers loads, and fire hydrants and conceptual information for proposed water service;	X	X
preliminary site grading, finished building grades, drainage patterns;	X	X
general location and size of stormwater retention and detention ponds;	X	X
general location of underground storm sewers and drains;	-	X
general location of above and below ground gas, electric and telephone lines; and,	-	X
general location of transformers and utility boxes.	-	X
size, height and method of shielding for all site and building lighting;	-	X
location, size, height, and lighting of all proposed site and wall signs;	-	X
ADDITIONAL INFORMATION FOR MULTIPLE-FAMILY RESIDENTIAL		
the number and location of each type of residential unit (one bedroom units, two bedroom units);	X	X
density calculations by type of residential unit (dwelling units per acre);	X	X
garage and/or carport locations and details, if proposed;	-	X
mailbox clusters;	-	X
location, dimensions, floor plans and elevations of common building(s), if applicable;	-	X
swimming pool fencing detail, including height and type of fence, if applicable;	-	X
location and size of recreation and open space areas,;	-	X
indication of type of recreation facilities proposed for recreation areas.	-	X

Section 12.04 Site Plan Review Criteria.

In the process of reviewing a site plan, the Planning Commission shall consider the following criteria and assure that these conditions are met to the extent practicable.

- 12.04.01 **Adequacy of Information:** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed uses(s) and structures.
- 12.04.02 **Site Design Characteristics:** All elements of site design 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 shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance. The site shall be designed to conform to all provisions of the Zoning Ordinance. Redevelopment of existing sites shall be brought into conformance with all site improvement provisions of the Zoning Ordinance which are relative to and proportionate to the extent of redevelopment, as determined by the Planning Commission.
- 12.04.03 **Traditional Village Character/Historic Preservation:** The Village of Dundee is a small traditional community with many historic characteristics and features. All site plans within the Village must demonstrate that they are either emulating this character in new construction, preserving existing characteristics on the site or carefully integrating both new and historic elements in a compatible manner.
- 12.04.04 **Buildings:** Buildings and structures will meet or exceed setback standards, height and other dimensional standards, and be consistent with applicable building design standards.
- 12.04.05 **Emergency Vehicle Access:** All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practicable means to all vehicles.
- 12.04.06 **Ingress and Egress:** Every structure or dwelling unit shall be provided with adequate means of ingress and egress via public streets, private roads and walkways.
- 12.04.07 **Pedestrian and Vehicular Orientation:** The site plan shall provide a system for pedestrian circulation that allows pedestrians to safely access the site, circulate within the site, and access adjacent sites and development areas such as neighborhoods. The arrangement of vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the Village. The width of streets and drives shall be appropriate for the volume of traffic they will carry.
- 12.04.08 **Drainage:** Stormwater management system and facilities shall preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible. Measures must be taken to ensure stormwater management techniques follow safe practices to treat drainage before it enters the system.
- 12.04.09 **Soil Erosion:** The proposed development shall include measures to prevent soil erosion and sedimentation.
- 12.04.10 **Exterior Lighting:** Exterior lighting shall be designed so that it is deflected away from adjacent properties and so that it does not impede the vision of drivers on public streets, adversely impact abutting properties or adversely impact the natural evening sky.

- 12.04.11 **Preservation of Natural Areas:** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, natural features and the site topography, viewsheds, historical markers and environmental areas shall be incorporated into the proposed site design.
- 12.04.12 **Public Services:** The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the Village or other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services. All new utilities shall be installed underground.
- 12.04.13 **Traffic Impact:** The expected volume of traffic to be generated by the proposed use shall not adversely impact existing roads and the circulation thereon. Driveways shall be located to minimize conflict with traffic operations on the adjoining road. The number of driveways shall be the minimum needed to provide reasonable access to the site.
- 12.04.14 **Master Plan:** Sites shall be designed to be compatible with and in accordance with the goals and objectives of the Village of Dundee Master Plan. In particular, sites located within the designated subareas (the US-23/M-50 Interchange, Tecumseh Street Mixed-Use Area, Downtown and Neighborhoods) must reflect the specific design guidelines and recommendation strategies of these plan sections.

Section 12.05 Administrative Submittal and Review Procedures.

Those applications that qualify for Administrative Site Plan approval in accordance with Table 12.01 shall comply with the following procedure.

- 12.05.01 **Application:** Any person with legal interest in a lot or parcel that qualifies for administrative review under the criteria set forth in Section 12.01 may apply by filing a completed application form, review fee and three (3) copies of the required administrative plan contents with the Village Zoning Enforcement Officer. Required plan contents are listed in Section 12.03.
- 12.05.02 **Approval:** Upon review of the application the Zoning Enforcement Officer shall either:
- (a) Request specific revisions and re-submittal of the application upon a finding the application does not meet information requirements or does not meet the intent and regulations of the zoning ordinance;
 - (b) Approve the administrative plan, with or without conditions;
 - (c) Upon determining that the administrative plan does not meet the standards, spirit and intent of this zoning ordinance and other appropriate ordinances and statutes, the Zoning Enforcement Officer shall deny the administrative plan.

- 12.05.03 **Effectiveness:** Upon administrative plan approval, each project shall be under construction within one (1) year after the date of final approval by the Zoning Enforcement Officer and be diligently carried on towards completion. If the applicant does not fulfill this provision, the Zoning Enforcement Officer may grant one (1) one (1) year extension provided the applicant makes application in writing prior to the expiration date and presents reasonable evidence to the effect that the development has encountered non-self created unforeseen difficulties but is then ready to proceed. Should neither of the aforementioned provisions be fulfilled or the one (1) year extension has expired without construction activity underway, the administrative plan shall be considered null and void.
- 12.05.04 **Changes to the Approved Administrative Plan:** The holder of an approved administrative plan shall notify the Zoning Enforcement Officer of any proposed change to an approved administrative plan. Documentation outlying conditions necessitating the changes shall be provided. The Zoning Enforcement Officer shall review and approve any changes.
- 12.05.05 **Performance Guarantee:** The Village may require a performance guarantee in the form of cash, irrevocable letter of credit, certified check or surety bond acceptable to the Village to assure the completion of any improvements shown on the site plan. For the purposes of this section, improvements subject to performance guarantees shall include features and actions associated with a project that are considered necessary by the Village to protect the natural resources or the health, safety, and welfare of the residents of the Village and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening and drainage. The Village shall make rebates against such performance guarantees in appropriate proportion to the ratio of work completed on the required improvements, as work progresses and is completed. Failure of the applicant to complete the stated improvements shall result in the forfeiture of the performance guarantee in an amount determined by the Zoning Enforcement Officer as necessary for the Village to complete the improvements.

Section 12.06 Condominium and Site Condominium Development Review Procedures.

All plans for all newly created condominium, expansions of existing condominiums and conversion of condominiums in accordance with the Condominium Act, Public Act 59 of 1978, as amended, shall be reviewed under the following procedure:

- 12.06.01 **Preliminary Approval:** A full site plan meeting the information requirements of Section 12.03 and review criteria of Section 12.04, shall be submitted for preliminary condominium site plan approval by the Planning Commission. The Planning Commission shall review the site plan following the procedures of this Article and shall take action to approve, approve with conditions or deny. If a condominium site plan is incomplete, the Planning Commission may table the request and direct the applicant to prepare additional information or revise the plan. Within a phased project, the final plan shall constitute only that portion of the approved preliminary plan that the proprietor proposes to record and develop at that time.

An application for final condominium site plan must be submitted within one (1) year after the date of preliminary condominium site plan approval by the Planning Commission, or such preliminary approval shall be deemed null and void. However, the applicant may be granted one (1) one (1) year extension by the Planning Commission provided the request is received in writing prior to the expiration date and presents reasonable evidence to the effect that the development has encountered unforeseen non—self created difficulties but is then ready to

proceed. Should neither of the aforementioned provisions be fulfilled or the one (1) year extension has expired without construction activity underway, the preliminary condominium site plan shall be considered null and void.

No installation or construction of any improvements or land balancing or grading shall be made or begun until the final condominium site plan has been approved. No removal of trees and/or other vegetation shall be started at this time except for minor clearing required for surveying and staking purposes.

12.06.02 **Agency Reviews:** Upon receipt of preliminary site plan approval, the proprietor shall submit the preliminary condominium site plan to all authorities for necessary permits, as required by Village and state regulations, and shall deliver two (2) copies of the preliminary condominium site plan to the Superintendent of the school.

12.06.03 **Administrative Final Approval:** The Zoning Enforcement Officer and Village Manager (or designee), shall review and approve the final site plan if in compliance with all applicable ordinances and regulations. The following information shall be submitted for final condominium site plan approval by the Planning Commission.

- (a) A full site plan meeting the requirements of this Article.
- (b) Necessary County permits.
- (c) Condominium master deed, bylaws and restrictive covenants.

12.06.04 **Performance Guarantee:** The Village may require a performance guarantee in the form of cash, irrevocable letter of credit, certified check or surety bond acceptable to the Village to assure the completion of any improvements shown on the site plan. For the purposes of this section, improvements subject to performance guarantees shall include features and actions associated with a project that are considered necessary by the Village to protect the natural resources or the health, safety, and welfare of the residents of the Village and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening and drainage. The Village shall make rebates against such performance guarantees in appropriate proportion to the ratio of work completed on the required improvements, as work progresses and is completed. Failure of the applicant to complete the stated improvements shall result in the forfeiture of the performance guarantee in an amount determined by the Zoning Enforcement Officer as necessary for the Village to complete the improvements.