

### DEPARTMENT OF PLANNING AND DEVELOPMENT Planning & Zoning Division

# Mavor

## **Sheldon A. Neeley**

## SITE PLAN REVIEW APPLICATION PROCEDURES (SRU)

#### Step 1: PRELIMINARY DISCUSSION/ZONING COMPLIANCE

Applicant confirms zoning compliance with staff. Applicant receives SRU application, SRU site plan checklist.

#### STEP 2: APPLICATION & PRELIMINARY SITE PLAN SUBMITTAL

Applicant submits completed SRU application and non-refundable fee. Applicant submits the SRU site plan checklist Applicant submits 7 copies of preliminary site plans created by a licensed engineer/architect.

#### **STEP 3: PRELIMINARY REVIEW**

The application and site plans will be reviewed by staff or consultant and routed to various City departments. Per City Code, staff has a minimum of 15 business days to complete preliminary review.

#### STEP 4: RETURN STAFF FINDINGS

Staff returns comments on preliminary site plans

Staff may request additional information or advise the applicant on changes or revisions to the submittal.

#### **STEP 5: FINAL SUBMITTAL**

Applicant will submit 12 final site plan sets, folded, with 3 of the sets signed and sealed by a licensed engineer/architect.

The case will be assigned to a meeting date and placed on the Planning Commission Agenda that is in accordance with the Michigan Zoning Enabling Act and provides adequate time for staff to give required public notice.

#### STEP 6: PLANNING COMMISSION SITE PLAN REVIEW

Planning Commission reviews the site plan to determine its compliance with the requirements of the Zoning Ordinance and standards. The Planning Commission shall either:

Approve the site plan Applicant may submit for

building/other

applicable

permits

Approve the site plan with conditions

Applicant may need to revise plan to add conditions. Applicant may submit for building/other applicable permits

Postpone decision pending additional information

> Applicant shall submit required additional information for **Planning** Commission Review

Denv the Site Plan

Applicant may appeal decision to Zoning Board of Appeals, or;

Applicant may resubmit site plan in one year