

Site Plan (s) Review Instructions for Applicants

The requirements and standards for Site Plan Review are found in the Township Zoning Ordinance (Ord. # 26).

The Planning Commission reviews and acts on all site plan, both concept, if required, and final. The Township Board reviews all Special Land Uses and projects containing new public or private roads, both concept, if required, and final.

Concept Plan review is required for all developments with structures over 25,000 sq. ft., developments larger than two acres, developments with new roads and all Special Land Use requests. Please refer to the Zoning Ordinance for the differences in plan detail required for Concept and Final Plan review.

All plans, documents or other items dealing with site plans MUST be submitted to the Township and NOT directly to Township Consultants. Township Consultants WILL NOT REVIEW plans or information which has not been forwarded to them by the Township as verified by a Transmittal Letter from the Township. Violations of this policy lead to confusion, misunderstandings and delays in the plan review process.

Planning Commission meetings are held on the third Monday of each month. No site plan is placed on an agenda unless ALL required reviews, plans, narratives and other information is received by the Township ten (10) days prior to the meeting.

SITE PLAN REVIEW PROCESS

Step 1. Submit application and fee. Reference fee schedule for fee amounts.

Step 2. **Preliminary Review.** Submit two (2) copies of the proposed site plan(s) landscape plans(s) and other documents for preliminary review. Planning Department will review for completeness of information as required by the Zoning Ordinance. A copy of this review and one (1) marked-up plan(s) will be mailed to the applicant. If incomplete, then applicant will revise plans(s) and resubmit.

Step 3. Submit three (3) copies of plan(s) (as revised per the Preliminary Review) to the Township. The Township will submit to the Township Planner and Engineer for their review. Upon review, you will receive a copy of the analysis prepared by the Engineer and Planner.

Also submit one (1) copy of transmittal letter, which verifies submission of plan(s) prior to submitting to the Planning commission. The revised plan(s) will then be submitted to the Township Planner and Engineer for a new review... Re-submittal is not required.

Note: Depending on the amount and/or significance of issues raised by the Planner or Engineer, you may want to resubmit three (3) copies of revised plan(s) prior to submitting to the Planning Commission. The revised plan(s) will then be submitted to the Township Planner and Engineer for new review... Re-submittal is not required.

Step 4. Submit a list of changes that you are willing to make as a result of reviews and twelve (12) copies of the plan(s) and other documents to the Township. Upon receipt of consultant and all agency reviews, you will be scheduled for a Planning Commission meeting.

Step 5. Present a brief presentation to the Planning Commission at meeting as scheduled. The Planning Commission will provide a motion. The motion may require the applicant to make revisions that may or may not require a resubmission to the Planning Commission.

Step 6.

- (a). If the Planning Commission requires a resubmission, then revise and repeat **Steps 3 through 5.**
- (b). If the Planning Commission approves concept with conditions – revise plans, or otherwise address conditions, and submit twelve (12) copies for Township Board review (if required) or address conditions, and prepare detailed plans and submit for Final approval, follow **Steps 1 through 6.**
- (c). If the Planning Commission approves without conditions, submit twelve (12) copies for the Township Board Review (if required) or prepare detailed plan(s), and submit for Final approval following **Steps 1 through 6,** or contact the Planning Department for preconstruction conference.

Step 7. Present to Township Board at meeting as scheduled. The Township Board will provide a motion. This may or may not require a resubmission of plan(s) with changes. If an approval is given, if plans are Concept, prepare detailed plan(s) and submit for Final Review in accordance with steps outlined in these instructions; or if Final Approval granted, contact the Planning Department to arrange a preconstruction conference.

Revised 1/2006