

# Site Plan Review by Planning Commission

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**1**

Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal

**2**

Submittal of site plan, landscape plan, photometric plan, building elevations (PDF), application, & fee ONLINE through BS&A to the Planning Dept.



By last day of the month

**3**

City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions via PDF to Planner coordinating review



Month 1:  
City Staff Review & Plan Revisions Resubmitted

**4**

Resubmittal of three (3) final hard copies + PDF to Planning Dept. Planning Commission Study Meetings (typically 2) & Regular Meeting.



Month 2:  
Planning Commission

**5**

Zoning Board of Appeals (if required); compliance with conditions of approval; obtain all other City approvals/permits.



Month 3-4+:  
ZBA, fulfill conditions of approval, obtain City approvals

**6**

Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



Varies



**Terry Croad, AICP, ASLA,**  
Planning Director  
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248-796-4154



26000 Evergreen Road  
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Application Available:  
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# Site Plan Review by City Council

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By last day of the month

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City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions via PDF to Planner coordinating review



Month 1:  
City Staff Review & Plan Revisions Resubmitted

**4**

Resubmittal of PDF to Planning Dept. Planning Commission Study Meetings (typically 2) & Regular Meeting.



Month 2:  
Planning Commission

**5**

Resubmittal of three (3) final hard copies + PDF to Planning Dept. City Council Study Meeting & City Council Regular Meeting.



Month 3:  
City Council

**6**

Zoning Board of Appeals (if required); compliance with conditions of approval; obtain all other City approvals/permits.



Month 3-4+:  
ZBA, fulfill conditions of approval, obtain City approvals

**7**

Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



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# Administrative Site Plan Review by City Planner

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**1**

Submittal of site plan, landscape plan, building elevations (PDF), application, & fee ONLINE through BS&A to the Planning Dept



Ongoing; plans distributed weekly on Wednesdays

**2**

City staff review of plans to determine compliance. Applicant notified.



Week 1-2: City Staff Review

**3**

City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions via PDF to Planner coordinating review



Varies

**4**

City staff review to determine compliance. If in approvable form, submit three (3) full-sized folded plans sets to Planning Dept. If not, repeat Steps 3-4.



Duration: 1-2 Weeks

**5**

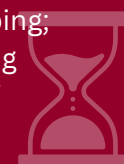
Compliance with conditions of approval; obtain all other City approvals/permits.



Varies

**6**

Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



Varies



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# Special Land Use Review

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Meet with Planning Staff to discuss project. (Optional)



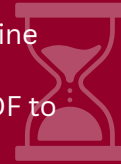
If associated with Site Plan, app & fee only. If not, submit site plan/survey & floor plan (PDF), application, & fee ONLINE through BS&A to the Planning Department.



Pre-Submittal



City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions via PDF to Planner coordinating review



By last day of the month



Resubmittal of three (3) final hard copies + PDF to Planning Dept. Planning Commission Study Meetings (typically 2) & Regular Meeting.



Month 1: City Staff Review & Plan Revisions Resubmitted



Resubmittal of three (3) final hard copies + PDF to Planning Dept. City Council Study Meeting & City Council Regular Meeting.



Month 3: City Council



Zoning Board of Appeals (if required); compliance with conditions of approval; obtain all other City approvals/permits.



Month 2-3+: ZBA, fulfill conditions of approval, obtain City approvals



Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



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# Vacation Request by City Council

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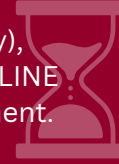
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Submittal of plans (site plan/survey), PDF of plans, application, & fee ONLINE through BS&A to Planning Department.



By last day of the month



City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions via PDF to Planner coordinating review



Month 1:  
City Staff Review & Plan Revisions Resubmitted



Planning Commission Study Meetings (typically 2) & Regular Meeting. PC makes recommendation to City Council.



Month 2:  
Planning Commission



Resubmittal of three (3) final hard copies + PDF to Planning Dept. City Council Study Meeting & City Council Regular Meeting.



Month 3-4:  
City Council



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# Rezoning Review by City Council

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**1**

Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal

**2**

Submittal of survey/zoning plans (PDF), application, & fee ONLINE through BS&A to Planning Department.



By last day of the month

**3**

Zoning plan review runs concurrently with Site Plan review.



Month 1:  
City Staff Review & Plan Revisions Resubmitted

**4**

Planning Commission Study Meetings (typically 2) & Regular Meeting. PC makes recommendation to City Council.



Month 2:  
Planning Commission

**5**

City Council Study Meeting & City Council Regular Meeting.



Month 3-4:  
City Council

**6**

Zoning change published by the City Clerk.



Month 4-5+:  
City Clerk Ordinance Publication



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# ODD/RUDD/MUCD

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Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal

**2**

Submittal of site plan, landscape plan, photometric plan, building elevations (PDF), application, ODD/RUDD/MUCD documents & fee ONLINE through BS&A to Planning Department.



By last day of the month

**3**

City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions: two (2) full-size plan sets & PDF.



Month 1:  
City Staff Review & Plan Revisions Resubmitted

**4**

Planning Commission Study Meetings (typically 2) & Regular Meeting. PC makes recommendation to City Council.



Month 2:  
Planning Commission

**5**

Resubmittal of site plan and ODD documents via PDF to Planner coordinating review. City Council Study Meeting & City Council Regular Meeting.



Month 3-4:  
City Council

**6**

Final ODD documents approved by City & Legal; record with Oakland County; obtain all other City approvals/permits.



Month 4-5+:  
ZBA, fulfill conditions of approval, obtain City approvals

**7**

Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



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