



# Site Plan Review by Planning Commission

## Planning Department

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## Fire Department

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## Police Department

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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,**  
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26000 Evergreen Road  
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Application Available:  
[www.cityofsouthfield.com](http://www.cityofsouthfield.com)

# Site Plan Review by City Council

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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



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



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:  
City Council



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



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 by Planning Commission

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Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal



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.



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



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



Month 2:  
Planning Commission



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.



Varies



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# Vacation Request by City Council

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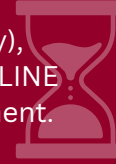
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Submittal of plans (site plan/survey), PDF of plans, application, & fee ONLINE through BS&A to Planning Department.



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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**1**

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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