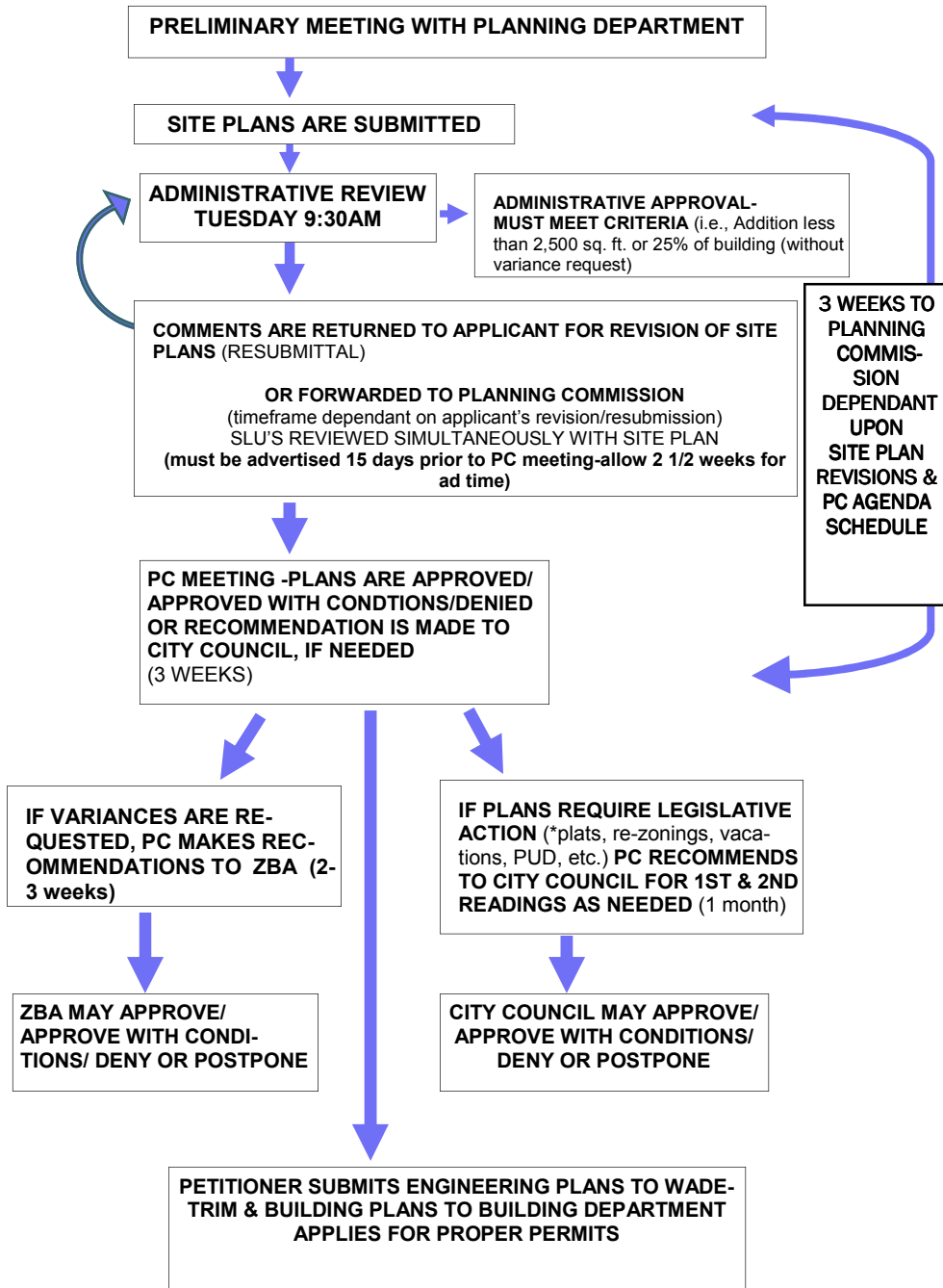


SITE PLAN REVIEW PROCESS



City of Taylor Planning Department

Procedures for:

SITE PLAN REVIEW

City of Taylor Planning
23555 Goddard Road
Taylor, Michigan 48180
Phone (734) 374-1572
Fax (734) 374-2732
E-mail : lfell@ci.taylor.mi.us

Pre-application Conference

A potential applicant for Site Plan Review must request a pre-application meeting, with the Planning Department Staff, prior to filing an application. The purpose of this meetings is to provide the potential applicant with information regarding land development policies, procedures, standards, and requirements of the City in terms of the proposed development.

Submitting Your Project

1. Application for site plan review may be made by the owner(s) of record or by any person acting on behalf of the owner of record of the subject parcel. Accompanying this application should be proof of ownership, or legal sales agreement, 19 full sets of collated and folded plans for the proposed development and the application fee.
2. Please designate **ONE** contact person to work with the City.

Administrative Review

1. Upon initial filing, all site plans are reviewed by an Administrative Review Committee (A.R.C.) (made up of representatives from the City's Planning, Building, Engineering, Water, Police and Fire Departments) for their review. Plan is either forwarded to Planning Commission or returned to the applicant for re-submittal as necessary. The Committee meets each Tuesday to review plans. (*Applicants do not attend this meeting*). Projects must have A.R.C. recommendation prior to being placed on the Planning Commission's agenda.
2. Prior to being placed on the Planning Commission agenda, the following must be submitted to the Planning Department:
 - ◆ 19 sets of the site plan (*folded & collated*)
 - ◆ Building material sample board
 - ◆ An 8 ½" x 11" copy of the ARC approved plans
 - ◆ CD-ROM- containing 8 ½" x 11" copy of plans and project rendering

Post ARC Conference

The Planning Department may require a post Administrative Review Meeting with the applicant to discuss plan revisions prior to Administrative or Planning Commission approval.

Planning Commission

Planning Commission meets on the 1st and 3rd Wednesdays of each month, at 7 PM, in the City Council Chambers. Planning Commission will review and hear comments to the proposed project at the public hearing. The applicant is scheduled to give their presentation of their proposed development at this time. Planning Commission will either recommend approval, approval with modifications, denial, or tabling of the proposed project. If approved, the approval expires in 18 months if no building permits have been applied for. Planning Commission also makes a recommendation to Zoning Board of Appeals in the case of variances. A performance guarantee may be required at the time of approval to assure completion of site improvements.

Performance Guarantee

To insure compliance with the Zoning Ordinance and any condition imposed thereunder, the Planning Commission may require that a cash deposit, certified check or irrevocable bank letter of credit, covering the estimated cost of improvements associated with the project be deposited with the clerk of the City to insure that the improvements are completed. The performance guarantee (if required) should be deposited at the time of the issuance of the building permit.

Engineering

After Planning Commission approval, final plans are submitted to Wade-Trim, the City's consulting engineer, for review. Submittal should include a construction cost estimate and a review fee. No building permits will be issued until the engineering approvals have been obtained. Building permits are issued by the Building Department.

Administrative Review Committee

Planning
Ms. Lora Fell, Zoning Supervisor

Engineering Consultant
Ms. Kelly McRobb-Ackland, Wade-Trim

Building
Mr. Larry Domsky—Building/Ord. Supervisor
Mr. Bill Hollister—Building Insp/Plan Rev.

DPW & Engineering
Mr. David Mackie, Executive Director

Fire
Mr. Troy Teifer, Sr. Fire Inspector

Planning Department

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