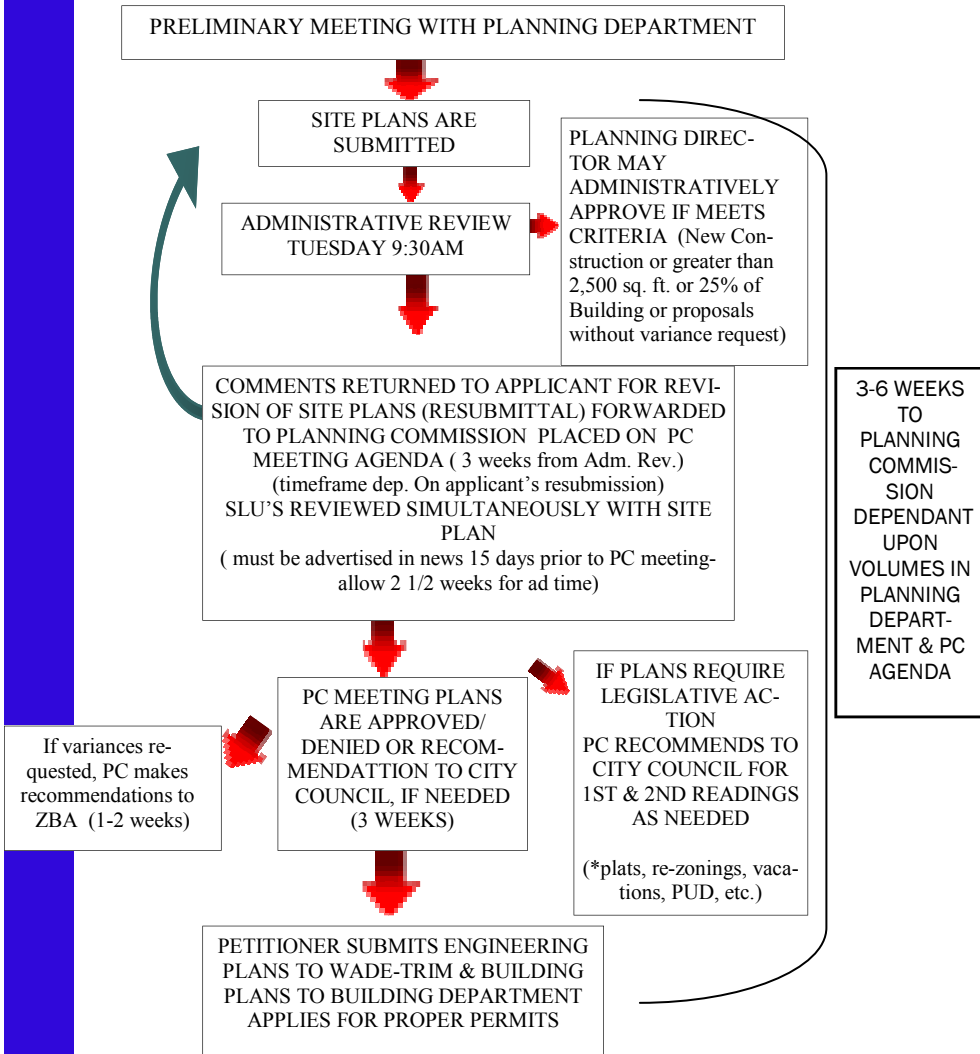


SITE PLAN REVIEW PROCESS



Links:

- [City of Taylor Zoning Ordinance](#)
- [Special/Regulated Land Use Application](#)
- [Zoning Board of Appeals Application](#)
- [Wayne County Data form](#)
- [Streets, Sidewalks & Other Public Places](#)
- [Property Development Procedures](#)
- [Water Department Regulations](#)
- [Tree Ordinance](#)

City of Taylor Planning Department

Development Information Packet for:

SPECIAL LAND USE (SLU) / REGULATED LAND USE (RLU)

Contents:

- Site Plan Review application
- Petition for Special / Regulated Land Use
- Copy of checklist used for site plan review (for informational purposes)
- Article 21.00 Special Land Use Procedures (Taylor Zoning Ordinance)
- Article 20.00 Regulated Land Use Procedures (Taylor Zoning Ordinance)
- Property Development Procedures (Engineering information)
- Requirements for Streets, Sidewalks & Other Public Places (Chapter 44-Taylor Code of Ordinances)
- SEMCOG form
- Water Department Regulations
- Requirements for Letters of Credit

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

Pre-application Conference

A potential applicant applying for a SLU or RLU classification must request a pre-application meeting, with the Planning Department Staff, prior to filing an application. The purpose of this meeting 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 SLU/RLU 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 sets plans with site data per Section 19.04 for the proposed development and the application fee.
2. Accompanying your application should be a detailed letter stating the proposed use of the property.
3. Applications to establish an RLU will need to refer to Section 20.03 for procedures.
4. 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 a necessary. The Committee meets each Tuesday to review plans. (*Applicants do not attend this meeting*). Projects 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 data required per Section 41.02
 - ◆ 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

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. Planning commission also makes a recommendation to the 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 engineering 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 Domski, Building Supervisor
Mr. Bill Hollister, Plan Reviewer

Water & Engineering
Mr. Sean McGuckin

Police
Cpl. Jon Gersky

Fire
Mr. Troy Teifer, Sr. Fire Inspector

Planning Department

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