

## **Site Plan Review Procedure**

1. No commercial or industrial building or development permit will be issued until site plan review approval is given. However, the Inspections Dept. may conduct their plan review process while site plan review is taking place.
2. Applications are available in the Planning Department office or may be requested for mailing or faxing by calling (231) 733-8860.
3. Most developments under 2 acres (site) or 10,000 square ft. (building) will be reviewed by staff (Planning, Engineering, Inspections, Fire, Public Works, Police). All developments of 2 acres or more, or 10,000 square feet or over must be reviewed by the Planning Commission.
4. The fee is \$200 for all staff reviews and \$500 for all Planning Commission reviews. This fee is not part of building plan review - a separate fee will be required when application for plan review is made.
5. Staff is turnaround the review in six business days or less on all staff review applications. If problems with a specific application arise, the turnaround may be longer in that case. Applications which require Planning Commission review will be added to the agenda for the first available Planning Commission meeting.
6. Applications must be filled out completely and must be accompanied by six copies of the associated site plan for staff review and by a total of 15 copies for Planning Commission review. The application must also contain a property description if the application is for a PUD or a Special Use Permit.
7. If at all possible, review the application with the applicant to ensure that the application and associated site plan are complete.
8. Once an application and site plan have been accepted, five copies of the site plan will be distributed for staff review as shown below. Other staff may be asked for comments as appropriate.
  - ◆ Inspections (Karey Marrow)
  - ◆ Engineering (Doug Katzban)
  - ◆ Fire Chief (Chris Dean)
  - ◆ Police (Chief Thomas)
9. A file will be started and kept in the Planning Dept. office for each case once the application has been accepted and distributed. Please let the Permit Technician in Inspections know when an application has been received and accepted.
10. The staff named above will review and return the routing slips with any appropriate comments by the due date given on the routing slip. Site plans will be either approved, denied, or approved with conditions.
11. Take all staff comments and send a letter back to the applicant stating whether the application has been approved, denied, or approved with conditions. If the application is approved with conditions, the conditions will be stated in the letter. A copy of this letter will be placed in the file and a copy will be given to the Permit Technician in Inspections.
12. If a site plan is denied, staff will either call or schedule a meeting with the applicant to discuss the concerns with the plan (reasons for denial) so that they can be addressed in a revised site plan.

13. If a site plan is approved with conditions, the conditions will be stated in the letter. The applicant must submit a revised site plan which addresses all of the conditions before final approval will be given.
14. Copies of all letters will be put in the file for that case. Once a site plan receives final approval, the letter will be e-mailed to the review team and the Permit Technician.
15. Three copies of the final approved site plan will be signed and dated by the Zoning Administrator. One of these copies will be kept in the file for that case in the Planning office. The second will be forwarded, along with a copy of the approval letter, to the Permit Technician for the Inspections Department to start a file for that case. The third will be forwarded to the Assessor's office for their files.
16. All Site Plan Review case files will be held in the Planning Department office, filed by address.
17. The Zoning Administrator will attend the weekly Plan Review meetings held by the Inspections Department (Wednesdays at 3:00 pm) in order to give status reports on site plan reviews in process and to keep up on what's happening with properties as they move through Inspections' plan review or building permit process.

## **NEW SPR APPLICATIONS**

1. When an application comes in, review it to make sure that it is filled out completely and accurately. Make sure that the proper number of site plans are included (staff review - 6, PC review - 15) and that the site plan is legible and easy to understand. Make sure that the appropriate fee has been paid.
2. Give the applicant a receipt for the payment. Keep the yellow copy of the receipt and copy it, along with the check/cash given as payment. Give the actual payment and yellow copy of the receipt to the Treasurer.
3. Fill out the bottom of the application with the meeting date, receipt number, etc., copy it and give the copy to the applicant.
4. Enter the SPR information into the Zoning Database (s:\planning\common\zoning\zoning cases.mdb). Give the next available case number in the format (SPR2020-33).
5. Make a file for the case if a file doesn't already exist (check zoning files to see if a file already exists). Label the file with the address of the property.
6. Take out the blue routing slips from the folder labeled "SPR Documents & Originals". If you run out of any blue slips, the originals are in the same file. There are SEPARATE blue slips for each dept. that reviews the site plan, so you should have one slip each for Police, Engineering, Fire, and DPW. The Zoning checklist (white) is also in the same file.
7. Fill out the blue slips for each dept. with the case number, property address/location, type of review (what specifically they're doing), and the date you want the slips returned by. All site plans must be reviewed and returned to the Zoning Administrator in 6 business days.
8. Attach a copy of the site plan to each blue slip and route through inter-office mail.
9. Write the date on the bottom of the application that the slips were routed, so you can keep track of how long it's been. Also enter this date into the database.

10. Review the site plan and put any comments on the Zoning checklist. Put the date of your review on the sheet in the upper right-hand corner. Meet with other staff if there are any concerns or questions or if it's a major project.
11. Make sure that all routing slips come back by the due date or fairly close afterward. You may have to e-mail or call some of the depts. to remind them. **When you get each slip back, write the date you received it in the upper right corner, so you know when each one came back.** Make sure that you keep all routing slips in the case file. Also keep any copies of the site plan which are returned with the routing slips. Enter the dates in the database that each blue slip was returned and when your own review was done.
12. When you have all routing slips, you are ready to put together the letter to send to the applicant. In most cases, you will be either Approving a site plan, or Approving it with conditions. In some cases, you may have to deny one. See the options below:

◆ **IF THE SITE PLAN IS TO BE DENIED:**

- Update the database with the denial date and change the status of the case. Insert a hyperlink to the denial letter once it is done.
- Use the template, "SPR Letter – Denied". This is a form letter. Spaces that need to be filled in are fields in the template. (If you need to change the letter at all, click on Tools/Unprotect Document and you can edit the letter at will). Fill in where indicated. Put in dept. comments where indicated and also the dates that comments were received.
- Save the letter in 'planning\common\zoning\site plan review\2018cases' and name it as in the following example: 'SPR2018-33 Muskegon Heights Denied'.
- Print the letter (first page on letterhead) and print an envelope as well. Make three hard copies of the letter. Put the original copy of the letter in the envelope and send. One of the copies goes in the zoning file. The third goes to the Permit Technician in the Inspections Dept. Make sure that the file copy of the site plan is in the file as well - you can discard any other copies of it that you have. Keep the file handy so it will be available when a revised plan comes back in.
- BEFORE THE LETTER IS SENT - call the applicant and discuss the concerns with them. Explain that the site plan cannot be approved as submitted, but if the concerns are addressed then it will be able to be approved. Explain the concerns and that a letter listing them will also be sent. If this is a major project or site, also let Cathy and Bryon know that the site plan has been denied and what the concerns are.

◆ **IF THE SITE PLAN IS TO BE APPROVED WITH CONDITIONS:**

- Update the database with the approved by conditions date and change the status of the case. Insert a hyperlink to the AWC letter once the letter is done.
- Open the template, "SPR Letter – AWC". Spaces that need to be filled in are fields in the template. (If you need to change the letter at all, click on Tools/Unprotect Document and you can edit the letter at will). Fill in where indicated. Put in dept. comments where indicated and also the dates that comments were received. If any dept. has approved the site plan with no comments, just state that the dept. has no outstanding concerns with the site plan.
- Save the letter in 'planning\common\zoning\site plan review\2018cases' and name it as in the following example: 'SPR2018-33 Muskegon Heights Chronicle AWC'.

- Print the letter (first page on letterhead) and print an envelope as well. Make three hard copies of the letter. Put the original copy of the letter in the envelope and send. One of the copies goes in the zoning file. The third goes to the Permit Technician in the Inspections Dept. Make sure that the file copy of the site plan is in the file as well - you can discard any other copies of it that you have. Keep the file handy so it will be available when a revised plan comes back in.
- BEFORE THE LETTER IS SENT - call the applicant and discuss the concerns with them. Explain that the site plan cannot be approved as submitted, but if the concerns are addressed then it will be able to be approved. Explain the concerns and that a letter listing them will also be sent. If this is a major project or site, also let Cathy and Bryon know that the site plan has been denied and what the concerns are.

◆ **IF THE SITE PLAN IS TO BE APPROVED:**

- Stamp the file copy of the site plan with the APPROVED stamp and fill in your name and the date. Do the same with two additional copies of the site plan (make sure that you get at least 2 back from reviewing depts) and hang onto them for now.
- Update the database with the approval date and change the status of the case. Insert a hyperlink to the approval letter once the letter is done.
- Open the template, "SPR Letter – Approved". Spaces that need to be filled in are fields in the template. (If you need to change the letter at all, click on Tools/Unprotect Document and you can edit the letter at will). Fill in where indicated. Put in dept. comments where indicated and also the dates that comments were received.
- If the site plan has already been reviewed and commented on once or more already, make sure that you indicate this in the first line of the letter (ie: The site plan re-submitted on November 30, 2020 (original submission on 11/14/20) for this project has been Approved.). Also, make sure that the dates for the comments are distinguished, as shown below:

**Engineering/Comments (1<sup>st</sup> Comments received 11/21; 2<sup>nd</sup> Comments received 12/4):**

Not all departments will have 2<sup>nd</sup> or 3<sup>rd</sup> comments - only those who didn't give approval the first time around. You don't need to re-state original comments that have now been complied with on the current site plan. Just state that the dept. has no outstanding concerns with the site plan.

- Save the letter in 'planning\common\zoning\site plan review\2004cases' and name it as in the following example: 'SPR2018-33 Muskegon Heights Chronicle Approved'.
- With the letter file still open, choose SEND TO from the FILE menu, then choose MAIL RECIPIENT. An e-mail will open with the file already attached. Print the letter (first page on letterhead) and print an envelope as well. Make four hard copies of the letter. Put the original copy of the letter in the envelope and send. Make sure that a copy of the stamped site plan and a copy of the approval letter are in your SPR case file and then file it in the zoning files.

**SUBMITTAL OF REVISED SITE PLANS**

1. A revised site plan may come in in several different ways, such as by mail, or being dropped off. You should already be familiar with the case, since you have already reviewed it at least once. They should submit a minimum of 3 copies this time - only need more if every department needs to review it again.

2. You should still have the case file. Retrieve the file and review the comments that were made previously. Make a note on the original application as to the date that the site plan was re-submitted.
3. You only need to route the site plan to those depts. who didn't approve it the first time. Fill out a new blue routing slip for each relevant dept. Write the word REVISED SITE PLAN across the top of it in red so that they know this is a revised plan for something they've already reviewed. Make a copy of their original routing slip with their comments, so they know what they said the first time. Attach the copy of the original routing slip and the revised site plan to the new routing slip, and route as you did before. Again, give them a reasonable time to review the site plan, keeping in mind that you don't want to hold up the applicant too long.
4. Review the site plan again yourself, if you didn't approve it the first time. Make sure that all previous comments have been addressed in the revised site plan. Make a copy of your comments from the original denial or AWC letter and use that as a checklist to determine if they've met each condition. Make sure to write the date of your review on the sheet in the upper right corner.
5. When you get routing slips back put the date you got the slip back in the upper right corner of each slip. Keep all original blue routing slips in the SPR case file. If all depts. have now approved the site plan, follow the procedures above for an APPROVED site plan. If there are still outstanding comments, follow the procedures above for an APPROVED WITH CONDITIONS SITE PLAN. You may wish to also follow up with a phone call to the applicant if this is the second or third review of this plan, to make sure that they understand exactly what still needs to be done. Your copy of the revised site plan is now the file copy. You can get rid of any previous copies of the site plan, unless there is an overwhelming reason to keep a previous copy. If you do keep a previous copy, make sure that it is differentiated somehow from the revised copy (ie., write PREVIOUS COPY on it, or make sure that both copies are dated with different dates).
6. Enter the dates that you routed the revised plan and that comments came back in into the database.