

## Site Plan Review Checklist

1. Do you need to go through the Site Plan Approval Process?
  - ✓ Are you changing the size of the building by more than 500 square feet, or moving the building?
  - ✓ Does the lot abut a residential district?
  - ✓ Does the project require a variance from council?
  - ✓ Are you resurfacing an off street parking lot that will alter the drainage properties of the property?
  - ✓ Is this a site condominium project?
  - ✓ Does the project require a special land use permit?
  - ✓ Is there a change in use, or a development that could affect the compliance with the zoning regulations?

**IF YOU ANSWERED “YES” TO ANY OF THESE QUESTIONS, YOU NEED TO GO THROUGH THE SITE PLAN APPROVAL PROCESS.**

2. Are your materials complete?
  - ✓ Have you filled out an application form? Does it include the legal description and tax ID of the property?
  - ✓ Would you like to do Preliminary Site Plan Review (to confirm general compliance with the Village Zoning Ordinance prior to final site plan review) or Final Site Plan Review (final site plan applications include all the information necessary to approve, approve with conditions or deny a site plan)? Or would you like to do Preliminary Site Plan Review and Final Site Plan Review concurrently?
  - ✓ Is the completed application submitted *at least* 14 days before a scheduled meeting with Zoning, DPW and other pertinent officials?
  - ✓ Is the application complete – does it include names, and addresses of the property owners?
  - ✓ Have you submitted a **digital copy** of the drawings in PDF form to the zoning administrator?
  - ✓ Have you submitted **18 copies** of the site plan application, the site plan drawings, the impact assessment and the hazardous substance forms/environmental impact assessment
  - ✓ If the applicant is not the property owner, have you submitted a notarized statement signed by the Property Owner that the applicant may act on his behalf.

- ✓ Does the drawing show location and heights of existing structures, proposed structures, drywells, on site wells and septic system.
- ✓ Does the drawing show proposed landscaping, topography and soil information?
- ✓ Does the drawing show the locations and dimensions of all existing and proposed driveways, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas, parking spaces, loading and unloading zones and recreation areas?
- ✓ Does the plan include proposed and existing utilities
- ✓ Have you reviewed *Village of Pinckney Ordinances Chapter 153 (Zoning) Section 23.04*, and *Village of Pinckney Technical Standards*
- ✓ Does your application include the appropriate fee?

3. Do you want a meeting with the Zoning Administrator, DPW and other officials before the plan is submitted to the Planning Commission? If so do you want the Village Engineers, Attorney or other professionals/consultants at the table?

- ✓ If so, make sure your application is submitted *at least 14 days* before the meeting is scheduled.
- ✓ Did you fill out a Pre-Planning Meeting Request Form?
- ✓ Village staff, including the Zoning Administrator and DPW will be happy to meet with you to discuss your development plans. Note there will be fees for some of these professionals. They are detailed on the Pre-Planning Meeting Request Form.

4. Site Plan goes before Planning Commission

- ✓ For a **PRELIMINARY SITE PLAN** Planning Commission will approve, approve with conditions or deny the preliminary site plan after review. If more information is necessary, the Planning Commission may take no action and table the issue giving the applicant time to provide more information.
- ✓ Approval of a preliminary site plan signals *general acceptance of the proposed use*. A final site plan still needs to be approved by the Village.
- ✓ For a **FINAL SITE PLAN** the Planning Commission shall determine compliance with zoning requirements, with the preliminary site plan (if there was one) and may require an impact assessment if necessary.

- ✓ For exact requirements of a Final Site Plan see Section 152.391 of the Village of Pinckney Ordinances (available on [www.villageofpinckney.org](http://www.villageofpinckney.org))
- ✓ For more information about the Impact Assessment Report see Section 153.392 of the Village of Pinckney Ordinances.
- ✓ The Village Engineer and Village Planner must review the site plan before final site plan approval.
- ✓ The Planning Commission will either approve, approve with conditions, or deny the site plan. If the site plan is denied, written notice explaining the decision will be provided to the applicant.
- ✓ After the Planning Commission has considered the plan, the Village Council will consider the plan and either approve, approve with conditions, deny, or remand the plan back to Planning Commission.
- ✓ If the plan is denied, the applicant will get notice in writing of the decision and why.
- ✓ Approval of a final site plan by the Village Council indicates that the proposal is in compliance with the Village Zoning Ordinance and any conditions imposed by the zoning ordinance.