



## 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. Do you want a PRE-PLANNING 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?
  - 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 in the Village of Pinckney Fee Schedule.
3. Are your materials complete?
  - 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?
  - Have you reviewed *Village of Pinckney Ordinances Chapter 152.385 – 152.397 (Site Plan Review)* and *Village of Pinckney Technical Standards*?
  - Have you filled out an application form? Does it include the legal description and tax ID of the property?

- Is the application complete – does it include names, and addresses of the property owners?
- 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 their behalf?
- Is the completed application submitted *at least* 14 days before a scheduled meeting with Zoning, DPW and other pertinent officials?
- Have you submitted a **digital copy** of the drawings in PDF form to the zoning administrator?
- Have you submitted **14 copies** of the site plan application, the site plan drawings, the impact assessment and the hazardous substance forms/environmental impact assessment?
- Is the drawing done to the correct scale based on the size of the site?
- Does the drawing show location and heights of existing structures, proposed structures, drywells, on site wells and septic system?
- Does the drawing include the surrounding lots within 250 feet, including land uses, zoning districts, lot lines, roads, driveways, structures and natural features?
- 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?
- Are proposed waivers included (for off street parking, loading and/or landscaping)?
- Does your application include the appropriate fee (refer to the Village of Pinckney Fee Schedule)?

#### 4. Site Plan goes before Planning Commission

##### **PRELIMINARY SITE PLAN**

- 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.

#### **FINAL SITE PLAN**

- For a **FINAL SITE PLAN** the Planning Commission shall determine compliance with zoning requirements, with the preliminary site plan (if there was one).
- Was an impact assessment required?
- Does the plan include easements and deed restrictions?
- Proof provided that the final site plan has been reviewed by all other agencies such as: the Village Engineer, Department of Public Works and Fire Department, the County Road Commission, Health Department, Building Department and Drain Commissioner and the Michigan Department of Transportation and Department of Environmental Quality?

#### **PLANNING COMMISSION WILL THEN:**

- 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.
- Approval of a final site plan by the Planning Commission indicates that the proposal is in compliance with the Village Zoning Ordinance and any conditions imposed by the zoning ordinance.
- If Planning Commission denies the site plan, the applicant may go to the Zoning Board of Appeals within 20 days.