



# SITE PLAN REVIEW PROCESS

Prior to the establishment of a new use, change of use, addition to an existing use, or the erection of any building in a zoning district, a site plan shall be submitted for approval. Site plan reviews are required for all permitted principal uses and structures in all zoning districts (except for the single-family detached and two-family dwellings and their accessory uses) and all special approval uses in all zoning districts.

## STEP 1

- Schedule an optional Conceptual Review meeting with the Building and Zoning Administrator to discuss your project. The Building and Zoning Administrator may determine that your project is applicable for Administrative Review in lieu of Planning Commission approval.
- Note: If applicable, see Administrative Review Process.
- Estimated time: One (1) business day

## STEP 2

- Submit a Site Plan Review application with accompanying fees. A member of staff will contact you if any additional information is needed. Reviews subject to Planning Commission approval should be submitted as required by Section 1200(3) of the Zoning Ordinance.
- Note: Site Plan Review applications may be considered concurrently with Special Condition Use petitions
- Estimated time: Twenty-one (21) to twenty-seven (27) business days

## STEP 2.A

- The City Planner will review and provide recommended changes or comments, typically at least seven (7) days prior to Planning Commission meeting.
- Note: If additional time is needed to reply to Planner comments, applicant may elect to delay Planning Commission consideration until next regular meeting or request a special meeting.

## STEP 3

- The Commission will meet publically to review/approve site plan. Depending on the request, certain conditions as specified in the Zoning Ordinance may apply.
- Estimated time: One (1) business day

TOTAL ESTIMATED TIME: Twenty-three (23) to twenty-nine (29) days depending on time of submission and timeliness of applicant on follow up requests.

For questions please contact Building and Zoning Administrator, Marty Johnson, [mjohnson@durandmi.com](mailto:mjohnson@durandmi.com).