



**CITY OF MADISON HEIGHTS COMMUNITY
DEVELOPMENT DEPARTMENT**

PROCEDURE FOR SITE PLAN REVIEW

300 W. 13 MILE ROAD, MADISON HEIGHTS, MI 48071 / (248) 583-0831 / FAX (248) 588-4143

Site plans are reviewed in conformance with the following process:

1. Applicant requests pre-application conference with Community and Economic Development Department to discuss the proposed site plan, review procedures, design elements, and ordinance requirements.
2. Applicant initiates site plan review process by submitting the following materials and fees to the Community Development Department:
 - a. One copy of the completed site plan application form.
 - b. One copy of the site plan, no larger than 24" x 36"
 - c. One 11" x 17" original reduction of the site plan.
 - d. One PDF submitted via e-mail, cd or USB flash drive
 - e. One copy of the "Right To Know Form" and "Environmental Permits Checklist"
 - f. All applicable fees.
3. Site Plans are distributed to Site Plan Review Committee for Preliminary Site Plan Review.
4. Site Plan Review Committee conducts Preliminary Site Plan Review and determines if Planning Commission review is required.
5. Preliminary Site Plan Review comments sent to applicant.
6. Applicant revises plans and submits one (1) copy of revised site plans and any additional required information to Community and Economic Development Department. One 11" x 17" original reduction of the site plan is required. One (1) PDF.
7. Site Plan Review Committee conducts Final Site Plan Review and takes final action on the site plan.
8. If Final Site Plans are referred to the Planning Commission, the site plan will be placed on the agenda of a meeting of the Planning Commission after the site plan has received final site plan review by the Site Plan Review Committee. The applicant will be notified of the date, time and place of the meeting at which the Planning Commission will consider the application.
9. The Site Plan Review Committee, and Planning Commission if required, shall approve, approve with conditions, or deny the final site plan.
10. If revisions to the final site plan are necessary to meet conditions of approval, ordinance requirements or standards, the final site plan shall be revised by the applicant and resubmitted to the Community and Economic Development Department for verification of compliance with necessary plan revisions.
11. All denials, along with the reasons for denial, shall be indicated in writing. If the applicant desires to prepare an alternative plan, the same procedure as outlined above beginning with submittal of final site plans review shall be followed.
12. When all conditions of approval are met by the applicant six copies of the final site plan shall be stamped "APPROVED", dated and transmitted in accordance with the following:
13. Applicant applies for Engineering Plan Review.