

When is a site plan required?

Site plans are reviewed to ensure that proposed construction projects comply with the City's Zoning Ordinance (building setbacks, parking lot dimensions, required landscaping, etc.) and all other applicable ordinances and construction design standards. In most cases, site plan review is only required for projects that increase the amount of impervious surface on a particular site and for new buildings and building additions, regardless of whether they will increase the imperviousness of the site. Renovations/modifications to an existing building do not require site plan review but do require review and approval of building/architectural plans by the City's Building Department. Building plan review is a separate and distinct process from site plan review and is conducted to ensure that new construction and modifications to existing buildings will comply with the provisions of the Michigan Building Code.

The level of detail that must be provided on a site plan and the approval process varies depending on the use of a site and whether the proposed changes will result in an expansion of a use or an increase in impervious surface:

- * **Zoning Administrator Review** - Review and approval of a basic plot plan is required by the Zoning Administrator prior to issuance of a building permit for:
 - New single or 2-family residential dwellings/accessory structures or additions thereto.
 - Building additions & accessory structures on all parcels of land use which do not result in the expansion of a use and do not increase the amount of impervious surface on a site.
 - A change of use to an existing building in any zoning district other than the Central Business District to determine if there is adequate parking on the site to fulfill the Zoning Ordinance requirement for the proposed use.
- * **Administrative Site Plan Review** – Review and approval of a site plan that complies with the requirements of Section 46-20 of the Zoning Ordinance is required for the reconstruction of a parking lot, the construction of a new parking lot and for a building addition or accessory structure that does not result in an expansion of a use. Site plans for these types of project are required to be reviewed and approved by the Zoning Administrator, City Engineer, Public Service Department and Fire Department.
- * **Planning Commission Site Plan Review** – Review and approval of a site plan that meets the requirements of Section 46-20 of the Zoning Ordinance is required by the Planning Commission for all new development and site changes not listed in the preceding paragraphs of this document. In some cases, such as new site condominium developments, site plans must also be approved by the City Council, following review and recommendation by the Planning Commission.

The Zoning Administrator has the discretion to require Planning Commission review and approval of a site plan for any project that would otherwise be approved administratively.

For questions about site plan review, please contact Zoning Administrator, Sue Stachowiak at 517-622-7928 or by email at sstachowiak@cityofgrandledge.com