



Site Plan Review Process Diagram

Notify the Highland Township Planning Department that a project is being prepared for the Township's review.

Schedule a meeting with the Zoning Administrator for presubmission information and submittal requirements.

Complete the site plan review application and submit application fee (see fee schedule). For the initial submission, 17 site plans are required,

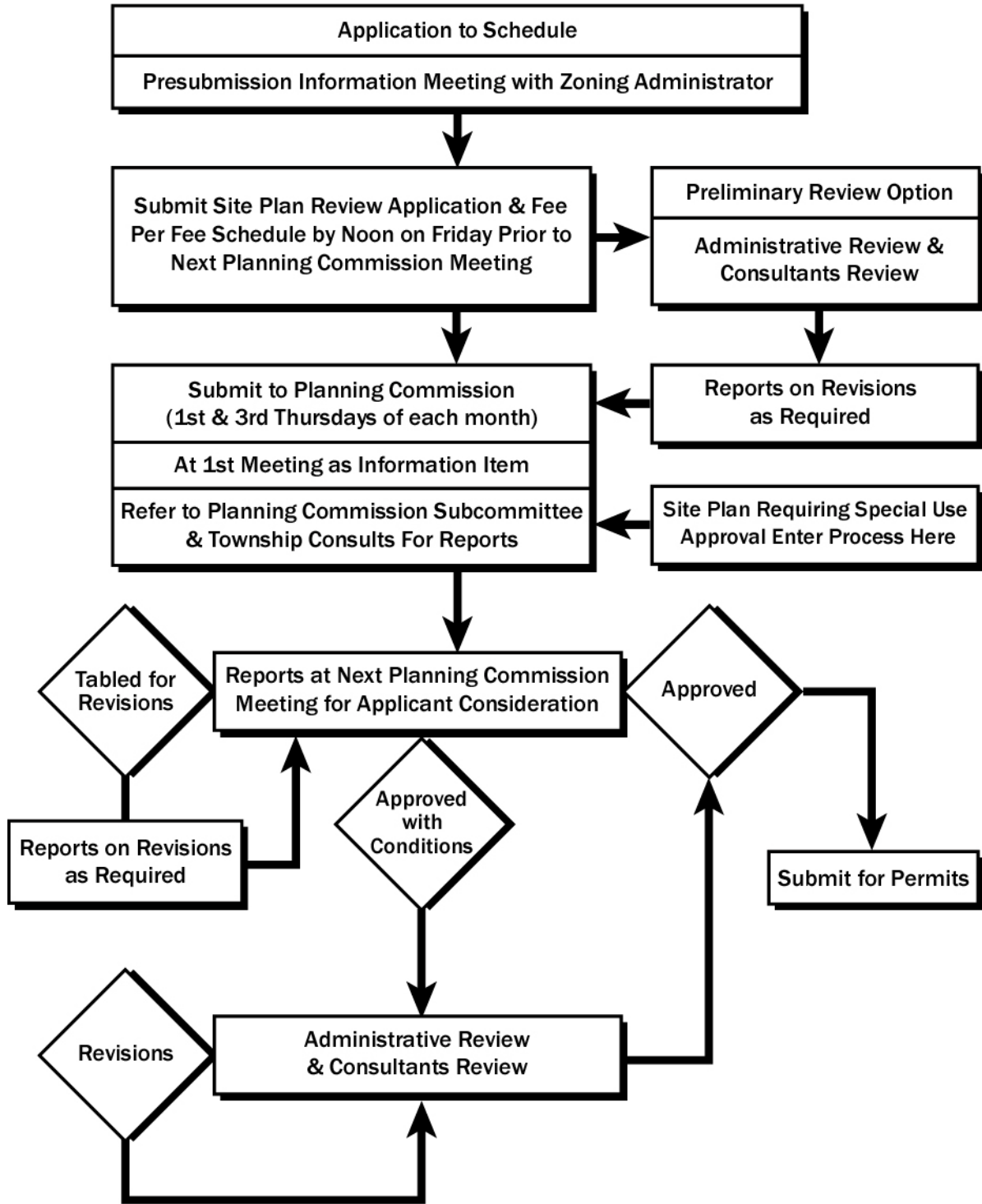
The applicant may request a preliminary review of the project and receive an administrative review and reviews by the Township's Planning & Engineering Consultant's prior to submitting the plan to the Planning Commission, A revised plan may be submitted to the Planning Department. If another submission is sent to the Planning Commission, 7 revised site plan are required. (Check with the Planning Department to verify cutoff deadline time and date).

The Zoning Administrator will submit the application to the Planning Commission which are held on the 1st & 3rd Thursdays of each month (check with the Planning Department to verify date and time).

The site plan will be presented as an information item at the meeting and referred to the Planning Commission Subcommittee & Township Consultant's for their reports.

At the following Planning Commission meeting the site plan is reviewed with the applicant prior to the Planning Commission, making 1 of 3 possible decisions based on a majority vote. Decision 1: Table due to outstanding issues with Zoning Ordinance or other concerns and is subject to further revisions and resubmittal to the Planning Department for the next Planning Commission meeting. Decision 2: The site plan may be approved with conditions. The conditions are generally capable of being reviewed administratively. This requires the final revisions to the site plan as stated in the motion, to be resubmitted to the Planning Department for final approval. The Township staff reserves the right to request that the Planning Commission reinstate any non-final site plan if any unforeseen issues arise, however, this situation is not typical, For reviews done administratively, 6 revised site plans must be submitted per each separate review. Decision 3: The site plan is approved by a majority vote of the Planning Commission and the site plan is then ready to be submitted for permits.

SITE PLAN REVIEW - PROCESS DIAGRAM



***Disclaimer:** These time frames are approximate. Planning workloads, holidays and timing of application responsiveness of applicant may affect these time lines.

Highland Township Plan Review Application

Highland Township
205 N. John Street
Highland, MI 48357
248-887-3791, ext. 2
FAX: 248-887-1937
Lisa G. Burkhart, AICP
Zoning Administrator



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

Date Filed: _____ Fee: _____ Escrow: _____ Case Number: _____

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 19 COPIES OR RESUBMITTAL: 19 COPIES
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES

1. APPLICATION INFORMATION

NAME: _____
ADDRESS: _____
TELEPHONE: _____
FAX: _____

OWNER INFORMATION -

NAME: _____
ADDRESS: _____
TELEPHONE: _____
FAX: _____

2. LOCATION AND LOT DIMENSIONS OF THE SUBJECT PROPERTY: _____

ADDRESS OR ADJACENT STREETS: _____
LOT WIDTH: _____ LOT DEPTH: _____ LOT AREA: _____

3. TAX IDENTIFICATION NUMBER(S) (SIDWELL): _____

4. LAND USE AND ZONING INFORMATION (WHEN APPLICABLE)

PRESENT ZONING: _____ PROPOSED ZONING: _____
PRESENT USE: _____ PROPOSED USE: _____
FUTURE LAND USE PLAN DESIGNATION: _____

5. SIGNATURE: _____ SIGNATURE: _____

NAME: _____ NAME: _____

On the ____ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

On the ____ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
County Of Oakland

State Of Michigan
County Of Oakland

Notary Public: _____

Notary Public: _____

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.