



CITY OF FARMINGTON

Site Plan Review

A site plan must be submitted for review by the Planning Commission for certain uses, buildings and structures to ensure that the arrangement, location, design and materials proposed for new development comply with the requirements of the Zoning Ordinance and are consistent with the character of the city and the goals of the City of Farmington Master Plan. Please refer to *ARTICLE 13 SITE PLAN REVIEW* of the Zoning Ordinance for details relating to site plan review.

The following steps are necessary for site plan review:

1. A site plan application must be submitted to the Building Department located at 33720 West Nine Mile Road according to the following schedule:

| Application Submittal Date | Planning Commission Meeting Date |
|----------------------------|----------------------------------|
| December 23, 2009 | January 11, 2010 |
| January 22, 2010 | February 8, 2010 |
| February 19, 2010 | March 8, 2010 |
| March 26, 2010 | April 12, 2010 |
| April 23, 2010 | May 10, 2010 |
| May 28, 2010 | June 14, 2010 |
| June 25, 2010 | July 12, 2010 |
| July 23, 2010 | August 9, 2010 |
| August 27, 2010 | September 13, 2010 |
| September 24, 2010 | October 11, 2010 |
| October 22, 2010 | November 8, 2010 |
| November 24, 2010 | December 13, 2010 |

All Planning Commission meetings are held the second Monday of the month at City of Farmington Offices, Council Chambers, 23600 Liberty Street and begin at 7:00 p.m.

A special meeting may be requested by the applicant. Special meetings are held the fourth Monday of the month and subject to administrative scheduling. A fee of \$500.00 is required.

2. The following information must be provided with every site plan application:
 - 1 copy of a completed and signed application form
 - 15 copies of a site plan meeting the requirements of *ARTICLE 13 SITE PLAN REVIEW* and in accordance with the attached checklist
 - payment of the required fee as determined by the City Council

3. **Pre-Application Meeting (Optional)** Prior to submittal for Planning Commission review, applicants are encouraged to discuss procedures and required submittal information with city staff. Please contact Mr. John Konscol, Building Official at 248-473-7250 with any questions.

4. **Preliminary Site Plan (Optional).** The preliminary site plan review is an optional review by the Planning Commission and/or city staff which allows the city to provide general comment on compliance with the standards of the Zoning Ordinance and to discuss architectural and site concepts and alternatives prior to the preparation of a complete site plan package.

Five (5) copies of a preliminary site plan must be provided. Contents of a preliminary site plan are at the applicant's discretion. Note that this stage of review is to provide guidance only and does not bind the Planning Commission or city staff on any future decision regarding the site plan.

5. **Final Site Plan.** Fifteen (15) copies of a final site plan application must be submitted to the Building Department at least 17 days prior to the Planning Commission meeting, in accordance with the schedule provided above. All items listed on the attached checklist must be provided.

- If the site plan application is deemed complete by city administration, it will be placed on the Planning Commission meeting agenda.
- The site plan will be reviewed by the Department of Public Services, including the Building Department, the City Manager's office, and any consultants as deemed necessary by the city. Reports to be forwarded to the Planning Commission for their consideration.
- The Commission can approve, approve with conditions, or deny the request at the meeting or defer the decision until the next regularly scheduled Planning Commission meeting. If site plans are revised for resubmittal, all modifications from the previous plan must be highlighted in such a manner that the modifications are easily identified.
- Upon approval of a site plan by the Planning Commission, the approved plans shall be initialed and dated by the City Manager and forwarded to the Building Department. If plans have been conditionally approved, revised plans shall be submitted for administrative review by the City Manager prior to being forwarded to the Building Department.
- All approved site plans are valid for a period of 1 year from the date of approval by the Planning Commission.

6. **Construction Plans/Zoning Compliance/Building Permits.** The Building Inspector shall utilize the approved site plan as well as other documents required under Chapter 35 as the basis upon which a zoning compliance permit shall be issued.