



## **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) and escrow deposit as applicable. For the initial submission, 3 copies of the site plans are required along with a digital submission as a .pdf file.

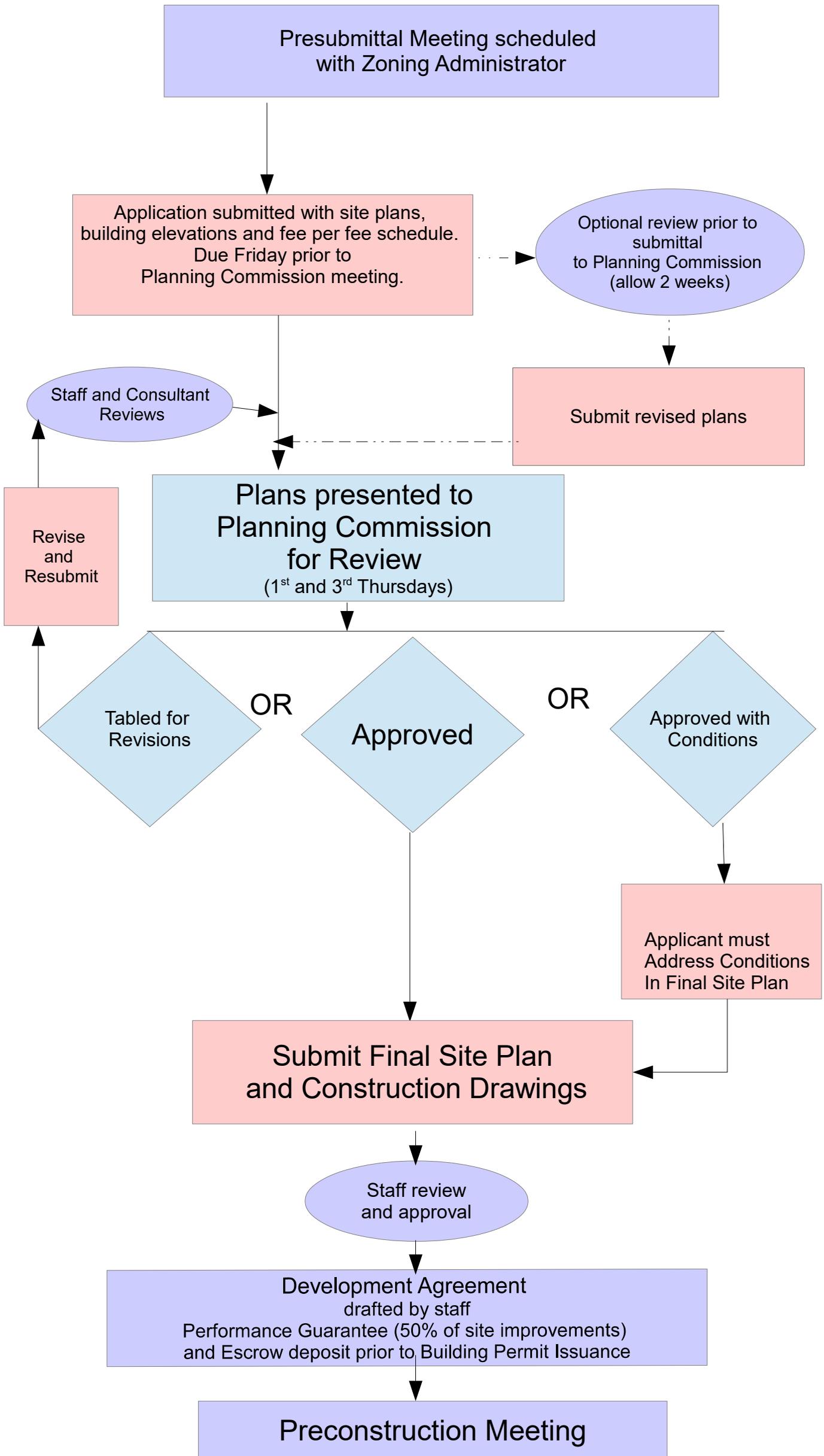
The applicant may request a preliminary review of the project and receive an administrative review and reviews by the Township's Planning & Engineering Consultant's prior to submitting the plan to the Planning Commission. A revised plan may be submitted to the Planning Department. If another submission is sent to the Planning Commission, 3 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 Planning Commission, after reviewing the plan with the applicant in a public meeting, may make 1 of 3 possible decisions based on a majority vote. Decision 1: Table due to outstanding issues with Zoning Ordinance or other concerns, subject to further revisions and resubmittal to the Planning Department for a future Planning Commission meeting. Decision 2: The site plan may be approved with conditions. The conditions are generally capable of being reviewed administratively. This decision requires the applicant to complete final revisions to the site plan as stated in the motion and resubmit the plans to the Planning Department for final approval. The Township staff reserves the right to request that the Planning Commission review any interim version of the site plan if unforeseen issues arise (this situation is not typical.) For reviews done administratively, 3 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 construction drawings will be required for final engineering review. 5 sets of site construction drawings shall be submitted along with .pdf electronic files.

Upon administrative review and approval of the final site plan and site construction drawings, staff will draft a development agreement with input from the applicant. The development agreement must be executed, along with deposit of the required performance guarantee (initially equal to 50 percent of the value of site improvements) and escrow deposits to cover costs incurred by the Township on behalf of the applicant (typically, although not exclusively, engineering review and inspection fees, recording fees and occasionally attorney fees). The Building Department will not issue permits until the development agreement is fully executed.

# SITE PLAN REVIEW PROCESS DIAGRAM





**AFFIDAVIT, ACKNOWLEDGEMENTS, PERMISSIONS:**

**By signing this application:**

- The applicant and owner agree that the statements made in this application packet are true, and if found not to be true then this application and any approval shall be void.
- The applicant and owner grant the right of the Planning Commission members, inspectors, and administrators to conduct a site inspection of the subject property.
- The applicant and owner acknowledge that 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 authorizes the township to place a sign on the property, if necessary, to inform the public of the pending matter being requested.

**APPLICANT**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a Notary Public, personally appear 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  
Notary Public Signature

\_\_\_\_\_

Notary Seal and Stamp

**PROPERTY OWNER**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a Notary Public, personally appear 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  
Notary Public Signature

\_\_\_\_\_

Notary Seal and Stamp

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