

SITE PLAN REVIEW PROCESS

PRELIMINARY MEETING WITH PLANNING DEPARTMENT

SITE PLANS ARE SUBMITTED

ADMINISTRATIVE REVIEW
TUESDAY 9:30AM

ADMINISTRATIVE APPROVAL-
MUST MEET CRITERIA (i.e., Addition less than 2,500 sq. ft. or 25% of building (without variance request)

COMMENTS ARE RETURNED TO APPLICANT FOR REVISION OF SITE PLANS (RESUBMITTAL)

OR FORWARDED TO PLANNING COMMISSION
(timeframe dependant on applicant's revision/resubmission)
SLU'S REVIEWED SIMULTANEOUSLY WITH SITE PLAN
(must be advertised 15 days prior to PC meeting-allow 2 1/2 weeks for ad time)

3 WEEKS TO
PLANNING
COMMISSION
DEPENDANT
UPON
SITE PLAN
REVISIONS &
PC AGENDA
SCHEDULE

PC MEETING -PLANS ARE APPROVED/
APPROVED WITH CONDITIONS/DENIED
OR RECOMMENDATION IS MADE TO
CITY COUNCIL, IF NEEDED
(3 WEEKS)

IF VARIANCES ARE RE-
QUESTED, PC MAKES REC-
COMMENDATIONS TO ZBA (2-
3 weeks)

ZBA MAY APPROVE/
APPROVE WITH CONDI-
TIONS/ DENY OR POSTPONE

IF PLANS REQUIRE LEGISLATIVE
ACTION (*plats, re-zonings, vaca-
tions, PUD, etc.) PC RECOMMENDS
TO CITY COUNCIL FOR 1ST & 2ND
READINGS AS NEEDED (1 month)

CITY COUNCIL MAY APPROVE/
APPROVE WITH CONDITIONS/
DENY OR POSTPONE

PETITIONER SUBMITS ENGINEERING PLANS TO WADE-
TRIM & BUILDING PLANS TO BUILDING DEPARTMENT
APPLIES FOR PROPER PERMITS

City of Taylor Planning Department

Development Information Packet for:

TAYLOR MIDTOWN

Resources:

- [Article 7.00– Midtown Districts](#)
- [Taylor Midtown Map](#)
- [Taylor Midtown Design Manual](#)

The MT-1 & MT-2 Midtown Districts are intended to promote the development of a pedestrian oriented and accessible, central commercial service district in which a variety of retail, commercial, office, civic and residential uses are permitted consistent with the City of Taylor Master Plan.

City of Taylor Planning
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E-mail : lfell@ci.taylor.mi.us

This packet only addresses the Midtown Taylor Overlay District. Additional information packets will be necessary, dependant upon the nature of the proposed project.

Pre-application Conference

A potential applicant applying for development in a Taylor Midtown Overlay District (MT-1 or MT-2) must request a pre-application meeting, with the Planning Department, prior to filing an application. The purpose of this meeting is to provide the potential applicant with information regarding land development policies, procedures, standards, and requirements of the City in terms of the proposed development.

Submitting Your Project

1. Application for Site Plan Review may be made by the owner(s) of record or by any person acting on behalf of the owner of record of the subject parcel. Accompanying this application should be proof of ownership, or legal sales agreement, 12 full sets of collated, folded, plans, and 1 digital copy for the proposed development and the application fee.
2. Please designate **ONE** contact person to work with the City.

Administrative Review

1. Upon initial filing, all site plans are reviewed by an Administrative Review Committee (A.R.C. -made up of representatives from the City's Planning, Building, Engineering, Water, Police and Fire Departments) for their review. Plan is either forwarded to Planning Commission or returned to the applicant for re-submittal as necessary. The Committee meets each Tuesday to review plans. (*Applicants do not attend this meeting*). Projects must have A.R.C. recommendation, prior to being placed on the Planning Commission's agenda.
2. Prior to being placed on the Planning Commission agenda, the following must be submitted to the Planning Department:
 - ◆ 12 sets of the final plan
 - ◆ 1 Digital copy - CD
 - ◆ Building material sample board
 - ◆ An 8 ½" x 11" copy of the ARC approved plans
 - ◆ CD-ROM- containing 8 ½" x 11" copy of plans and project rendering

Planning Commission

Planning Commission meets on the 1st and 3rd Wednesdays of each month, at 7 PM, in the City Council Chambers. Planning Commission will review and hear comments to the proposed project at the public hearing. The applicant is scheduled to give their presentation of their proposed development at this time. Planning Commission will either recommend approval, approval with modifications, denial, or tabling of the proposed project. If approved, the approval expires in 18 months if no building permits have been applied for. Planning commission also makes a recommendation to the Zoning Board of Appeals in the case of variances. A performance guarantee may be required at the time of approval to assure completion of site improvements.

Performance Guarantee

To insure compliance with the Zoning Ordinance and any condition imposed thereunder, the Planning Commission may require that a cash deposit, certified check or irrevocable bank letter of credit, covering the estimated cost of improvements associated with the project be deposited with the clerk of the City to insure that the improvements are completed. The performance guarantee (if required) should be deposited at the time of the issuance of the building permit.

Engineering

After Planning Commission approval, final plans are submitted to Engineering for review. Submittal should include a construction cost estimate and the review fee. No building permits will be issued until the engineering approvals have been obtained. Building permits are issued by the Building Department.

Building

Three (3) complete signed & sealed constructions drawings, building permit applications & other required construction documents are submitted to the Building Department. Final Building approval is required for Certification of Occupancy.

Administrative Review Committee

Planning
Ms. Lora Fell, Planning Director

City Engineer
Mr. Greg Mayhew, P.E.

Engineering Consultant
Ms. Kelly McRobb-Ackland, Mr. Alan Cruze, Hennessey Engineering.

Building
Mr. Bill Hollister, Building Plan Review

Water & Engineering
Mr. Steve Svireff

Police
Cpl. Ted Michowski
Fire

Planning Department

Lora Fell
Planning Director
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lfell@ci.taylor.mi.us.