

# Site Plan Review

## GENERALIZED STEPS IN THE PROCESS

### SITE PLAN REVIEW TO PRE-CONSTRUCTION MEETING



- 1. Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your proposal **prior** to submittal. This extra step is encouraged by the community since it can save both parties time, money, and paper work. Meetings are typically held on Tuesday's. Contact Steve Cohen, Director of Community Development at 248-364-6941 or Shawn Keenan, City Planner at 248-364-6926 to schedule a meeting.
- 2. Formal Staff Review.** Submit 1 copy of the development application and 10 copies of your drawings to the Community Development Department (24" x 36" in size). Fees shall be provided at the time of submittal payable to the "City of Auburn Hills". The plans will be distributed by the Community Development Department to various City Departments and consultants for review. Drawings must be signed, sealed, and folded and meet the requirements of the City's site plan checklist.
  - Concurrent Applications. All relevant documentation shall be submitted (e.g., Tree Removal Permit, Wetland Permit, Land Division and/or Land Exchange) along with the required drawings with the first submittal. Failure to submit all appropriate documents may cause an unnecessary delay in the processing of the project.
  - Citizen Participation Requirement. If the project is proposed on property within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the project is complex in nature.
  - ZBA Review. The site plan must comply with all applicable provisions of the Zoning Ordinance, excepting any variances obtained from the Zoning Board of Appeals, before it can be considered for review by the Planning Commission and City Council. ZBA variances are obtained **prior** to appearing before the Planning Commission.
  - Outside Agency Permits - Wetland, Soil Erosion and Sediment Control, Road R.O.W., etc. Begin the process of applying for applicable County and State permits. Past experience has shown that the City will most likely review your plans quicker than these agencies. Failure to obtain outside permits will cause unnecessary delay.
- 3. Repeat Steps 1 and 2.** Review formal comments from City staff and prepare plans for submittal to the Planning Commission and City Council.
- 4. Final Submittal.** Submit 10 copies of your drawings to the Community Development Department prior to Planning Commission review. Staple a color rendering of the façade plan to the cover sheet of each drawing. Also, submit 1 copy of the final plan in 11" x 17" size. Provide a pdf of the site plan and a pdf or jpeg of the colored landscape plan, and colored elevation to the Community Development Director or City Planner at this time.
- 5. Post Sign.** Coordinate with the City when sign will be posted and where it will be placed. The sign shall be placed and remain on the property at least 15 days before the scheduled Public Hearing. Place sign 10' behind the approximate street R.O.W. line midway between lot lines, unless an alternative location is approved by the City. Ensure that the sign is placed in a visible position without obstructions for the full 15 day term. This may require periodic inspection to safeguard against being toppled by wind or vandals. Do not remove the sign until after City Council action. Return the sign in good condition within 2 days of the City Council decision. Lost, missing, unreturned, or damaged signs will require forfeiture of the sign deposit.
- 6. Public Review.** The site plan and associated permits will be placed on a Planning Commission meeting agenda only after the drawings have been deemed complete by City staff. The City will publish a notice in the Oakland Press and send notice to residents within 1,000' at least 15 days before the meeting. The applicant, or representative, must be present at all scheduled meetings for action to be taken. At the designated meeting, the Planning Commission will recommend acceptance, disapproval, or revision of the site plan and associated permits to the City Council.
  - The City Council is the final approval authority in the City of Auburn Hills. The Council will make its determination of approval, denial, or required modifications of the site plan and associated permits.
- 7. Detailed Engineering Drawing Review.** 3 sets of sealed detailed engineering plans, an itemized sealed estimate of costs, along with the application and review fee shall be delivered to the Community Development Department. Contact Tim Juidici P.E., City Engineering Consultant regarding the review process at 734-751-3104. The applicant may apply for this approval concurrently with site plan review to save time.
- 8. Building Permit Review.** Apply for a Building Permit with 3 complete sets of construction drawings bearing a Michigan Registration Seal **concurrently** with the detailed engineering review. Contact Jeff Spencer, Building Official regarding the review process at 248-364-6940. The applicant may apply for this permit concurrently with site plan review to save time.
  - Outside Agency Permits. State and County permits must be presented to the Building Official prior to obtaining a building permit.
  - Water & Sewers Fees. Upon plan approvals by the City Engineering Consultant and Building Department, all applicable Water & Sewer fees will be computed and collected.
- 9. Pre-Construction Meeting.** Prior to construction, it shall be the applicant's responsibility to schedule a pre-construction meeting with City. Contact Tim Juidici, P.E., or the OHM civil engineer who conducted the City's engineering review to schedule the meeting with the Auburn Hills DPW.