Planning & Zoning Development Approval Process

- **PRE-APPLICATION MEETING**
  - Meeting is set up by contacting the Planning & Zoning Director at (248) 391-0304 x 5000.
  - A set of preliminary plans for the proposed development showing at least building size, density, setbacks, internal roads, parking should be forwarded at least 2 weeks before meeting.
  - Held in the afternoon on the 1st and 3rd Wednesday of every month

- **SUBMITTAL OF APPLICATION FOR PLANNING COMMISSION APPROVAL**
  - Applications for site plan approval are due by noon on Wednesday, 3 weeks prior to PC meeting.
  - Applications for rezones, PUDs, and special land uses are due by noon on Wednesday, 4 weeks prior to PC meeting.
  - [Click here](#) for section of the Zoning Ordinance that lists submittal requirements for various applications
  - [Click here](#) for a schedule of PC meetings

- **PLANNING COMMISSION MEETING**
  - At meeting will receive either:
    - Approval (or recommendation to Board of Trustees for)
    - Denial (or recommendation to Board of Trustees for)
    - Postponement
  - When site plan is approved and meets all conditions of the motion for approval, a set of plans will be stamped “approved” and mailed for your records

- **ENGINEERING/SOIL EROSION REVIEW**
  - [Click here](#) for Engineering Plan Review application
  - [Click here](#) Soil Erosion application
  - Consultants review takes 2 weeks
  - When engineering plans are approved there will be 4 fees due. The review letter will give the exact amounts for each:
    - Performance Guarantee
    - Soil Erosion Guarantee
    - Engineering Escrow
    - Soil Erosion Escrow
  - The guarantees must be cash or Irrevocable Letter of Credit or cash/check or charge with applicable service fees

- **PREC-CONSTRUCTION MEETING**
  - May be scheduled after receiving the engineering and soil erosion approval letter, payment of 4 fees, and approval of insurance.
  - Meeting attendees include Township employees and developer contractors
  - Proof of insurance as per engineering standards must be submitted and approved
  - Record sets are due prior to the meeting