

When is a zoning site plan required?

A zoning site plan review is conducted to ensure that sites are developed in compliance with the requirements of the Zoning Ordinance (building setbacks, parking lot dimensions, required landscaping, etc.) as well as all other applicable site development ordinances and infrastructure design standards. Site plan review is only required for proposed changes that will result in a physical alteration of a particular site. Site plan review is NOT required for renovations/modifications to an existing building. Furthermore, site plan review is a separate and distinct process from a building plan review which is conducted by the Building Department to ensure that plans for new construction and modifications to existing buildings comply with the applicable provision of the Michigan Building Code.

The level of detail that must be provided on a site plan and the approval process varies depending on the use of a site and whether the proposed changes will result in an expansion of a use or an increase in impervious surface:

- * **Zoning Administrator Review** - Review and approval of a basic plot plan is required by the Zoning Administrator prior to issuance of a building permit for:
 - New single or 2-family residential dwellings/accessory structures or additions thereto.
 - Building additions & accessory structures on all parcels of land use which do not result in the expansion of a use and do not increase the impervious surface on a site.
 - A change of use to an existing building in any zoning district other than the Central Business District to determine if there is adequate parking on the site to fulfill the Zoning Ordinance requirement for the proposed use.
- * **Administrative Site Plan Review** – Review and approval of a site plan that meets the requirements of Section 220-80 (D) of the Zoning Ordinance is required by the Zoning Administrator, City Engineer, Public Service Department and Fire Department for the reconstruction of a parking lot and for the construction of a new parking lot, building addition or accessory structure that does not result in the expansion of a use but does result in changes to the layout of the site and increases the amount of impervious surface.
- * **Planning Commission Site Plan Review** – Review and approval of a site plan that meets the requirements of Section 220-80 of the Zoning Ordinance is required by the Planning Commission for all new development and site changes not listed in the preceding paragraphs of this memo. As part of this process, the site plan is reviewed by the Zoning Administrator, City Engineer, Public Service Dept. and Fire Dept. to ensure that the site will be developed in accordance with the requirements of the Zoning Ordinance and all other applicable City Ordinances and infrastructure design standards.

The Zoning Administrator has the discretion to require Planning Commission approval of a site plan for any project that would otherwise be approved administratively.