



City of Williamston

1500 W. Grand River Avenue
Williamston, MI 48895

SITE PLAN REVIEW

A site plan must be submitted for review by the Planning Commission for all uses in all zoning districts except subdivision plats which are subject to the City of Williamston Subdivision Control Ordinance. Single-family or two-family homes under separate ownership on individual lots are exempt. Substantial modifications to existing buildings and uses in many cases are also subject to site plan review.

Procedures

The following are the steps necessary to submit a site plan for review:

1. If desired, the applicant can schedule a pre-application conference with the City Manager, the Zoning Administrator and three (3) representatives of the Planning Commission. This conference will inform the applicant of the acceptability of any proposed plans or use; however, it shall in no way have any binding effect on the Planning Commission or City Council. It is designed simply to advise the applicant of the feasibility of the proposal. A request for a pre-application conference should be in writing to the Zoning Administrator.
2. A preliminary site plan may be submitted to the Planning Commission prior to final approval. Twelve (12) copies of the plan should be submitted to the Zoning Administrator fifteen (15) days prior to the Planning Commission meeting. The preliminary plan should at minimum include:
 - a. The name and address of the applicant or developer
 - b. A description of the present use and sketch drawing of all existing structures
 - c. A legal description of the property
 - d. Sketch drawings showing tentative site and development plans.
3. The Planning Commission shall review the preliminary plan with the input of City staff and give the applicant comments to incorporate on the final site plan. Except for the approval of the use proposed, any preliminary approval given shall not be binding upon the Planning Commission at this time.

4. A final site plan shall be filed with the Zoning Administrator fifteen (15) days prior to the Planning Commission meeting. The review fee must be paid at this time. Ten (10) copies of the completed application and site plan must be included.
5. The Zoning Administrator transmits copies of the application and site plan to the Planning Commission, the City Clerk, the City Engineer, the Police Chief and Fire Chief and all other affected City Departments and consultants. If necessary, the site plan will be transmitted to any appropriate State, county or local agencies that the development may have an impact on.
6. A hearing will be scheduled not more than forty (40) days following the date of final site plan submittal for the purpose of reviewing the plan and receiving the recommendations of the City Engineer, Zoning Administrator and the Police and Fire Chiefs. The applicant will be notified not less than three (3) days prior to the hearing date.
7. Following the hearing, the Planning Commission will approve, approve with conditions or deny the site plan. The decision shall be made within sixty (60) days of receipt of the application by the Zoning Administrator. IF plans have been approved with conditions, they must be revised and resubmitted to the Zoning Administrator.
8. Upon approval of the plans or revised plans, the Chairman of the Planning Commission and the applicant shall sign and date the approved plans. One (1) copy shall be returned to the applicant. Two (2) copies will remain as part of City records.
9. If the applicant is not satisfied with the decision of the Planning Commission, the site plan can be amended and resubmitted or a request for appeal to the City Council can be made. This request must be in writing and should be filed with the Zoning Administrator within ten (10) days of the final action taken on this site plan.

Criteria for Site Plan Review

- Proper relationship between existing streets and proposed traffic improvements and parking areas.
- Buildings will be located to minimize adverse effects on adjacent properties.
- Natural features will be retained where possible.
- Appropriate screening, fencing, landscaping, setbacks and building location to minimize impact on adjacent residents.
- Buildings and improvements will be planned to minimize any harmful or adverse effect on the surrounding neighborhood.
- Compliance with all provisions of the City of Williamston Zoning Ordinance subject to the granting of any variances.