

Site Plan Review Process

Important: This is a general flow diagram of the process: refer to Township Zoning Ordinance, which can be found on the Tuscola Township website, for details. The Ordinance contains additional requirements, not listed here.

Step 1: Applicant initiates inquiry

Potential applicant reviews zoning ordinances and compares to project idea.

Optional meeting between potential applicant and Tuscola Township Planning Commission to discuss project idea. Engineering drawings are not required at this meeting; sketch is welcome.

Applicant completes and submits applications for site plan review (and conditional use permit if relevant) and pays application fees. If any special meetings are required, applicant pays special meeting fees.

Step 2: Initial review of site plans: This step of the review does not produce an approval/disapproval decision on site plans. Its purpose is to determine whether the site plans include all required elements of the zoning ordinances and identify deficiencies that must be corrected before submission to county and local entities or before a public hearing is scheduled. (Zoning Ordinances 10.05 C and 11.05A)

Applicant brings eight (8) copies of site plan drawings for review

Planning Commission determines that zoning requirements are met

A consultant review will be scheduled if the Planning Commission deems appropriate. Costs of this review will be paid by applicant.

Plans will be forwarded to identified local and county government entities for their review and input.

Step 3: Comments are received and reviewed from local and county government.

Step 4: A conditional use public hearing will be scheduled if required, once any required changes from above reviews have been made. If a public hearing is required, applicant provides two additional copies of site plans.

Step 5: Any changes required to drawings: Applicant submits revised drawings to Planning Commission for its determination of compliance.

Step 6: Planning Commission makes its decision on site plans, based on its review of site plans compared to zoning ordinances and on input from above sources.