



## Site Plan Review Process

The requirements and standards for Site Plan Review are found in the Springfield Township Code of Ordinances, Section 40-136.

The Planning Commission reviews and acts on all site plans, both preliminary, if required, and final. The Township Board reviews all Special Land Uses and projects containing new public or private roads, both preliminary, if required, and final.

Preliminary Plan Review is required for all developments with structures over 25,000 square feet, developments larger than 2 acres, developments with new roads and all Special Land Use requests. Please refer to the Springfield Township Code of Ordinances for the differences in plan detail required for Preliminary and Final Site Plan review.

**All plans, documents or other items dealing with site plans MUST be submitted to the Township and NOT directly to Township Consultants. Township Consultants WILL NOT REVIEW plans or information which has not been forwarded to them by the Township as verified by a Transmittal Letter from the Township. Violations of this policy lead to confusion, misunderstandings and delays in the plan review process.**

### **SITE PLAN REVIEW PROCESS**

**Pre-application Meeting.** Contact Supervisor's Office to schedule. 248-846-6502

For Preliminary or Final Site Plan Reviews contact Supervisor's Office for application and fees.

#### **Preliminary Review (if needed)**

- Submit one (1) hard copy and one (1) electronic copy of the proposed site plan(s) and other documents for preliminary review. Planning Department will review for completeness of information as required by the Springfield Township Code of Ordinances. Applicant will be notified of the results of this review. If incomplete, applicant will revise plans and resubmit.
- The Township will submit preliminary plans to the Township Consultants for their review. Upon review, applicant will receive a copy of the analysis prepared by consultants.
- Supervisor's Office will schedule on agenda for Planning Commission Meeting. Submit ten (10) hard copies and (1) electronic copy of complete site plan submittal along with a response to the consultants' reviews.
- Present a brief presentation to the Planning Commission at scheduled meeting. The Planning Commission will offer recommendations to applicant for final site plan.
- If required, for Special Land Uses or Condo Developments, Supervisor's Office will schedule on agenda for Township Board Meeting. Submit (9) hard copies and (1) electronic copy of complete site plan submittal. Present a brief presentation to the Township Board. The Township Board will provide a motion. If approval is given, prepare detailed plans in accordance with Springfield Township Code of Ordinances Section 40-136 and submit for Final Site Plan Review per steps outlined below.

## **Final Site Plan Review**

- Submit one (1) hard copy and one (1) electronic copy of the proposed site plan(s) and other documents for Final Site Plan review. Planning Department will review for completeness of information as required by the Springfield Township Code of Ordinances. Applicant will be notified of the results of this review. If incomplete, applicant will revise plans and resubmit.
- The Township will submit final site plans to the Township Consultants for their review. Upon review, applicant will receive a copy of the analysis prepared by consultants. Applicant may request Staff Meeting to review site plan comments from consultants.
- If significant issues are raised by consultants, applicant may be asked for resubmission of revised site plan for a second review by consultants. Note: Initial site plan review fees cover only two reviews.
- Supervisor's Office will schedule on agenda for Planning Commission Meeting. Submit ten (10) hard copies and (1) electronic copy of complete site plan submittal along with a response to the consultants' reviews.
- Present a brief presentation to the Planning Commission at scheduled meeting. The Planning Commission will approve or deny final site plan. If plan requires approval by Township Board, Planning Commission will recommend approval or denial to Township Board.
- If required, Supervisor's Office will schedule on agenda for Township Board meeting. Submit (9) hard copies and (1) electronic copy of complete site plan submittal. Present a brief presentation to the Township Board.
- If approval is given, Planning Department will advise of next steps.