



## City of Ann Arbor

### PLANNING & DEVELOPMENT SERVICES — PLANNING SERVICES

100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
p. 734.794.6265 | f. 734.994.8312 | [planning@a2gov.org](mailto:planning@a2gov.org)

### SIMPLE GUIDE TO SITE PLAN DEFINITIONS

*Site plan approval is not required for construction or additions to single or two-family (duplex) homes, nor interior renovations to existing commercial, office or industrial buildings. All other construction, development or work on a site requires some type of site plan approval.*

**Site Plan for City Council Approval** – The most common type of site plan petition. Required for construction of new floor area, whether an entirely new building or an addition to an existing building. The proposed site plan must comply with all Zoning Ordinance and other development code standards (such as off-street parking, landscaping and screening, etc.) or a variance from the Zoning Board of Appeals is necessary.

**Site Plan for Planning Commission Approval** – Required for small additions to existing buildings (10,000 square feet or 10% of the existing building, whichever is less), or when significant changes to the site are proposed, such as expanding a parking lot or adding new driveways. The proposed site plan must comply with all Zoning Ordinance and other development code standards or a variance from the Zoning Board of Appeals is necessary.

**Planned Project Site Plan** – A site plan for City Council approval (construction of a new building or addition to existing building) that also requests a modification, either an increase or a decrease, to the setback and/or the height standards of the zoning district in which the site is located. Except for any modifications to the setback and/or height standards, the proposed site plan must comply with all other Zoning Ordinance regulations and all other development code standards.

**Planned Unit Development Zoning District and Site Plan** – Planned Unit Developments are customized zoning districts that modify the normal requirements of Chapter 55 (Zoning Ordinance), Chapter 59 (Off-Street Parking), and Chapter 62 (Landscaping and Screening) to achieve some sort of beneficial effect for the City. In general, the modifications can include the permitted uses, floor area ratios or dwelling unit densities, setbacks and height, off-street parking, and landscaping and screening. Modifications are written in Supplemental Regulations which are formally adopted by City Council and are then applicable to the particular site instead of the normal code and ordinance standards.

Planned Unit Development Site Plans are identical to site plans for City Council approval (construction of new building or addition to existing building) or site plan for Planning Commission approval (driveway and/or parking lot redevelopment), depending on the scope of development proposed, except that the Planned Unit Development Site Plan must comply with the proposed or already-adopted Supplemental Regulations as well as all Zoning Ordinance and other development Code standards. There should be no need for any variances from the Zoning Board of Appeals.

**Administrative Amendment to an Approved Site Plan** – Any type of approved site plan – a site plan for City Council approval, a site plan for Planning Commission approval, a planned project site plan, or a PUD site plan – can propose a minor change and be approved by staff. Minor changes are generally limited to additions of less than 10% or 10,000 square feet (whichever is smaller) to an existing building, decreases in building size, changes to height that do not affect floor area, re-arranging but not expanding parking areas, changes to species and planting locations on landscape plans, and 24-month approval extensions. If no approved site plan is on file, these changes require a site plan for Planning Commission approval.

## THE FLIP SIDE OF THE SIMPLE GUIDE TO SITE PLANS

<i><b>If you want to ...</b></i>	<i><b>You will need a ...</b></i>
Construct a new single-family or two-family <b>home</b> , or add an addition to a single-family or two-family home	No site plan required
Renovate the <b>interior</b> of an existing commercial, office or industrial space	No site plan required
Construct a <b>new building</b> that complies with all the standard zoning and development code regulations	Site Plan for City Council Approval
Construct a <b>new building</b> , or add an <b>addition</b> to an existing building, but think it would be better if the front, side or rear setback requirements, or the height limitation, were different	Planned Project Site Plan
Develop a <b>unique project</b> that is not allowed in any zoning district or not possible with the current zoning and development code regulations	Planned Unit Development Zoning District and Site Plan
Add a <b>large addition</b> (more than 10,000 square feet or 10% of the existing building, whichever is smaller) to an existing building that complies with all the standard zoning and development code regulations	Site Plan for City Council Approval
Add a <b>small addition</b> (less than 10,000 square feet or 10% of the existing building, whichever is smaller) to an existing building that complies with all the standard zoning and development code regulations	Site Plan for Planning Commission Approval or Administrative Amendment
Expand a <b>parking lot</b> , add a new driveway, or build a private road	Site Plan for Planning Commission Approval
Propose <b>slight changes</b> to an approved site plan, such as change a phase line, decrease a building size, change the building height, change the landscape plan or storm water management plan, rearrange the parking lot, or relocate sidewalks	Administrative Amendment
Propose <b>slight changes</b> to a site that has no approved site plan	Site Plan for Planning Commission Approval
Request a 24-month <b>extension</b> to an approved site plan expiration date	Administrative Amendment