



City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — PLANNING DIVISION

301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
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PETITION REQUIREMENTS FOR ADMINISTRATIVE AMENDMENTS TO APPROVED SITE PLANS

The following is the procedure for implementing Section 5:122(5) of Chapter 57 (Subdivision and Land Use Control) of the Ann Arbor Code of Ordinances.

1. Contact the Planning and Development Services Unit to confirm the proposed improvements may be approved administratively and determine the review fee. The attached excerpt from City Code lists the minor changes allowed for this type of petition.
2. Register your firm and get a PIN from Planning & Development Services to start the electronic submittal process. Instructions are provided in the [eTrakit Submittal Manual](#).
3. Submit an electronic application that includes the following materials:
 - a. An **application form** (attached) and **property owner authorization**.
 - b. A **written request** listing all proposed changes to the approved site plan and the reason(s) why the changes are required. Only these written proposed changes shall be considered as administrative amendments to the approved site plan.
 - c. The **full site plan set** with changes identified with notations and/or 'bubbled' areas. Plan sets should be uploaded as a single PDF. If the file size exceeds 30 MB, please divide the plan set into related sections (e.g., civil, architectural).
4. Pay the review fee by providing a check made out to the City of Ann Arbor or a [credit card authorization form](#).
3. When Planning and Development Services staff has determined that the petition is complete, it will be assigned to a staff planner for review.
4. The proposed amendment will be distributed for the following reviews: soil erosion/storm water, utilities, fire protection, landscaping/natural features, solid waste/recycling, zoning and transportation. Other units may also be requested to review the petition.
5. The proposed administrative changes may be approved by the Planning Manager if the service units find that the changes comply with the standards for site plan approval, will not significantly alter natural features shown to be preserved, and will not alter or conflict with stated conditions of the site plan approval.
6. Once approved, the official original site plan in Planning and Development Services will be superseded. The petitioner will be provided a copy of the approved site plan.

Attachments: Chapter 57 Excerpt – Administrative Amendments to Approved Site Plans
Petition Application Form

CHAPTER 57 - SUBDIVISION AND LAND USE CONTROL

5:122. (5) Site Plans.

Administrative amendments to approved site plans. A minor change to an approved site plan may be approved by the planning and development services manager or designee if the community services area administrator, public services area administrator, and fire chief verify in writing that the change will not significantly alter natural features shown to be preserved nor alter or conflict with the stated conditions of site plan approval. The planning and development services manager or designee shall provide regular reports to the Planning Commission of administrative amendments acted upon by the planning and development services unit. A minor change is one or more of the following:

- (a) Change to or addition of development phasing lines.
- (b) Change in building height that does not create new floor area.
- (c) Relocation of sidewalks.
- (d) Change of location or type of landscape or screening materials. Where more landscaping area or materials are shown than required by Chapter 62, these elements may be reduced by no more than 20 percent of the additional amount originally approved.
- (e) Relocation of refuse collection stations.
- (f) Internal rearrangement of parking lot.
- (g) Decrease in building size.
- (h) Moving a building no more than 10 feet or 5 percent of the distance to the closest property line, whichever is smaller.
- (i) An increase in building size that does not exceed 10,000 square feet or 10 percent of the floor area, whichever is smaller.
- (j) Extension of site plan approval for periods up to 2 years if the plan is in compliance with current laws and regulations.
- (k) Relocation or addition of no more than 50 percent of the approved storm water detention capacity.
- (l) Change in species or placement of plant material included in an approved mitigation plan, as long as the change does not result in a reduction of plant material or area from the original plan and the change meets the intent of the approved mitigation plan.
- (m) Substitution of areas to be preserved in an approved natural features protection plan, as long as there is no net loss of preserved area, the cumulative area to be changed does not exceed 250 square feet of the original area to be preserved in the approved protection plan, and the substitution is consistent with the Review Criteria for Natural Features Statement of Impact.
- (n) Removal of a tree identified on the site plan as a landmark tree to be saved, but recognized as an invasive species at the time of approval of the administrative amendment.

- (o) Addition of one freestanding storage building greater than 240 square feet of floor area, but not to exceed 5,000 square feet of floor area, 5 percent of the lot area, and 14 feet in height.
- (p) Addition of carports over existing legal parking spaces.
- (q) Replacement or enhancement of a wireless communications tower to accommodate co-location, provided that the tower is not relocated more than 15 feet from the base of the original tower, nor is increased in height more than 20 feet above the original tower height and meets all other applicable regulations.
- (r) Canopy structures over vehicular use areas.

PETITION APPLICATION FORM

Ann Arbor Planning and Development Services
 100 North Fifth Avenue, Sixth Floor
 P.O. Box 8647
 Ann Arbor, Michigan 48107
 (734)994-2800
 FAX (734)994-2798

Project Name _____

Project Type _____

Property Address and Location _____

Property Owner _____

Address _____

Telephone (____) _____

Email Address _____ FAX Number (____) _____

Petitioner (if other than owner) _____

Interest in Property _____

Address _____

Telephone (____) _____

Email Address _____ FAX Number (____) _____

Petitioner's Agent _____

Contact Person _____

Address _____

Telephone (____) _____

Email Address _____ FAX Number (____) _____

OFFICE USE ONLY	
Total Land Area	
File Number	
Filing Date	
Public Hearing Date	
Total Fee Paid (See Reverse for Fee Schedule)	

ACCEPTED FOR SUBMISSION BY _____ DATE _____