

a step-by-step guide to

# site plan review

in the City of Ann Arbor

Depending on the work proposed, a site plan falls into one of three categories: **Site Plans for City Council Approval**, **Site Plans for City Planning Commission (CPC) Approval**, or **Site Plans for Planning Manager Approval**. See the steps below for each type of site plan.

For All Site Plans

1. Development Concept Meeting

- At this meeting the applicant will:
- Receive early feedback on their overall development concept from staff
  - Learn about the site plan review process
  - Learn about what materials and information are required for their proposed site plan
  - Learn about which Citizen Participation Ordinance requirements may apply

2. Prepare Project Application

- The applicant must:
- Complete Citizen Participation Ordinance Requirements (if required)
  - Use the Site Plan Review Checklist to assemble a complete application package

3. Pre-Submission Meeting

- At this meeting:
- The applicant will provide their proposed site plan and related application materials to staff
  - Staff will review the application package for completeness
  - Staff will calculate/confirm fees

4. Submit Application

- The applicant must:
- Submit the complete site plan application package (plans, supporting documents, Citizen Participation Report, etc.) online through STREAM (stream.a2gov.org)
  - Pay Fees
- Then:
- Staff will review the submitted application within five business days of the submittal deadline to confirm acceptance and commence review or request additional information/materials.

5. Project Review by City Staff

- Applicable City Staff and departments will review and issue written comments (typically within 12 business days of the submittal deadline)
- If required, the applicant must upload revised plans. Then the review cycle will be repeated until all site plan application requirements are satisfied.

Planning Manager Approval

6. Decision

The Planning Manager will; approve, approve with conditions, or deny site plan.

CPC Approval

6. Scheduled for a CPC Meeting

Projects are scheduled for a CPC agenda approximately three weeks in advance of each meeting. Staff prepares report with a recommendation for approval, approval with conditions, or denial. CPC packets are typically made available online one week before the meeting.

7. CPC Meeting Takes Place

Each agenda item begins with a presentation by the applicant (up to 10 minutes), a staff report, a public hearing, then the Planning Commission discusses the proposed site plan.

8. Decision

After discussion, the Planning Commission will; approve, approve with conditions, or deny the proposed site plan.

City Council Approval

6. Scheduled for a CPC Meeting

Projects are scheduled for a CPC agenda approximately three weeks in advance of each meeting. Staff prepares a report with a recommendation for approval, approval with conditions, or denial. CPC packets are typically made available online one week before the meeting.

7. CPC Meeting Takes Place

Each agenda item begins with a presentation by the applicant (up to 10 minutes), a staff report, a public hearing, then the Planning Commission discusses the proposed site plan.

8. CPC Recommendation

After discussion, the Planning Commission will recommend to; approve, approve with conditions, or deny the proposed site plan.

9. Project is Scheduled for City Council Meeting

Legislative actions (such as rezoning) of the City Council require two readings, at separate meetings, approximately one month apart. Administrative decisions (such as site plan approvals) are scheduled along with the second reading and public hearing for the related legislative action.

10. City Council Meetings

A public hearing will be held, typically at the second meeting for actions on a rezoning and the corresponding site plan. All application materials, staff reports, Planning Commission recommendations and meeting minutes are made available to the City Council for their consideration.

11. Decision

The City Council will; approve, approve with conditions, or deny the proposed site plan.

In addition to the steps above:

Site plans located in Historic Districts require Historic District Commission Review Approval before presenting their site plan to the Planning Commission.

For more information about the site plan review process in the City of Ann Arbor, visit the Planning Services website, [a2gov.org/planning](http://a2gov.org/planning), or contact staff at [planning@a2gov.org](mailto:planning@a2gov.org).