

## Site Plan Process Checklist

- 1 Contact Tracey if you feel you need a Pre-Application meeting.  
Phone: 810-600-3234 or Email: [ttucker@flinttownship.org](mailto:ttucker@flinttownship.org)
- 2 Schedule a Pre-Application Meeting, not required but happy to provide.  
Bring any drawings that you have or concepts, business plan, property information.
- 3 Submit your Site Plan Review Application - at least 15 days prior to the Regular Planning Commission Meeting include 2 sets of drawings for the initial review, and the application fee.  
If you want your review on a particular meeting but cannot meet the 15 day advance time contact Tracey - we may be able to work with you on the timing.
- 4 Pre-Planning Review - This is not required by the ordinance but we have found that it aids applicants in fulfilling the requirements of the ordinance, and streamlines the process.  
The Pre-Plan Review Committee involves members of the Planning Commission and the Economic Enhancement Director.
- 5 The Committee will review the application and drawings and note any comments or concerns they have regarding the submittal.
- 6 The comments and concerns will be related to the applicant or their representative.  
Successful applicants address the concerns before the Commission meeting.
- 7 Present your project to the Planning Commission - (Monthly Meeting - 2nd Thursday at 6pm)  
The Planning Commission will vote to approve/deny. All approvals are contingent upon the Applicant obtaining all required Federal, State, County and Local Licenses and Permits.

If at any point in the process you have a question,  
please contact Tracey - [ttucker@flinttownship.org](mailto:ttucker@flinttownship.org)

Expected Length of Process - 2 - 4 weeks