



The Charter Township of Flint prides itself on its' streamlined processes. All processes meet the requirements of the Michigan Planning Enabling Act PA 33 of 2008 and the Michigan Zoning Enabling Act PA 110 of 2006.

Site Plan Review Process Checklist	
1	Contact Tracey if you feel you need a Pre-Application meeting. Phone: 810-600-3234 or Email: 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
	Expected Length of Process - 2 - 4 weeks from receipt of application, drawings and fee.

**Case Study:**

Our most recent site plan review for a manufacturing facility, Barrett's Donuts on Maple Road just west of the available properties. It is a 20,644 sf manufacturing facility that is still under construction. The applicant did have two pre-application meetings. The pre-application meetings do not cost the applicant anything but they are invaluable to the expediency of the process.

Application Received: 04/03/2018      Process Completed with Approval: 04/12/2018

**Length of Process: 9 days** – usual process 2-4 weeks.

**Cost - \$2,500.00 maximum**

**BASED ON VALUE OF PROJECT**  
**TO \$200,000 = \$750.00**  
**OVER \$200,000**  
**\$750 + \$1.00/\$1,000 OVER \$200,000**  
**MAXIMUM \$2,500.00**

**CASE** \_\_\_\_\_  
**MTG DATE** \_\_\_\_\_  
**PMT** \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

Charter Township of Flint  
1490 South Dye Rd.  
Flint, MI 48532  
(810) 600-3236 Phone  
(810) 733-6919 Fax

Petitioner \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Represented by \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Property Owner \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

Phone \_\_\_\_\_

**Location of property for proposed project** \_\_\_\_\_

Name of subdivision (if any) \_\_\_\_\_ Lot# \_\_\_\_\_

The N S E W side of \_\_\_\_\_ street/road, between \_\_\_\_\_

and \_\_\_\_\_ street/road.

**Parcel tax number** \_\_\_\_\_ **Lot Size** \_\_\_\_\_

Zoning Designation of property \_\_\_\_\_

Existing use of property \_\_\_\_\_

(Commerical, Industrial, Residential, or vacant)

**Application** \_\_\_\_\_ **Date Accepted** \_\_\_\_\_ **Date Rejected** \_\_\_\_\_



**Provided      Not Provided      Not Applicable**

**D. Site Plan Development (On site)**

1. Location and uses of all proposed and existing buildings.
2. Dimensions from all exterior property line to proposed and existing buildings.
3. Existing and proposed contour grades shall be shown throughout the site.
4. If development is in phases, total overall conceptual development shall be shown together with details of Phase I.
5. On site utilities, their location and connection to off-site utilities including storm drainage detail.
6. Internal vehicular circulation pattern and points of ingress and egress to the site and relationship to external points of ingress and egress near or opposite the site.
7. Location and design of all parking facilities and loading and unloading areas.
8. Construction standards for all drives, walks, and parking lots.
9. Provision of acceleration, deceleration and passing lanes.
10. Location of trash receptacles, transformer pads or other utility surface structure.
11. Applicable barrier free design rules.
12. Location of any flood plain or wetland areas.

	Provided	Not Provided	Not Applicable

**E. Architectural Plans Details**

1. Proposed architectural elevations.
2. Floor plan layout to show:
  - (a) Dwelling unit type (for multiple)
  - (b) Usable floor space (for other)
  - (c) Proposed uses (for other)
3. Height of all proposed buildings.

	Provided	Not Provided	Not Applicable

**F. Landscaping, Lighting and Sign Details**

1. Greenbelts, screening walls and/or berms, and fencing with details and cross section around parking stations, trash receptacles, utility structures and for screening adjacent properties.
2. Landscaping specifications showing planting materials, species and number noted in landscape legend.
3. Exterior lighting with locations and methods of shielding.
4. Directional signs, locations, size and design.
5. Advertising signs, locations, size and design.

	Provided	Not Provided	Not Applicable

**G. Provide Certifications from:**

1. Genesee County Road Commission.  
810 767-4920  
211 W. Oakley St., Flint, MI 48503
2. Genesee County Drain Commission  
810 732-1590 *Stormwater*  
G-4608 Beecher Rd., Flint, MI 48532
3. Genesee Cty. Division of Water and Waste, Soil Sedimentation & Erosion Act.  
810 732-7870  
G-4610 Beecher Rd., Flint, MI 48532

	Provided	Not Provided	Not Applicable

**Provided      Not Provided      Not Applicable**

4. Flint Township Fire Department.  
810 732-4532  
G-5331 Reuben St., Flint, MI 48532


H. Plans Submitted to the Economic Development (ED) Department

Plans for Site Plan Review must be submitted to the ED Dept. 15 days prior to the meeting date in order to insure sufficient time for the ED Dept. to review the plans for forwarding to the Plan. Comm. for final review on the second Thursday of the month.

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I. Fee and Meeting Time

1. Fee is: (see rate chart)
2. Meeting is held at the Charter Township of Flint Meeting Hall, 1490 S. Dye Road, at 600 p.m. on the 2nd Thursday of each month. (810) 732-1350.


J. Recommendations

K. I certify that I have completed the above check list for Site Plan Review.

X \_\_\_\_\_ Date \_\_\_\_\_