#### Site Plan Review Timeline

### **Pre-Application**

- OPTIONAL: Schedule and attend conceptual review meeting for site plan with Lori Castello if needed
- Please note that site plan review is only needed for commercial buildings or multi-unit residential development
- Gather application materials:
- •11 copies--11" x 17" of fully dimensioned site plans and building elevation plans; make sure to include all of the site plan requirements as listed on the application
- •3 copies--24" x 36" fully dimensioned site plans
- •1 digital file in Adobe Acrobat PDF file format
- •Information with the site plan as detailed on the application

# 30 Days Before Next Planning Commission Meeting/Public Hearing

 Turn in completed application form to PCI Michigan, with payment (checks are to be made payable to "City of Wayland"), a minimum of 30 days before the preferred Planning Commission meeting date.

## 30—16 Days Before Next Planning Commission Meeting/Public Hearing

- Application is reviewed concucrrently by the Joint Site Plan Review Committee
- If any concerns are raised by these parties at this time, the applicant will have the ability to correct mistakes or answer questions pertaining to the site plan review

### **10-7 Days Before the Planning Commission Meeting/Public Hearing**

- City Manager reviews the Joint Site Plan Review Team's recommendation, and puts together an information packet for Planning Commission
- Planning Commission receives and reviews information packet

### **Planning Commission Meeting**

- •The Planning Commission will hear public input, ask questions, and compare application to standards for approval
- If approved, development as proposed proceeds through proper channels.