

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

Pre-Application Meeting Requirements

- A. The applicant is encouraged to schedule a meeting with the township Office of Community Standards to discuss the project, submittal requirements and review procedures. The purpose of this meeting is to discuss applicable standards and technical issues, and to determine the appropriate type of review process based on Table 2115.1 of the Township Zoning Ordinance.
- B. The following items shall be submitted to the office of community standards at least 10 days prior to a proposed meeting date, generally held on Thursday mornings. Once all of the items are submitted a pre-application meeting will be scheduled.
- Completed application including a narrative of the proposed project.
 - Check for made out to Ypsilanti Township in the amount of \$875.00
 - 7 – 11 x 17 copies of the proposed plan.
 - 1 PDF copy of the proposed plan.
- C. The following reviewing agents may be invited to attend the scheduled meeting or provide comments relating to the submitted site plan:
- Township Planning
 - Township Planning Consultant (Carlisle-Wortman)
 - Township Engineer (OHM)
 - Township Fire Department
 - Ypsilanti Community Utility Authority (YCUA)
 - Washtenaw County Road Commission
 - Washtenaw County Water Resources Commissioner
 - Michigan Department of Transportation (MDOT)
 - Ann Arbor Area Transportation Authority (AAATA)
 - Washtenaw County Sheriff's Department
- D. Within 7 days of the meeting, Township staff will provide the applicant and all attendees with a sign in sheet including contact information for all attendees and a written report of the comments and/or suggestions provided during the pre-application meeting.

Any questions please contact the Office of Community Standards at (734) 485-3943 or by email at planning@ytown.org