

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

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### PRELIMINARY SITE PLAN REVIEW PROCESS

Per section 2115 of the Township zoning ordinance, preliminary site plan review and approval are necessary for; a change of use, expansions or additions greater than those noted under section 2115, development of subdivisions, condominiums, site condominiums, multiple family dwellings, commercial, office or industrial buildings. Please review section 2115 for specific items that must be included with your plan submittal.

The following schedule will guide you through the entire process from start to finish. Please make note that a single review cycle may take up to 3 weeks to complete. Each subsequent submittal will again have to pay the initial review fee and once again may take up to 3 weeks to process. With this said, it is recommended that a submission be presented to the Township no later than 45 days prior to a regularly scheduled Planning Commission meeting. A plan will not be presented to the Planning Commission until such time that Township staff and reviewing consultants are satisfied that the proposal meets or exceeds all applicable Township ordinances, design and engineering standards.

#### 1. Preliminary site plan submission

- The applicant shall submit 8 signed and sealed copies (24" x 36"), one reduced copy (11" x 17") and one digital copy (PDF format)
- Two signed and sealed copies (24" x 36") shall be provided to the Washtenaw County Road Commission and Water Resources Commissioner's Office for Review. The applicant is responsible for delivery of the plans, application and applicable review fees to these agencies
- The site plan review application signed and dated by the applicant and the property owner if not the same
- The Woodland Protection application or No Tree Affidavit (if applicable)
- A copy of the Traffic Impact Questionnaire
- A written description of the project
- A check in the amount stated within the adopted fee schedule. Please contact Office of Community Standards at 734-485-3943 or by email at [planning@ytown.org](mailto:planning@ytown.org) for an exact amount and breakdown of the required review fees. Plans will not be accepted without the payment of the noted fee. Please also note, the same site plan review fee will be charged for each subsequent submittal.

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2. The Office of Community Standards will process and distribute the provided site plan application to the following review agencies for comment. This process may take up to 3 weeks to complete.

- Township Planning Consultant (Carlisle-Wortman)
- Township Engineering Consultant (OHM)
- Township Fire Department
- Township Building Department
- Township Assessing Department
- Ypsilanti Community Utility Authority (YCUA)
- Comcast (cable)
- AT&T (communications)
- Ann Arbor Area Transportation Authority (AAATA)

\*\*The applicant is responsible for the delivery of plans, the appropriate application and fee to the following reviewing agencies. \*\*

- Washtenaw County Road Commission (WCRC)
- Washtenaw County Water Resources Commissioner (WCWRC)
- Michigan Department of Transportation (MDOT)

3. As previously noted, it is the responsibility of the applicant to submit plans and payment to each of the following reviewing agencies:

Washtenaw County Water Resource Commission (WCWRC)  
705 N. Zeeb Road  
Ann Arbor, MI 48103  
Attention: Scott Miller  
734-994-2525

Washtenaw County Road Commission (WCRC)  
555 N. Zeeb Road  
Ann Arbor, MI 48103  
Attention: Matt MacDonell  
734-761-1500

Michigan Department of Transportation  
Brighton TSC  
10321 E. Grand River Avenue, Suite 500  
Brighton, MI 48116  
810-227-4681

**(Payment Only- Plans will be distributed by Ypsilanti Township)**

Ypsilanti Community Utility Authority (YCUA)  
2525 State Road  
Ypsilanti, MI 48198  
Attention: Scott Westover  
734-484-4600

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4. Once all reviewing agencies have completed the necessary reviews, the Township Planning staff will determine whether the application is in proper form to be presented to the Planning Commission or if the plans must be revised and then re-submitted for further review. Plans that are found not to be in proper form per the adopted ordinances will not be presented to the Planning Commission for consideration. Please note that any additional reviews will require that the initial fee be resubmitted for the additional preliminary site plan review(s).

### **Planning Commission Consideration**

1. Once all reviewing agencies have recommended preliminary approval, the Office of Community Standards will notify the applicant of the date and time that the application will be presented to the Planning Commission for consideration. At that time, the applicant shall supply the following items:
  - 3 full size sets (24" x 36")
  - One digital copy (PDF format)
  - Color Elevation Drawings (PDF format)
2. On the specified date, the Planning Commission will meet in the Township Civic Center Boardroom (7200 S. Huron River Drive) at 6:30pm at which time the Planning Commission may either recommend approval to the Township Board (when applicable), approve, approve with conditions, deny or take no action on the submitted application.
3. The Township Board shall grant preliminary, and when applicable, final site plan approval for the following developments:
  - Subdivisions
  - Condominiums or site condominiums
  - Planned Developments
  - Multi-family residential developments
  - Wireless communication towers
4. A written correspondence outlining the recommendation or decision of the Planning Commission will be sent to the applicant within 7 days of said decision.

\*\* Please note that all adopted Township ordinance may be viewed at: [www.municode.com](http://www.municode.com)