

## 2. Pre-Application

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.

### **1. Pre-Application Application**

Submit the following items to the Office of Community Standards (OCS) Staff at least ten (10) days prior to the proposed Pre-Application meeting date, generally on Thursday mornings.

#### **a. Pre-Application Proposed Plans:**

- Seven (7) copies (11"x17") of the proposed plan
- One (1) PDF digital copy of the proposed plan on a flash drive

#### **b. Pre-Application Proposed Plan Contents:**

<b>Pre-Application Meeting Plan</b>
<b>Application Form: The application form shall contain the following information:</b>
Name and address of the applicant and property owner
Dimensions of land and total acreage
Zoning on the site and all adjacent properties
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable
Name and address of firm or individual who prepared site plan
Proof of property ownership
<b>Site Plan Descriptive and Identification Data:</b>
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than three acres, or one inch = 100 feet for property three acres or more in size. Sheet size shall be at least 24 × 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)
Scale and north-point
Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile
Zoning classification of petitioner's parcel and all abutting parcels
Net acreage (minus rights-of-way) and total acreage
<b>Site Analysis:</b>
An aerial photograph of the entire development area with all environmental features labeled on the photo in a "bubbled" fashion to include woodlands, wetlands, groundwater recharge areas, drains, creeks, surface water, severe changes in topography, erodible soils, and floodplains. Sheet size of the aerial photograph shall be at least 24 × 36 inches

<b>Site Plan:</b>
Proposed lot lines, lot dimensions, property lines and setback dimensions
Structures, and other improvements
<b>Access and Circulation:</b>
Opposing driveways and intersections within 250 feet of site
<b>Landscape Plans:</b>
The location of existing and proposed lawns and landscaped areas

**c. Pre-Application Fees:**

Check made out to Ypsilanti Township for \$700.00

**2. Pre-Application Meeting**

After a complete Pre-Application Application is submitted and processed, the zoning administrator will schedule the Pre-Application meeting with the applicant and Township staff. The meeting will be at least ten (10) days after the completed application is submitted. Pre-Application meetings are generally held on Thursday mornings. The following 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 (YTFD)
- Ypsilanti Community Utility Authority (YCUA)
- Washtenaw County Road Commission (WCRC)
- Washtenaw County Water Resources Commission (WCWRC)
- Michigan Department of Transportation (MDOT)
- Washtenaw County Sheriff's Department
- Ann Arbor Area Transportation Authority (AAATA)

**3. Pre-Application Meeting Follow Up**

Within seven (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 comments and/or suggestions provided during the pre-application meeting.