



CITY OF BRIGHTON
Community Development/Planning Department

Date	
Check #	
Amount	
Site Plan #	

SITE PLAN REVIEW APPLICATION

Project: _____

Location: _____

Petitioner: _____

Instructions:

A. Initial Submittal and Review Meeting:

1. Submit the completed, original site plan review application, seven (7) signed and sealed sets of full size (24" x 36") drawings, an electronic version of the complete site plan, and applicable fees. All site plan submittal documents must be submitted to:

Brighton City Hall
200 N. First Street
Brighton, Michigan 48116

2. Review fees, property delinquencies and penalties shall be paid at the time the site plan review documents are submitted. * Initial review fees are the minimum fees required. Additional fees may be incurred. *
3. The meeting at which the Planning Commission will consider the site plan review application, drawings and other submittals will be determined when the site plan application is deemed complete. A meeting schedule is included on the last page of this packet. Any site plan review application submitted after the monthly deadline will not be considered for that month's agenda.
4. The information required on the site plan review application and drawings is the **minimum amount of information** that generally applies to all site plan review applications. Additional project specific information may also be required. Failure to submit information and materials will delay consideration of the site plan review application until such time they are submitted and found to be in acceptable form.
5. Generally one (1) week after the site plan review application submittal deadline, a site plan review meeting will be scheduled to consider staff and consultant input. * It will be determined by staff at this meeting whether the applicant will have an additional review meeting with staff and consultants. Additional meetings will be assessed applicable fees indicated on the planning and engineering fee schedules.



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B. Revised/Final Submittal:

1. The drawings will be revised to incorporate changes as required or recommended following a site plan review meeting with staff and consultants.
2. Submit twelve (12) revised full size (24" x 36") signed and sealed sets of drawings as well as an electronic version of the complete site plan.
3. A revised final site plan addressing Planning Commission and City Council approval conditions shall be submitted with the building permit application.

Procedure:

The site plan review application and drawings will be reviewed by various entities including, but not limited to, City Staff, the Brighton Area Fire Authority and the City Engineers for compliance with City Codes and other applicable codes. The applicant will be informed which Planning Commission meeting the site plan review application will be considered. After consideration of the site plan review application, the Planning Commission will either approve, conditionally approve or disapprove the site plan. In the case of an approved or conditionally approved site plan, the Planning Commission's recommendation will be forwarded to the City Council for further consideration. The City Council meeting at which the site plan application will be considered is coordinated by and at the discretion of the City Manager.

Council Policy on Site Plans:

All site plan applications reviewed and approved by Planning Commission and City Council are assumed to be good faith representations of the petitioner(s) and property owner(s) regarding their intentions to develop the project and are accepted as such. An approved site plan review application represents a contract between the City and the petitioner to construct a project in a fashion which is consistent with the City's Ordinances and the representations made on the site plan. All petitioners are expected to develop their projects in strict conformance with the approved site plan. Failure to do so puts the petitioner at risk. The City will use all legal means available to insure compliance.

All site plan conditions of approval must be satisfied prior to the issuance of permits and/or Certificate of Occupancy.

Property Delinquencies:

City Charter provisions prohibit the review of any petition for rezoning, site plan review, building permits or extension of water and sewer service to properties which are in default to the City. This includes, but is not limited to, tax delinquencies, special assessment delinquencies and water and wastewater payment delinquencies.



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General Information:

Development Property Address: _____

Parcel(s) tax ID number(s): _____

Lot Dimensions: N _____, E _____, S _____, W _____

Net Acreage of site: _____

Current Site Zoning: _____

Proposed Use of Development:

Tenant(s) (if known):

Number of proposed employees and/or residents: _____

Adjacent Zoning of Surrounding Properties:

N _____, E _____,

S _____, W _____.

Multiple Family Developments: Number of Units _____

Number of Buildings _____

Percentage of Open Space/Wetlands _____



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Warranty of Petitioner (MUST BE COMPLETED BY PETITIONER):

The site plan submitted with this application contains the minimum amount of information required by the City. I understand that the proposed site plan will not be considered by the Planning Commission until such time that the plan contains at least the minimum amount of information required by the City, per **Section 98-6.1 (D)** of the City of Brighton Zoning Ordinance.

I understand that if the Planning Commission and City Council approve the proposed site plan that I am bound to construct the project in strict compliance with the approved plan. The attached site plan represents my intentions to develop the proposed project.

I (we) the undersigned, hereby make application for site plan approval for the following described property:

Development Property Address: _____

Parcel(s) tax ID number(s): _____

Basis of representation of applicant (owner, architect, engineer, attorney, etc):

It is expected that, if site plan approval is granted, the construction will proceed as follows.

Construction will Begin: _____ Construction will be Completed: _____

I warrant to the City that neither I (we) or the subject property are in default to the City and that if a search of City records indicates a default of any kind, that the deficiency will be resolved prior to the Planning Commission’s consideration of the proposed site plan.

I understand the approval of this site plan will be effective for one (1) year following the date of final approval by City Council.

Signature of Owner(s)

Signature of Petitioner(s)

Print Name of Owner(s)

Print Name of Petitioner(s)

Date: _____

Date: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Cell: _____

Cell: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Brighton Planning Commission Meeting Schedule 2019

Meetings are held the First and Third Monday of every month at 7:00 P.M. All meetings are held in the City Council Chambers at 200 North First Street, Brighton, MI 48116.

For questions please contact the Planning and Zoning Department:

200 N. First Street Brighton, MI 48116,
(810) 844 5149

The Application Deadline is 30 Days Prior to the Meeting

Meeting Dates

*January 14 & 28
*February 11 & 25
March 18
April 1 & 15
May 6 & 20
June 3 & 17
July 1 & 15
August 5 & 19
*September 9 & 23
October 7 & 21
November 4 & 18
December 2 & 16

