

SITE PLAN REVIEW PROCESS

CITY OF TECUMSEH

Step 1

- Meet with Building Department Director to discuss project (optional).

Step 2

- Applicant submits Site Plan Review application/plan.
- Timeline: Day 1

Step 3

- Staff plan review team meets to review application/plan for conformance with codes.
- Timeline: Day 7

Step 4

- Following plan review, staff contacts applicant and informs them of needed revisions.
- Timeline: Day 8

Step 5

- Applicant submits revised plan/additional information.
- Timeline: Day 17 (this time and all future steps depend on the quickness of applicant response.)

Step 6

- Public Hearing is held by the Planning Commission; decision to approve or deny by the Planning Commission normally occurs after the public hearing.
- Timeline: Day 27*

Step 7

- Applicant submits land use application to request a permit.
- Timeline: applicant dependent

Step 8

- Staff reviews application for conformance with Planning Commission approval and issues permit.
- Timeline: within 5 days of receiving complete application

Located at:
Tecumseh City Hall
P.O. Box 396
309 E. Chicago Blvd.
Tecumseh, Michigan 48286

Phone: 517-424-6547
Fax: 517-423-3610

Business Hours:
Monday – Thursday
7:00 a.m. – 6:00 p.m.
Closed Friday

For questions please contact:

Brad Raymond
*Building Services
Director and
Building Inspector*
braymond@tecumseh.mi.us



NOTES:

- Planning Commission meets 2nd Tuesday of every month.
- Application must be complete and received at least 26 days before the Planning Commission meeting to be placed on the next available agenda for review and setting of a public hearing date.
- To appeal Planning Commission decision, a person may file suit with the Zoning Board of Appeals.

FEES:

See fee schedule.

* Timelines noted above are approximate and depend upon response time of the applicant, application submission date and whether or not plan revisions are needed.