

# 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

### 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. value of up to \$3,000,000.00 will have a plan review fee calculated at 0.0013 of the estimated value.

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

*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

