City of Cadillac Site Plan Review Process

Pre-Submittal Review - Optional

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Applicant Prepares Concept Development Site Plan And Submits To The City

Concept plan generally is a scaled drawing which includes lot lines, buildings, and parking although it may include more information.

Within 5 days of submission

Applicant Meets With Community Development Staff

Based On Meeting With Community Development Staff The Applicant Prepares Development Site Plan In Compliance with All Site Plan Submittal Requirements. Community development staff reviews concept development site plan with applicant for compliance with zoning regulations. Staff advises applicant on any additional information needed to meet the site plan submittal checklist or to meet zoning regulations.

The Pre-Submittal Review Process generally takes up to two weeks.

Formal Site Plan Review

may apply for needed building permits.

Time Frame Applicant submits site plan Zoning administrator reviews for application, site plan, and 5 days completeness. If complete goes to next step. fee to the city. The city's zoning administrator sets up a meeting with the Site 5-10 days Plan Review Committee which consists of department heads and city's consulting engineer. The applicant and Site Plan Review Committee review the site development plan and discuss The applicant may have their design 7-14 days any changes that may be needed consultants in attendance. to get the plan in compliance with the zoning ordinance or other city codes. If the site plan is If the site plan requires satisfactory as reviewed changes or additions. City's Zoning Administrator Applicant edits the site plan per the approves the site plan. review meeting and resubmits. The formal site plan review process is The Zoning Administrator generally completed within 30 days. If confirms with the Site City's Zoning Administrator changes are needed the final time frame Plan Review Committee approves the site plan. will be dependent on the time the that all required changes applicant takes to edit the site plan. have been made. Upon site plan approval the applicant