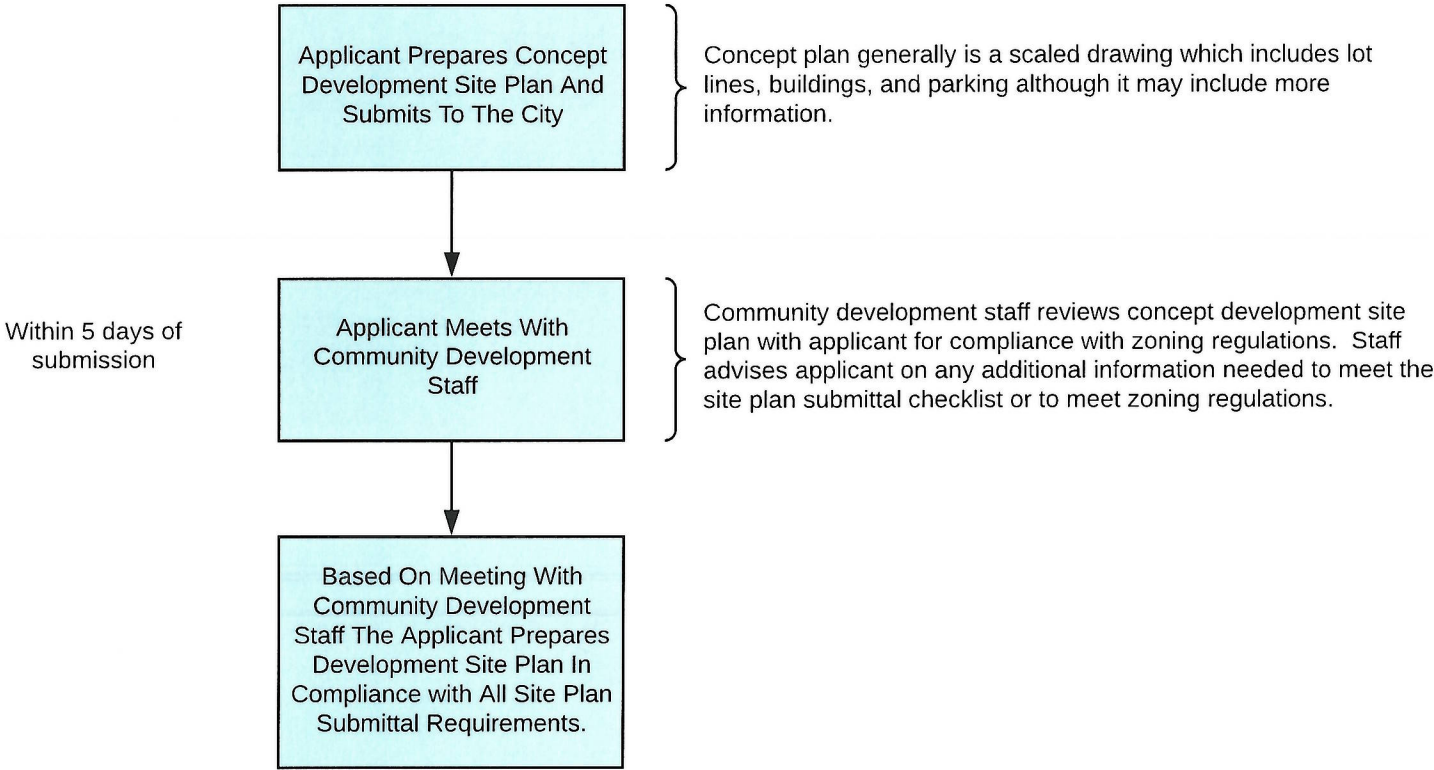


# City of Cadillac Site Plan Review Process

## Pre-Submittal Review - Optional

Contact: John Wallace  
200 N. Lake Street  
Cadillac, MI 49601  
231-775-0181 extension 101



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

# Formal Site Plan Review

## Time Frame

5 days

Applicant submits site plan application, site plan, and fee to the city.

Zoning administrator reviews for completeness. If complete goes to next step.

5-10 days

The city's zoning administrator sets up a meeting with the Site Plan Review Committee which consists of department heads and city's consulting engineer.

7-14 days

The applicant and Site Plan Review Committee review the site development plan and discuss any changes that may be needed to get the plan in compliance with the zoning ordinance or other city codes.

The applicant may have their design consultants in attendance.

If the site plan is satisfactory as reviewed

City's Zoning Administrator approves the site plan.

If the site plan requires changes or additions.

Applicant edits the site plan per the review meeting and resubmits.

City's Zoning Administrator approves the site plan.

The Zoning Administrator confirms with the Site Plan Review Committee that all required changes have been made.

*The formal site plan review process is generally completed within 30 days. If changes are needed the final time frame will be dependent on the time the applicant takes to edit the site plan.*

*Upon site plan approval the applicant may apply for needed building permits.*