



SITE PLAN APPROVAL PROCESS & ESTIMATED TIMELINE

Thank you for choosing Novi for your business or development! This guideline provides a general overview of the site plan approval process. Please contact Community Development at 248.347.0475 for additional planning and building information.

CONCEPT MEETING: This exploratory meeting provides the developer an opportunity for informal discussion of the project with Community Development Department members.

1. **Pre-Meeting Assignment:** Call 248.347.0475 to set up the meeting date and time.
2. **Meeting:** Half-hour, typically scheduled on Tuesdays and Wednesdays. There is no fee for this meeting.
3. **Timeframe:** This meeting can be scheduled without delay; post-meeting preparation timeframe determined by the developer.
4. **Post-Meeting Assignment:** Prepare plans for pre-application meeting submission. *Please note:* All applications and submittal documents can be found on the City's website, cityofnovi.org. If a parcel split is required, the developer should contact the Assessing Department at 248.347.8485 regarding this process.

PRE-APPLICATION MEETING: This meeting provides the developer and Staff an opportunity to review the plan and the comments provided by the various reviewing disciplines.

1. **Pre-Meeting Assignment:** Submit plans and "Request for Pre-Application Meeting" form. Schedule meeting time with Community Development.
2. **Meeting:** One hour, typically scheduled on Tuesdays and Wednesdays. There is no fee for this meeting.
3. **Timeframe:** Approximately ten days between plan submittal and pre-application meeting; post-meeting preparation timeframe determined by the developer.
4. **Post-Meeting Assignment:** Prepare plans and documents for Preliminary Site Plan package based on comments received. The developer should contact Community Development at 248.347.0475 if he would like to arrange for a wetland boundary verification prior to submitting for Preliminary Site Plan approval.

PRELIMINARY SITE PLAN SUBMITTAL: Plans are reviewed by all required disciplines. This step is repeated if the plan requires additional work. If the plan is acceptable, the proposal will go before the Planning Commission for approval or their recommendation if the proposal requires City Council approval.

1. **Pre-Review Assignment:** Submit plans and "Application for Site Plan and Land Use Approval," etc.
2. **Review:** Performed by all required disciplines; fees are based on property, wetland and woodland acreages, and building square footage.
3. **Timeframe:** Approximately twenty business days between plan submittal and completion of review by all disciplines. The proposal will be placed on the first available Planning Commission agenda following an acceptable review. Generally speaking, the developer should anticipate an additional month for each board or commission that the proposal must go before, i.e., Planning Commission, Zoning Board of Appeals, City Council, in order for the City to fulfill Michigan public notification requirements. The Final Site Plan preparation timeframe is determined by the developer.
4. **Post-Review Assignment:** Upon notice from the Project Manager, submit plans for Planning Commission consideration or, if necessary, submit revised plans to Community Development, repeating the steps above.

Please note: Once the developer has received Preliminary Site Plan approval from the appropriate Board or Commission they can submit plans for building, electrical, mechanical, plumbing and fire suppression approvals. These reviews take about fifteen days and plans may require more than one submittal. Outside agency review (for example: MDEQ, RCOC, DWSD) may also be required at this time.

FINAL SITE PLAN SUBMITTAL: Plans are reviewed by all required disciplines. This step is repeated if the plan requires additional work.

1. **Pre-Review Assignment:** Submit plans and "Final Site Plan Approval Application," etc.
2. **Review:** Performed by all required disciplines; fees are based on property, wetland and woodland acreages, and landscape and engineering cost estimates.
3. **Timeframe:** Approximately twenty days between plan submittal and completion of review by all disciplines. The Stamping Set Plan preparation time is determined by the developer.
4. **Post-Review Assignment:** Upon notice from the Project Manager, submit plans for Stamping Sets or, if necessary, submit revised plans to Community Development following the steps above.

For more information on the Site Plan Approval Process, contact the Community Development Department at 248.347.0475.