



A Step-By-Step Guide to Site Plan Application, Review & Approval

Schedule Appointment with City Planner

(810) 694-1118

Staff will assist applicant by explaining the review process, verifying zoning requirements, providing site information, reviewing application and site plan requirements. Article XXIV of the City of Grand Blanc Zoning Ordinance, Site Plan Review and Approval, provides detailed information about the process.

Submit Application & Fees at City Hall

203 E. Grand Blanc Road

Applications may be submitted at the Administration desk Monday through Friday between 8 AM and 5 PM. The application fee of \$600 and the escrow fee of \$3,500 must be paid at the time of submission. A completed Escrow Fund Form must also be submitted at this time. Twelve (12) copies of the site plan, four (4) of them sealed, must be submitted at this time. If no corrections are necessary, Staff will forward to the Planning Commission for review and inclusion on the next meeting agenda. Correct and complete applications must be received at least 14 days before the next Planning Commission meeting in order to be placed on the agenda.

Attend Planning Commission Meeting

3rd Mondays @ 7 PM

Applicant or a representative **MUST** attend the meeting to answer any questions the Planning Commission may have about the project. The Planning Commission may decide to approve or deny the site plan at the initial meeting. The Commission may require revisions, attach conditions or table the discussion until a future meeting. The Commission must reach a decision within 70 days of the first placement on their agenda.

Receive Approval of Site Plan & Submit Building Permit Application

Once the final site plan is approved, applicant may submit an application for Building Permit together with four (4) sets of sealed construction drawings and any performance guarantee required by the City. The Building Official will review the application and notify applicant of approval and permit fee. Once fee is paid, building permit is issued and construction may begin.