

Site Plan Review Application

New buildings, building expansions, special land uses, etc.

Applications Due: 3rd Monday of every month

Planning & Zoning

150 N. Main Street

Imlay City MI 48444

adminasst@imlaycity.org

810-724-2135



The Planning Commission meets on the 4th Tuesday of every month at 6:00pm. The site plan review process will require an internal review with City Staff and applicable consultants. In two weeks, comments will be provided to the applicant. Revised plans addressing outstanding concerns require a one week turnaround to be eligible for review by the Planning Commission the following month. For example, an application is due the 3rd Monday in June to be available for the July Planning Commission meeting.

Applicant:

Applicant Address:

Phone:

Email:

Property Owner (if not the same):

Phone:

Property Owner Address:

Email:

Property ID (Parcel #):

Current Zoning District:

Property Address:

Lot Size:

Proposed Use:

Gross Floor Area:

Project Description:

Is this part of a special land use application: ☐ Yes ☐ No Applying for variances: ☐ Yes ☐ No

Copies of Site Plan: ☐ Digital Copy ☐ 4 Hard Copies (36 by 24) ☐ 2 Hard Copy (11 by 17)

☐ **Site Plan Information Checklist** (lists required information for the site plan review)

I do hereby swear that all statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file and act on behalf of all owners of the subject property. The undersigned deposes that foregoing statements, answers, and accompanied information is true and correct. As part of the final deliverables of my project I will provide a digital copy of as-builts for my project.

Applicant Signature:

Date:

Are you the Legal Ownership of Subject Property? ☐ Yes ☐ No

If no, have the property owner fill out and sign this portion of the application. Include purchase agreement or other documentation regarding ownership consent.

Name:

Signature:

Date:

By signing this application, I consent to City Officials coming onto the subject property to evaluate this application. I acknowledge that I am responsible for all cost incurred by the City in the processing of this application and may be billed in addition to the initial fees or performance bond.

Official Use Only

Received By: _____ Received Date: _____ Case #: _____ Fee Paid: _____

Type of Review: ☐ Admin ☐ PC Review Date: _____ ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions/Notes: _____

Revised 5-2026