



CITY OF BRIGHTON SITE PLAN REVIEW APPLICATION

200 N. First Street - Brighton, MI 48116 - commdev@brightoncity.org - 810.844.5149

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| <input type="checkbox"/> Conceptual Site Plan – \$300 | <input type="checkbox"/> Administrative Review - \$400 |
| <input type="checkbox"/> New Site Plan – \$3,800 | <input type="checkbox"/> Exterior Building Review - \$675 |
| <input type="checkbox"/> Amended Site Plan – \$675 | <input type="checkbox"/> Change of Use Review - \$675 |

*Application fee is due at time of submittal. Payment does not include possible consulting fees.

PROJECT LOCATION

Project Address: _____

Parcel Tax ID # 4718 - _____

Current Zoning Classification: _____

Adjacent Property Zoning Classification: _____

PETITIONER

Name: _____ Phone: _____

Company: _____

Address: _____

Email: _____

PROPOSED DEVELOPMENT DESCRIPTION: _____

If Residential, Number of Units: _____ Number of Buildings: _____



Application Instructions

1. For a new or amended site plan review application, the following is required for submittal: application, an electronic version of the complete site plan, and applicable fees. All site plan submittal documents can be submitted via email at: commdev@brightoncity.org and the associated fee to: City of Brighton Attention: Community Development 200 N. First Street, Brighton, MI 48116. Review fees, property delinquencies and penalties shall be paid at the time of submittal. Initial review fees are the minimum fees required. Additional fees may be incurred.
2. For a conceptual site plan review, the following is required, but not limited to: the application, plot plan, parking layout, access, and building elevations. Any comments made by the Planning Commission or Applicant are non-binding.
3. An initial site plan review meeting may be scheduled to consider staff and consultant input. It will be determined by the city whether an additional review meeting is needed, or additional documents are required. Additional meetings will be assessed applicable fees indicated of the planning and engineering fee schedules. Failure to submit additional information and documents in a timely manner, may delay consideration of the site plan review application.
4. The meeting at which the Planning Commission will consider the plan will be determined when the application is deemed complete. A meeting schedule is included on the last page of this packet.

Procedure:

In preparation for the Planning Commission meeting, the site plan application will be reviewed by city staff and consultants for compliance with all applicable codes. The Planning Commission will either approve, conditionally approve, table, or deny the proposed site plan. In the case of an approved or conditionally approved site plan, the Planning Commission's recommendation may be forwarded to the City Council for further consideration. The City Council meeting at which the site plan application will be considered is coordinated by and at the discretion of the City Manager.

Property Delinquencies:

City Charter provisions prohibit the review of any petition for rezoning, site plan review, building permits, or extension of water and sewer service to properties which are in default to the City. This includes, but is not limited to, tax delinquencies, special assessment delinquencies, and water and wastewater payment delinquencies.



Warranty of Petitioner (MUST BE COMPLETED BY PETITIONER):

I understand that the proposed site plan will not be considered by the Planning Commission until such time that the plan contains at least the minimum amount of information required by the city, per **Section 98-6.1(D)** of the City of Brighton Zoning Ordinance.

I understand that if the Planning Commission and/or City Council approve the approved site plan, it will be effective for one (1) year following the date of final approval, and that I am bound to construct the project in strict compliance with the approved plan.

Signature of Petitioner

Printed Name of Petitioner

Date: _____

Address: _____

Phone: _____

Email: _____

I, the property owner, authorize the petitioner to submit this application for review by the Planning Commission.

Signature of Property Owner

Printed Name of Property Owner

Date: _____

Address: _____

Phone: _____

Email: _____

2024 Planning Commission Meeting Schedule

Meetings are held the first and third Monday of every month at 7:00 p.m. All meetings are held in the City Council Chambers at 200 N. First Street, Brighton, MI 48116. For questions, please contact the Community Development/Planning Department at 810.844.5149 or commdev@brightoncity.org

The Application Submittal Deadline is 30 Days Prior to the Meeting

Meeting Dates

*January 22

*February 12

March 4 & 18

April 1 & 15

May 6 & 20

June 3 & 17

July 1 & 15

August 5 & 19

*September 16

October 7 & 21

November 4 & 18

December 2 & 16

*Schedule adjusted for holiday.