



Oakland County's One Stop Ready program provides communities with ways to continuously improve processes that will help them achieve their economic development goals.

## BEST PRACTICE

# Administrative Site Plan Review



To streamline the development review process, your community could allow for administrative site plan review and approval.

Site plan review ensures that a proposed development complies with your community's zoning development standards.

When the site plan demonstrates conformance, state law requires that the community approves the plan. It is not discretionary. The State Zoning Enabling Act provides for local site plan review authority, but leaves it up to the city, village or township as to who will conduct site plan review and what process will be followed.

Accordingly, for projects that require site plan review, the community may wish to allow administrative (staff, consultant) review and approval. This would streamline the review and approval process for those types of projects that are permitted to have administrative site plan approvals, without any change to the required underlying development standards.

For site plans that involve uses which require a public hearing — such as a variation of a special land use permit, a property that has been conditionally rezoned, a site plan that requires a variance, or the use of a Planned Use Development (PUD) — the administrative review may be a tool to use later.

Administrative site plan review is most appropriate for uses that are permitted by right and for site plans that have met all the zoning ordinance criteria.

### Questions? Contact:

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