

APPLICATION FOR SITE PLAN PRE-APPLICATION CONFERENCE

CITY OF JACKSON – PRE-APPLICATION QUESTIONNAIRE

The Pre-Application Conference (PAC) is the first step in the site plan review. It is the responsibility of the applicant to ensure the questionnaire, answers, and additional documents that may be useful to your site plan review are complete.

DOCUMENTS TO INCLUDE WITH THIS APPLICATION (not all may apply)

- Concept Site Plan drawn to scale of site and any existing and proposed improvements.
- Use of property, building information, outside changes, surrounding land uses.
- Location of right of way, easements and utility locations, existing and proposed.
- Property owner contact information (*If applicant is not the owner of property*).
- Environmental reports associated with the project.
- Stormwater management plan if increasing impervious coverage on site.
- Any impact, closure or development within the right of way (*sidewalk, curb, lawn, or street*).

DEPOSIT & FEES

The pre-site plan application has no fee associated with it, the final site plan after this initial phase has a fee and can be found on the current City of Jackson Fee Schedule. We want your project to be successful and up to code standards, and the PAC allows you to meet and collaborate with city staff members representing building inspection, planning and zoning, and engineering, etc.

COMPLETED APPLICATIONS

Please submit complete application and all supplemental documentation to the Community Development Department. Call or email questions relating to:

<u>BUILDING</u>	<u>ENGINEERING</u>	<u>FIRE</u>	<u>ZONING</u>
Brian Taylor 517-768-6415 btaylor@cityofjackson.org	Troy White 517-768-6075 twhite@cityofjackson.org	Tyler Whitehead 517-768-2720 twhitehead@cityofjackson.org	R. John O'Connor 517-768-6426 joconnor@cityofjackson.org

Only completed applications with a scaled site plan will be scheduled.

TYPICAL SITE PLAN PROCESS

PAC → Staff Site Plan Review → Public Board Review (if required) → Submit Revisions (if required) → Approval

Post PAC, at their convenience, the applicant will submit a complete building/site plan review application, fee(s), and a site plan meeting all applicable standards and requirements of zoning ordinance Section 28-135. Approximately 2-4 weeks after the application and fee submission is deemed complete, city staff will meet to review to review the site plan. A site plan will not be scheduled if outside boards or commissions (Zoning Board of Appeals, Planning Commission, etc.) are required for the proposed development.

PERMITS ASSOCIATED WITH THE PROJECT WILL NOT BE ISSUED PRIOR TO SITE PLAN APPROVAL

APPLICANT

Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: (____) _____
Email: _____

BUILDING OWNER

Same as applicant

Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: (____) _____
Email: _____

SITE INFORMATION

Facility Name: _____ Property ID #: _____
Facility Address: _____ City: **JACKSON** State: **MI** Zip: _____
Zoning District: _____ Current Use: Residential Commercial Industrial Mixed

PROJECT ARCHITECT/ENGINEER

Name (Company or Individual): _____ MI Professional Lic. #: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone: (____) _____ Email: _____

PROJECT DETAILS

Project Type: Residential Commercial Industrial Mixed Use

Description of project/plan: _____

Physical site improvements (i.e. buildings, lights, paving, site clearing, landscaping, etc.) _____

Existing/current on-site utilities: _____

Proposed/new on-site utilities: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED