

**2009 SITE PLAN REVIEW SCHEDULE**

- 1) Site plans are due by 4:30 p.m. on the last Tuesday of each month. Six copies of the site plan, building elevation drawings, etc., are to be submitted to the Community Development Department, along with an application form and the site plan review fee, which is based on the square footage of the site.
- 2) The Site Plan Review Team will meet at 10 a.m. the Tuesday before the Planning Commission Meeting, unless notified otherwise.
- 3) The Team's written comments are due in the Community Development Department by the close of business the Thursday before the Planning Commission Meeting.
- 4) The Administration's recommendations are available to the applicants by 4:30 p.m. the Friday prior to the Planning Commission Meeting.
- 5) **\*\*The Planning Commission meets the second Tuesday of each month at 7:00 p.m. *The Planning Commission requires that the applicant (or a representative of the applicant) be present at the meeting in order for the site plan to be considered.***
- 6) **\*\*The City Council will consider site plans at their meetings on the third Tuesday of each month at 8:00 p.m. *The City Council also requires that the applicant (or a representative) be present at the meeting in order for the site plan to be considered.***  
**\*\*Dates subject to change.**

(1) Site Plans Due	(2) Team Meeting	(3) Comments Due	(4) Recommendations Available	(5) Planning Commission Meeting	(6) City Council Meeting
12/30/08	01/06	01/08	01/09	01/13	01/20
01/27	02/03	02/05	02/06	02/10	02/17
02/24	03/03	03/05	03/06	03/10	03/17
03/31	04/07	04/09	*04/13	04/14	04/21
04/28	05/05	05/07	05/08	05/12	05/19
05/26	06/02	06/04	06/05	06/09	06/16
06/30	07/07	07/09	07/10	07/14	07/21
07/28	08/04	08/06	08/07	08/11	08/18
08/25	09/01	09/03	09/04	09/08	09/15
09/29	10/06	10/08	10/09	10/13	10/20
10/27	11/03	11/05	11/06	11/10	11/17
11/24	12/01	12/03	12/04	12/08	12/15

If you have questions, please contact Matthew K. Miller, City Planner, or Peter J. McInerney, Community Development Director, at (734) 722-2002 or 722-2000.

\*Change of date due to City offices being closed