



Economic Development Department
(734) 676-7104 or (734) 676-7109

Procedure to Petition for Plat Review and Site Plan Review

All site plans shall be submitted to the Economic Development Department to be processed according to the Brownstown Township zoning ordinance for all required projects. Examples of said projects include but not limited to commercial, residential, industrial developments, commercial additions and use changes. The following are steps, information and requirements for site plan review:

The Planning Commission meetings are held twice monthly; the 2nd and 4th Mondays. Each submittal is different in size, complexity and time needed to correlate reviews therefore no project will be guaranteed to be placed on the agenda until all review comments are addressed and satisfied. Submittals will be processed only when all the required information is submitted. A notice will be sent to the applicant informing them of the schedule meeting date. Representation of the applicant and or agent is mandatory. Failure to appear could result in the Commission to table the submittal until the next meeting.

Each submittal shall include an applicant, fulfillment of the site plan requirements per the provided checklist, and seven copies of the site plan for review. At this point the submittal will only be sent to the staff and consultants for review. Once their concerns have been address then an additional 15 revised copies are resubmitted. This resubmission will be reviewed by the planning commissioners and staff. Any concerns shall be addressed and resubmitted. Once all the concerns of the staff, commissioners and consultants are fulfilled then a resubmission of 10 sets of the submittal will be sent to the staff, commissioners and consultants which will be place on the next scheduled meeting agenda for consideration.

All submittals shall include traffic studies, market studies, environment studies and corresponding information from governmental agencies such as MDEQ, Wayne County, Economic Development Manager or Planning Commission.

Site plan approvals do not give permission to commence a project. The appropriate building plans, engineering drawings, other governmental approvals and fees will be required and approved by the building department prior to project start.