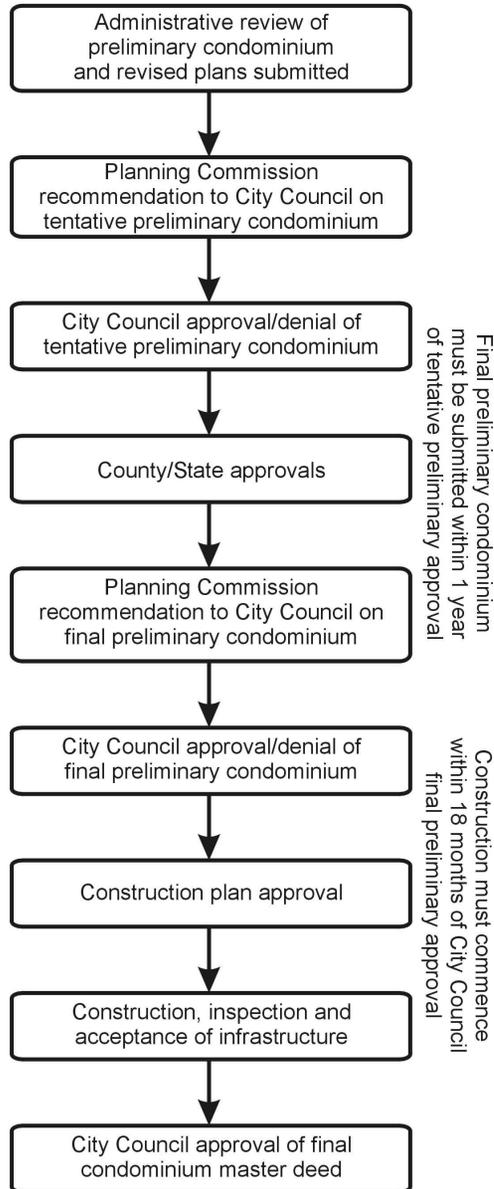


## Condominium Process



## City of Taylor Planning Department

*Development Information Packet for:*

# SITE CONDOMINIUM / SUBDIVISION

### Links:

- [Application for Site Plan Review](#)
- [Copy of checklist used for site plan review \(for informational purposes\)](#)
- [Property Development Procedures \(Engineering information\)](#)
- [Article 23.06– Regulation of Site Condominium Developments](#)
- [Requirements for Streets, Sidewalks & Other Public Places \(Chapter 44-Taylor Code of Ordinances\)](#)
- [Storm Maintenance Agreement](#)
- [Water Department Regulations](#)
- [Wayne County Assessment & Equalization Form](#)
- [Requirements for Letters of Credit](#)

**City of Taylor Planning**  
**23555 Goddard Road**  
**Taylor, Michigan 48180**  
**Phone (374) 734-1572**  
**Fax (374) 734-2732**  
**E-mail : [lfell@ci.taylor.mi.us](mailto:lfell@ci.taylor.mi.us)**

## Pre-application Conference

A potential applicant for Site Plan Review must request a pre-application meeting, with the Planning Department staff, prior to filing an application. There may be several pre-application meetings needed. The purpose of these meetings is to inform City Departments of the concept of the proposed development and to provide the potential applicant with information regarding land development policies, procedures, standards, and requirements of the City in terms of the proposed development.

## Submitting Your Project

1. Application for site plan review may be made by the owner(s) of record or by any person acting on behalf of the owner of record of the subject parcel. Accompanying this application should be proof of ownership, or legal sales agreement, 16 full sets of collated and folded plans, one digital copy, for the proposed development, and the application fee.
2. Please designate **ONE** contact person to work with the City.

## Administrative Review

1. Upon initial filing, all site plans are reviewed by an Administrative Review Committee (A.R.C. -made up of representatives from the City's Planning, Building, Engineering, Water, Police and Fire Departments) for their review. Plan is either forwarded to Planning Commission or returned to the applicant for re-submittal, as necessary. The Committee meets each Tuesday to review plans. (*Applicants do not attend this meeting*). Projects must have A.R.C. recommendation prior to being placed on the Planning Commission's agenda.
2. Prior to being placed on the Planning Commission agenda, the following must be submitted to the Planning Department:
  - ◆ 12 sets of the final plan
  - ◆ 1 digital copy
  - ◆ Building material sample board
  - ◆ An 8 ½" x 11" copy of the ARC approved plans
  - ◆ CD-ROM- containing 8 ½" x 11" copy of plans and project rendering

## Planning Commission

Planning Commission is the recommending body to City Council. Planning Commission meets on the 1st and 3rd Wednesdays of each month, at 7 PM, in the City Council Chambers. Planning Commission will review and hear comments to the proposed project at the public hearing. The applicant is scheduled to give their presentation of their proposed development at this time. Planning Commission will either recommend approval, approval with modifications, denial, or tabling of the proposed project to City Council.

## City Council Study Session

If forwarded by Planning Commission to City Council, the applicant is scheduled to give their presentation of their proposed development at the City Council Study Session (which is usually held the evening prior to the regularly scheduled City Council Meeting).

## City Council Meeting

The City Council Meets the 1st and 3rd Tuesdays of each month. Council will either approve, approve with conditions, deny or table the proposed development. All variances are approved by City Council. City Council's decision is not appealable to the Zoning Board of Appeals. This approval expires in 18 months if project has not commenced. If the project is to be phased, each phase must be submitted to Planning Commission within 2 years of the preceding final site plan. A performance guarantee may be required at the time of approval to assure the completion of site improvements.

## Performance Guarantee

To insure compliance with the Zoning Ordinance and any condition imposed thereunder, the Planning Commission may require that a cash deposit, certified check or irrevocable bank letter of credit, covering the estimated cost of improvements associated with the project be deposited with the clerk of the City to insure that the improvements are completed. The performance guarantee (if required) should be deposited at the time of the issuance of the building permit.

⇒ [Requirements for Letters of Credit](#)

## Engineering

After Planning Commission approval, final plans are submitted to the City's Engineer or consulting engineer, for engineering review. Submittal should include a construction cost estimate and the review fee. No building permits will be issued until the engineering approvals have been obtained. Building permits are issued by the Building Department.

Building Department (734) 374-1515