Site Plan Review Process

Village of Blissfield

Step :

Pre-application meeting

Sten

Applicant submits full site plan application package (Timeline: Day 1)

Step 3

Following staff's review of site plan application, staff contacts applicant and informs them of any needed revisions (Timeline: Between Day 7 and Day 14)

Step 4

Applicant submits revised plan/additional information (Timeline: dependent upon applicant)

Step 5

Upon completed site plan application, proposal is reviewed by the Planning Commission and a decision of approval or disapproval is made within 45 days of receiving the completed site plan application.

Step

If denied, written notification of such denial shall be given to the applicant within 10 days

Notes:

- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed
- Planning Commission meets first Monday of each month at 7pm
- Completed site plan application must be received at least 10 days prior to Planning Commission meeting
- Approved site plans are valid for one year. Upon written application filed prior to the termination of the one-year review period, the Zoning Administrator may authorize a single extension of the time limit for a further period of not more than one year.

Village Hall

Located at 130 S. Lane St.

Business Hours: 8am-6pm Monday-Thursday

For questions please contact: Zoning Administrator 517-486-4347 Receptionist@blissfieldmichigan.gov

