

# Development Process

## Pre-application

Before submitting an administrative site plan review application:

- Check the zoning district of the property by looking at the City's Zoning Map. You can find it at this [link](#) here
- Check the uses that are permitted in the zoning district where the project is located. You can find them listed in the [City Zoning Ordinance](#)
- Check to see if the use has any specific site development standards which are listed at this [link](#) here
- Feel free to contact the Planning/Zoning Division if you have any questions about the Zoning Ordinance at [mzwayen@dearborn.gov](mailto:mzwayen@dearborn.gov)
- Please contact Planning/Zoning Division before submitting the application at [mzwayen@dearborn.gov](mailto:mzwayen@dearborn.gov)

## Administrative Site Plan Review

- Submit completed application and fee
- Submit the required documents (including set of plans)
- The review takes an average of 15 business days
- Submit revised drawings as requested until comments from all departments are resolved

## Boards Approval *If required*

### Separate applications and fees

- Planning Commission. Please contact Planning Staff at [cityplanning@dearborn.gov](mailto:cityplanning@dearborn.gov)
- Zoning Board of Appeals. Please contact Zoning Administrator at [dbreneau@dearborn.gov](mailto:dbreneau@dearborn.gov)
- Building Board of Appeals. Please contact Building Services Division at [ljamalieh@dearborn.gov](mailto:ljamalieh@dearborn.gov)
- City Council. Please contact Planning Staff at [cityplanning@dearborn.gov](mailto:cityplanning@dearborn.gov)

If the request is approved by the Public Boards, then the project can proceed to the next step.

## Permitting and Inspection Process

- Contact Building Services Division to start the process.  
Please contact Permit Services at [sleonard@dearborn.gov](mailto:sleonard@dearborn.gov)

# Site Plan Review

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- **What is site plan review?**

Site plan review is a detailed and technical review of the proposed set of plans by different city departments (*Planning and Zoning, Building Services, Sanitation, Water/Backflow, Engineering, and Fire Marshall*) to verify compliance with all applicable codes.

- **When is site plan review required?**

The development of any new use, the construction of any new structures, any change of an existing use of land or structure that impacts Zoning Ordinance compliance requires site plan review.

**Administrative site plan review is required for any development except:**

- (a) Construction, moving, relocating or structurally altering a single- or two-family home, including any customarily incidental accessory structures.
- (b) Excavating, filling, or otherwise removing soil, provided that such activity is normally and customarily incidental to single family uses described in this Section for which site plan approval is not required.(Grading permit may be required)
- (c) A change in the ownership of land or a structure.
- (d) A change in the use of a structure to a similar use allowed by right in the zoning district in which it is located, provided that no modification to the site is proposed or required by the standards of the regulations and that the site maintains full and continuing compliance with these regulations.



# Administrative Site Plan Review Application

Economic Development strongly recommends applicants contact Massara Zwayen at [mzwayen@dearborn.gov](mailto:mzwayen@dearborn.gov) before submitting an application to clarify if the proposed project requires site plan review per [Section 32.00](#) of the Zoning Ordinance.

The purpose of this application is to provide you with administrative site plan/preliminary review of your proposed project in order to help guide you through the development process and ensure a smooth transition through permitting. In order to complete your review quickly, and avoid the need for additional submittal and reviews, it is imperative that you submit a complete application and provide all of the required documentation (see checklist) in your initial submittal. Although not required, the City encourages developers to seek input from neighboring residents and businesses at the onset of the development process.

## A. Property and Project Information

Property Address(s) : \_\_\_\_\_

Parcel Identification Number (s) (PID) (s) : \_\_\_\_\_

Site Information:    Vacant Land                      Existing Building (to demolish)                      Existing Building (to renovate)

Zoning District(s): \_\_\_\_\_

Proposed / Current Use(s) \_\_\_\_\_

Type of Proposed Work:    New Building                      Addition                      Exterior Renovation                      Interior Renovation

Total Site Area in (Sq. ft.): \_\_\_\_\_ Acre: \_\_\_\_\_

Description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## B. Applicant Information

### DESIGN PROFESSIONAL INFORMATION:

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

License #: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



# Administrative Site Plan Review Application

## APPLICANT INFORMATION:

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## PROPERTY OWNER INFORMATION:

Check here if the project owner is also the applicant

*Verified per City Assessment Records*

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## C. Required Application Documents

Please submit the required documents to Massara Zwayen, Planning and Zoning Division, Economic Development, 16901 Michigan, Ste 6, Dearborn Administrative Center (email digital copies to [mzwayen@dearborn.gov](mailto:mzwayen@dearborn.gov)).

- (1) Hard Copies : All plans must be stapled in order of sheet numbering and folded to page size (approximately 9" x 12") in order to be accepted for processing.
- (1) Digital copy of plans must be submitted.

The submitted documents will be distributed to all other necessary departments, and their comments will be returned to you by email with any further instructions within approximately 15 business days. You will only be scheduled for an in person meeting if it is deemed necessary to advance the project, or at applicant request.

A complete application must contain the following information:

**Signed application form:** Administrative Site Plan Review Application

**Site Plan Review Application Fee:** \$ 500  
(Payment must be made by check, and made out to the City of Dearborn).

**Project Narrative** (use letterhead if possible) to include:

- Written description of the nature of the proposed use(s) including: the products or services to be provided, the activities to be conducted inside and outside the building, types of equipment to be used, other required state or local permits or approvals, hours of operation, number of employees, expected levels and types of vehicular traffic coming to and from the site, any joint use agreements, and other relevant information.
- Scope of construction.
- A schedule for completing the project, including the phasing or timing of all proposed developments, if applicable.
- Notation of any variances that have or must be secured (if known).



# Administrative Site Plan Review Application

## D. Required Plans

### **SURVEY OF THE PROPERTY OR PROPERTIES INVOLVED IN THE PROJECT (MUST BE SEALED BY A LICENSED SURVEYOR PER STATE LAW)**

- Legal and common description of property(s), including parcel identification number(s)
- Location, description, and County Registrar of Deeds filing identification of all easements (public right-of-way, utilities, access, shared access, drainage,..etc)
- Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth 1/10 acre
- The lot lines dimensions. If the site is a part of a larger parcel, the plan should indicate that parcel's boundaries
- All existing site features (on the site and within one hundred (100) feet of the site), including but not limited to
  - Buildings location, height, setbacks, and outside dimensions, and all other structures (including fences, gates & trash receptacle location/screening, Transformer pad, lighting poles...etc)
  - Pavement (roads, walks, parking layout, loading area, driveways, curb cuts, etc.)
  - Landscape/Open spaces areas (Including any existing trees)
  - Easements and connections for water, sanitary, storm, drainage, gas, electric, etc.
  - All fire hydrants, and fire lanes
  - Acceleration, deceleration, and passing lanes
  - Location of sidewalks within the site and within the right-of-way
  - Dimensions and centerline of existing and proposed roads and road rights-of-way
  - Topography on the site and within one hundred (100) feet of the site at two (2) foot contour intervals, referenced to a lake survey datum benchmark

### **DEMOLITION PLAN**

*When a partial demolition of an existing building is proposed on the site plan, a demolition plan is required to be submitted.*

### **SITE PLAN**

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow
- Title blocks indicating the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification and seal of an architect, engineer, land surveyor or landscape architect who prepared the plan
- Property lines/boundaries
- Location and names of roads and internal drives showing how the proposed circulation system will connect with the existing adjacent roads. The plan must indicate whether proposed roads are intended to be private or dedicated to the public.
- Proposed site plan features, including existing features to be retained or be relocated:
  - Buildings location, height, setbacks, and outside dimensions, and all other structures (including fences, gates & trash receptacle location/screening, Transformer pad, lighting poles...etc)
  - Pavement (roads, walks, parking layout, loading area, driveways, curb cuts, etc.)
  - Landscape/Open spaces areas
  - Easements and connections for water, sanitary, storm, drainage, gas, electric, etc.
  - All fire hydrants, fire lanes
  - Acceleration, deceleration, and passing lanes
  - Location of sidewalks within the site and within the right-of-way
  - Dimensions and centerline of existing and proposed roads and road rights-of-way



# Administrative Site Plan Review Application

- Site Data to include:
  - Information needed to calculate required parking in accordance with Zoning Ordinance standards, as outlined in (Section 4.00)
  - Lot coverage (%) calculations (all structures)
  - Indication of the number of commercial tenant units contained in the building
  - Density calculations by type of residential unit (dwelling units per acre)

## CIVIL / ENGINEERING PLAN

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow
- Title blocks including the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification and seal of an engineer or land surveyor who prepared the plan
- Schematic utilities/engineering plan (existing/proposed easements and connections for water, sanitary, storm, drainage, gas, electric, etc.)
- Site grading, drainage patterns, and proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots
- Listing of types and quantities of hazardous substances and polluting materials that will be used or stored on-site at the facility in quantities greater than twenty-five (25) gallons
- Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas
- Location of underground storage tanks
- Delineation of areas on the site that are known or suspected to be contaminated

## BUILDING FLOOR PLAN (S)

- Drawings to scale
- Title blocks indicating the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification and seal of the architect who prepared plan
- Number and floor areas of commercial tenant units contained in the building
- Number, size, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.)
- Furnishings Plan
- Applicable code: Michigan Building Code (MBC) or Michigan Rehabilitation Code (MRCEB) for Existing Buildings
  - Use and Occupancy Classification: [MBC Chapter 3](#)
  - General Building Heights & Areas [MBC Chapter 5](#)
    - [Section 504](#) Building Heights and Number of Stories
    - [Section 506](#) Building Area
    - [Section 508](#) Mixed Use and Occupancy (Table 508.4 Separated Occupancies)
  - Types of Construction: [MBC Chapter 6](#)
    - Rated floor/ceiling/wall assemblies (required/proposed), Exterior Walls: (Table 601 & 602)
  - Means of Egress: [MBC Chapter 10](#)
    - [Section 1004](#) Occupant Load
    - [Section 1006](#) Number of Exits and Exit Access Doorways
    - [Section 1017](#) Exit Access Travel Distance

## BUILDING ELEVATIONS

- Architectural elevations of building facades/ exterior walls, drawn to a scale of one-quarter (¼) inch equals one (1) foot, or another scale approved by the city planner and adequate to determine compliance with the requirements of these regulations.



# Administrative Site Plan Review Application

- Elevations of proposed buildings shall indicate type of building materials, roof design, dimensions of projections and architectural features, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers and related screening. The City Planner may permit photographs in lieu of elevations for existing buildings where minor or no change to the facade is being proposed.

## LANDSCAPE PLAN

Refer to the Zoning Ordinance, [Section 5.00 Landscape Requirements](#)

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres)
- Title blocks indicating the name of the development, applicant's name, address, and telephone number, north arrow, scale, date(s) of submission/revision, and identification of the architect, engineer, land surveyor, or landscape architect who prepared plan
- Location of lawns and landscaped areas, including required landscaped greenbelts. The percentage of the site used for open space.
- Planting plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
- Cross-section of proposed berms
- Location of any outdoor storage of materials and the manner by which it will be screened.
- Proposed fences and walls, including typical cross-section and height above the ground on both sides
- Indication of type of any recreation facilities proposed for open space areas

## PHOTOMETRIC PLAN

Refer to the Zoning Ordinance, [Section 2.12 Lighting Requirements](#)

- Lighting fixtures types (Manufacture sheet and specifications including methods of shielding)
- Exterior lighting locations
- Lighting intensity throughout site and at parcel lines
- Existing/proposed lighting poles heights

## FIRE PROTECTION SYSTEM (FPS) PLAN

Any questions please email [firemars@dearborn.gov](mailto:firemars@dearborn.gov) ,or call FM Michael Kleitch at 313-943-2839

### Site Plan

- Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow
- All existing and proposed site features listed below (on the site & within 60 feet)
- Property lines/boundaries
- Buildings and all other structures, parking layout (including trash receptacles & method of screening)
- Fences, gates, access plan for gates
- Pavement (roads, walks, parking, loading, driveways, curb cuts, etc.)
- Location of Hydrants in area, FDC, Knox Box, and Fire Lanes
- Schematic landscape plan

### Floor Plan

- Occupancy Classification: (MBC Ch.3)
- Construction Type: (MBC Ch. 6)
- Riser Room, Fire Pump location
- Fire Alarm Panel, Remote Annunciator Panel locations
- Fire Command Center
- EPO switches



# Administrative Site Plan Review Application

## E. Request and Affidavit

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Dearborn review this application and related required materials as outlined in the Zoning Ordinance 32.06(B). The applicant further affirms and acknowledges the following:

That the project owner has a legal interest in the property described in this application. Or the applicant has the consent of the property owner to apply

That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge

That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance

That the applicant will comply with any and all conditions imposed in granting approval of this application.

The applicant grants the City of Dearborn staff, Planning Commission, and Zoning Board of Appeals the right to access the subject property for the sole purpose of evaluating the application

That all submitted documents will become a public record and will be posted online to the City website unless requested otherwise

Applicant / Representative Name: \_\_\_\_\_

Applicant / Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant / representative is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

Is/are aware of the contents of this application and related enclosures

Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Dearborn

Grants the City of Dearborn staff, Planning Commission, and Zoning Board of Appeals the right to access the subject property for the sole purpose of evaluating the application

Property Owner Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the owner is an LLC, please provide the following information to verify proper ownership of the property:

Copy of Driver's License or Valid State ID

Articles or Certificate of Organization

\*Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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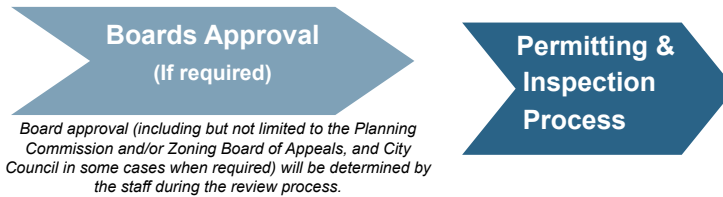
# Administrative Site Plan Review Application

## Administrative Site Plan Review Process:



Once the site plan is complete and there are no further comments, then the project can be released and may move to the next step.  
 Please note that the project may take several reviews to complete the process.

### Next Steps:



## Economic Development

1. Submit an Administrative Site Plan Review Application and the required documents to Massara Zwayen/ Planning & Zoning Division/Economic Development Department by:  
  
 Email: [mzwayen@dearborn.gov](mailto:mzwayen@dearborn.gov) (Digital Copies) AND  
 Mail: Dearborn Administrative Center 16901 Michigan Avenue, Suite 15, Dearborn, MI 48126-2967  
 "Attn: Massara Zwayen" for the hard copies.
2. The Economic Development staff will send an email confirming the application materials were received and provide a copy of the Administrative Site Plan Review fee receipt
3. The Economic Development staff will review the application materials and will distribute the drawings to different city departments (Planning and Zoning Division, Building Division, Fire Department, Sanitation Division, Engineering Division, Water Department, and Assessing)
4. The process will take approximately 15 business days
5. The Economic Development staff (Massara Zwayen) will provide the applicant with written comments from all city departments
6. The applicant is required to submit revised drawings addressing all the comments along with a written response for all comments. Please note that addressing all the City departments' review comments will expedite the site plan review process
7. Once all issues have been resolved and there are no further comments from the city departments, the project will be released from the administrative site plan review process and can move to the next steps
8. The proposed project may require additional review and approval from the Planning Commission (if the proposed use is listed or determined as Special Land Use in the district it is located, or as otherwise indicated in the zoning ordinance)



# Administrative Site Plan Review Application

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9. The proposed project may require approval/additional approval from the City Council (in relation to rezoning requests, alley / street vacations, and some lot splits)
10. The proposed project may require approval/additional approval from the Zoning Board of appeals for any variances (deviations from the specific requirements of the city zoning ordinance)
11. If the proposed project does not require any other board approvals, it can be approved administratively and simply proceed to permitting

## *References:*

1. [City Zoning Ordinance](#)
2. [City Zoning Map](#)
3. [Special Land Use application](#)
4. [Zoning Board of Appeal application](#)