

This document is designed to assist individuals applying for the Administrative Site Plan Review Process. The following steps outline the Administrative Site Plan Review process.

PRE-APPLICATION CHECKLIST

Before submitting an administrative site plan review:

Check the zoning district of the property by looking at [Dearborn's Zoning Map](#).

Check the uses that are permitted in the zoning district where the project is located by reviewing [Dearborn's Zoning Ordinance](#).

- If a use is listed as a *Special Land Use*, that means it will require a special approval by the Planning Commission to determine if the proposed use is a good fit for that area.

Check to see if the proposed use has specific site development standards in [Section 7.02](#).

Consult with a licensed design professional (architect or engineer) about your proposed project. Their role is not only to work with you to bring your vision to life, but ensure it is designed to meet all local and safety requirements.

If you would like, please schedule a complimentary pre-application meeting with Planning & Zoning staff by emailing cityplanning@dearborn.gov.

1

ADMINISTRATIVE SITE PLAN REVIEW

- Submit an application and all the required documents.
- Work with city staff to resolve all comments by re-submitting revised plans and documents as needed. *Projects may require several reviews.*

2

SITE PLAN REVIEW STARTS

- After a complete application is submitted, the plans will be routed to all relevant city departments, such as Planning & Zoning, Building, Fire, Assessors, Sanitation, & Engineering to review.
- *Each review takes ~20 business days for all divisions and departments to make their comments.*

3

SPECIAL APPROVALS *(If required)*

- Additional approvals may be required for certain projects which will be identified by staff during the site plan review process.
- This may include special approvals by the Planning Commission, Zoning Board of Appeals, or City Council. Separate applications and fees are required.

4

PERMITTING AND INSPECTION PROCESS

A more detailed set of construction plans must be submitted to permitting for final review and sign off by all disciplines. Please note that this process is managed by the Building Services Division.