



Village Of New Haven

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SITE PLAN REVIEW PROCEDURE – OVERVIEW

Pre-Application Conference

This is a meeting that will allow the applicant to discuss with Village Staff and/or Village Consultants the site plan review process, the nature of their project, the expected time frame for approvals, and the Village of New Haven Ordinances and Master Plan guidelines that may apply. It is not mandatory to have a pre-application conference, except prior to submittal of a Tentative Preliminary Plat, but the conference is recommended for all new projects.

Preliminary Site Plan

The purpose of a preliminary site plan is to enable the applicant to establish a project's conformity with the Village's requirements, to establish a "footprint" for the use, and to establish areas for parking and landscaping.

You will need to submit:

15 copies of the Preliminary Site Plan Package. Each package must include the application form, site plan, "Hazardous Substance Reporting Form", and "Environmental Permits Checklist". All applicable fees must be submitted to the Village with the site plan submittal.

A complete Preliminary Site Plan Package needs to be submitted ***at least 21 days prior to the next Planning Commission meeting*** to be considered for that meeting's agenda.

Review Process

Preliminary Site Plans are reviewed by the Village of New Haven Planning Consultant and Engineering Consultant.

Reviews and recommendations are returned to the applicant and the Village. The application is placed on the Planning Commission Agenda. The applicant or representative should attend all meetings at which their project is scheduled for discussion or action.

The Village Council is only required to act on Preliminary Site Plans for Planned Unit Developments (PUD) and Plats. All others require Planning Commission approval only.

The Planning Commission will approve, approve with conditions, or deny. If not in compliance and revisions are necessary, the revised Site Plan will need to be resubmitted and there may be additional review fees involved.

***Site Plan Approval does not authorize construction. If your site plan is approved, you may proceed to Engineering Approval, Building Department Approval, and Building Permits Issued.**