



Case number: _____
Date filed: _____
Project name: _____

Site Plan* Review Application

*Check this box if you are also applying for a Special Land Use permit

There are two stages for the City of Inkster’s Site Plan Review process: Preliminary Review and Final Review. The Planning Commission oversees the Preliminary Site Plan Review process while Planning Staff oversees the Final Site Plan Review. For more information about the process, see [Chapter 155.286](#) of the Zoning Ordinance. Refer to Chapter 155.286, Article B, sections 1-4 to understand the different projects in which a site plan is or is not required.

Listed below is the Site Plan Review Application. Submissions can be brought to the Planning Department and e-mailed to: planning@cityofinkster.com. Include the following items for a complete Site Plan Review submission:

1. A complete signed application and paid fee ([see fee schedule](#));
2. A complete Preliminary Site Plan Review checklist;
3. One Preliminary Site Plan submission: three paper 24” x 36” copies and one single pdf copy;
4. All Site Plans must be folded, stamped, sealed and signed by Michigan licensed architect or engineer.

Site plan submissions should include the following preliminary items:

1. Site plan showing proposed site layout and uses
2. Screening and landscape plan
3. Floor plans
4. Elevations
5. Access and circulation plan
6. Lighting plan
7. Utilities and drainage plan

APPLICANT INFORMATION		
Name		
Address		
City	State	Zip
Phone	E-mail	

PROPERTY INFORMATION
Name of project
Address
List all parcel identification numbers included in development

Property owner (must include proof of ownership within application, e.g. copy of the property deed)		
Current use		
Proposed use		
Current zoning		
Gross Floor Area		
Number of Employees on Largest Shift		
Acreage		
Legal description of property (may be attached)		
Special Land Use Required?	Yes	No

SIGNATURE

I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Inkster to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy.

Applicant Signature:	Date:
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Print Name:

Property Owner Signature:	Date:
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Print Name:

NOTARY SIGNATURE

Subscribed and sworn to before me this ____ day of _____, 20____.

X _____ Notary Public, Wayne County, Michigan	My Commission Expires:
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Building / Planning Department

<input type="checkbox"/> Approved	<input type="checkbox"/> Conditionally Approved	<input type="checkbox"/> Not Approved
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Additional requirements/notes (e.g. Special Land Use Review, Variance)

Staff name	Review date
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Fee	Fee paid?
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