



Planning Department

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Visit our website:

www.commercetwp.com

Visit the Planning counter:

Commerce Township Hall
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Monday-Thursday
7:15 am to 5:30 pm

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(248) 960-7050



FAST TRACK THE PLANNING PROCESS

Commerce Township's Planning Department prides itself on our ability to guide applicants through the planning process as expeditiously as possible. The application checklists are available on line and through the Planning Department.

For site plan reviews, the process can generally be accomplished in less than thirty days of submittal, assuming any required revisions are handled in a timely manner.

Projects that do not require Road Commission review might be reviewed in less time; staff review takes approximately two weeks.

Change in uses, minor site plan changes and collocations are done administratively within one week.

Special Land Uses and site plans are reviewed concurrently at one Planning Commission meeting and can also be completed in less than thirty days, although may be a bit longer, if noticing requirements (through the Oakland Press newspaper) conflict with the 30 day deadline.

Rezoning and Planned Unit Developments require two additional meetings and approval by the Township Board.

Both the Planning Commission and Township Board meet once a month. Special meetings can be arranged, for an additional fee of \$750.00 and approval by the Clerk of the Planning Commission.

The most important step in the fast track process is the pre-meeting to outline the scope of work, required documents, timelines and required approvals!

- ✓ Pre – meeting with Planning Director to review project. No fee for first meeting.
- ✓ Submit site plan, landscape plan and applicable other plans for cursory review by Planning and Engineering and Building Departments. Escrow money deposited at this time – determined by Planning Director.
- ✓ Cursory review done within 3-5 business days.
- ✓ Make application with Planning Department (\$350 fee for site plan review, \$500 fee for special land use review fee). Submit 10 sets of plans for site plan review or Planned Unit Developments (11 for Special Land Use, 2 for Rezoning). Applications must be made at least two weeks prior to Planning Commission meeting if no RCOC review is required; three weeks prior if RCOC review is needed. Special Land Uses, Rezonings and Planned Unit Developments require a 4 week lead time, due to noticing requirements.
- ✓ Plans sent to Engineers, Road Commission (if any work in right of way), Building Department, Attorneys, Fire and Sherriff (if necessary). Reviews take two weeks.
- ✓ Submit revised site plan, if necessary.
- ✓ Attend Planning Commission meeting. Site Plan and Special Land Uses require one Planning Commission meeting; Rezonings and Planned Unit Developments go to Township Board for two additional meetings. Planned Unit Developments go back to Planning Commission for site plan review following Township Board approval of P.U.D. agreement.

