



## Pre-Preliminary Plan Review Submittal Overview & Application

### What is a Pre-Preliminary Site Plan Review?

A pre-preliminary plan review is a site plan that can be submitted prior to a formal site plan submission. A pre-preliminary plan review does not have a review fee, and is meant to provide preliminary comments and overall direction for formal site plan submission. Submitting a pre-preliminary plan for a site can determine the feasibility of the project at the specific site, or guide individuals in developing formal site plans, that are compliant with City Standards.

A pre-preliminary plan does not replace a formal site plan review. It is meant to be brief, and provide general comments for review. It does not provide a comprehensive list of comments by the City, which can occur during the formal site plan review process.

### Who can submit for a pre-preliminary site plan review?

Any developer, architect or engineer who is looking to either (re)develop a site or construct a new building or a building addition to an existing building can submit a pre-preliminary plan.

### How to submit for a pre-preliminary site plan review?

Submitting a pre-preliminary plan is easy. The first step is to fill out the pre-preliminary site plan review application (**below**), and return it via email ([shplanning@sterlingheights.gov](mailto:shplanning@sterlingheights.gov)) with the appropriate information to the Office of Planning to review. Any questions, please call (586)446-2360.

### After Pre-Preliminary Plan Submittal:

After you submit for your pre-preliminary site plan review, the Office of Planning will send an email (to the email you provide) confirming receipt of the plans and review your plan, and provide comments. This process typically takes 2-3 weeks. Comments will be returned digitally in the form of a PDF through the City's FTP online hosting site. The City may request a meeting with you, if there are a number of comments on the pre-preliminary plan. Additionally, you may also request a meeting, should you need clarification or direction.

### How to request a meeting with the Office of Planning?

Prospective applicants may request a meeting with the Office of Planning at any time during the site plan review process. This can occur prior to a pre-preliminary plan submittal, after pre-preliminary site plan review comments are received, or at any point during the site plan review process.

To set up a meeting, please email [shplanning@sterlingheights.gov](mailto:shplanning@sterlingheights.gov). Please include the site name, address, appropriate contact information, and available dates you would like to meet. The Office of Planning is generally available to meet from 9am to 3:30pm, Monday through Friday. Please give the Office of Planning one (1) to two (2) business days to respond to meeting requests.





# CITY OF Sterling Heights PLANNING

## Pre-Preliminary Site Plan Submittal Application

Please complete this application form and return it along with the applicable site plans (as a PDF document) to [shplanning@sterlingheights.gov](mailto:shplanning@sterlingheights.gov). We will confirm the receipt of your pre-preliminary plan once received. Typical review timeframe is 2-3 weeks for review comments to be returned.

### Applicant submitting pre-preliminary plan:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Designated Contact Person (All questions and review comments will be sent to this contact)

☐ Contact is same as Applicant (above)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property/Project Attributes:

Proposed Development Name: \_\_\_\_\_

ParcelAddress(es): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Provide a brief description of project:

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### Please Submit the Following Documents:

☐ Completed Application ☐ Landscaping Plan (Optional)

☐ Site Plan ☐ Architectural Plan (Optional)

**There is no submittal fee for a pre-preliminary review**

All site plan review comments will be sent through the City's online document hosting site. All comments will be provided electronically as a PDF. Should other accommodations be required, please contact us at [shplanning@sterlingheights.gov](mailto:shplanning@sterlingheights.gov).

By signing below, you understand that you are submitting a pre-preliminary plan, and that all comments made by the Office of Planning are in no way complete, and additional comments may arise at time of formal site plan review. In addition, this review in no manner constitutes any approvals or allowances for construction.

Name:

Date:



City of Sterling Heights Office of Planning:  
40555 Utica Road, P.O. Box 8009, Sterling Heights MI 48311



# CITY OF Sterling Heights **PLANNING**

## Pre-Preliminary Plan Flow Chart

### Initial Submittal

- Applicant submits PDF of pre-preliminary site plan and application to [shplanning@sterling-heights.net](mailto:shplanning@sterling-heights.net).
- No fees required.

### Distribution (internal)

- The Planning department will distribute the plans to the appropriate departments, including Engineering and any other necessary department(s).
- Review time generally three (3) weeks.

### Office of Planning Conducts Review

- Broad reviews main planning issues.
- Office of Planning prepares submitted site plan with comments embedded in site plan.

### City Planner Contacts Applicant via Email

- The email will address potential planning issues.
- Applicant is informed of the submittal requirements for next steps.

