



The Charter Township of Flint prides itself on its' streamlined processes. All processes meet the requirements of the Michigan Planning Enabling Act PA 33 of 2008 and the Michigan Zoning Enabling Act PA 110 of 2006.

Administrative Site Plan Review Process Checklist	
1	Contact Building Department if you feel you need a Pre-Application meeting. Phone: 810-600-3235 or Email: <a href="mailto:kcronin@flinttownship.org">kcronin@flinttownship.org</a>
2	Schedule a Pre-Application Meeting, not required but happy to provide. Bring any drawings that you have or concepts, business plan, property information.
3	Submit your Administrative Site Plan Review Application Include 2 sets of drawings for the review, and the application fee. If you want your review on a particular date please contact Tracey – we will try to accommodate.
	Present your project for Administrative Review - (Meetings, as needed) Reviewers will vote to approve/deny. All approvals are contingent upon the Applicant obtaining all required Federal, State, County and Local Licenses and Permits.
4	Administrative review can be done by the Economic Enhancement Director and/or the Pre-Plan Review Committee. The Pre-Plan Review Committee involves members of the Planning Commission and the Economic Enhancement Director.
	If at any point in the process you have a question, please contact Building Department - <a href="mailto:kcronin@flinttownship.org">kcronin@flinttownship.org</a>
	Expected Length of Process - 2 days – 2 weeks from receipt of application, drawings and fee.

Refer to Fee Schedule

**Admin Review Fee \$300.00**

**CASE** \_\_\_\_\_  
**MTG DATE** \_\_\_\_\_  
**PMT** \_\_\_\_\_

**APPLICATION FOR ADMINISTRATIVE REVIEW**

Charter Township of Flint  
1490 South Dye Rd.  
Flint, MI 48532  
(810) 600-3235 Phone  
(810) 733-6919 Fax

Petitioner \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

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

Represented by \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

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

Property Owner \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

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

**Location of property for proposed project** \_\_\_\_\_

Name of subdivision (if any) \_\_\_\_\_ Lot# \_\_\_\_\_

The N S E W side of \_\_\_\_\_ street/road, between \_\_\_\_\_  
and \_\_\_\_\_ street/road.

**Parcel tax number** \_\_\_\_\_ Lot Size \_\_\_\_\_

Zoning Designation of property \_\_\_\_\_

Existing use of property \_\_\_\_\_  
(Commerical, Industrial, Residential, or vacant)

Proposed Use: \_\_\_\_\_

Attach Drawings of Proposed use. Include Parking areas, setbacks and neighboring uses.

**Application** \_\_\_\_\_ **Date Accepted** \_\_\_\_\_ **Date Rejected** \_\_\_\_\_