



Pre-application conferences are always welcome and can help prevent problems or delays before they occur.

To set up a conference, or to answer additional questions, please contact Amanda Propes at:

810-785-9138 Ex. 203

Or

5447 Bicentennial Dr., Mt. Morris MI 48458

Monday-Thursday 7am-5pm

(Township office is located off Coldwater Rd., between Clio Rd. and Jennings Rd.)

Site Plan Review Process

- 1.) Applicant submits completed application(s) and 1 copy of Site Plan to Zoning Analysis for review.
- 2.) Zoning Analysis reviews Site Plan for accuracy.
 - 2a.) If a revision of the Site Plan is required, the revised plan must be submitted to the Zoning Analysis in the same manner as steps 1 and 2.
- 3.) Zoning Analysis will contact applicant for additional 9 copies of Site Plan and fee(s).
- 4.) After the additional copies have been received and fee's paid, Zoning Analysis will proceed to the next available Planning Commission meeting.

Please note:

If Zoning Analysis determines use is a Special Land Use (SLU), then the applicant will be advised of the SLU process.

Application must be complete and received 10 days before the Planning Commission meeting to be placed on the next available agenda.

Building Department will issue building permit after the approval of Site Plan. All Mechanical, Electrical and Plumbing permits will need to be applied through the State of Michigan. Additional permits through the Genesee County Water & Waste Services and Genesee County Road Commission may be required as well.

Planning Commission meets on the first Monday and third Thursday of the month, unless otherwise noted.

Timelines noted above are approximate and depend upon response time of the applicant and application submission date.

All applications are available on line at www.mtmorristwp.org