



City of Portage Commercial Site Plan Approval Process

- Step 1** **Pre-Application Meeting/ Staff Consultation**
 Petitioners are required to consult with the Planning Department staff regarding project proposals prior to submitting an application. Preparation ensures that all expectations are met and possible delays are avoided. *Prior to starting site plan process applicant must obtain all necessary variances, special exceptions, rezones, and primary and secondary plat approval if applicable.
- Step 2** **Application Submittal**
 Petitioner will complete site plan application and file said application with the Department of Planning and Community Development with the appropriate payment for fees. If deemed complete, the application will be forwarded to the Development Review Committee (DRC) and a petition number will be created for the applicant. Applicant will be scheduled on the docket per the yearly adopted Calendar of Meeting and Filing Dates. Typically the scheduling is out approximately two to four weeks to allow staff time to process the application, prepare agendas, and send packets out to the Committee for their review.
- Step 3** **DRC Meeting**
 Applicant will present project proposal to the Committee and present their proposal and site plan layout and design. Petitioner will discuss building materials, purpose and size of structures, lighting, landscaping, drainage and grading, and all other topics noted on the Site Plan Application Checklist.
- Step 4** **Revisions**
 Following the completion of the DRC meeting staff will provide comments from the planning, sanitary, engineering, and fire, etc., to the petitioner. The petitioner will then provide responses and or required revisions to the site plan. Once submitted, staff will then begin the process to review the petitioner's comments and or site plan revisions. Petitioner will work with staff to provide edits and this process will continue to cycle until the petitioner is in compliance with all applicable regulations.
- Step 5** **Planning Commission Preparation**
 Following resolution of all staff comments, the Site Development Plan proposal shall be placed on the agenda for the next scheduled Plan Commission meeting. During this time petitioner will prepare their site plan presentation which should include a PowerPoint, hand outs to Commission and staff members (10 copies), and visuals of site plan design, layout, landscaping, and building materials.
- Step 6** **Planning Commission Review**
 The applicant and / or a representative of the applicant must be present at the Plan Commission meeting to present the Site Development Plan and address questions from the Commission.
- Step 7** **Decision**
 The Plan Commission shall approve, approve with modifications, deny, or continue the Site Development Plan Application.



Approve

The Commission shall approve the Site Development Plan if it complies with all applicable requirements of the Zoning Ordinance

Approve with Contingencies

The Plan Commission may impose conditions on the approval of a Site Development Plan if the conditions are necessary to satisfy the requirements and intent of the Zoning Ordinance. Any accepted conditions shall become written commitments of the applicant.

Deny

The Commission shall deny the Site Development Plan if it is not consistent with the applicable requirements of the Zoning Ordinance. Site Development Plan applications that have been denied shall not be re-filed for a period of one (1) year from the date of denial, unless a different design, that addresses the reasons for denial is submitted.

Continue

The application may be continued based on a request by the Planning Director, the applicant, a remonstrator, or an interested party; or indecisive vote; a determination by the Commission that additional information is required prior to action being taken on the request; or if the applicant or an appropriate representative of the applicant fails to appear at the meeting.