

14.8.4 Review for Completeness

- A. All site plan applications shall be reviewed for completeness by the Zoning Administrator and/or the Township's Consultant.
- B. If the site plan is determined to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a written list of items needed to make the site plan complete.
- C. If the site plan is determined to be complete, the applicant shall:
 - 1. As applicable, forward copies of the site plan to the County Road Commission, County Drain Commissioner, County Health Department, and Michigan Department of Highways, for their review and comments; and
 - 2. Forward all copies of the review comments to the Zoning Administrator.
- D. If the site plan is determined to be complete, the Zoning Administrator shall:
 - 1. Determine if the site plan is to be reviewed and acted upon by the Zoning Administrator, in which case the Zoning Administrator shall do so;
 - 2. Determine if the site plan is to be reviewed and acted upon by the Planning Commission and if so, forward a copy of the site plan(s) to each member of the Planning Commission at least one (7) business days prior to the Planning Commission's meeting when the site plan is on its agenda;
 - 3. Determine if the site plan is to be reviewed and acted upon by the Board of Appeals, and if so, forward a copy of the site plan to each member of the Board of Appeals at least seven (7) business days prior to the Board of Appeal's meeting when the site plan is on its agenda.

14.8.5 Consultant Reviews

- A. In the course of reviewing a site plan application, the Planning Commission may determine that outside consulting services such as, but not limited to, planning, engineering, traffic and environmental services, are required. Such determination shall be made by the Planning Commission at the earliest possible time based upon available information. The revelation of information during the review process shall not preclude the Planning Commission from halting proceedings and requiring escrow funds at any time that, in the determination of the Planning Commission, such funds become necessary to complete a full and proper review of an application.