

# MERIDIAN TOWNSHIP CONCEPTUAL SITE PLAN REVIEW



*\*Please consider contacting a development team member to review the Site Plan Review application requirements prior to submittal.*

**Last Updated: 3.2024**

**Our goal for conceptual site plan review is to ensure that property owners and developers have a clear understanding of the site plan process, the required application materials, and any application fees. At your appointment with staff, please bring along the following materials:**

- Information on the location of the project (address, parcel number)  
General concept of the proposal (location of building, type of business).
- Township staff will provide information regarding the zoning of the property, if the property is not appropriately zoned, staff will discuss steps to rezone the parcel.
- A general overview of the concept plan will be discussed and should the developer have other needs to support the site development our team will discuss the paths forward for those options.
- Staff will outline the steps needed for site plan approval and will provide contact information for relevant outside agencies (Ingham County Drain Office, Ingham County Road Department, utilities, etc.).
- Immediately following a meeting with the Township, clients should meet with the Drain office or Ingham County Road Department for a review of any necessary approvals. Any concept plan that will have entrance or exit paths on a County Road will need Ingham County approval. Michigan Department of Transportation is the only other agency to approve any road improvements.
- To schedule a conceptual site plan review meeting please contact the Community Planning Director in the Department of Community Planning and Development at (517) 853-4576 or email the department using the contact email from the website.