



City of Westland Michigan

Internal Development Review Process

Completeness Review

- Were all required application materials submitted? Refer to the Site Plan Review Checklist.
 - If no: Notify the applicant of deficiencies and pause further processing.
 - If yes: Proceed to file creation.

File Creation

- Create a new electronic folder within the Planning Commission directory under the appropriate year.
- Label folders by address and case number.
- Scan or upload all application documents and save them to the electronic folder.
- Place any hard copy materials in the Planning & Building Director's office.

Application Routing

- Establish a comment due date—typically ten (10) business days from distribution.
- Email the complete application package to the internal review team, including:
 - Planning & Building Director
 - Assessor
 - Building Official
 - Economic Development Director
 - Engineering
 - DPS Director
 - Police Chief
 - Fire Chief/Marshal

Project Review

Staff Review

- Evaluate the application for compliance with applicable standards:
 - Site Plan Review (Planning)
 - Rezoning (Planning)
 - Planned Unit Development (Planning)
 - Public Utilities (Engineering/DPS)
- Conduct a site visit and document current conditions, including:
 - Tree coverage and landscaping
 - Pedestrian access
 - Building materials and colors
 - Lighting
 - Parking lot configuration and access
 - Signage
 - Existing or potential code violations
- Identify any missing, incomplete, or inaccurate information.

- Note any deviations from City standards.

Internal Review Team Meeting

- Following the 10-business-day review period, the internal review team may convene to discuss initial comments.
- The goal of this meeting is to ensure consistency in staff feedback before communicating with the applicant.

Initial Feedback to Applicant

- Provide the applicant with a summary of:
 - Missing, incomplete, or inaccurate information
 - Clarifying questions
 - Issues related to compliance with the Zoning Ordinance
- Communicate this feedback via email.