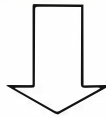
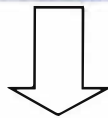

Remote Review Process: NEW HOUSE

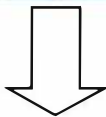
Land Use Permit Application is completed and submitted to the Planning Department **by mail or dropbox**; emailed to Department of Public Works determines if public water/sewer fees are required



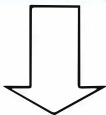
Applicant **encloses a check** and pays the required fee to the Treasurer's Office and obtains signature **or email** verifying that all property taxes are current



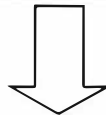
Application **is emailed to the Planner** and simultaneously reviewed by the Planning Department and the Department of Public Works



The applicant is contacted **via phone or email** and works with staff to resolve any pertinent issues or concerns



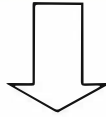
Upon completion of the review, the Land Use Permit is **edited using Adobe Acrobat Pro PC**, issued **electronically** and a copy is provided to the Assessing Department



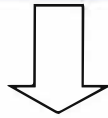
The applicant **is emailed the approved application or schedules a time for pick up of hard copies, if required**, presents the Land Use Permit and attachments to the Livingston County Building Department to apply for a Building Permit

Remote Review Process: SITE PLAN REVIEW

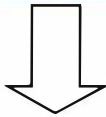
Site Plan Application is completed and submitted to the Planning Department by email, mail or dropbox.



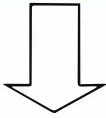
Applicant encloses a check (or sends it separately if the application is emailed), pays the required fee to the Treasurer's Office. Staff obtains signature or email verifying that all property taxes are current.



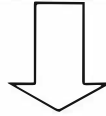
Application is scanned and emailed to the Planner, DPW, Township Engineer, and Fire for review and comments.



The applicant is contacted via phone or email and works with staff to resolve any pertinent issues or concerns.



Applicant meets (in person or virtual) with the Site Plan Review Committee for their review and comments.



Staff gathers all comments, creates the staff memorandum. Site Plan is reviewed and approved by the Planning Commission.