
PLAN REVIEW MEETING



City of East Lansing

Planning Building Development
410 Abbot Road, Second Floor
East Lansing, MI 48823
Ph. 517-319-6871 or 517-319-6810
Website: cityofeastlansing.com

The Plan Review Meeting is intended to provide a weekly opportunity for architects, engineers, developers and property owners to discuss a conceptual or design-stage development proposal or an ongoing project with City staff and receive feedback. Normally, the meeting is held every Tuesday at 1:00 p.m. in Conference Room A, second floor of City of East Lansing City Hall, located at 410 Abbot Road. However, under certain circumstances, such as the COVID pandemic, the meeting is available via Zoom. To receive an invitation to the Zoom meeting please email one of the following personnel at the end of this document.

Feedback from staff can be helpful as you prepare your proposed project for consideration by the City's various development-related boards and commissions. These include the Board of Zoning Appeals, Planning Commission, Historic Preservation, and in some instances, City Council. For example, you may have questions regarding the specific requirements for the zoning district in which the project is to be located. Or, you may be interested in the various planning processes, such as proposing a zoning change or amendment, requesting a change from the Zoning Ordinance, or requesting approval to work in one of the City's historic districts. Or, you may have questions regarding the City's specifications for water/sewer infrastructure, public/private streets, etc. The Plan Review Meeting can be a valuable forum for obtaining a wide range of information pertaining to your project.

Representatives of these City of East Lansing departments regularly participate in the Plan Review Meeting:

- Planning Building and Development
- Fire Department
- Parks and Recreation
- Police Department
- Public Works and Environmental Services
- Board of Water and Light

Please note that the Plan Review Meetings are informal, and the group does not possess any authority to approve a project. All approval authority remains with the department or agency possessing the authority to approve a development proposal. Because review at the Plan Review Meeting is both preliminary and informal, the applicant is responsible for obtaining all necessary approvals and permits prior to proceeding with construction of a proposed project. Applications for approvals and permits may be made at the location of the appropriate city department or at our website at www.cityofeastlansing.com. These approvals and permits include:

PLANNING BUILDING DEVELOPMENT

- Building Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Paving Permit
- Building Board of Appeals
- Exemption from Sign Code
- Sign Construction Permit
- Sign License
- Rental Housing License
- Rental Housing License Renewal
- Rental Unit License

PLANNING AND COMMUNITY DEVELOPMENT

- Certificate of Appropriateness
- Land Use
- Special Use
- Zoning Variance
- Lot Split

PUBLIC WORKS

- Occupation and Use of Street/Alley Rights-of-Way (Non-Utility)
- Occupation and Use of Street/Alley Rights-of-Way (Utility)
- Water and Sewer Connection and Water Tap
- Tree Removal & Land Clearing
- Wetland Verification
- Wetland Delineation Verification
- Grading & Soil Erosion & Sedimentation Control
- METRO Act
- Backflow Prevention

Peter Menser
Heather Pope
Scott Weaver

Planning & Zoning Administrator
Department Operations Analyst
Building & Code Administrator

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