



SITE PLAN REVIEW PROCESS



NOTES:

- Planning Commission (PC) meets the 2nd Tuesday of every month.
- To appeal a PC decision, a person may file suit with Ottawa County Circuit Court.
- Timelines noted in this document are approximate and dependent on response time of the applicant.



\$175.00 and up (depending on overall project cost)

1

Meet with City Planner to discuss project (optional).



Process Initiated

2

Applicant submits Site Plan application/plan.



Day 1: by established filing deadline

3

Plan Review Team meets to review application/plan for conformance with codes.



Day 7: 5-12 days after application submittal

4

Following plan review, staff contacts applicant and informs them of needed revisions.



Day 10: within two weeks after application submittal

5

Applicant submits revised plan/additional information.



Day 21: approximately two weeks prior to PC meeting

6

Planning Commission (PC) reviews request and makes decision or requests further information.



Day 35: Optional; see meeting dates

7

Applicant submits land use application to request a permit.



Timeline Varies

8

Staff reviews application for conformance with PC approval and issues permit.



30-45 days after applicant submittal



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519 Washington Avenue
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Application Available:
www.grandhaven.org



SPECIAL LAND USE PROCESS



NOTES:

- Application must be complete and received at least 26 days before the Planning Commission (PC) meeting to be placed on the next available agenda for review and setting of a public hearing date.

- Planning Commission meets the 2nd Tuesday of every month.

- To appeal a PC decision, a person may file an appeal with the Zoning Board of Appeals.

Timelines noted in this document are

- approximate and dependent on response time of the applicant.



\$225.00 (plus site plan review fee, if applicable)

1

Meet with City Planner to discuss project.



Process Initiated

2

Applicant submits Special Land Use application/plan.



Day 1: by established filing deadline
Day 7: 5-12 days after application submittal

3

Staff reviews application/plan for completeness. Plan Review Team meets.



4

Staff contacts applicant and informs them of needed revisions and additional information.



Day 10: within two weeks after application submittal

5

Applicant submits revised plan/additional information.



Day 21: approximately two weeks prior to PC meeting

6

Attend Planning Commission (PC) work session (optional).



Day 35: Optional; see meeting dates

7

Applicant submits requested changes to staff.



Timeline Varies

8

Public Hearing is held by the PC; decision to approve or deny by the PC normally occurs after the public hearing.



30-45 days after applicant submittal



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REZONING PROCESS



NOTES:

- Public hearing notices are sent by staff 15 days before Planning Commission meeting.
- If a 1st meeting (step 3) is deemed unnecessary (by staff/Commission chair) then staff will schedule the Public Hearing for rezoning-eliminating 1 month from the timeline.
- To appeal a City Council decision, a person may file suit with Ottawa County Circuit Court.



\$275.00 fee

1

Applicant meets with City Planner to explore request. If rezoning is necessary (requested), a review of Master Plan and zoning ordinances are completed to determine feasibility.



Process Initiated

2

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Day 1:
by
established
filing
deadline

3

In most cases, Planning Department staff meets with Planning Commission to review request as a discussion item



Day 35

4

Planning Commission will set public hearing, prepare staff report, and send out required public notices.



Day 41

5

Public hearing is held by Planning Commission, which arrives at a recommendation for City Council.



Per Planning Commission direction at prior meeting

6

Recommendation is sent to City Council for introductory reading; Council decision on whether or not to proceed with final reading or deny request.



Timeline varies; City Council meets 1st and 3rd Monday

7

City Council holds final reading; ordinance change is granted or denied.



Timeline varies; City Council meets 1st and 3rd Monday



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ZONING BOARD OF APPEALS

NOTES:

- Application must meet requirements of Section 40-113 of the Zoning Ordinance.
- Per the State of Michigan Zoning Enabling Act, requested variances must demonstrate a practical difficulty, which is defined as:
 - Unique circumstances applying to the property.
 - No adverse affect upon adjacent properties.
 - Need for the variance was not self-created.
 - Variance is minimum necessary.
 - Request is not general or recurrent in nature.
- To appeal a decision by ZBA, an applicant may file suit with Ottawa County Circuit Court.



\$275.00 fee

\$375.00, if project has already started

1

Meet with City Planner to discuss project.



Process Initiated

2

Applicant submits Zoning Board of Appeals (ZBA) application.



Day 1: by established filing deadline

3

Staff reviews application/plan for completeness.



Day 7: 5-12 days after application submittal

4

Staff sets ZBA Public Hearing, sends out required neighborhood notices and places an ad in the paper.



Day 10: within two weeks after application submittal

5

Staff sends out report of findings/recommendations to ZBA



Day 21: approximately two weeks prior to PC meeting

6

Applicant attends ZBA Public Hearing; decision to approve or deny by the ZBA normally occurs after the Public Hearing.



Day 35: Optional; see meeting dates



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