

## SITE PLAN REVIEW PROCESS







**Proces** Initiate



### **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.

overall project cost)

submits Site Applicant Review application/plan.



Day 1: by established filing deadline

for

Day 7: 5-12 days after application sübmittal

Following plan review, staff 4 contacts applicant and informs them of needed revisions.

conformance with codes.

Plan Review Team meets

application/plan



Day 10: within two week after applicatior submittal

Applicant submits revised 5 plan/additional information.



Day 21: approximatel two weeks prior to PC meeting

Planning Commission (PC) reviews 6 request and makes decision or requests further information.



Day 35: Optional; see meeting dates

- \$175.00 and up (depending on
  - Applicant submits land use application to request a permit.



Timeline Varies

3

review

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



30-45 days after applican submittal



### SPECIAL LANDUSE PROCESS



Meet with City Planner to discuss project.



Proces Initiate

Day 1:

by



### **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

\$225.00 (plus site plan review

approximate and dependent on response time of the applicant.

fee, if applicable)

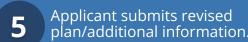
Applicant submits Special Land Use application/plan.





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

Staff contacts applicant and 4 រុក្ខ(ក្រុក្ខនុthem of needed and additional information.





Day 10: within two week after application submittal

plan/additional information.



Day 21: approximatel two weeks prior to PC meeting

Attend Planning Commission 6 (PC) work session (optional).



Day 35: Optional; see meeting dates

Applicant submits requested changes to staff.



Timeline Varies

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

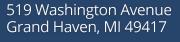


30-45 days after applicant submittal













### REZONING PROCESS



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.



Proces s Initiate

### **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 rezoningeliminating 1 month from the timeline.
- To appeal a City Council decision, a person may file suit with Ottawa County Circuit Court.



**\$275.00** fee

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Day 1:
by
established
filing
deadline

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



Day 35

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



Day 4

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



Per Planning Commission direction at prior meeting

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 readin ordinance change is granted denied.



Timeline varied City Council meets 1st and 3rd Monday



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# ZONING BOARD OF APPEALS



- 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 proper
  - 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.

Meet with City Planner to discuss project.



Applicant submits Zoning Board of Appeals (ZBA) application.



Day 1: by established filing

deadline





Day 7: 5-12 days after application submittal

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



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



**\$275.00** fee **\$375.00**, if project has already started

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







