



Guide to Development | City of Hastings

Approval Authorities | Application Process | Review Procedure



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KEY CONTACT INFORMATION

City Manager's Office

Sarah Moyer-Cale, *City Manager*
smoyer-cale@hastingsmi.gov

Hana Jaquays, *Assistant City Manager*
hjaquays@hastingsmi.gov

Police Department

Dale Boulter, *Chief of Police*
dboulter@hastingsmi.gov

Construction Permits

Professional Code Inspections
110 W. Center St. in Hastings
269-948-4088

Planning and Zoning

Dan King, *Community Development
Director & Zoning Administrator*
dking@hastingsmi.gov

Assessor

Paula Jastifer, *City Assessor*
pjastifer@hastingsmi.gov

Fire Department

Mark Jordan, *Fire Chief*
mjordan@hastingsmi.gov

City of Hastings, City Hall
201 E State St. Hastings, MI 49058
PH: 269.945.2468
FX: 269.948.9544

City Hall Lobby Office Hours: Monday - Friday 9:00 AM - 4:00 PM

BOARD AND COMMISSIONS

City Council

Meets the 2nd and 4th Monday at 7:00 p.m.

Planning Commission

Meets the 1st Monday at 7:00pm

Downtown Development Authority (DDA)

Meets the 3rd Thursday at 8:00am

Brownfield Redevelopment Authority

Meets the 4th Thursday at 8:00am

Board of Review

Meets as needed – meetings will be advertised when scheduled

Zoning Board of Appeals

Meets the 3rd Tuesday @ 7:00pm

All meetings are held in the Council Chambers on the second floor of City Hall.

APPROVAL AUTHORITIES TABLE

Developers, business owners, and residents should understand the different local authorities who will approve, or decline submitted applications. While the application and approval process will be discussed with the CDD / Zoning Administrator at pre-application meetings, this table provides a general view of what local authorities will be reviewing their applications.

	Zoning Administrator	Planning Commission	City Council	Zoning Board of Appeals	Professional Code Inspections
Building change or property expansion (does not require parking change)	x				
Accessory building construction	x				x
Site Plan Review		x			
Special Land Use		x			
Planned Unit Development		x (Recommend)	x (Approval)		
Rezoning Ordinance Amendment		x (Recommend)	x (Approval)		
Variance				x	
Appeal				x	
Building Permits					x

PLANNING AND ZONING RESOURCES

Zoning Ordinance + Map

The City of Hastings' Zoning Ordinance regulates the development and usage of properties and buildings within city limits. Regulations may apply to the entire city or to specific, designated zoning districts, which may be found on the [zoning map](#). To view the full zoning ordinance, please see [Chapter 90: Zoning](#) on the city's website. Please consult the city's Zoning Administrator with any questions.

[Click here to view the City of Hasting's Future Land Use Map](#)

Master Plan

The City of Hastings' Master Plan is the guide for future growth and development within the city. This long-range plan examines past trends and makes projections for the next five to twenty years. It is used by property owners, developers, and outside agencies to guide decision making and will be a basis for the zoning ordinances reviewed and amended by the City. This document will allow the City to plan ahead and prepare for the future needs of the residents, property owners, and everyone that is a part of the Hastings community. The [2021 Master Plan](#) is available on the city's website and is reviewed/updated every five years.

Capital Improvements Plan

A capital improvements plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing, and financing of capital improvements over a multi-year period. The Michigan Planning Enabling Act outlines the requirement that CIPs be created for at least the ensuing six years (current year + 5). Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure, and equipment. Hastings' CIP is updated annually and can be found on the city's [Planning and Zoning](#) webpage.

Fee Schedule

Hastings' fee schedule can be found on their 'Application for Planning Commission (Site Plan, Rezoning, PUD, Special Use, etc.) on the city's [Planning and Zoning](#) webpage. The fee schedule provides the fees and other costs associated with applications and other development processes. The document is reviewed annually and updated as needed.

Payment Methods – Development Fees

- **Payment Drop-Box:** A drop-box is available at City Hall for remote payment. The drop-box is located in the drive through lanes at City Hall. Please place your check or money order in an envelope with the project name and address and deposit into the drop-box. DO NOT USE CASH. If you have any questions about the drop-box, please contact City Hall at 269-945-2468.
- **At the Counter:** Fees can be paid at the front counter in City Hall at 201 E. State Street in Hastings with cash or check. City Hall is open Monday through Friday from 9:00 a.m. to 4:00 p.m. By Mail Fees can be mailed c/o the Community Development Department, City of Hastings, 201 East State Street, Hastings, Michigan 49058.
- **Credit Cards:** Credit cards are accepted in person and by telephone. There will be a 3.00% charge with a minimum fee of \$1.50.

Design Guidelines

The City of Hastings adopted design guidelines for the commercial buildings in the downtown overlay zone in 2005. The objective of these design guidelines is the protection of the historic character of the downtown buildings and the protection of the integrity of the current structures to prevent further damage. The [design guidelines](#) can be found on the city's website.

Applications and Permits

The city provides development applications and permits online and at City Hall. For information or clarification on any of the following applications, please contact the Zoning Administrator.

- [Application for Planning Commission](#)
- [Zoning Application](#)
- [Variance Request Application](#)
- [Fence Permit](#)
- [Driveway Permit Procedure](#)
- [Portable Sign Permit](#)
- [DPS Building Demo Requirements](#)
- [DPS Curb & Gutter Requirements](#)
- [Liquor License Application](#)

Financial Incentives

Hastings' Development Incentive Tools are listed out on the city's [Business Webpage](#).

SITE PLAN REVIEW PROCESS

1

Conceptual Review Meeting

Conceptual review meetings offer a chance for early, informal review of proposed projects. These meetings are available free of charge and are intended to promote a smooth process once formal applications are submitted. While optional, you are encouraged to schedule a preliminary design or conceptual review meeting with the Zoning Administrator.

Dan King, Zoning Administrator

Phone: 269-945-2468

Email: dking@hastingsmi.gov

To ensure the success of your conceptual review meeting, please be prepared with as much of the following information as possible:

- Project location
- Existing land use
- Intended development (residential, office, retail, commercial, etc.)
- Preliminary sketches
- Surrounding land uses

At your meeting, the following will be discussed:

- General conformance with existing zoning
- Initial feedback on design
- Potential options for incentives
- The correct zoning process and what to expect

Interested in meeting with the Planning Commission before submitting an application?

There is no fee for this meeting, but you must ask the City Clerk, one week in advance, to put you on the Planning Commission agenda. This meeting will give you a chance to present your plans and receive feedback from the Commission. The comments you receive from the Commission are unofficial and do not mean that your plan has been approved or denied. You must still apply before the Commission will formally consider your plan.

2

Application Process

To apply, you'll need:

- Completed application form.
- Payment of a fee.
- One physical and digital copy of your final site plan.

Site Plan Application

Hastings' Site Plan Application is available on the city's [Planning and Zoning](#) webpage, or a physical copy can be picked up from the City Clerk located in City Hall at 201 East State Street.

What to Include in the Site Plan Application

A copy of the Site Plan Review Checklist is available in the Appendix. The checklist contains the information to be shown on the site plan. The plan must be drawn to scale and neatly prepared on a sheet large enough to show all the required information - usually 24" by 36".

- *Does the site plan always need to show all the information listed on the checklist?*
 - o All relevant information should be incorporated into the application. If the submitted plan does not contain enough information for proper review by the Planning Commission, City Staff has the authority to reject a site plan and not place it on the Planning Commission agenda.

Submitting Site Plan Application

You must turn in your application to the City Clerk at least **three weeks** before the monthly Planning Commission meeting which is on the first Monday of each month. See the Planning Commission schedule on the city's [Planning and Zoning](#) webpage which lists the meeting dates and the application deadline. The Commission meets at 7:00 p.m. in the City Council Chambers at Hastings City Hall.

Submitting Site Plan Application if a Public Hearing is Required

If your site plan is part of a request for a Special Land Use, Planned Unit Development or other activity requiring a public hearing, the site plan must be submitted by the deadline published in the Planning Commission schedule for placement on the Planning Commission agenda. The Planning Commission will schedule a public hearing for the following month's Planning

Commission meeting to solicit public comment for the site plan review process. Please check with the city staff for the due date for material submittal. If the site plan is not provided by the due date, the public hearing will not be noticed in the newspaper and the project will not be placed on the Planning Commission agenda.

3 Technical Review

Upon receiving a Site Plan application, the City Clerk sends the application and site plan to the Zoning Administrator for a technical review. The Zoning Administrator shall forward materials to a joint review committee (City Fire Chief, DPS Director, and Planning Consultant), to determine the applicant's compliance with the Zoning Ordinance, and inform the applicant about which next steps are necessary for approval (if applicable). A report will be prepared for the Planning Commission by each person who reviews the plan. A copy of the report is sent to the applicant.

During this technical review city staff can determine that the application is deficient and deny the applicant without bringing it forward to the Planning Commission. A plan which is rejected by city staff may still be sent to the Planning Commission if the applicant requests, but it will likely be tabled until the missing information can be added.

4

Final Review

The Zoning Ordinance of the City of Hastings requires that a site plan be approved by the City of Hastings Planning Commission before a building permit can be issued. The Site Plan Review information is detailed in the Zoning Ordinance in [Article 90-IV SITE PLAN REVIEW](#). Based on the type of site plan request there are different development processes and timelines that will be followed.

Development Classification

- **Permitted (By-Right) Land Use:** The proposed project is explicitly permitted by the Zoning Ordinance; approval from Zoning Administrator/Planning Commission.
- **Special Land Use:** The proposed project is conditionally permitted by the Zoning Ordinance; approval from Planning Commission.
- **Rezoning/Text Amendment:** The Zoning Ordinance does not allow the proposed project; requires Planning Commission review and City Council adoption.
- **Variance Request:** The proposed project partially aligns with the Zoning Ordinance, but conflicts with certain specifications; approval from ZBA is required.

Permitted (By-Right) Development

Permitted (by-right) development projects within the City of Hastings are subject to site plan review and inspection prior to the issuance of a zoning permit.

The following uses may be reviewed solely by the Zoning Administrator:

1. A change or expansion in the use of a building or property which does not result in the need for more parking spaces as required by the zoning ordinance; or
2. Construction of a building or structure which is accessory to the principal use/building.

[Article 90-IV](#) outlines the Site Plan Review Process for the City of Hastings' Planning Commission. Review of site plans by the Zoning Administrator shall follow the same procedures, requirements, and standards required for site plans reviewed by the Planning Commission; except the submittal date shall be determined by the zoning administrator. The zoning administrator may waive specific requirements if it is determined that such requirements are not relevant to the site plan under consideration.

For staff approval, the Zoning Administrator will:

1. **Approve** the site plan if it is found to satisfy the requirements of this zoning ordinance. The Zoning Administrator will issue a site plan approval letter within seven calendar days and notify the planning commission of approval.
2. **Deny** the site plan if it is found that the proposed site plan fails to satisfy the requirements of this zoning ordinance. In the event of denial, the Zoning Administrator will issue a site plan denial letter within seven calendar days and notify the planning commission of denial. Applicants may appeal the decision to the Zoning Board of Appeals (see [Article 90-III](#)).

All other permitted use projects will be reviewed by the Planning Commission at their monthly meeting. **The Commission must finish its review within 60 days of receiving all required information.** Usually, the Commission can review the plan and make a decision at its first meeting when the final site plan is presented.

For all other permitted development projects, the Planning Commission will:

1. **Approve** the site plan if it is found to satisfy the requirements of this zoning ordinance. The zoning permit is valid for 1 year after the date of issuance.
 - a. Three copies of the site plan are then stamped as approved and signed by the appropriate City Department heads. One copy is sent to the applicant within seven

calendar days, one is sent to the City Building Inspector, and one is kept on file with the City Clerk.

2. **Approve it subject to certain conditions** such as corrections being made to comply with city ordinances.
 - a. If certain conditions or corrections are needed, the applicant or their representatives must make any corrections to the plan required by the Commission and re-submit it to City Staff who will check it for compliance with the recommendations of the Planning Commission.
 - b. Three copies of the corrected plan are then stamped as approved and signed by the appropriate City Department heads. One copy is sent to the applicant within seven calendar days, one is sent to the City Building Inspector, and one is kept on file with the City Clerk.
3. **Deny** the site plan if it is found that the proposed site plan fails to satisfy the requirements of this zoning ordinance. The applicant will be notified via letter within seven calendar days. Applicants may appeal the decision to the Zoning Board of Appeals (see page #15).

Special Land Use

Special land use approval is required for development projects which are listed as special land uses in the Zoning Ordinance. [Article 90-XIII](#) outlines the Special Land Use Review Process as overseen by the Planning Commission.

For special land use project review, the applicant's Site Plan application will be submitted to the Planning Commission for review. The application and additional materials will be reviewed by the Planning Commission at their monthly meeting, where they will schedule a public hearing on the proposed special use project.

Public Notice Requirements

For development applications requiring a public hearing, the City Clerk will provide notice in compliance with Michigan Zoning Enabling Act and the city's zoning ordinance. This includes:

- Publishing the notice in a newspaper
- Mailing it to the property owner, applicant (if different), and those assessed within 300 feet of the property, as well as occupants of structures within 300 feet.
- Notice will also be sent to neighborhood organizations, utilities, airports, railroads, and registered persons.

Notice must be given **at least 15 days before** the public hearing.

Standards for Approval

- a. Be designed, constructed, operated, and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not result in a detrimental change to the essential character of the area in which it is proposed.
- b. Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.
- c. Not create excessive additional requirements at public cost for public facilities and services.
- d. Not involve uses, activities, processes, materials and equipment, or conditions of operation that will be overly detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- e. Be consistent with the intent and purpose of the zoning district in which such use will be located.

- f. Be compatible with and in accordance with the city's master plan.

After the site plan review and public hearing, the Planning Commission will:

1. **Approve** the special land use if the standards for approval outlined in Section [90-1049](#) of the zoning ordinance are met. The zoning permit is valid for 1 year after the date of issuance.
 - a. Three copies of the site plan are then stamped as approved and signed by the appropriate City Department heads. One copy is sent to the applicant within seven calendar days, one is sent to the City Building Inspector, and one is kept on file with the City Clerk.
2. **Approve it subject to certain conditions** and/or safeguards. Examples are outlined in [Section 90-1050](#) of the City's zoning ordinance.
 - a. If certain conditions or corrections are needed, the applicant or their representatives must make any corrections to the plan required by the Commission and re-submit it to City Staff who will check it for compliance with the recommendations of the Planning Commission.
 - b. Three copies of the corrected plan are then stamped as approved and signed by the appropriate City Department heads. One copy is sent to the applicant within seven calendar days, one is sent to the City Building Inspector, and one is kept on file with the City Clerk.
3. **Deny** the site plan if it is found that the proposed site plan fails to satisfy the requirements of this zoning ordinance. Applicants may appeal the decision to the Zoning Board of Appeals (see page #15).

Rezoning/Text Amendment

For rezoning project review, the applicant's Site Plan application will be submitted to the Planning Commission for review. The application and additional materials will be reviewed by the Planning Commission at their monthly meeting, where they will schedule a public hearing on the proposed special use project. The Planning Commission will provide their recommendation to the City Council who will vote on final approval. A rezoning or text amendment can be launched by property owners, Planning Commission, or City Council.

Public Notice Requirements

For development applications requiring a public hearing, the City Clerk will provide notice in compliance with Michigan Zoning Enabling Act and the city's zoning ordinance. This includes:

- Publishing the notice in a newspaper
- Mailing it to the property owner, applicant (if different), and those assessed within 300 feet of the property, as well as occupants of structures within 300 feet.
- Notice will also be sent to neighborhood organizations, utilities, airports, railroads, and registered persons.

Notice must be given **at least 15 days before** the public hearing.

After the rezoning review and public hearing, the City Council will:

1. Conduct a first reading of the ordinance at the first council meeting after the Planning Commission public hearing.
2. Conduct a second reading of the ordinance and either:
 - a. **Adopt** the rezoning/text amendment.
 - i. Public notice of rezoning will be published in the newspaper.
 - b. **Deny** the rezoning/text amendment and send the ordinance back to Planning Commission with further instructions.

5

Variance or Appeal (if applicable)

Variance Request or Appeal

You may request a variance from a zoning regulation by applying to the Zoning Board of Appeals. The application for a variance must be made to the City Clerk. If you need to apply for a variance, you should do so after City Staff have reviewed the plan. This review will note regulations which are not complied with on the site plan. The applicant must then decide if the plan can be corrected to comply with the Ordinance or to request a variance.

[Article 90-III](#) of the Zoning Ordinance provides information on requesting a variance or appealing a decision of the Zoning Administrator or the Planning Commission. To formally begin this process, an applicant must file a [Zoning Board of Appeal Application](#) with the city and pay the required fee. Applications may be obtained from City Hall or online. An application must be filed within 30 days of a denial issued by the Zoning Administrator or Planning Commission.

Once an application and related fees are received by the city, the ZBA will schedule a hearing to review an appeal (generally within 30 days of application). A public hearing will also be scheduled for the proposed variance or appeal.

Public Notice Requirements

For development applications requiring a public hearing, the City Clerk will provide notice in compliance with Michigan Zoning Enabling Act and the city's zoning ordinance. This includes:

- Publishing the notice in a newspaper
- Mailing it to the property owner, applicant (if different), and those assessed within 300 feet of the property, as well as occupants of structures within 300 feet.
- Notice will also be sent to neighborhood organizations, utilities, airports, railroads, and registered persons.

Notice must be given **at least 15 days before** the public hearing.

During the ZBA hearing, the Board will:

1. Decide in favor of the applicant, approving the variance or granting an approval overriding the Zoning Administrator or Planning Commission's decision. Should the ZBA approve a variance, the board may attach special conditions to the approval.

2. Issue a denial of the applicant's request. Any party aggrieved by a ZBA decision may appeal further to the Barry County Circuit Court as provided under PA110 of 2006.

6

Review the Development Process

To improve Hastings' processes and procedures, the city has created a [customer service survey](#) for those who have experienced the site plan review process to provide feedback and share their experience. This survey will assist City personnel to learn from residents, clients, and contractors about the efficiency and effectiveness of their existing site plan review procedure and update as needed. The survey is available on the city's [Planning and Zoning](#) webpage, or a physical copy can be requested from City Hall.

BUILDING PERMITS

Why Are Permits Required?

Permits are the way the City of Hastings regulates construction; this is designed to ensure that all construction in the city is safe and secure for all residents. The safety of the occupants of buildings is the primary reason for having construction codes, including the City of Hastings specific codes. In addition, there are federal, state, and local laws that govern construction, such as those covering energy conservation.

There are several different types of permits based on the type of construction: structural, plumbing, mechanical, electrical, and combination (used for single-family home construction and other small projects). Most homeowner projects require a combination permit. In addition, the complete demolition and relocation of buildings also requires permits.

Obtaining the permit is just the first step in the process. In this step, you may need to create plans to submit to the department, make a plot plan for your property showing the improvements, and show the type of construction you'll be using. You may come down to City Hall and pick-up specific handouts that we have available to assist you through all our permit phases and processes.

Once plans are approved, you're required to build the project to those plans. If any changes are made to the plans, they must be made with the city's approval. Your second step is the inspection of the work. Your last step is the approval and completion of the work.

Where Do I Get a Permit?

Construction permits are issued by Professional Code Inspections at 110 W. Center St. in Hastings, or you can call us at 269-948-4088.

Like construction permits, Permanent Sign permits are available through the PCI Hastings office.

What Happens if I Don't Get a Permit?

If a permit is not obtained before construction, you have violated city codes and regulations; you'll be subject to fines and penalties. You'll be required to obtain permits for the work, and it must pass inspection, or you'll have to return the structure or site to its original condition. Remember, our city created construction permits for your safety and the safety of other residents. The City of Hastings Neighborhood Code Compliance Department enforces codes on already-built structures.

APPENDIX

Site Plan Check List

A site plan submitted for review by the Hastings Planning Commission must contain the following items unless the Building Inspector or Director of Public Services determines such items are not needed on the plan.

- ☐ Scale (not more than 1" - 200 ft.)
- ☐ A vicinity map
- ☐ Date site plan was prepared
- ☐ Name and address of preparer
- ☐ North arrow
- ☐ Legal description
- ☐ Property lines and dimensions
- ☐ Building setback distances
- ☐ All structures and lot lines within one hundred (100) feet of the site
- ☐ Existing and proposed topographic elevations at five (5) foot intervals on the site
- ☐ Existing and proposed topographic elevations a distance of ten (10) feet outside the boundary lines of the site
- ☐ Direction of storm water drainage and how storm water runoff will be handled
- ☐ Location of existing buildings
- ☐ Location of proposed buildings
- ☐ Intended use of proposed buildings
- ☐ Length of proposed buildings
- ☐ Width of proposed buildings
- ☐ Height of proposed buildings
- ☐ Square footage of proposed buildings
- ☐ First floor elevation of each building
- ☐ Location of abutting streets
- ☐ Location of rights-of-way
- ☐ Location of service drives
- ☐ Location of curb cuts
- ☐ Location of access easements serving the site
- ☐ Location of driveways opposite the site
- ☐ Location of driveways within one hundred (100) feet on either side of the site
- ☐ Location and size of all water lines
- ☐ Location and size of sanitary sewer lines
- ☐ Location and size of storm drainage lines
- ☐ Location of fire hydrants
- ☐ Location of catch basins
- ☐ Location of septic tanks and drain fields
- ☐ Location of utility easements
- ☐ Location of sidewalks
- ☐ Location of bike paths
- ☐ Location of other walkways
- ☐ Location and size of any walls, fences, or other screening provisions
- ☐ Location of all proposed landscape materials, including size and type of planting
- ☐ Location of all proposed accessory structures
- ☐ Location of all light poles or fixtures
- ☐ Location of all flagpoles
- ☐ Location of all storage sheds
- ☐ Location of all transformers
- ☐ Location of all dumpsters or trash removal areas or devices. Dumpsters must be screened.
- ☐ Location of all signs
- ☐ Location of all existing and proposed utility poles
- ☐ Location of proposed parking areas & access drives
- ☐ Number of parking spaces and aisles
- ☐ Dimensions of spaces and aisles
- ☐ Location of parking blocks, landscape, timbers, etc.
- ☐ Location of loading areas
- ☐ Location of parking islands
- ☐ Location of handicapped spaces and access ramps
- ☐ Type of parking lot surface
- ☐ Location of curbs
- ☐ Location and type of significant existing vegetation
- ☐ Location and type of significant existing water courses
- ☐ Location and type of significant existing water bodies
- ☐ Location and type of significant existing county or city drains and manmade surface drainage ways
- ☐ Location of 100-year floodplains
- ☐ Location of existing wetlands
- ☐ Vegetation which is to be retained on the site must be illustrated
- ☐ Zoning on adjacent properties
- ☐ Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials

Site Plan Review Timeline (Permitted By-Right)

Step	Description	Timing
Conceptual Review Meeting	Meet with Zoning Administrator prior to rezoning request. See ‘Conceptual Review Meeting’ section for additional details.	Prior to application submittal.
Submit Application	Applicants shall turn in the completed Site Plan Review application to the City Clerk. The information required for Site Plan Review is listed on the application form. The applicable filing fee is required at submittal.	Three weeks prior to next scheduled Planning Commission meeting.
Review	City Clerk will send the application and site plan to the Zoning Administrator for a technical review. Materials are forwarded to a joint review committee to determine the applicant’s compliance with the Zoning Ordinance and inform the applicant about which next steps are necessary for approval (if applicable).	Upon receipt of the application.
Approval	Once the staff and/or the Planning Commission have evaluated a Site Plan, they will either determine that it conforms or does not conform with the standards of the zoning ordinance. They can choose to approve the permit, approve it with certain conditions, or deny it altogether. However, any conditions placed on an approval must be met before the final permit is granted and building permits can be applied for.	Within one week of Planning Commission decision.
Permit	If the site plan is found to satisfy the requirements of this zoning ordinance a zoning permit will be issued. The zoning permit is valid for 1 year after the date of issuance.	Within one week of final approval.



Site Plan Review Timeline (Special Land Use)

Step	Description	Timing
Conceptual Review Meeting	See ‘Conceptual Review Meeting’ section.	Prior to application submittal.
Submit Application	Applicants shall turn in the completed Site Plan Review application to the City Clerk. The information required for Site Plan Review is listed on the application form. The applicable filing fee is required at submittal.	Within three weeks of next scheduled Planning Commission meeting for public hearing to be added to the agenda.
Review	City Clerk will send the application and site plan to the Zoning Administrator for a technical review. Materials are forwarded to a joint review committee to determine the applicant’s compliance with the Zoning Ordinance and inform the applicant about which next steps are necessary for approval (if applicable).	Upon receipt of the application.
Public Hearing	Notice shall be given no less than 15 days before the date of the public hearing. All applications for development approval requiring a public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 and the city’s zoning ordinance with regard to public notification.	Notice to be published in the local newspaper to comply with 15-day notice requirement.
Approval	The Planning Commission will make a decision on a Special Use Permit after receiving a staff report and holding a public hearing. They can choose to approve the permit, approve it with certain conditions, or deny it altogether. If they feel they need more information from the applicant to decide, they can postpone the decision. However, any conditions placed on an approval must be met before the final permit is granted and building permits can be applied for.	After the scheduled Planning Commission meeting.
Permit	If the site plan is found to satisfy the requirements of this zoning ordinance a zoning permit will be issued. The zoning permit is valid for 1 year after the date of issuance.	Within 1 week of Planning Commission decision.



Rezoning/Text Amendment Timeline

Step	Description	Timing
Conceptual Review Meeting	Meet with Zoning Administrator to discuss rezoning. See ' Conceptual Review Meeting ' section.	Prior to application submittal.
Submit Application	Applicants shall turn in the completed Site Plan Review application to the City Clerk. The applicable filing fee is required at submittal.	Within three weeks of next scheduled Planning Commission meeting for public hearing to be added to the agenda.
Review	City Clerk will send the application and zoning amendment to the Zoning Administrator for a technical review. Applicant is informed about which next steps are necessary for approval (if applicable).	Upon receipt of the application.
Public Hearing	Notice shall be given no less than 15 days before the date of the public hearing. All applications for development approval requiring a public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 and the city's zoning ordinance with regard to public notification.	Notice to be published in the local newspaper to comply with 15-day notice requirement.
Recommendation	The Planning Commission will make a recommendation to the City Council on the rezoning/text amendment after receiving a staff report and holding a public hearing.	After the scheduled Planning Commission meeting.
Approval	The City Council can choose to approve the permit or deny it altogether. If they feel they need more information from the applicant to decide, they can postpone the decision. However, any conditions placed on an approval must be met before the final rezoning is granted.	After the scheduled City Council meeting's 1 st and 2 nd reading (see page 15)
Public Notice	If the rezoning/text amendment is approved a public notice of rezoning will be published.	



Variance or Appeal Request or Appeal Timeline

Step	Description	Timing
Submit Application	File a Zoning Board of Appeal Application with the city and pay the required fee.	Within 30 days of an issued denial.
Public Hearing	Notice shall be given no less than 15 days before the date of the public hearing. All applications for development approval requiring a public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 and the city's zoning ordinance with regard to public notification.	Notice to be published in the local newspaper to comply with 15-day notice requirement.
Approval	The Zoning Board of Appeals can either approve the variance and add special conditions or deny the applicant's request. If anyone is dissatisfied with the ZBA's decision, they can appeal to the Barry County Circuit Court under PA110 of 2006	Upon conclusion of ZBA deliberation.
Permit	If the site plan is found to satisfy the requirements of this zoning ordinance a zoning permit will be issued. The zoning permit is valid for 1 year after the date of issuance.	Within 1 week of ZBA meeting.



