PERMITTED USES REQUIRING SITE PLAN REVIEW

Conceptual Review Meeting (optional)

- Contact Adam Zettel to schedule
- Meeting will cover process, ordinances, timeline, postapproval, potential financial tools, etc.
- Encouraged for all projects requiring site plan but ultimately optional

Submit completed application

- Digital preferred; 13 copies (final draft only)
- Submitted at City Offices
- Due at least 30 days prior to desired planning commission meeting
- Staff will review application for completeness within 2 days

Internal Review

- · Plans are reviewed by city staff for compliance with ordinances
- Comments result in staff report for planning commission
- Initial comments can be forwarded to applicant for response and potential revision
- Final plans due 7 days prior to meeting

Planning Commission Decision

- Applicant or representative must be present
- Find planning commission meeting dates are the first Tuesday of each month
- If approved, zoning permit issued

Building Permits/Inspections

- Building permits are issued by the city building department
- Grading/site permits require preliminary engineering review and approval

SPECIAL LAND USE, REZONING, ORDINANCE AMENDMENT, PLANNED UNIT DEVELOPMENT

Conceptual Review Meeting (optional)

- Contact Adam Zettel to schedule
- Meeting will cover process, ordinances, timeline, post-approval, potential financial tools,
- Encourgaed for all projects requiring site plan but ultimately optional.

Submit completed application/petition

- Digital preferred; 13 copies (final draft only)
- Submitted at City Offices
- •Due at least 30 days prior to desired planning commission meeting
- Staff will review application for completeness within 2 days

Internal Review & Public Hearing Notice Issues

- Plans are reviewed by city staff for compliance with ordinances.
- Comments result in staff report for planning commission.
- Public hearing notices must be issued at least 15 days prior to hearing*
- •Initial comments can be forwarded to applicant for response and potential revision
- •Final plans due 7 days prior to meeting

Planning Commission Public Hearing & Recommendation

- Applicant or representative must be present
- Find planning commission meeting dates on the city website.

City Council Decision

- PUD hearing occurs here
- Applicant or representative must be present
- •Find planning council meeting dates on the city website
- •If approved, zoning permit issued

Building Permits/Inspections

- Building permits are issued by the city building department.
- •Grading/site permits require preliminary engineering review and approval

^{*}Notices are issued in the Swartz Creek View and mailed to property owners within 300 feet of the site

ZONING APPEAL OR VARIANCE

Conceptual Review Meeting (optional)

- Contact Adam Zettel to schedule
- Meeting will cover process, ordinances, timeline, post-approval, potential financial tools, etc.
- Encouraged for all projects requiring site plan but ultimately optional

Submit Completed Petition

- Digital preferred; 9 copies (final draft only)
- Submitted at City Offices
- Due at least 30 days prior to desired ZBA meeting
- Staff will review application for completeness within 2 days

Internal Review/Staff Report | Public Notice Issued

- Petitions are reviewed by staff ad a staff report is compiled for the Zoning Board of Appeals.
- Public hearing notices must be issued at least 15 days prior to hearing*

Zoning Board of Appeals Hearing & Decision

- Applicant or representative must be present.
- ZBA meets on the third Wednesday of each month.
- Decision typically rendered that evening.

^{*}Notices are issued in the Swartz Creek View and mailed to property owners within 300 feet of the site