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# GUIDE TO DEVELOPMENT

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## PERMITTED USE PROCESS/ZONING PERMIT APPLICATION

Step 1: Resident, business owner, or other representative submits, in writing, the proposed use for evaluation by the Zoning Administrator. (Timeline: 1 Day)

Step 2: The Zoning Administrator responds to inquiry with decision on whether use is permitted in the zoning district where property is located. If use is permitted, written approval is granted. The applicant is told to speak with the county building inspector if proposing changes to the building. (Timeline: 1-7 Days)

Notes:

- If the Zoning Administrator determines use is a special land use, then the applicant will be advised of the special land use process which is facilitated through the Planning Commission.
- If there is a “change of use” between the previous building/unit use and proposed building/unit use, the building/unit may not meet all applicable State Building Codes as determined by the County Building Inspector. In that case, the building must be modified to bring it into compliance with the Codes and a Change of Use Application must be submitted to the Zoning Administrator. Change of Use request must be approved by the Zoning Administrator and the County Building Inspector prior to any work being performed.
- To appeal the Zoning Administrator, a person must file an appeal with the Zoning Board of Appeals through the Zoning Administrator.
- Fee for application is \$10.

## CITY OF REED CITY

227 E Lincoln Ave  
Reed City, MI 49677  
P 231.832.2245  
F 231.832.9166

For questions on the Zoning Permit Application please contact:

Rich Saladin,  
City Manager/Zoning Administrator  
[rsaladin@reedcity.org](mailto:rsaladin@reedcity.org)

Application is available online at  
[www.reedcity.org/forms-and-publications.php](http://www.reedcity.org/forms-and-publications.php)

## SPECIAL LAND USE PROCESS

Step 1: Meet with the Zoning Administrator to discuss project.

Step 2: Applicant submits the Special Land Use application/plan. (Timeline: 1 Day)

Step 3: Staff reviews application/plan for completeness. (Timeline: 1-7 Days)

Step 4: The Zoning Administrator determines if application is complete and sets public hearing or requests additional information. (Timeline: 1-7 Days)

Step 5: The applicant submits requested changes to staff. (If necessary)

Step 6: Public hearing is held by the Planning Commission; decision to approve or deny by the Planning Commission normally occurs after public hearing. (Timeline: 14-30 Days)

### Notes:

- The Planning Commission meets on the 1<sup>st</sup> Monday of every month at 6:00 pm. If Monday is an acknowledged holiday by the City, the Planning Commission will meet on the 1<sup>st</sup> Tuesday.
- Timelines noted above are approximate and depend upon the response time of the applicant and application submission date.
- Public hearing notices are sent by staff at least 15 days before the Planning Commission meeting.
- To appeal a decision by the Planning Commission, an applicant may request a hearing with the City Council.
- Fee for application is \$200 (plus zoning permit fee and site plan review fee if applicable).

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## SITE PLAN REVIEW PROCESS

Step 1: Meet with the Zoning Administrator to discuss project (optional).

Step 2: The applicant submits the Site Plan Review application/plan. (Timeline: 1 Day)

Step 3: The Zoning Administrator reviews application for conformance with codes. (Timeline: 1-7 Days)

Step 4: The applicant submits revised plan/additional information (if necessary).

Step 5: The Planning Commission reviews request and decides to approve or deny. (Timeline: 30-45 Days)

Notes:

- The Planning Commission meets on the 1<sup>st</sup> Monday of every month at 6:00 pm. If Monday is an acknowledged holiday by the City, the Planning Commission will meet on the 1<sup>st</sup> Tuesday.
- Timelines noted above are approximate and depend upon the response time of the applicant and application submission date.
- To appeal a decision by the Planning Commission, an applicant may request a hearing with the City Council.
- Fee for application is \$100.

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## REZONING PROCESS

Step 1: The applicant meets with the Zoning Administrator to explore project/request. If rezoning is necessary (requested), a review of Master Plan and zoning ordinance are done to determine feasibility.

Step 2: The applicant submits formal request for rezoning.

Step 3: The Zoning Administrator sets public hearing and prepares report, sends out required neighborhood notices and places ad in paper. (Timeline: 1-7 Days)

Step 4: Public hearing is held by the Planning Commission, which arrives at a recommendation for the City Council. (Timeline: 14-30 Days)

Step 5: Recommendation is sent to the City Council for introductory reading; the Council decides whether to proceed with final reading or deny request. (Timeline: 30-45 Days)

Step 6: The City Council holds final reading; ordinance change is granted or denied. (Timeline: 30-45 Days minimum depending upon next City Council meeting date)

Step 7: The Zoning Map is updated internally and on City website.

Notes:

- The Planning Commission meets on the 1<sup>st</sup> Monday of every month at 6:00 pm. If Monday is an acknowledged holiday by the City, the Planning Commission will meet on the 1<sup>st</sup> Tuesday.
- City Council meets on the 2<sup>nd</sup> Monday of each month at 6:00 pm.
- Public hearing notices are sent by staff at least 15 days before Planning Commission meeting.
- Fee for application is \$200.

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## ZONING BOARD OF APPEALS – VARIANCE PROCESS

Step 1: Meet with the Zoning Administrator to discuss project.

Step 2: The applicant submits Zoning Board of Appeals (ZBA) application.

Step 3: The Zoning Administrator reviews application/plan for completeness. (Timeline: 1-7 Days)

Step 4: The Zoning Administrator sets ZBA public hearing, sends out required neighborhood notices and places ad in paper. (Timeline: 7-14 Days)

Step 5: The Zoning Administrator sends out report of findings/recommendations to ZBA. (Timeline: 7-14 Days)

Step 6: The applicant attends ZBA public hearing; decision to approve or deny by the ZBA typically occurs after public hearing. (Timeline: 14-30 Days)

Notes:

- 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 effect upon adjacent properties.
  - Need for the variance as not self-created.
  - Variance is minimum necessary.
  - Request is not of a general or recurrent nature.
- To appeal a decision by the ZBA, an applicant may request a hearing with City Council.
- Fee for application: \$200.00

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