



Internal Review Process

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Public Notice Required

When a public notice is required because it is a special land use, rezoning, variance, appeal, etc. Below is the following procedure for City Staff to follow.

1. Upon application the Planning Department will ensure it is a complete application with all required fees paid.
2. The Planning Department will alert the Assessing Department of the public notice requirement to generate the list of addresses to be mailed the notice. – Prepared 21 days prior to meeting date (3rd Thursday)
3. The Planning Department will write the public notice to be published. Templates located in the “H:\Backups of Blank Docs” based on the type of public notice. **(Have 1 additional staff member review before sending out)** – Prepared 21 days prior to meeting date (3rd Thursday)
4. The Planning Department with the notice and list of address will mail the notice to properties within 300 feet of the subject property (owners and tenants), utility companies (DTE, Consumers, AT&T, and Grand Trunk Western Railroad), if some of the properties being notified are in neighboring township also send to that Township Hall and will send the notice to the County Press newspaper.
 - a. Newspaper Notice Procedure Published 15 days prior to meeting (3rd Thursday)
Email to: The County Press
Ask for proof to ensure all required information is shown in the published notice.
 - b. Planning Department will upload notice onto the City’s website under “Legal Notices and Bids” and BS&A building Department Database.
 - c. Planning Department will post notice in front display area.
 - d. City Manager’s offices adds information to the Cable TV Channel.
5. The Planning Department will clip the public notice out of the newspaper and put it in the hard file with the notice and list of addresses it was sent to.
6. The Clerk’s Office forwards an Affidavit of Publication when it is received from the newspaper.

Follow Up

1. Make sure there is a copy of the letters that are mailed, list of addresses, and proof of publication in the newspaper in the file folder.
2. Mail utility companies in file
3. Upload to BS&A Building Dept Database

Zoning Permit

1. Upon application the Planning Department will ensure it is a complete application with all required fees paid.
 - a. Make sure there a copy of the check/receipt and plot plan are included with the hard file
 - b. **Please note:** Some multiple tenant commercial/industrial properties plot plans are on file. Check L:\Multi-Tenant Parking Tracking, for the subject property. Add a new folder if the property is not included or update the parking tracking and plot plans.
2. If there are potential concerns from other Departments, the Planning Department will forward the application for input. - Given a maximum of 1 week to respond before it moves forward
3. The Planner will complete the zoning permit form. If any correspondence or additional information is communicated via email include in the zoning permit folder (mentioned under follow up).

Follow Up

1. Upon approval, create a new folder under “L:\ZONING PERMITS**(YR)**” and label the folder with the address. If it is a Façade approval note that in the name.
2. Scan a copy of the signed zoning permit into the folder.
3. Keep a hard copy in the zoning permit file folder.
4. The applicant will get a hard copy or email with a copy of the signed zoning permit and other supplemental material (parking table, plot plan, etc.) A sample message for that email is located below:

Attached is the approved Zoning Permit for COMPANY to locate at ADDRESS Street. Please let me know if you need a paper copy of this permit mailed to you. A copy will be also be emailed to the City Building Department today. Please contact the Building Dept. at (810) 245-9621 to obtain your Occupancy Permit and any other interior work permits which may be necessary for your project.

5. Send a copy of the signed permit and other supplemental material to the below Departments:
 - Assessing Department
 - Building Department (2 people)
 - Clerk’s Office
 - DPW Director
 - If in DDA (DDA Executive Director)
 - Fire Department (2 people)
 - Police Department

Zoning Verification Letter

1. A formal request should be submitted to the Planning Department in writing with the required fee paid. Confirm a digital and/or hard copy is requested. We encourage the applicant to provide a sample letter or list of questions to be answered.
2. Create a folder L:\Zoning Verification Letters label the folder by “address- applicant – date” Save all correspondence and analysis in this folder.
3. The Planning Department prepares the analysis for the Planning Commission templates located “H:\Backups of Blank Docs” based on the type. **(Have 1 additional staff member review before sending out)**

Follow Up

1. Ensure necessary documents are located in the L:\Zoning Verification Letters folder.
2. Email or mail a copy of the zoning verification letter.

Rezoning/Text Amendment Process

1. It is always encouraged for applicants to have a pre-development meeting or talk with the planner prior to submitting an official application.
2. Upon application the Planning Department will ensure it is a complete application with all required fees paid.
3. Follow the procedure outlined in the public notice process.
4. If there are potential concerns from other Departments, the Planning Department will forward the application for input.
5. The Planning Department prepares the analysis for the Planning Commission templates located “H:\Backups of Blank Docs” based on the type. **(Have 1 additional staff member review before sending out) - Finish 1 week prior to meeting**
6. The Planning Department will submit the analysis in the Planning Commission’s packet and if requested will send a paper or digital copy to the applicant. (Finish 1 week prior to meeting)
7. The Planning Department will prepare a Powerpoint presentation for the meeting. Template located L:\PLANNING COMMISSION & FULL SITE PLAN REVIEWS\PC Power Point Presentations*(YR of presentation)* **(Have 1 additional staff member review before sending out) – Complete day of the meeting**
8. The Planning Department will write an internal memo to the City Commission informing them of the Planning Commission’s recommended action.
9. Clerk’s Office will handle publication of 1st and 2nd reading in the newspaper.

Follow Up

Rezoning

1. Clerk’s Office will notify Planning Department of their decision. The Planning Department then informs the Assessing Department of approved change to update the zoning map.
2. Assessing Department will upload the zoning map to website “Charter, General Ordinances, & Policies Home Page”.
3. Will print a few copies letter size of the updated zoning map and provide those to the Planning Department.

Text Amendment

1. Clerk’s Office will notify Planning Department of their decision.
2. Clerk’s Office will update the word document of the zoning ordinance to reflect the change.
3. Clerk’s Office will notify eCode to update the website.
4. Clerk’s Office will distribute updated version of the zoning ordinance via email to the below groups:
 - a. Building Department
 - b. Planning Department
 - c. DPW Department
 - d. Police Chief
 - e. Fire Chief
 - f. Parks Department
 - g. Housing Department
 - h. City Manager
5. Department Heads are responsible for further distribution to other staff and printing paper copies.

Special Land Use Review Process

1. It is always encouraged for applicants to have a pre-development meeting or talk with the planner prior to submitting an official application.
2. Upon application the Planning Department will ensure it is a complete application with all required fees paid.
3. Follow the procedure outlined in the public notice process.
4. May need to follow the site plan review process as well, depends on the proposed changes.
5. If there are potential concerns from other Departments, the Planning Department will forward the application for input.
6. The Planning Department prepares the analysis for the Planning Commission templates located “H:\Backups of Blank Docs” based on the type. **(Have 1 additional staff member review before sending out)** - Finish 1 week prior to meeting
7. The Planning Department will submit the analysis in the Planning Commission’s packet and if requested will send a paper or digital copy to the applicant. (Finish 1 week prior to meeting)
8. The Planning Department will prepare a Powerpoint presentation for the meeting. Template located L:\PLANNING COMMISSION & FULL SITE PLAN REVIEWS\PC Power Point Presentations*(YR of presentation)* **(Have 1 additional staff member review before sending out)** – Complete day of the meeting

Follow Up

1. Upon decision of the Planning Commission, the Planning Department will include the below documents as part of file folder:
 - Copy of public notice to surrounding residents and newspaper clipping
 - Copy of the PC Letter and analysis regarding the case
 - Copy of Application
 - Additional correspondence
 - Copy of the minutes
 - Final Approved Material (Site Plan/ Plot Plan)

Variance/Appeals/Interpretation

1. It is always encouraged for applicants to have a pre-development meeting or talk with the planner prior to submitting an official application.
2. Upon application the Planning Department will ensure it is a complete application with all required fees paid.
3. Follow the procedure outlined in the public notice process.
4. If there are potential concerns from other Departments, the Planning Department will forward the application for input.
5. The Planning Department will prepare a Powerpoint presentation for the meeting. Template located L:\ZBA\ZBA PP*(YR of presentation)* **(Have 1 additional staff member review before sending out) – Complete day of the meeting**

Follow Up

1. Upon decision of the Zoning Board of Appeal, the Planning Department will include the below documents as part of file folder:
 - Copy of public notice to surrounding residents and newspaper clipping
 - Copy of the PC Letter and analysis regarding the case
 - Copy of Application
 - Additional correspondence
 - Copy of the minutes
 - Final Approved (Site Plan/ Plot Plan)

Site Plan Review Process

Site Plan Acceptance

1. Upon application the Planning Department will ensure it is a complete application with all required fees paid.

Site Plan Internal Review Process (For Administrative Site Plan or Full Site Plan Review)

1. The Planning Department will then send an email/internal memo to the below individuals to notify them a site plan has been received and when their comments are due. - Typically, 2 - 1 week
 - a. Planning Department
 - b. Police Chief
 - c. Fire Chief
 - d. Assessing Department
 - e. Director of the Public Works Department (DPW)
 - f. City Engineer (**Only if reviewed plans**)
2. Comments are collected and sent to the applicant to prepare revised site plans.
 - a. If going through the full site plan review, a due date will be indicated so they can still be considered for the upcoming Planning Commission meeting (if necessary). - Typically, 1 week
 - b. If going through the administrative site plan review, no due date is given, but the Planning Department will check in with the applicant after 2 weeks.
3. Upon receiving the revised site plans, the Planning Department will distribute the plans with an email/internal memo with the due date for the next set of comments.
 - a. If going through the full site plan review, this letter is prepared and sent to the Planning Commission and applicant - Typically, 1 week
 - b. If going through the administrative site plan review, comments are sent back to the applicant. Typically, 2 week

If Full Site Plan Review with Planning Commission (otherwise skip)

1. The Planning Department will prepare a Powerpoint presentation for the meeting. Template located L:\PLANNING COMMISSION & FULL SITE PLAN REVIEWS\PC Power Point Presentations*(YR of presentation)* (**Have 1 additional staff member review before sending out**) – Complete day of the meeting

Final Approved Site Plan

1. The Planning Department will confirm the correct required number of final plans have been submitted. Plans will be stamped with the received date and approval signatures for the necessary department heads.
2. The Planning Department will then send an email to the below individuals to let them know the plans are ready for signatures. Typically, is located in the Planning Department awaiting signatures.
 - a. Planning Department
 - b. Police Chief
 - c. Fire Chief
 - d. Assessing Department
 - e. Director of the Public Works Department (DPW)
 - f. City Engineer (**Only if reviewed plans**)

3. Distribution: Below is the breakdown of approved and signed plans:
 - a. Applicant selects which method they would like to receive.
 - b. 36 by 24 Size
 - Department of Public Works
 - Planning Department (Archive)
 - ROWE for City Engineering (Only if reviewed plans)
 - c. 11 by 17
 - Planning Department (Archive)
 - d. Digital Copy
 - Planning Department (Archive)
 - ROWE for City Engineering (**Only if reviewed plans**)
 - Fire Department
 - Building Department
 - Assessing Department
4. Planning Department ensure the hard file has completed records and is filed away.

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