



## Internal Review Process Planning & Zoning Applications

### APPLICATION PROCESSING

#### Completeness Review

1. Were all of the application materials included?
  - a. If no, notify the applicant of the application deficiencies and hold further action.  
Note: sometimes it is acceptable to have civil site issues pending.
  - b. If yes, continue to file creation. Stamp date materials received on application and site plans.

#### Processing the Application Fee

1. Document payment and escrow information on application form in the Township Use box.
2. Forward payment and escrow deposit (if applicable) to Treasurer for processing.

#### File Creation

1. Assign a project name.
  - a. Create an electronic project folder by name under the current year in the Planning & Zoning Administrator's area for Staff Reports/Project files on the server.
  - b. Create a hard folder, name by address then business/applicant name using legal-size hanging file folder.
2. Scan all application documents and save to the electronic project folder.
3. Place the hard copy application materials in the project folder in the Community Development Director/Planning & Zoning Administrator's office for filing by street name then address number.

#### Application Routing

1. Establish a comment due date. Comments on projects that will go before the Planning Commission are generally due three weeks prior to the meeting date. Comments for administrative site plan reviews are generally due one week following receipt.
2. Forward electronic (via email) copies of the complete application package to the Internal Review Team:

- Community Development Director/Planning & Zoning Administrator
- Township Engineer
- Fire Marshal, if large site plans are included, place a hard copy in the Fire Department's mailbox up front and email him to indicate there is a plan to pick up.
- Building Official, if applicable.
- RCKC and/or MDOT, if applicable.

### **Public Hearing Notices**

- All ZBA requests for an Appeal, Variance or Interpretation and Planning Commission requests for Special Exception Use or Rezoning require Public Hearing notices to be published in the Kalamazoo Gazette and mailed to all owners and occupants of property located within 300 feet of the subject parcel(s). If the request does not involve a specific property, no mailing is necessary.
- Notices must be published in newspaper at least 15 days prior to the hearing. Notices should generally be published in the Monday edition. The notice submission is due to the newspaper by 3:00 p.m. on the Wednesday prior to publication the following Monday.
- Mailed notices are sent the same week the publication notice is submitted to the newspaper.
- Site Plan Reviews do not require Public Hearing notices.

### *Preparing the mailing lists*

- The Administrative Assistant will create the mailing list using GIS. Parcel data in GIS should be updated prior to generating the list, if necessary.
- In the absence of the Administrative Assistant, the Planning & Zoning Administrator will create the mailing list.
- GIS specialists at Prein & Newhof can assist with creating a mailing list in an emergency.
- Remove duplicates before generating mailing labels.
- Note: a separate How-To list of instructions has been created on how to update the data from BS&A in GIS and can be found on the server at: S:\\_09-CTWP BOARDS & COMMISSIONS\Instructions on How to Update Parcel Data GIS.docx
- Note: a separate How-To list of instructions has been created on how to prepare the mailing labels through GIS and can be found on the server at: S:\\_09-CTWP BOARDS & COMMISSIONS/HOW TO CREATE MAILING LABELS FROM GIS.docx

### *Preparing the public hearing notice*

- Open the public hearing notice template located in the *respective* "Public Notices" folders for Planning Commission and ZBA.
- Update the notice with the appropriate meeting date and time. Include the applicant's name, description of request, property address, tax id number and zoning. Use common names, general descriptions, and common landmarks to better

identify and describe projects. Example, for the location of vacant land without an address, one might write: “vacant land located on the west side of South 33<sup>rd</sup> Street between Michigan Avenue and K Avenue.”

- Review the notice for accuracy and completeness.
- Determine if the Township Attorney needs to review the public hearing notice prior to mailing/publishing.
- Generate the Affidavit of Mailing; have notarized when mailing has been sent. Template may be found here: S:\ 09-CTWP BOARDS & COMMISSIONS\Blank Affidavit of Mailing.docx
- Save the public hearing notice and mailing list in meeting folder for the Planning Commission or ZBA.
- A hard copy of the executed (notarized) Affidavit of Mailing, the mailing list and notice is placed in the Planning Commission/ZBA binder in the safe.

### *Submitting for publishing*

1. Email the Word version of the public notice to [legalads@mlive.com](mailto:legalads@mlive.com)

SUBJECT: Legal Ad for the **[DATE]** publication of the Kalamazoo Gazette.

TEXT: Please publish the attached legal ad in the **DATE YOU WANT IT PUBLISHED** publication of the Kalamazoo Gazette. Please furnish an Affidavit of Publication.

### *Additional public notification outlets*

1. Consult the Public Participation Plan for additional outreach opportunities and expectations.

## **APPLICATION REVIEW**

### **Staff Review**

1. Review the application package for conformance with the following standards:
  - a. Section 22.00 Site Plan Review – use the checklist to make sure all necessary information has been provided on the plan.
  - b. Section 22.50 Environmental Protection Standards
2. Visit the site.
  - a. If the project involves a public hearing, this visit should occur at least 15 days prior to the public hearing.
  - b. For all site visits, photographs utilizing the Township camera are recommended for use in the staff report and subsequent presentations.
3. Identify any missing, incomplete, or inaccurate information.
4. Identify any issues with conformity with Township standards.

### **Internal Review Team Meeting**

The Internal Review Team will meet – generally ten days after receipt of an application – to discuss preliminary comments prior to sending them to the applicant. The meeting will be scheduled by the Community Development Director/Planning & Zoning Administrator.

### **Initial Feedback to Applicant**

Any missing, incomplete, or inaccurate information, clarification questions, or issues of conformance with the zoning ordinance are shared with the applicant, typically 2 weeks prior to the finalization of the staff report and typically in writing via email. The applicant may decide at this time to submit additional information or postpone consideration of the application until a later date.

### **Staff Reports**

A staff report will be prepared for each request. The staff report is prepared by the Community Development Director/Planning & Zoning Administrator. The staff report template is available in the folders of respective boards/commissions or refer to a staff report for a recent case that went before that board and update information.

Attachments to the staff report typically include a copy of the application, site plan (if required), building plans or elevations, an aerial image of the property and a copy of comments from the Township Engineer and Fire Marshal.

Copies of comments from the Township Engineer, Building Official, Fire Marshal are received via email. The comments are saved in both the electronic and paper project files.

### **Packets**

Upon completion of the staff report (generally 8-9 days before the meeting date) the meeting packet is prepared by Community Development Director/Planning & Zoning Administrator for the Planning Commission/ZBA and distributed by the Administrative Assistant.

The Administrative Assistant makes hard copies for the Planning Commission/ZBA members, Community Development Director/Planning & Zoning Administrator and a public copy for the front counter. Original is placed in the file for the respective meeting.

The Administrative Assistant scans and uploads the meeting packet to MinuteTraq. [S:\\\_09-CTWP BOARDS & COMMISSIONS\ MinuteTraq-Granicus \(Formerly Accela\)\ 2 UPLOADING AGENDAS & MINUTES NOT GENERATED BY MINUTETRAQ.docx](#)

A link to the electronic copy of the packet is delivered via an email generated by MinuteTraq to a specific distribution list. The list is maintained by the Administrative Assistant and Township Clerk; additionally, members of the public are able to sign up to be on the list via the Township's

web portal. Hard copies are distributed via mail to the Planning Commission/Zoning Board of Appeals.

An electronic copy of the packet is also posted to the Township website automatically by MinuteTraq.

## **APPLICATION FINALIZATION**

Following consideration of the application by the Planning Commission, ZBA, or staff, a letter is sent to the applicant typically via email with the outcome. The letter is distributed as follows:

- Electronic copy to the applicant.
- Electronic copy to the electronic case file.
- Electronic copy attached to the property record in BS&A.
- Hard copy (original) to the paper case file.
- Electronic copy sent via email to Township Assessor.

Update the property record in Assessing.Net (BS&A) under *Comments / General Comments* with the decision date, the reviewing body and the outcome.

Keep the paper case file, filed by address, in the Community Development Director/Planning & Zoning Administrator's office until project completion. At project completion (CO, site improvements finalized etc.), move file to basement.

*For Rezoning requests only:*

The Planning Commission's recommendation to the Township Board on the rezoning request is scheduled for the next available Township Board meeting via MinuteTraq.

The Community Development Director/Planning & Zoning Administrator takes the appropriate steps to schedule the item and prepare the memo and all attachments for the Township Board.

See the Rezoning Checklist at [S:\\_25-PLANNING & ZONING ADMINISTRATOR\Checklists & How-Tos] to be sure the appropriate steps are taken and documents created and published.