## **PERMITTED USE PROCESS**

**CITY OF WAYLAND** 

Step 1

Step 2

•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. Applicant is told to speak with building inspector if proposing changes to the building.

Business owner/real estate agent or other representative contacts Zoning Administrator

•Timeline: Day 2

for permitted use.

•Timeline: Day 1

#### **NOTES:**

- If Zoning administrator determines use is a special use, then applicant will be advised of the special use process.
- 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 Professional Code Inspectors. In that case, the building must be modified to bring it into compliance with the Codes.

#### FEES:

None.

City Hall

103 S. Main Street Wayland, MI 49348 P: 269.792.2265 F: 269.792.0387

Wayland Main Street

117 S. Main St. Ste. 7 Wayland, MI 49348 P: 888.417.6653 F: 888.417.1854

For questions, contact:

Professional Code Inspectors P: 616.877.2000

Bob Jones, Zoning Admin. bjones@pcimi.com

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## **SPECIAL USE PROCESS**

## **CITY OF WAYLAND**

Step 1

•If project is not a permitted use, begin the special use process.

• Applicant submits Special Use application to City Hall.

•Timeline: Day 1 Step 2

•Staff reviews application/plan for completeness.

Step 3 •Timeline: Day 5

• Staff contacts applicant and informs them of needed revisions/additional information.

•Timeline: Day 6 Step 4

• Applicant submits revised plan/additional information.

•Timeline: Day 15 (this time and all future steps depend on the quickness of applicant response.) Step 5

 Planning Commission determines if application is complete & requests additional information (if necessary).

•Timeline: Day 26\*

Applicant submits requested changes to staff (if necessary).

•Timeline: Day 29\* Step 7

> Applicant attends Planning Commission meeting; decision to approve or deny by the Planning Commission normally occurs afterwards.

> > FEES:

\$300.00

response time of the applicant

and application submission date.

•Timeline: Day 60\*

#### **NOTES:**

Step 8

Step 6

- Application must be complete and submitted to the online schedule at least 26 days before the Planning Commission meeting to be placed on the next available agenda for review and setting of a public hearing date.
- Planning Commission meets 2nd Tuesday of every month.
- To appeal Planning Commission decision, a person may request a meeting with the Zoning Board of Appeals through the City Manager

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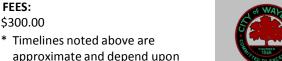
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## **ZONING BOARD OF APPEALS - VARIANCE PROCESS**

## **CITY OF WAYLAND**

Step 1

 To appeal Planning Commission decision, contact Zoning Administrator to request a meeting with the Zoning Board of Appeals (ZBA).

Applicant submits Zoning Variance application to Professional Code Inspectors (PCI).

Step 2

•Timeline: Day 1

PCI reviews application/plan for completeness.

Step 3

•Timeline: Day 3

Step 4

• PCI sets ZBA Public Hearing and sends out required neighborhood notices and places ad in paper at least 15 days prior to hearing.

•Timeline: Day 7

Step 5

PCI sends out report of findings/recommendations to ZBA.

•Timeline: Day: 23

Step 6

 Applicant attends ZBA Public Hearing; decision to approve or deny by the ZBA normally occurs after the public hearing.

FEES:

\$300.00

•Timeline: Day 28

### NOTES:

 Application must meet requirements of Chapter 20 Article XXI of the Zoning Ordinance.

- 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 affect upon adjacent properties.
  - Need for the variance was not self-created.
  - Variance is minimum necessary.
  - Request is not of a general or recurrent in nature.
- To appeal a decision by the ZBA, an applicant may file suit with Allegan **County Circuit Court**

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## **REZONING PROCESS**

## **CITY OF WAYLAND**

Step 1

 Applicant meets with City Manager to explore project/request. If rezoning is necessary (requested), a review of Master Plan and zoning ordinance are done to determine feasibility.

Applicant submits formal request for rezoning.

Step 2

•Timeline: Day 1

•In most cases, City staff meets with Planning Commission to review request as a discussion item.

• Day 26 Step 3

•City sets public hearing, prepares report, & sends out required neighborhood notices and places ad in paper 15 days prior.

FEES:

\$300.00

•Timeline: Day 41

Step 4

Public hearing is held by Planning Commission, which arrives at a recommendation for City Council.

•Timeline: Day 61

Step 5

• Recommendation is sent to City Council. City Council considers re-zoning recommendation.

•Timeline: Day 68

Step 6

#### NOTES:

- Staff will accept requests to rezone up to 7 days prior to Planning Commission meeting provided agenda space is available and application is complete.
- Public hearing notices are sent by staff 15 days before Planning Commission meeting.
- If a 1st meeting (step 3) is deemed unnecessary (by staff/ Commission chair) then staff will schedule Public Hearing for rezoning-eliminating 1 month from timeline.
- To appeal City Council decision, a person may file suit with Allegan County Circuit Court.

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# BUILDING PERMIT PROCESS (building, mechanical, electrical and plumbing)

### **CITY OF WAYLAND**

Step 1

• After City Manager approves use (if necessary), building permit applications are submitted to PCI requesting approval to proceed with renovations to interior/exterior structure.

Step 2

•PCI reviews application and completes a project plan review. Any requested revisions/comments are sent to permit applicant.

Step 3

• Revised plans are modified (per code) and resubmitted to Inspector.

Step 4

•Inspector reviews revised plans; if in compliance inspector approves, initials and dates plans and/or application.

Step 5

•Upon payment of required fee, permit is issued by Professional Code Inspectors (PCI).

Step 6

• Contractor contacts PCI to schedule required inspections; rough in and final electrical, mechanical, plumbing and building inspections are required.

Step 7

•If required, inspections are conducted by PCI. When the project passes all final inspections, a Certificate of Occupancy is issued.

Step 8

•If the project fails to pass inspection due to any code non-compliance, the non-compliance must be corrected and re-inspection then requested.

• Re inspection of non-compliant issues is conducted. When project passes re-inspection, a final Certificate of Occupancy is issued.

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Updated October 2015

Step 9

## **BUILDING PERMIT PROCESS (CON'T)**

#### **NOTES:**

- Typical permit application process is completed within 2 weeks. Timeframe varies based on Inspector's schedule and applicant response.
- Separate permit applications are required for plumbing, mechanical, electrical and building.
- Inspections are completed based on inspector's schedule).
- When feasible, inspectors will conduct inspections simultaneously.
- Two sets of certified blueprints MUST be prepared by a registered design professional.

#### FEES:

- Based on construction value of the project.
- Sample permit fees (not a complete list):
  - Less than \$1,000: \$40.00
    \$1,001 \$2,000: \$50.00
    \$2,001 \$3,000: \$60.00
    \$10,001 \$11,000: \$134.00
    \$11,001 \$12,000: \$134.00
- Commercial projects require plan review fee:
   Plan Review minimum fee \$100.00
   Fire Suppression Plan Review \$100.00
- Please contact Professional Code Inspectors for additional fee information and/or exact fee amount.

City of Wayland - PCI Review fee \$10.00

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