Comstock Township Community Development Department

Development Process Overview



Community Development Department
6138 King Highway
Kalamazoo, MI 49001
269.381.2360
Updated: March 2020

The Zoning Board of Appeals (ZBA) Process

Step 1

• Pre-application meeting with Community Development Department staff (optional but recommended).

Sten :

Application is submitted. Staff reviews application and submitted materials for completeness.

Step 3

•Upon receipt of complete application, public hearing is scheduled. Notice of public hearing is sent to owners and occupants within 300 feet of subject property and legal ad published in Kalamazoo Gazette at least 15 days prior to the public hearing.

Step 4

•Township Staff prepares a report to ZBA; copy sent to applicant. Meeting packet and report distributed week prior to meeting.

Step 5

•ZBA holds the public hearing on the request. Applicant attends or sends a representative.

Step 6

• ZBA approves or denies the variance, acts on appeal request or makes interpretation of the Zoning Ordinance at day of public hearing.

Sten :

•Community Development Director notifies applicant in writing of ZBA decision.

Notes:

- ZBA can consider non-use variances, appeals from the decision of a Township Official and requests for an interpretation of the Zoning Ordinance.
- · The ZBA meets on the 4th Tuesday of each month.
- Special meetings may be requested by an applicant; fee is \$900. Contact Community Development Department Staff to request a special meeting of the ZBA.
- Application fee is \$500. The Planning & Zoning Application form is available here: Planning & Zoning Application
- To appeal a decision by the ZBA, an applicant may file suit with Kalamazoo County Circuit Court pursuant to the provisions of the Michigan Zoning Enabling Act.
- The steps and timelines listed above are for general guidance. Public noticing, meeting schedules, and the timeliness of application submittals may impact the timeline.

Variance Standards:

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.
- · Conformance unnecessarily burdensome.
- No adverse effect upon adjacent properties.
- Need for the variance was not self-created.
- The variance requested is the minimum necessary.

The Special Exception Use (SEU) Process

Pro application meeting with Community Development Don

• Pre-application meeting with Community Development Department staff (optional but recommended).

• Application is submitted. Staff reviews application and submitted materials for completeness.

• Upon receipt of complete application, public hearing is scheduled. Notice of public hearing is sent to owners and occupants within 300 feet of subject property and legal ad published in Kalamazoo Gazette at least 15 days prior to the public hearing.

• Township Staff prepares a report on the special exception use request to the Planning Commission; copy sent to applicant. Meeting packet and report distributed week prior to meeting.

• Planning Commission holds the public hearing on the request. Applicant attends or sends a representative.

• Planning Commission makes a decision to approve, approve with conditions or deny the special exception use request.

• Community Development Director notifies applicant in writing of the Planning Comission decision.

• If approved, the special use, or construction related to the special use, may commence upon approval of the site plan and issuance of a building permit.

• The special use must commence within 18 months of approval unless an extension to the special use approval is granted by the Planning Commission.

Notes

Step 8

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- Planning Commission meetings occur on the 2nd and 4th Thursday of each month.
- Special meetings may be possible if requested by an applicant; fee is \$950. Contact Community Development Department Staff to request a special meeting.
- Application fee is \$500. The Planning & Zoning Application form is available here: Planning & Zoning Application
- · See Section 4.13.c.2 of the Comstock Township Zoning Ordinance for review criteria considered by Planning Commission.
- The steps and timelines listed above are intended as general guidance. Public noticing, meeting schedules and the timeliness of application submittals may impact the timeline.

The Rezoning Process

Step 1

• Pre-application meeting with Community Development Department staff.

Step 2

• Application is submitted. Staff reviews application for completeness. If complete, Community Development Department staff introduces request to Planning Commission for purposes of setting the public hearing and to determine if area under consideration should be enlarged.

Step 3

• Public hearing is scheduled. Notice of public hearing is sent to owners and occupants within 300 feet of subject property and legal ad published in Kalamazoo Gazette at least 15 days prior to the public hearing.

Step 4

•Township Staff prepares a report to Planning Commission; copy sent to applicant. Meeting packet and report distributed week prior to meeting.

Step 5

• Planning Commission holds a public hearing on the rezoning request. Applicant attends or sends a representative.

Step 6

• Planning Commission recommends approval or denial of the rezoning request to the Township Board.

Step 7

• Community Development Director presents Planning Commission recommendation to the Township Board. If Township Board agrees with a recommendation to rezone, first reading is conducted and second reading /adoption is set for next meeting.

Step 8

• Community Development Director notifies applicant in writing of Township Board decision.

Notes:

- Planning Commission meetings occur on the 2nd and 4th Thursday of the month.
- Special meetings may be possible if requested; fee is \$950. Contact Community Development Department Staff to request a special meeting.
- Township Board meetings occur on the 1st and 3rd Monday of the month. Special meetings may be possible.
- Application fee is \$600/first acre; \$50 each additional acre up to \$2,000.
- The Planning & Zoning Application form is available here: Planning & Zoning Application
- See Section 27.05 of the Comstock Township Zoning Ordinance for review criteria considered by Planning Commission.
- The rezoning typically goes into effect 8 days following publication of the ordinance adopting the rezoning.
- The process typically takes 90-120 days.
- The above steps and timelines are intended to provide general guidance. Public noticing, meeting schedules and timeliness of application submittals may impact the project timeline.

Optional Conceptual Plan Review

Step 1

Pre-application meeting with Community Development Department staff (optional if pursuing conceptual plan review by Planning Commission).

Step 2

• Application and sketch plan are submitted.

Step 3

• Minimum information required on sketch plan: name and address of applicant/developer, parcel legal description and drawing of tentative site and development plan.

Step 4

- Township Staff conducts conceptual plan review and sends feedback to the applicant.
- If Planning Commission review is requested by the applicant, Staff prepares a memo to Planning Commission; copy sent to applicant.

Step 5

• If requested, Planning Commission has a discussion with the applicant as to the acceptability of the proposed plans before more extenseive engineering and design costs are incurred.

Step 6

•The Planning Commission and Community Development Department Staff are not bound by any tentative approval given during conceptual plan review.

Notes:

- Planning Commission meetings occur on the 2nd and 4th Thursday of the month.
- The Planning & Zoning Application form is available here: Planning & Zoning Application
- Application fee is \$100. Fee Schedule
- See Section 22.06 of the Zoning Ordinance for more information about optional conceptual plan review.
- The process typically takes about 30 days; less time if administrative site plan review is conducted.
- The steps and timelines listed above are intended to provide general guidance to applicants.

Site Plan Review Process



• Pre-application meeting with Community Development Department staff. Adminstrative review and approval of the site plan is available for accessory buildings or the expansion of a principal building by no more than 50% or 20,000 square feet, whichever is less.

Step 2

• Application is submitted. Staff reviews for completeness. If there are outstanding items, staff notifies applicant.

Step 3

•Once a complete application is received, staff reviews in full detail and distributes copies to Fire Marshal and Township Engineer for review. Comments are forwarded to the applicant.

Step 4

•Township Staff prepares a report to Planning Commission (if applicable); copy sent to applicant. Meeting packet and report distributed week prior to meeting.

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•Planning Commission conducts site plan review. Applicant should attend this meeting to answer questions.

Step 6

•Planning Commission approves, approves with conditions, or denies the site plan.

Step 7

• Community Development Director notifies applicant in writing of Planning Commission or administrative decision.

Step 8

•Site plan is valid for 18 months within which time period a building permit must be secured and construction commenced.

Notes:

- Planning Commission meetings occur on the 2nd and 4th Thursday of the month.
- Special meetings may be possible if requested by an applicant; fee is \$950. Contact Community Development Staff to request a special meeting.
- The Planning & Zoning Application form is available here: Planning & Zoning Application
- Application fee ranges from \$250 for site plan amendment to \$700 for site plan review of a building of 50,000 s.f. or more. An escrow may be required; escrow amount depends on complexity of the site plan and is determined by Community Development Department staff. Fee Schedule
- See Section 22.02 of the Zoning Ordinance for information required to be provided on the site plan. Click here for the Site Plan Review Checklist
- The process typically takes 30-60 days; less time if administrative site plan review is conducted.
- The steps and timelines listed above are intended to provide general guidance to applicants. Meeting schedules and the timeliness of application submittals may impact the project timeline.

Building Permit Process

Step 1

•A building permit application is submitted to the Kalamazoo Area Building Authority (KABA). Application may be dropped off at Township Hall or at KABA.

Sten

•Upon receipt of a complete application, KABA begins review of submitted plans and provides a copy to Township for zoning and fire department approval and calculation of water and sewer connection fees.

Step 3

• If issues are identified, staff will notify the applicant and await revised plans and/or additional information.

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- Revised plans and additional information are submitted, if necessary.
- •Water and sewer fees are paid. Building permit is issued.

Step 5

•Construction commences. Inspections occur as required by code.

Step 6

•Trade permits and inspections occur with respective trade work.

Step

•Certificate of Occupancy is issued. (not applicable in every case)

Notes:

- The Kalamazoo Area Building Authority webpage: kaba-mi.org
- Any necessary Planning Commission approvals must be secured before the permit may be sought.
- Estimated timeframe: 5 10 business days.
- The steps and timelines listed above are for general guidance.

Kalamazoo Area Building Authority

2232 Nazareth Road Kalamazoo, MI 49048 https://kaba-mi.org/

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