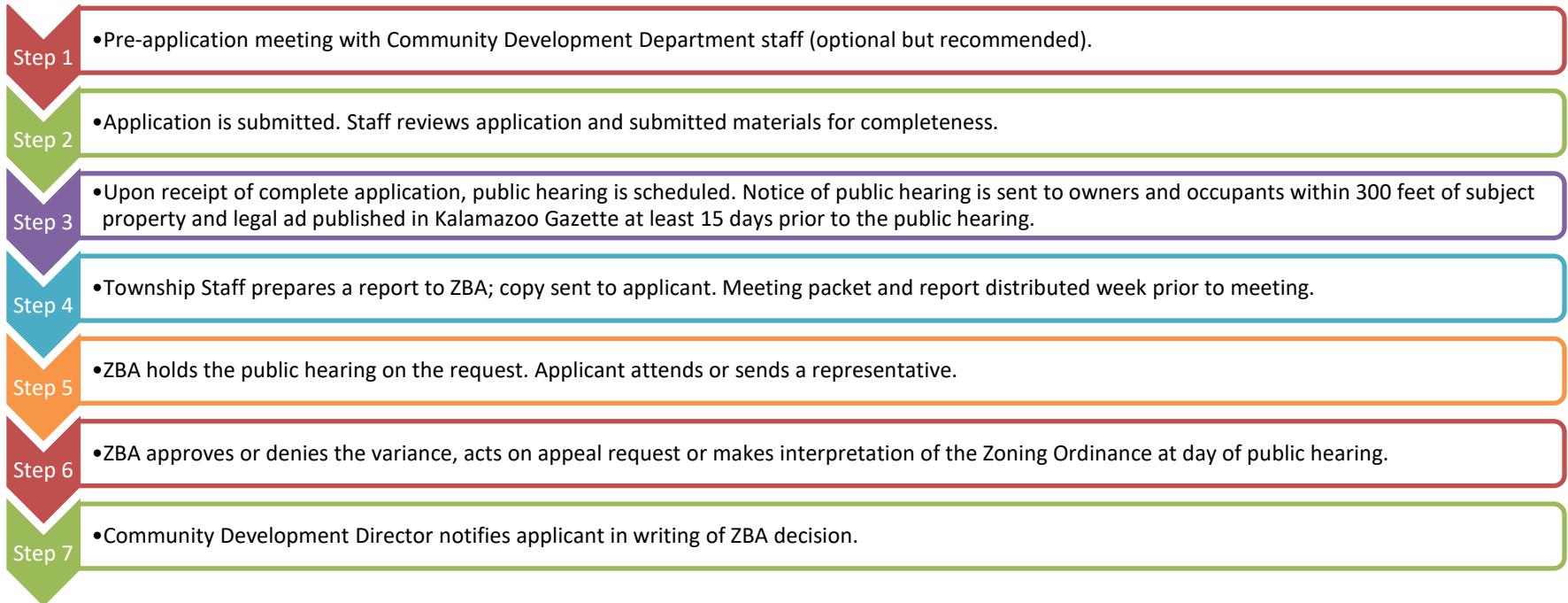


Comstock Township Community Development Department Development Process Overview



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

The Zoning Board of Appeals (ZBA) Process



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



Notes:

- 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.*

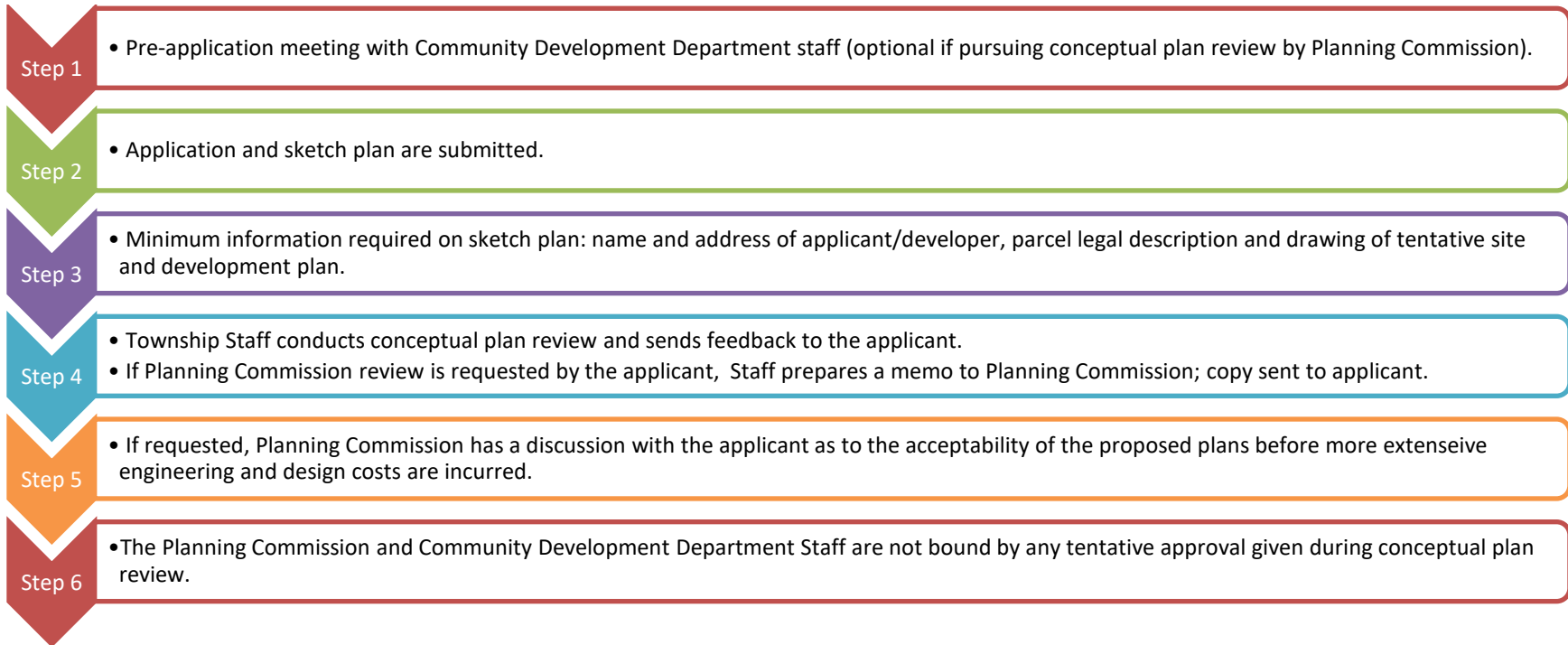
The Rezoning Process



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.*

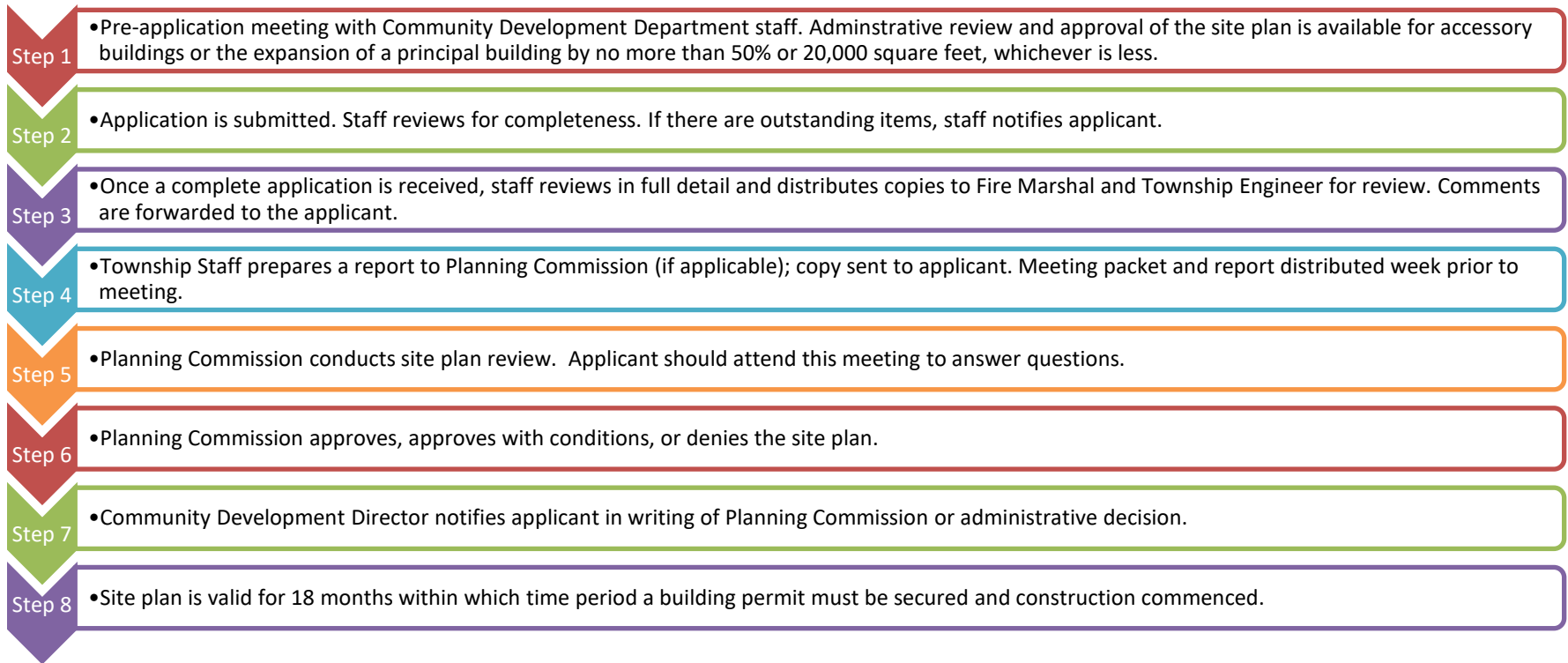
Optional Conceptual Plan Review



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.*

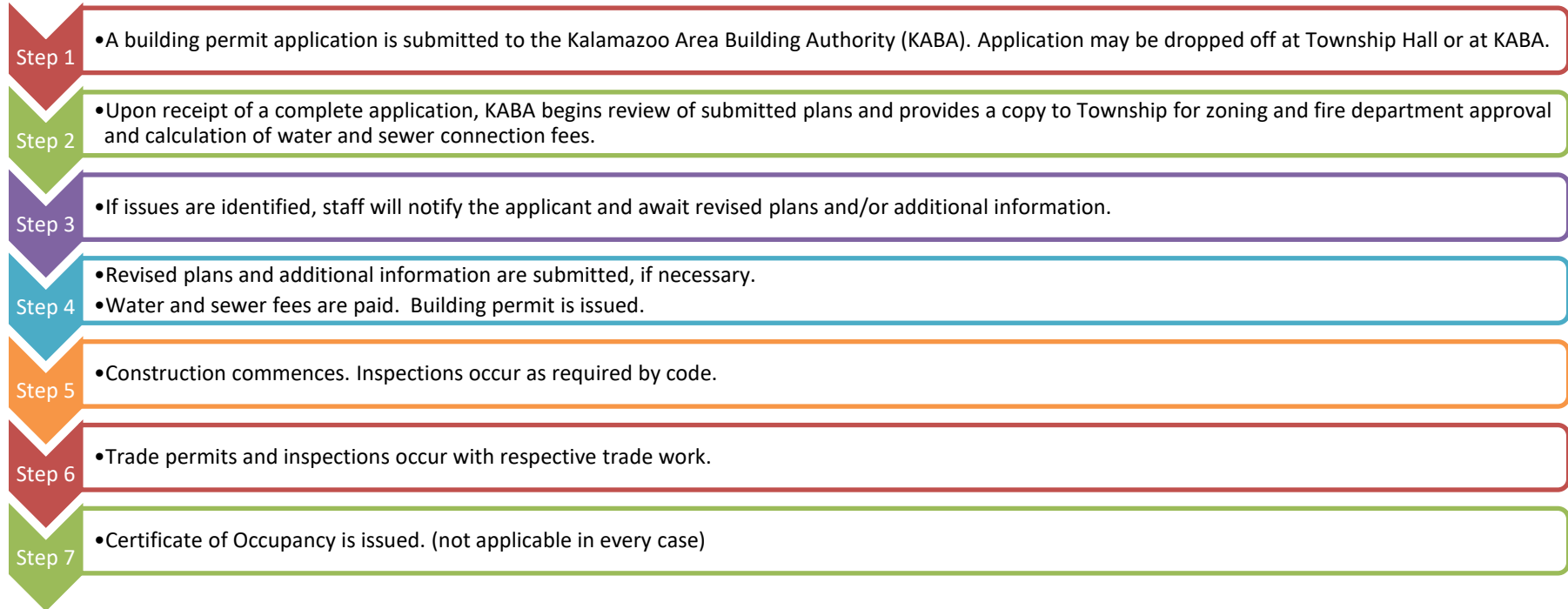
Site Plan Review Process



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



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/>

Mike Alwine
Building Official
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malwine@kaba-mi.org