

City of Niles Site Plan Development and Review Process

Initiation of Development Site Plan Process

- Contact: [Community Development Department](#) & Zoning Administrator: 269-683-4700 Ext 3020
- Review nilesmi.org for more zoning info.
- Link to City of Niles Zoning Ordinance: zoning.nilesmi.org
- Link to City of Niles Zoning Map: nilesmi.org

The following City of Niles Staff are available to help you through our Site Plan Review process:

- **Building Official**
 - [Caleb O'Toole](#)
- **Building & Zoning Permits**
 - [Diane Powers](#)
- **Public Works Director**
 - [Joe Ray](#)
- **Public Safety Chief**
 - [Jim Millin](#)
- **Code Enforcement Office**
 - [Nick Gowen](#)
- **Utilities Manager**
 - [Jeff Dunlap](#)
- **City Administrator**
 - [Ric Huff](#)

Site Plan Preparation

- Download and complete the City's mandatory [Site Plan Review Checklist](#)
 - The Site Plan Review Checklist outlines what will be required when you submit your formal drawings and request for review and zoning approval.
 - The site plan must be prepared by an engineer, architect, landscape architect or planner licensed to work in Michigan and shall include and illustrate the requirements found within the Site Plan Review Checklist
 - Please contact the [Zoning Administrator](#) with any questions on the Site Plan Review Checklist
 - The site plan shall consist of an accurate, reproducible drawing at a scale of 1" = 100' or less, showing the site and all land within 150' of the site.
 - If multiple sheets are used, each shall be labeled and the preparer identified.
- Please carefully review the following [Zoning Ordinance](#) articles/sections:
 - Zoning Districts: Article 5
 - Site Plan Review: Article 10
 - Parking: Article 6
 - Lighting: Section 311
 - Landscaping & Buffering: Section 316

Submission of Site Plans & Site Plan Submission Meeting

- Submit all items outlined on the [Site Plan Review Checklist](#) by the end of the 1st week of any given month by 11am.
- Two (2) full size color site plans and a pdf version must be submitted with a check for \$1,000.00 to: City of Niles, MI Attn: Community Development Dept. City of Niles, 333 N 2nd St. Niles, MI 49120
- Please include references to appropriate attachments
- Schedule Site Plan Submission Meeting with City Staff within 1 business week of Site Plan submission by contacting [the Zoning Administrator](#). The following individuals must attend:
 - The property owner; if different from applicant, may send a certified statement of agreement to the project
 - The applicant if different from the owner
 - The architect or engineer of record for the project
- Staff will provide your team with necessary and recommended updates
- Architect/engineer will then need to update the plans and/or Site Plan Review Checklist and resubmit it by the 3rd Monday of the month.

Planning Commission Review

- All updated and corrected items & fees must be submitted to the Zoning Administrator by the 3rd Monday of the month in order for the Site Plan to be included on the Planning Commission Agenda on the 4th Wednesday at 5:30pm EST
- Architect/engineer/planner as well as the property owner and/or developer should plan on attending the Planning Commission Meeting
- The Zoning Administrator will prepare and submit a recommendation to the Planning Commission that includes the analysis of the project's compliance with the City's Zoning Ordinance.
- At the Planning Commission meeting on the 4th Wednesday at 5:30pm EST, your team will have an opportunity to present your project and request approvals.
- Upon approval, you may reach out to the Building Safety Division to begin working with the Building Official and seek permitting

Variations and Appeals

- The Zoning Board of Appeals shall hear and decide appeals and requests for variances. Appeals require a \$500.00 check be submitted to the City of Niles.
- Within this capacity, the Zoning Board of Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination.
- To Appeal a Planning Commission or Zoning Administrator's decision or to request a Variance, please contact the [Community Development Department](#) Zoning Administrator: 269-683-4700 Ext 3020 for the proper forms.
- Appeals must be filed within 60 days of the Planning Commission or Zoning Administrator Decision
- Variances may not be approved unless the ZBA finds, based on evidence that you present, that the request meets each six (6) of the standards outlined in the City's [Zoning Ordinance](#) In Article 12, Section 1201.4.d.1-6