



# **DEVELOPERS HANDBOOK**

**A GUIDE FOR MULTIPLE FAMILY, COMMERCIAL AND  
INDUSTRIAL DEVELOPMENT**

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## **I. HANDBOOK PURPOSE**

This handbook is intended to assist anyone who intends to:

- Change the use of an existing structure
- Construct a new structure
- Construct an addition to an existing structure
- Demolish or move a structure

We believe that early and frequent communication is critical to ensuring an efficient development approval process. Therefore, projects in the Central Business District or large commercial or residential projects will require a meeting with the Development Review Team, unless it is determined by the City Planner that application review and comment is sufficient.

***Questions on the process or to request a meeting of the Development Review Team, please contact the City Planner at 347-2500.***

## **II. WHAT IS THE DEVELOPMENT APPROVAL PROCESS?**

### **A. CHANGE OF USE**

To change the use of an existing structure, the first step is to check if the use is allowed. The City Zoning Ordinance and Zoning Map should be consulted, or you can contact the Office of City Planner and provide the property address and proposed use. The proposed use will determine whether the request can be administratively approved or if Planning Commission review and approval is required (Site Plan Review or Special Condition Use Approval).

If Planning Commission approval is not required, then a zoning permit application must be completed indicating the use change. A change of building use in the **Central Business District** requires a coordination meeting with the Development Review Team BEFORE a zoning permit will be issued.

Once a zoning permit is approved, it will be sent to the Emmet County Building Department as part of their process for the issuance of necessary building permits (permit applications and supporting construction documents must also be submitted to Emmet County), and distributed to the Department of Public Works and Department of Public Safety.

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## **B. BUILDING ADDITION**

An addition to an existing building will need Planning Commission approval if the addition increases the need for on-site parking. If additional parking is not needed as a result of the addition, then a zoning permit application will need to be completed. Depending on the project scope, a meeting with the Development Review Team may be scheduled.

Once a zoning permit is approved, it will be sent to the Emmet County Building Department as part of their process for the issuance of necessary building permits (permit applications and supporting construction documents must also be submitted to Emmet County), and distributed to the Department of Public Works and Department of Public Safety.

## **C. NEW CONSTRUCTION**

New construction will require either Site Plan Review or Special Condition Use Approval by the Planning Commission, as detailed in the Approval Process Road Maps in the side panel.

A conceptual site plan review by the Planning Commission is strongly recommended for large, complex projects. An applicant may file a written request for conceptual review of a preliminary site plan by the planning commission, prior to submission of a site plan for formal review. A site plan submitted for conceptual review shall be drawn to scale, and shall show site development features in sufficient detail to permit the planning commission to evaluate the following:

- i. Relationship of the site to nearby properties;
- ii. Mix of uses and density;
- iii. Adequacy of landscaping, open space, vehicular drives, parking;
- iv. Conformance with City development policies and standards.

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There is no fee for conceptual review, unless a special meeting of the Planning Commission is requested. No formal action shall be taken on a site plan submitted for conceptual review, and neither the applicant nor the planning commission shall be bound by any comments or suggestions made during the course of the conceptual review.

## **D. DEMOLISH OR MOVE A STRUCTURE**

A demolition permit through the Emmet County Building Department is required, and must be preceded by City zoning and right-of-way use permits, as well as verification of utility disconnections.

## **III. WHAT IS THE DEVELOPMENT REVIEW TEAM?**

The Development Review Team is made up of the Director of Public Works, Public Works Construction Supervisor, Director of Public Safety, Public Safety Code Official, City Planner/ Zoning Administrator, Public Works/ Planning and Zoning Administrative Assistant, and a representative of the Emmet County Building Department

## **IV. WHAT CITY OF PETOSKEY PERMITS ARE NEEDED?**

### **YOU WILL NEED:**

#### ZONING PERMIT

This permit ensures that a project meets the regulations in the zoning ordinance and is required for all projects and must be issued **before** any work commences.

#### SIGN PERMIT

Any external signs will need to meet the City of Petoskey Sign Ordinance.

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## YOU MAY NEED:

### RIGHT-OF-WAY USE PERMIT

This permit allows you to work in a City right-of-way, including streets, sidewalks or alleys. If your project is on either US 31 or US 131, a permit from the Michigan Department of Transportation is required.

*REQUIRED* if your project will involve work in the right-of-way such as utility connections or driveway openings. All such work must meet the City of Petoskey Construction Standards.

### SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

This permit ensures that your project will not negatively impact our water resources.

*REQUIRED* if your project is within 500 feet of a lake or stream, or will disturb more than 1 acre of land.

## V. **WHAT OTHER PERMITS ARE NEEDED?**

Building permits through the Emmet County Building Department will be required for new construction, additions, demolitions, interior structural remodeling, any change of structure use, roofing and siding *at a minimum*. Please contact the Building Department before beginning any construction project.

## VI. **WHERE DO I GET A BUILDING PERMIT?**

Emmet County Building Department will issue necessary building permits pending approval of necessary permit applications and supporting construction documents.

## VII. **WHAT DO PERMITS COST?**

City permit and utility connection fees are annually evaluated and approved by City Council, with the most current charges found on the link in the side panel. Emmet County fees are also evaluated periodically and the Building Department should be contacted.