



# CITY OF PETOSKEY INTERNAL PROJECT REVIEW PROCESS

## REVIEW PROCESS

The City of Petoskey uses the following **Internal Project Review Process** to administer all planning and zoning requests.

### STEP ONE - COMPLETENESS REVIEW

The City Zoning Administrator serves as the primary intake for planning and zoning applications and requests. Applications are provided to interested parties in advance of any formal submission process. These forms and applications all require specific information needed by the Planning Commission and Zoning Board of Appeals to process their requests.

Once an application is submitted to the Zoning Administrator a review of the application and supporting documentation is undertaken.

Decision		
	YES	NO
Was the application filled out properly and all supporting documentation submitted?	Assign case number and proceed with file creation.	Return application and supporting materials back to the Applicant with a memo stating application deficiencies.

### STEP TWO - FILE CREATION

Create a new electronic folder in the Planning Commission folder under the appropriate year.

- Folders should be labeled by address and applicant name.
- Scan or add all application documents and save to the electronic folder.
- Place the hard copy application materials on the plans table.

### STEP THREE - APPLICATION ROUTING

Subject to the Planning Commission and Zoning Board of Appeals meeting schedule, the Zoning Administrator or the Planning Department Administrative Assistant will send out the Departmental Review form and application materials to the Department of Public Works (which includes streets, water, sanitary and electric divisions), Parks and Recreation, Public Safety, and Planner. The Departmental Review form includes a date for comment submission.

Decision		
	COMPLEX	STANDARD
Does the application require the convening of an internal department review?	Zoning Administrator coordinates a time for an internal department review.	Proceed with the Department Review form.



### **STEP THREE - APPLICATION ROUTING "Continued"**

If the application involves an internal department review the results of that review, if they impact the submission, written comments will be forwarded to the Applicant for additional information and/or plan revisions.

### **STEP FOUR - PUBLIC HEARING PROCESS**

All ZBA requests, special land use approvals and rezoning applications all require public hearings.

- Public hearing notices are published in the PETOSKEY NEWS REVIEW and mailed to all property owners within 300 feet of the subject parcel(s).
- Notices must be published in the newspaper at least 15 days prior to the hearing.
- Mailed notices are sent the same week the notice is scheduled to run in the paper.

The public hearing notices contain the Case No., property identification number (Sidwell), address of the property, if assigned, applicant name, description of the case, and date, location and time of the official meeting.

### **STEP FIVE - REVIEW PACKET PREPARATION**

Department review forms are collected and sent to the Planner for use in preparation of the site plan review or special land use approval. This information is included in the overall project assessment and also included as an attachment to the Planning Commission submittal. Zoning Board of Appeals documentation typically includes a memorandum with an assessment of the application request by the Zoning Administrator and/or Planner.

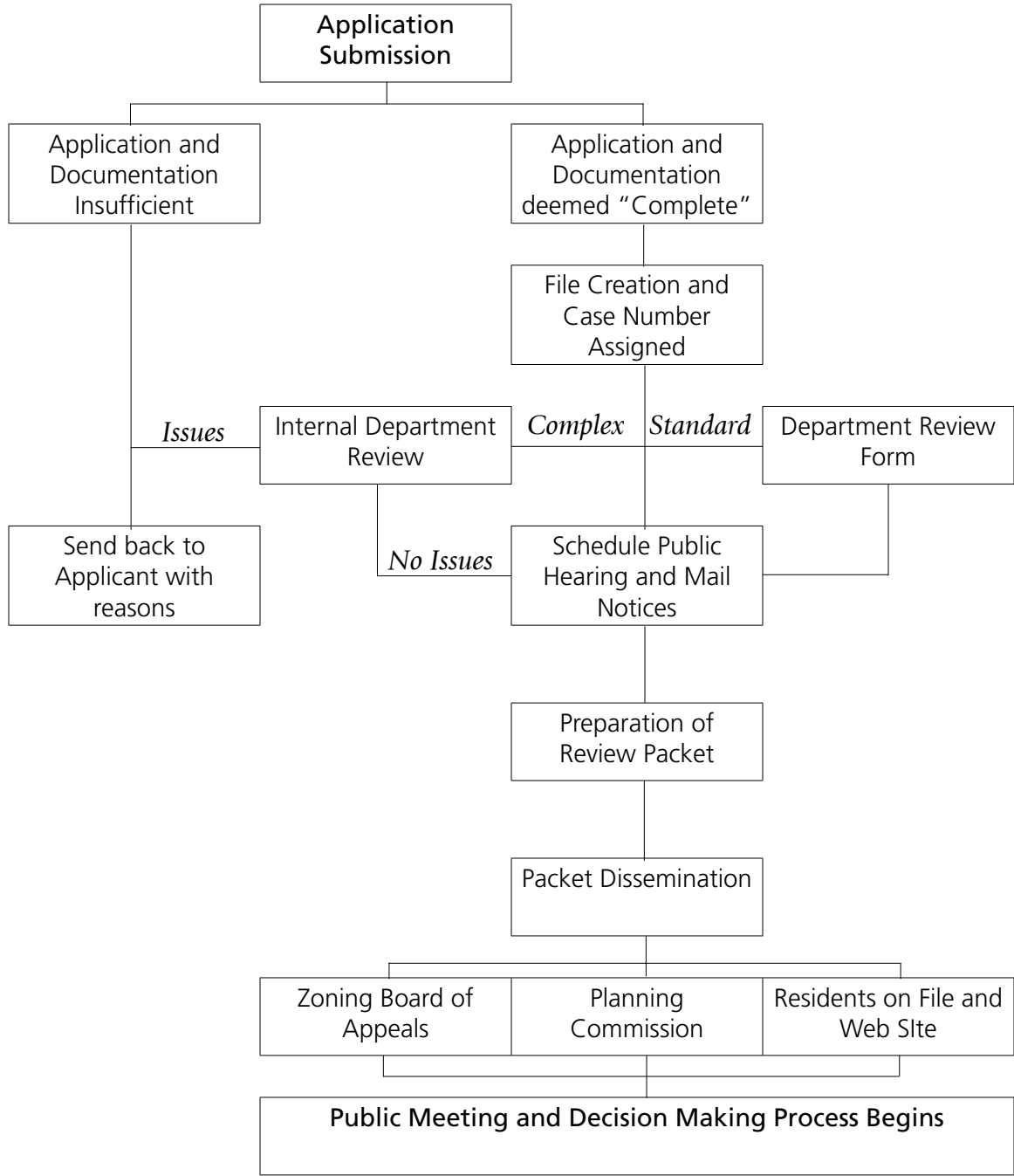
### **STEP SIX - PACKET DISSEMINATION**

The Planning Department Administrative Assistant and/or Zoning Administrator will coordinate the preparation of the meeting packet. Digital packets are sent via email to the Applicant, the Planning Commission and Zoning Board of Appeals members, and citizens who have registered their names with the City. Hard copies of the packets are available for pick-up at City Hall by Planning Commission members the Friday before the meeting and Zoning Board of Appeals members the Wednesday before the meeting.

Agenda and packets are also uploaded to the City website for members of the community.



**INTERNAL REVIEW PROCESS CHART**



*Note: Zoning Board of Appeals cases do not go through the Internal Department Review or use the Department Review Form. However, the other steps in the process are the same.*