

## APPLICATION PROCESSING

### Completeness Review

1. Were all the application materials included?
  - a. The Planning & Zoning Department meets the morning after the deadline for review submission. The Planning Director will assign the project to a member of the Planning & Zoning Department, and they will be the project lead.
2. Within one week of the deadline for review submission, the submission is reviewed to determine whether it is complete and may proceed in the review process.
  - a. If it is determined the submission is not complete, notify the applicant of the application deficiencies and hold for further action. Note: sometimes it is acceptable to have civil site issues pending.
  - b. If it is determined the submission is complete, notify the applicant, and continue to file creation.

### Processing the Application Fee

1. Typically, a check for payment is received with submission. The Treasurer's Office will notify the Planning & Zoning Department that payment has been submitted.
  - a. If the payment amount is accurate, confirm with the Treasurer's Office.
  - b. The Treasurer's Office will forward a receipt once the payment has been processed.
2. Escrow will be entered into Building Department.Net by Planning Director and/or designee.

### File Creation

1. Project lead creates an electronic project folder according to the File Naming Convention under "Active Projects" in the Site Development folder on the server.
2. Project lead scans any paper application documents and saves to the electronic project folder. Any digital copies are saved in the same folder.

### Application Routing

1. The submission materials are compiled into the Internal Technical Review Committee folder, and a packet is created for distribution.
2. Forward electronic (via email) copies of the complete packet, typically the Wednesday the week prior to the meeting, to the Internal Review Team, including:
  - a. Planning Director and the Planning/Zoning Administrators.
  - b. Public Works Department, including the Township Engineer, the Public Works Director, and the Public Works Project Manager.

- c. Legal Department.
  - d. Fire Marshal; place a hard copy of the site plan in the Fire Department's mailbox.
  - e. Building Official, if applicable.
  - f. The road agencies, RCKC and/or MDOT, if applicable.
  - g. Metro.
  - h. City of Kalamazoo Public Services, Water Resources Division.
  - i. Kalamazoo County Environmental Health Department.
3. Comments from the Internal Review Team, including those from the meeting, are due to the project lead the Monday following the Internal Technical Review meeting by noon.
4. Comments are distributed to the applicant by 5:00 p.m. on Monday following the Internal Technical Review meeting.

## Public Hearing Notices

- ✓ Requests for Variances, Text Interpretations, or Appeals to the Zoning Board of Appeals, and requests for Special Exception Uses, Rezoning, or Subdivision/Site Condominium Step One to the Planning Commission require Public Hearing notices to be published in the Kalamazoo Gazette and mailed to all owners and occupants of property located within 300 feet of the subject parcel(s). Requests for Permitted Uses to the Zoning Board of Appeals do not require a public hearing.
- ✓ A Request for Public Notice including the project details must be completed and sent to the Legal Department 30 days before the meeting. These notices will be submitted to the Legal Department by the Planning Director.
- ✓ Mailed notices are typically sent the same week the publication notice is submitted to the newspaper.

## Preparing the mailing lists

- ✓ The GIS Specialist will create the mailing list using GIS. Parcel data in GIS should be updated prior to generating the list, if necessary.
  - In the absence of the GIS Specialist, the Planning/Zoning Administrator will create the mailing list. In an emergency, the GIS specialists at Prein & Newhof can assist.
- ✓ Remove duplicates before generating mailing labels; compare Owner mailing address with Property mailing address to determine if a rental and if Occupant label is needed for an address (make sure property is vacant).
  - **Note:** a separate How-To list of instructions has been created on how to update the

data from BS&A in GIS and can be found on the server at: Planning Shared [Folder] > Planning & Zoning Department [Folder] > Forms and Templates [Folder].

- **Note:** a separate How-To list of instructions has been created on how to prepare the mailing labels through GIS and can be found on the server at: Planning Shared [Folder] > Planning & Zoning Department [Folder] > Forms and Templates [Folder].

## **Preparing the public hearing notice**

- ✓ Open the Request for Public Hearing template located in the Planning Shared [Folder] > Planning & Zoning Department [Folder] > Forms and Templates [Folder] and complete with the project details, including the appropriate meeting date and time, the applicant's name, description of request, property address, parcel number, and zoning.
- ✓ Send the complete template to the Planning Director for compilation and a single submission per meeting to the Legal Department. The Legal Department will prepare the notice and provide a draft for the Planning & Zoning Department's review. Review the notice for accuracy and completeness. Once proofread, the Legal Department will send the notice to MLive for publication.
- ✓ The Legal Department will generate the Affidavit of Mailing for the Administrative Assistant to complete and have notarized when mailing has been sent.
- ✓ Save the public hearing notice in Project File under Approvals [Folder] > Public Noticing [Folder].

## **Additional public notification outlets**

- ✓ Consult the Public Participation Plan for additional outreach opportunities and expectations.

# APPLICATION REVIEW

## **Staff Review**

- ✓ Planning & Zoning Department reviews the application package for conformance with the applicable standards.
- ✓ Identify any missing, incomplete, or inaccurate information.
- ✓ Identify any issues with conformity with Township standards.

## **Internal Review Team Meeting**

The Internal Review Team will meet in accordance with the Development Schedule of Applications to discuss preliminary comments prior to sending them to the applicant. The project lead for each project will guide the discussion of that item.

## Initial Feedback to Applicant

Any missing, incomplete, or inaccurate information, clarification questions, or issues of conformance with the zoning ordinance are shared with the applicant via a memorandum in accordance with the Development Schedule of Applications. The applicant may decide at this time to submit additional information or postpone consideration of the application until a later date.

## Resubmission of Site Plans

Following the initial feedback to the applicant, the applicant can submit revised plans following the Development Schedule of Applications. These plans are provided to the Fire Department, the Public Works Department, and any additional relevant departments. A deadline is set for these departments, typically allowing a week to review the plans and provide further comments. These may necessitate an additional review prior to scheduling a formal review by the Planning Commission or Zoning Board of Appeals.

## Staff Reports

A staff report will be prepared for each request. The staff report is prepared by the Planning Director or Planning/Zoning Administrator. The staff report template is available in the Planning Shared [Folder] > Planning & Zoning Department [Folder] > Forms and Templates [Folder]. Review past staff reports for examples.

Attachments to the staff report typically include a copy of the application, site plan (if required), building plans or elevations (if applicable), and any additional relevant information. An aerial image as well as comments from the Township Engineer and the Fire Marshal are incorporated into the report.

Any outstanding comments from the Township Engineer or Fire Marshal are received via email or memorandum. These comments are saved in the project file and are typically incorporated into the final staff report, if any. The final staff report is saved under the project file in the Approvals [Folder].

## Packets

Upon completion of the staff report (generally the Thursday before the meeting date), the meeting packet is prepared by Planning Director or Planning/Zoning Administrator for the Planning Commission/Zoning Board of Appeals and distributed by the Operations Manager.

The Operations Manager confirms attendance and makes hard copies, as requested, for Planning Director and Planning/Zoning Administrator(s), the Planning Commission/Zoning Board of Appeals members, and the Transcriptionist. The digital copy is retained under the

respective reviewing body folder Zoning Board of Appeals [Folder] or Planning Commission [Folder] under Agenda Packets [Folder] for the subject meeting.

The Operations Manager uploads the meeting packet to the Township webpage under the respective board.

A link to the electronic copy of the packet is delivered via email generated by the Operations Manager to a specific distribution list. The list is maintained by the Operations Manager. Sometimes members of the reviewing bodies prefer to pick up their hard copies early, but otherwise, they are put at their seat at the dais the day of the meeting.

## APPLICATION FINALIZATION

Following consideration of the application by the Planning Commission, Zoning Board of Appeals, or staff, an approval or denial letter is sent to the applicant typically via email with the outcome. The letter is distributed as:

- ✓ Electronic copy to the applicant.
- ✓ Electronic copy to the electronic project file under Approvals [Folder].

Save the site plans that were considered by the reviewing body in the project file under Approvals [Folder]. All former versions of the site plan can be deleted once confirmed that the latest set is complete and important details have been transferred to the final version of the plan set.

### *For Rezoning requests only*

The Planning Commission's recommendation to the Township Board on the rezoning request is scheduled for the next available Township Board meeting.

The Planning Director or Planning/Zoning Administrator(s) take the appropriate steps to schedule the item and prepare the memo and all attachments for the Township Board. Consult the Guide to Development for the Rezoning process steps to be sure the appropriate steps are taken and documents created and published.

## CONSTRUCTION

Following approval, considering there were no additional conditions of approval to be satisfied, or all conditions of approval are satisfied, a building permit application can be submitted to the Building Department by the applicant. The final approved plans for construction should be saved to the project file under Construction Docs [Folder].

The Public Works Department and Planning & Zoning Department staff will review and sign off on the building permit in the Building Department.net software.

Staff from the Public Works, Planning & Zoning, Building, and Fire Departments will review and sign off on the building permit in the Building Department.net software.

A final inspection is required prior to any Certificate of Occupancy. In some cases, if there are outstanding site items, per the Certificate of Occupancy policy, a Temporary Certificate of Occupancy can be granted. If all site plan items are complete and compliant with the approved site plans, the applicant can request Full Certificate of Occupancy. As-built plans should be attached to the project checklist within Building Department.net (BS&A).

**At this point, the project is considered complete.**