

Meridian Township Department of Community Planning & Development

Development Process Overview



Zoning Board of Appeals (ZBA) Process

Department of Community Planning and Development

5151 Marsh Road
Okemos, MI 48864

Peter Menser
Principal Planner
517.853.4576
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Related Fees:

- Single Family (Existing) - \$150.00
- Single Family (New) - \$250.00
- Multiple Family - \$350.00
- Office, Commercial, Industrial - \$450.00
- Sign Variances - \$200.00
- Appeal of the Township Official's Decision - \$200.00
- Ordinance Interpretation - \$450.00
- Request for Extension - \$150.00
- Applicant Requests to Postpone or Table – ½ of Application Fee



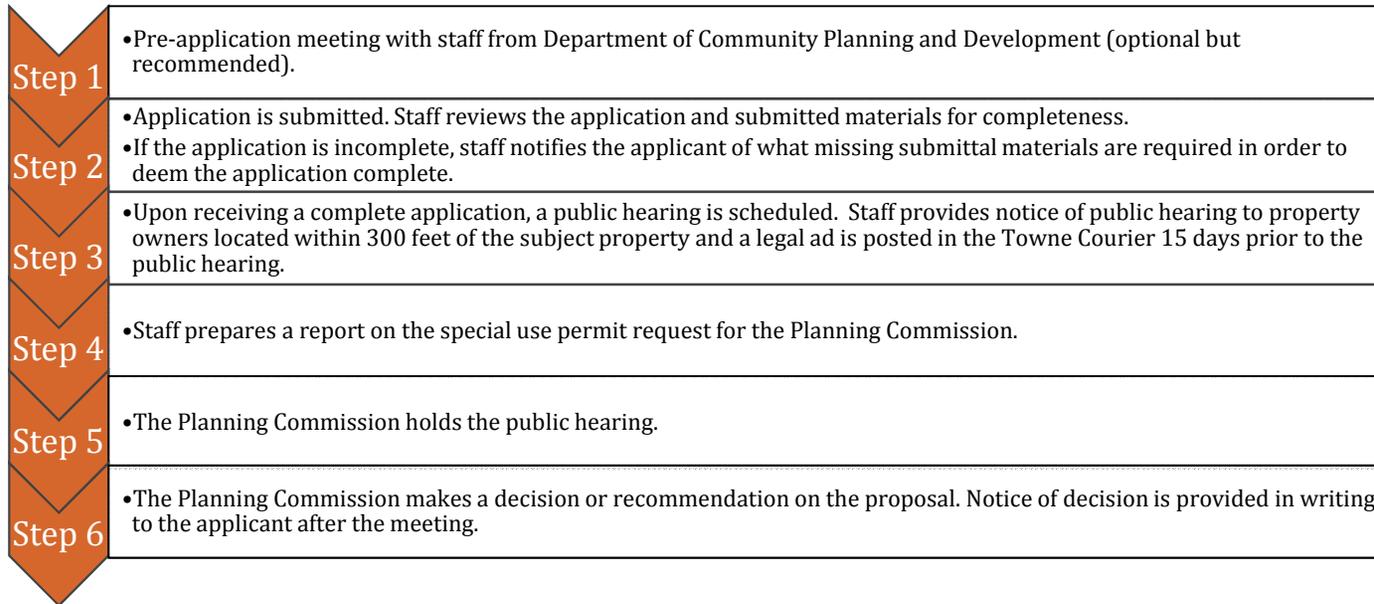
Step 1	•Pre-application meeting with Department of Community Planning and Development staff (optional but recommended).
Step 2	•Application is submitted. Staff reviews the application and submitted materials for completeness.
Step 3	•Upon receiving a complete application, a public hearing is scheduled. Staff provides notice of public hearing to property owners located within 300 feet of the subject property and a legal ad is posted in the Towne Courier 15 days prior to the public hearing.
Step 4	•Township staff prepares a report for the variance request and a meeting packet is sent out the Friday prior to the public hearing.
Step 5	•The Zoning Board of Appeals holds the public hearing on the proposal.
Step 6	•The Zoning Board of Appeals approves or denies the variance request the night of the public hearing.
Step 7	•The Director of Community Planning and Development notifies the applicant in writing of the Zoning Board of Appeals decision.

Notes:

- Application must meet requirements of Section 86-218 of the Zoning Ordinance.
- To appeal a decision by the ZBA, an applicant may file suit with Ingham County Circuit Court within 30 days of the ZBA decision.
- Meetings occur 2nd and 4th Wednesdays of each month.
- 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.
 - No adverse affect upon adjacent properties.
 - Need for the variance was not self-created.
 - Variance is minimum necessary.
 - Request is not of a general or recurrent in nature.

**The steps and timelines listed above are intended to provide general guidance to applicants. Public noticing, meeting schedules, and the timeliness of application submittals may impact the project timeline.*

Special Use Permit (SUP) Process



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- Related Fees:
- 3 acres or less: \$500.00
 - Greater than 3 acres: \$500.00 + \$40.00/acre
 - Major or Minor amendments to approved SUP: ½ current fee

Notes:

- See Section 86-124 of the Code of Ordinances for SUP application requirements.
- See Section 86-126 for SUP review criteria used by the Planning Commission and Township Board.
- The Planning Commission meets on the 2nd and 4th Monday of each month.
- Estimated timeframe: 6-8 weeks for SUP requests decided by the Planning Commission; 12-14 weeks for SUP requests decided by the Township Board.

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Special Use Permit (SUP) Process Con't

Step 7

•Appeal period: an aggrieved person may appeal a decision of the Planning Commission in the granting or denial of a SUP to the Township Board. A notice of appeal must be filed with the Department of Community Planning and Development within 10 days of the date of the decision made by the Planning Commission.

Step 8

•In some cases, the process stops here. In other cases, when the Planning Commission makes a recommendation to the Township Board, the case moves to the Board for consideration.

Step 9

•Case is placed on Township Board meeting agenda for discussion.

Step 10

•Case is placed on Township Board meeting agenda for action. The Township Board makes a decision and notice of the decision is provided in writing to the applicant.

Step 11

•The special use, or construction related to the special use, may commence upon approval of the site plan and issuance of a building permit.

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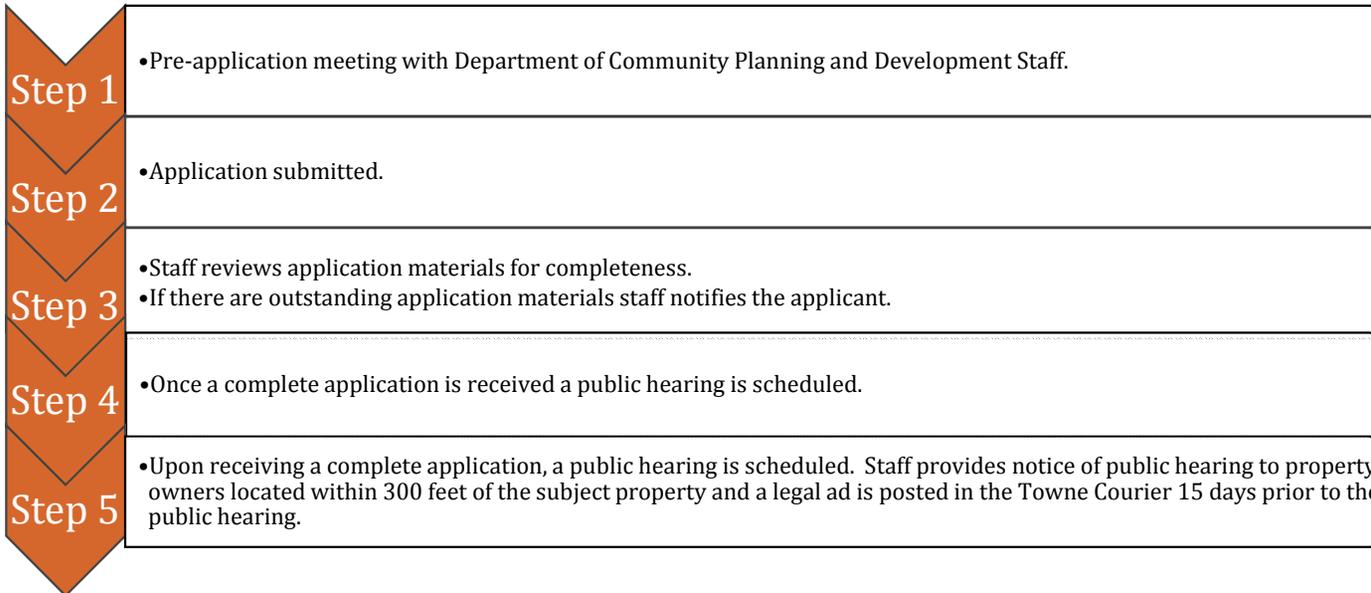
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Rezoning Process



Notes:

- The rezoning approval goes into effect seven days after final adoption.
- Rezoning process takes approximately 120 days.
- Section 86-93 of the Code of Ordinance outlines the required application materials for a Rezoning request.
- The Planning Commission typically meets on the 2nd and 4th Mondays of each month.
- The Township Board typically meets on the 1st and 3rd Tuesdays of each month.

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Related Fees:

- Rezoning Application fee is \$700.00 for properties three acres or less and \$700.00 plus \$40.00 per acre for properties larger than three acres.



Rezoning Process Con't

Step 7

- Public hearing at Planning Commission meeting.

Step 8

- Planning Commission makes recommendation on rezoning request.

Step 9

- Township Board discusses the rezoning request at a meeting after Planning Commission approves minutes from decision at which a recommendation was made on the rezoning request.

Step 10

- Township Board takes action on rezoning at the following meeting.

Step 11

- If Township Board approves the rezoning final adoption will occur at the following meeting.

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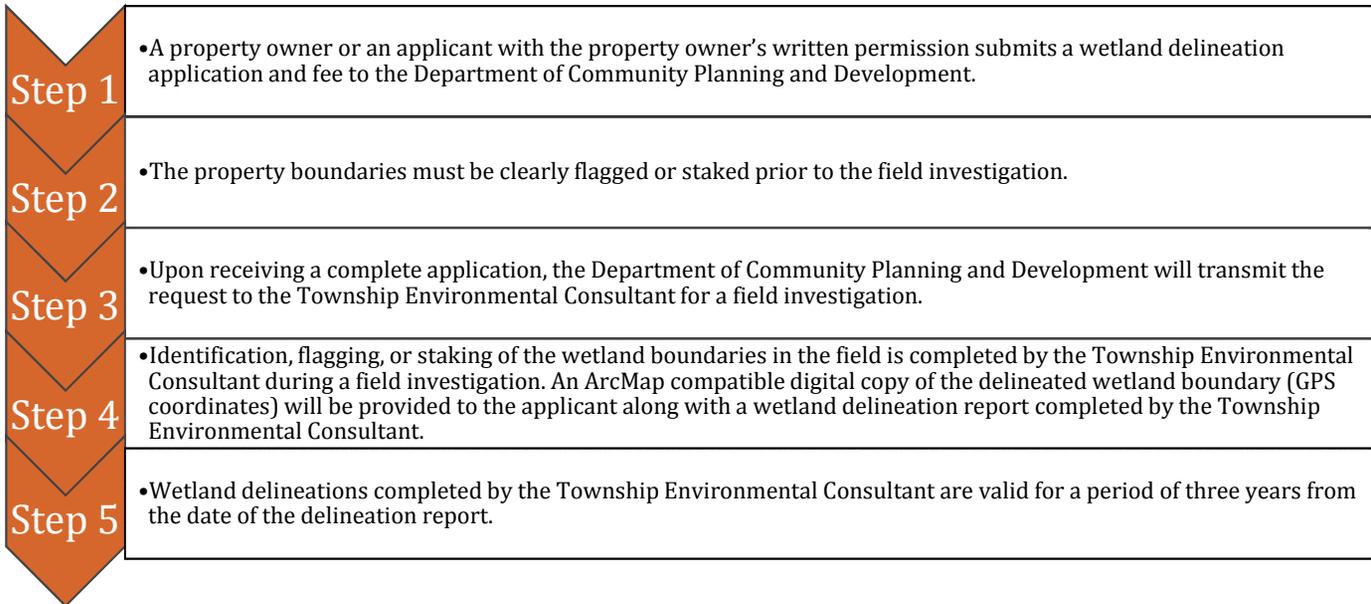
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Wetland Delineation Process



Notes:

The wetland delineation process is used to establish the actual boundaries of wetlands. The Township uses an Environmental Consultant to identify wetland boundaries. An applicant may elect to use the Township Environmental Consultant to conduct a wetland delineation, or to hire a wetland consultant of their choice. If an applicant elects to use their own consultant, the wetland verification process is used to verify the boundaries of wetland delineations prepared by a qualified professional or wetland consultant.

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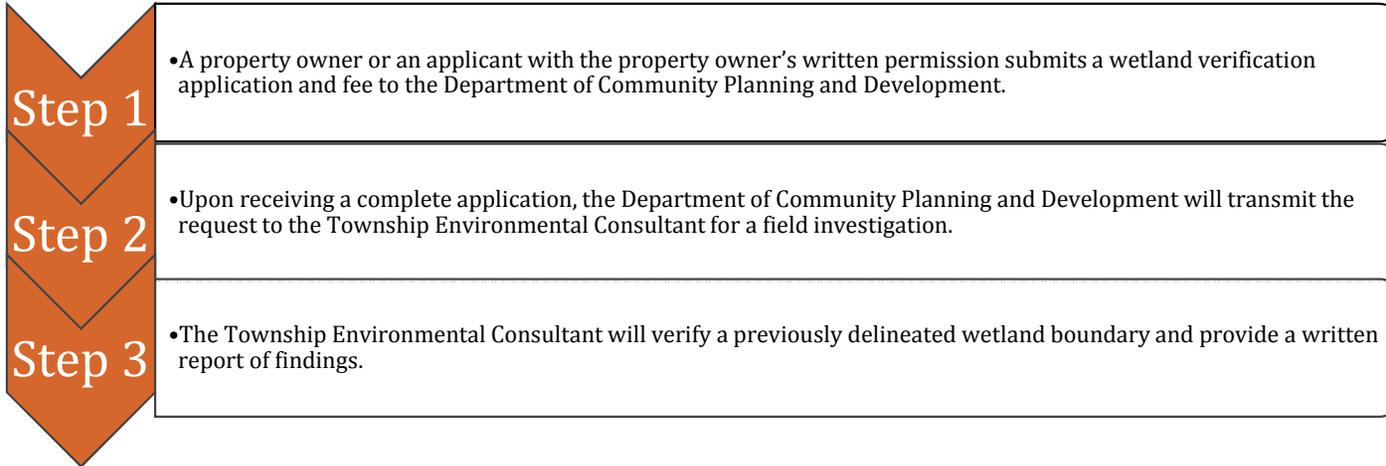
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Fees:

- Application fee: \$250
- Escrow: Applicants establish an escrow account with the Township. Escrow amounts vary based on the size of the wetland being delineated/verified and range from \$1,000 to \$3,000 for delineations and \$250 to \$2,000 for verifications.
- Escrow amounts are the Township's best estimate of time and cost required to complete the requested service. Any money remaining in the escrow account is returned to the applicant. The applicant is responsible to pay any additional costs above the amount originally established for the escrow account.



Wetland Verification Process



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Fees:

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- Escrow: Applicants establish an escrow account with the Township. Escrow amounts vary based on the size of the wetland being delineated/verified and range from \$1,000 to \$3,000 for delineations and \$250 to \$2,000 for verifications.
- Escrow amounts are the Township's best estimate of time and cost required to complete the requested service. Any money remaining in the escrow account is returned to the applicant. The applicant is responsible to pay any additional costs above the amount originally established for the escrow account.

Notes:

- See Section 22-222 for wetland delineation and verification application requirements.
- In the event that weather conditions prohibit the Township Environmental Consultant from conducting a thorough field investigation including the evaluation of vegetation, soil, and hydrology, the application and fee will be held until such time that the review can be conducted.
- Estimated timeframe: approximately 4 weeks; subject to weather conditions and the Township Environmental Consultant's schedule of field investigations.

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Site Plan Review (SPR) Process - New Development/Building Additions

Step 1	•Pre-application meeting with Department of Community Planning and Development staff.
Step 2	•Application submitted.
Step 3	•Staff reviews application materials for completeness.
Step 4	•If there are outstanding application materials, staff notifies applicant.
Step 5	•Once a complete application is received a public hearing is scheduled. Notifications sent to all adjacent property owners.
Step 6	•Planning staff confers with other Township departments for comments on project. Forwards comments to applicant.
Step 7	•Public hearing with Department of Community Planning and Development staff.
Step 8	•Site plan is approved, approved with conditions, or denied shortly after public hearing.

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Notes:

- Site plans become effective 10 days from the date of approval.
- A building permit must be approved within 24 months of the effective date of the site plan, otherwise the site plan approval expires.
- The Site Plan Review process takes approximately 30 days.
- The Site Plan Review application fee varies based on the type of project; application fees range from \$300 for modifications to approved site plans to \$900 for multiple family projects.
- Division 5 of Article II in Chapter 86 of the Code of Ordinance outlines the site plan review process and required application materials.

**The steps and timelines listed above are intended to provide general guidance to applicants. Public noticing, meeting schedules, and the timeliness of application submittals may impact the project timeline.*



Site Plan Review (SPR) Process - New uses in existing buildings and minor modifications

Step 1	•Pre-application meeting with Department of Community Planning and Development staff.
Step 2	•Application submitted.
Step 3	•Staff reviews application materials for completeness.
Step 4	•If there are outstanding application materials, staff notifies applicant.
Step 5	•Once a complete application is received staff begins project review.
Step 6	•Planning staff confers with other Township departments for comments on project.
Step 7	•Any comments received are forwarded on to applicant for potential revisions.
Step 8	•Site plan is approved, approved with conditions, or denied.

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Notes:

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- The Site Plan Review process takes approximately 30 days.
- The Site Plan Review application fee varies based on the type of project; application fees range from \$300 for modifications to approved site plans to \$900 for multiple family projects.
- Division 5 of Article II in Chapter 86 of the Code of Ordinance outlines the site plan review process and required application materials.

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Building Permit Process

Step 1	•A building permit application is submitted to the Building Division.
Step 2	•Upon receipt of a complete application, review of the submitted plans begins.
Step 3	•If issues are identified, staff will notify the applicant and await revised plans.
Step 4	•Revised plans are submitted, if necessary •Building permit is issued.
Step 5	•Construction commences; inspections occur concurrently with construction.
Step 6	•Inspections: footing-foundation, rough frame, insulation, final •Mechanical, electrical, and plumbing permit inspections: rough and final.
Step 7	•Certificate of Occupancy is issued. (not applicable in every case)

Notes:

Estimated timeframe: 5-10 business days.

- [2015 Building Code](#)
- [link to building permit fee schedule](#)
- [link to building permit checklist \(commercial\)](#)
- [link to building permit checklist \(residential\)](#)

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