



Shiawassee County Development Handbook

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Executive Summary

The Shiawassee Economic Development Partnership (SEDP) is interested in helping communities in Shiawassee County attract **new development**. They worked with the Shiawassee County Practicum team to create a development processes handbook that serves as a resource for interested developers and communities. This project utilized interviews with local government officials and comparative analysis of development processes to identify areas for streamlining, as well as noteworthy practices that can be leveraged by other communities.

Shiawassee County's existing economic strengths are in Manufacturing, Education and Health Services, Trade Transportation and Utilities, Goods-Producing Leisure, and Hospitality. The proximity to Interstate 69, as well as larger communities like Lansing and Flint, make the county desirable not only to these commercial sectors, but also to those who work in other larger communities.

Shiawassee County contains **28** unique governmental entities and **17** distinct planning bodies, all with different attitudes and processes regarding new development. This project aims to identify areas for review and streamlining within the existing development processes in Shiawassee County, taking into account demographics and economic strengths.

Across these entities and bodies, the current situation is similar with regards to how they are running their respective jurisdictions. In interviews with planning professionals within 11 of these bodies, we found that:

- The majority provide their zoning ordinances, permitting procedures, site plan review application, and other documents online
- 60% contract employees through a private firm, while the remaining 40% hire employees directly through the local government
- The majority modify their zoning ordinances on an as-needed basis
- Many reported that undeveloped, city-owned, or affordable land was a strength in attracting new development
- A weakness reported by most jurisdictions was limited resources (i.e., manpower, time, money)

Four common development processes were reviewed to identify existing problems, existing strengths, and areas where streamlining between jurisdictions is possible. These were site plan review, rezoning, special use permitting, and variances. Key areas for review or streamlining are:

- **Consistency of information** across the zoning ordinance, application form, and jurisdictional website
- What information is provided regarding a development process in the application form
- Specification of submission **modality** (i.e., physical, virtual, or both)
- Timeframe for review and response by the designated body, as well as the submission deadline

From these analyses, we recommend:

- Provide **form-fillable PDFs** or a **Word document** that can be filled out by the applicant using a computer
- Making online forms and documents **easily found** on the jurisdiction's website and that links to these documents are functional
- Include **all information** required to submit a complete application is included on the application form
- **Shorten timeframes** for responses on applications
- Make timeframes **consistent** across jurisdictions
- Implement **methods of contact** (i.e., phone, email, text) to notify applicants of upcoming meetings they need to attend
- Ensure that information is **consistent** across the zoning ordinance, jurisdiction website, and application form
- Implement a **regular schedule** of updates to ordinances
- Increasing the number of communities that are involved in being **Redevelopment Ready Certified**

Practicum Overview

Acknowledgement of Funding Assistance

Practicum is supported by our community clients and through generous financial assistance from Michigan State University Extension and the Regional Economic Initiative grant received from the United States Department of Commerce-Economic Development Administration. The statements, findings, conclusions, and recommendations are solely those of the authors and do not necessarily reflect the views of Michigan State University or any federal or state agency.

Practicum Structure

Practicum is a one-semester project-oriented capstone course for undergraduate and graduate Urban and Regional Planning students at Michigan State University (MSU). The course aims to bridge the gap between the classroom and the workplace by assigning groups of students' real-world projects with clients who have contracted with MSU. Practicum students will produce a professional report and presentation for their client, as well as any relevant deliverables that may be specific to the project.

Client Information

The Shiawassee Economic Development Partnership (SEDP) aims to retain and attract companies and jobs to Shiawassee County, and assist communities in creating environments that will make them welcoming to these businesses. To this end, the SEDP secured an MSU Practicum team to assist them in creating a handbook that identifies development processes utilized by local governments across Shiawassee County. The two primary goals are to educate any potential investor about what is necessary to gain approval for their project in a respective municipality, and also identify noteworthy practices that could be utilized to improve procedures across the county.



Methods Approach

For this project, comparative analysis and structured interviews were done to understand the current state of development processes across the County. Key aspects of four common development processes were gathered from 17 of the 28 total governmental entities in the county. These were then compared and analyzed for similarities and differences across the entities.

1. Introduction

1.1 Purpose of the Study

The primary purpose of this study is to review and streamline the development processes in Shiawassee County. During data collection, we reviewed existing processes for site plan review, rezoning, special use permits, and variance requests. These processes will be analyzed in a spreadsheet to identify areas for streamlining. Within this study's scope, we will report the existing socioeconomic profile and development processes within Shiawassee County.

1.2 Location

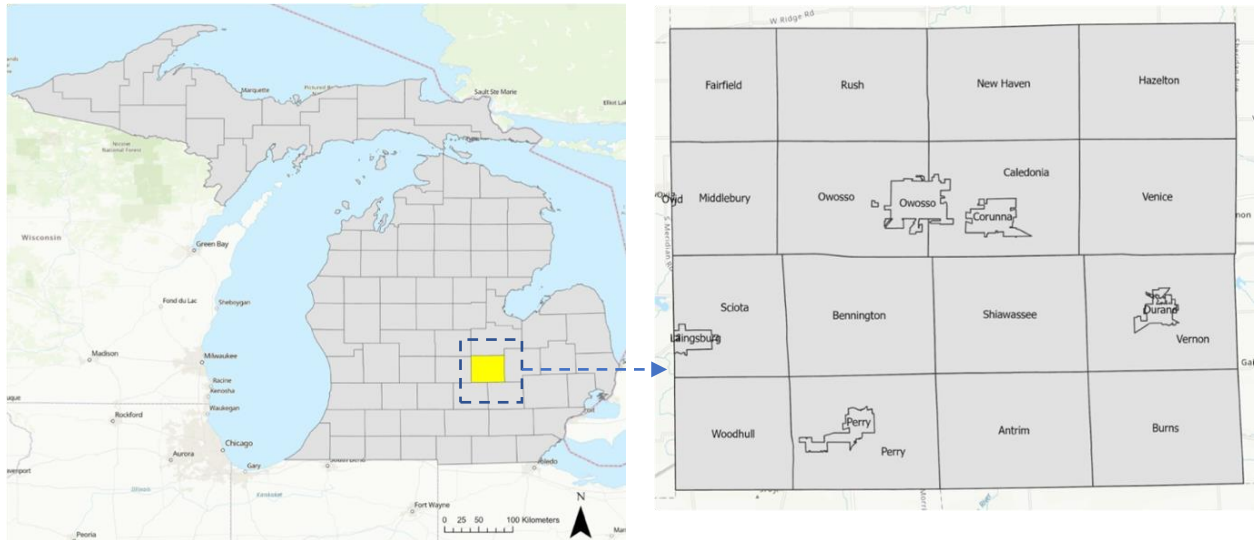


Figure 1: Location of Shiawassee County in the state of Michigan. Source: ArcGIS

Shiawassee County is in the lower peninsula of Michigan, strategically located along Interstate 69. It is also located halfway between Lansing and Flint. The city of Detroit is about 90 miles southeast of Shiawassee County. It is a critical location to North American markets on the I-69 International Trade Corridor, connecting Canada with Chicago.



Village of Bancroft water tower

1.3 Planning Context

Shiawassee County contains 28 unique governmental entities comprising 16 townships, 5 cities, 6 villages, and the county government under different zoning jurisdictions. Within these 28 entities, there are 17 unique planning bodies. A jurisdictional map is shown in Figure 2.

Eleven townships have their zoning, building, electrical, mechanical, and plumbing needs managed by the county, while two townships (Hazelton and Venice) have local zoning only, and three townships (Caledonia Charter, Owosso Charter, and Vernon) have local jurisdiction over zoning, building, electrical, mechanical, and plumbing. Most cities manage their own planning and development processes with one exception, the City of Laingsburg, which has the county manage its electrical, mechanical, and plumbing processes.



Figure 2: Zoning Jurisdiction in Shiawassee County. Townships in orange are included in Shiawassee County planning services. Grey areas have their own planning jurisdictions. Source: ArcGIS

Eleven townships (highlighted in orange in Figure 2) follow the county's jurisdiction. The other villages and townships follow the local zoning jurisdiction.

The villages within Shiawassee County are more varied in managing their processes. Only two villages (New Lothrop and Vernon) have local jurisdiction over all processes. The Villages of Bancroft, Byron, Lennon, and Morrice all have some of their processes under county management.

2. Socio-Economic Profile

2.1 Methods and Data

The secondary data for this report is collected through sources including ArcGIS Business Analyst, the US Census Bureau, and DATAUSA. The data collected from these sources is shown in maps, tables, pie charts, and graphs throughout this document. Supplementary sources are official governmental websites and other relevant websites as cited under the relevant figures. The secondary data collection includes a study on demographics and economic trends. Under demographics, this report summarizes findings on age, race, gender, and population. While looking at economic trends, this report studies educational attainment, employment, unemployment, median household income, and location quotient.

2.2 Demographics

Shiawassee County has experienced an increasing percentage of aging residents over the last twenty years, while the overall population has decreased. It has remained constant in racial composition and gender composition.

2.2.1 Population

The population of Shiawassee County has experienced a steady decrease since 2000, while the population of Michigan has decreased slightly between 2000 and 2010, and then increased more rapidly between 2010 and 2020. The latest population estimate for Shiawassee County as of 2021 was 67,877.

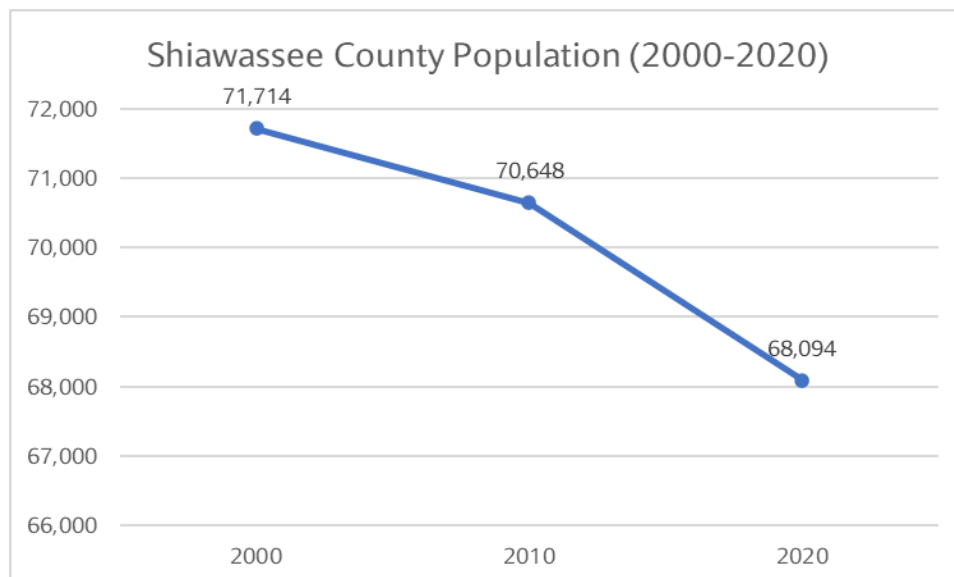


Figure 3: Population and Population Changes for Shiawassee County between 2000 and 2020. Source: U.S. Census Bureau.

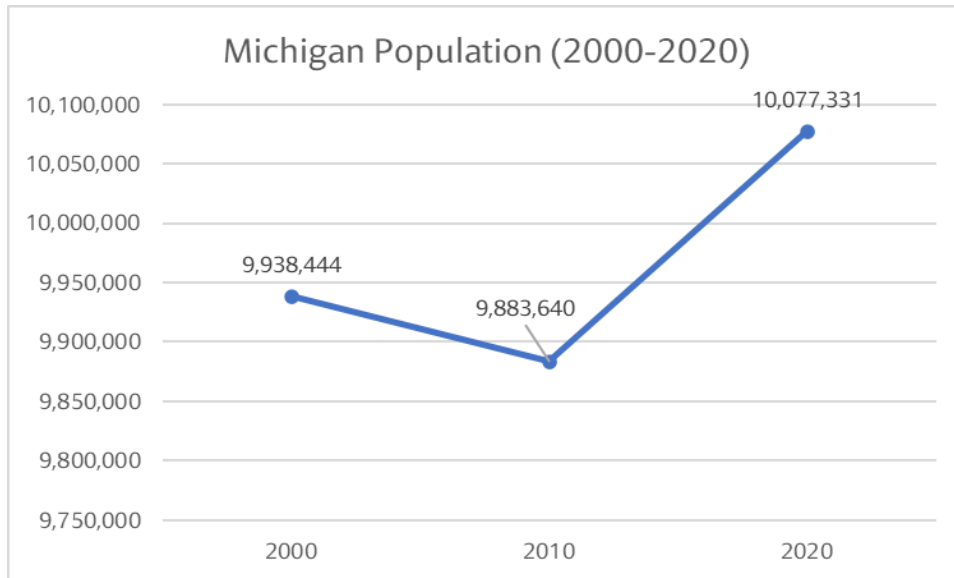


Figure 4: Population and Population Changes for the state of Michigan between 2000 and 2020. Source: U.S. Census Bureau.

2.2.2 Age and Gender

Over the last 20 years, the age in Shiawassee County has increased, with the percentage of residents over the age of 55 increasing in 2010 and 2020. There is a spike in 65–74-year-olds in 2020. The age brackets under 19 years decreased over the last 20 years, while the trends for 20-54 years are more varied. Overall, the age brackets between 20-54 years remain the largest percentage of the population.

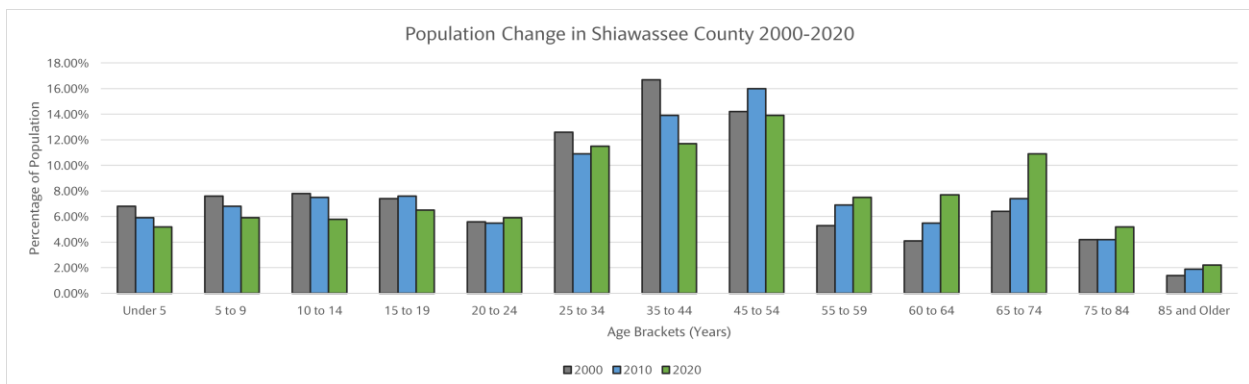


Figure 5: Population change in Shiawassee County between 2000 and 2020 Source: DP1 2020 DEC Summary File 2 Demographic Profile, DP05 2010 ACS 5-Year Estimates Data Profile, DP05 2020 ACS 5-Year Estimates Data Profile

In 2020, the population in Shiawassee County is split between males and females across all age brackets. Compared to the state of Michigan, the overall pattern of the age brackets is similar, with the largest percentage of residents being between 55 and 64 years. Michigan has higher percentages of younger age brackets than Shiawassee County. Both figures indicate a middle-aged to elderly population for the study area.

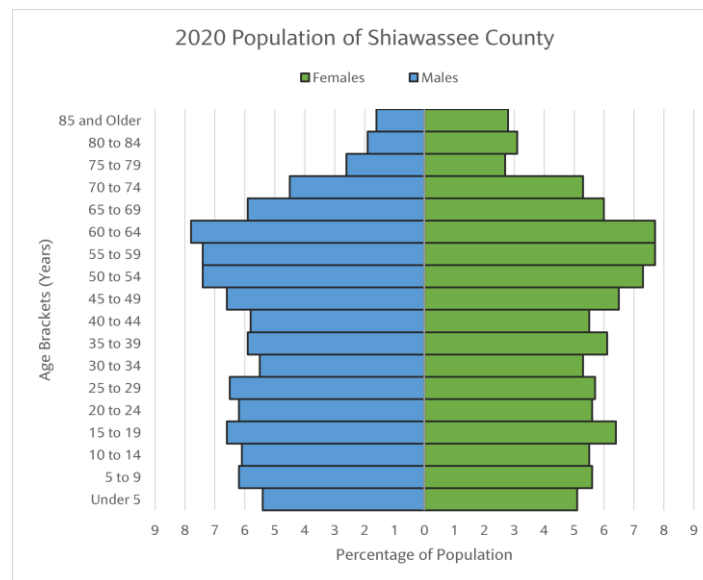


Figure 6: Age pyramid for Shiawassee County in 2020. Source: S0101 Age and Sex ACS 5-Year Estimates Subject Tables

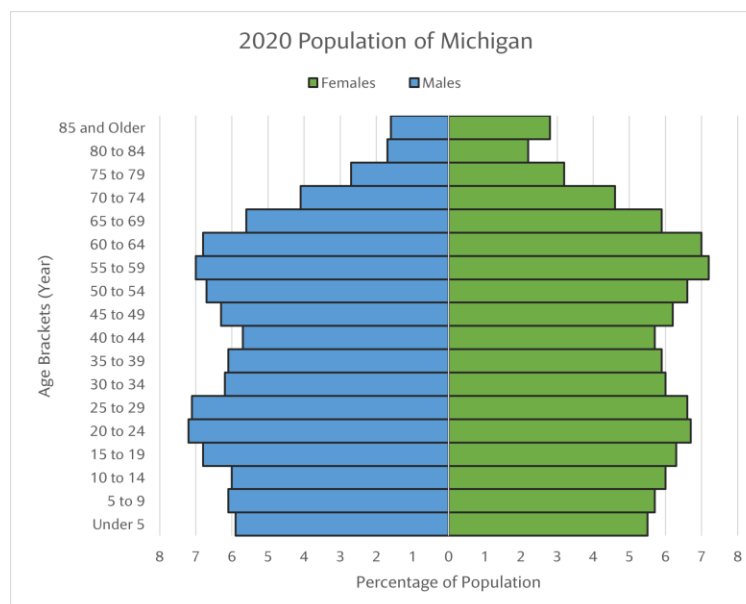


Figure 7: Age pyramid for the state of Michigan in 2020. Source: S0101 Age and Sex ACS 5-Year Estimates Subject Tables

2.2.3 Race

In Shiawassee County, the race breakdown can be viewed into four major categories in 2020, compared to Michigan.

Race	Shiawassee County Count	Shiawassee County Percentage	Michigan Count	Michigan Percentage
White	63,900	93.7%	7,494,170	78.9%
African American	515	0.8%	1,386,387	14.2%
Hispanic	1,480	2.2%	339,923	3.3%
Asian	178	0.3%	551,581	1.8%

Table 1: Race breakdown in 2020, including count and percentage for Shiawassee County and the state of Michigan. Source: US Census Bureau

The majority of Shiawassee County (93.7%) is white, which had decreased from 2000, when the percentage was 96.4%, and in 2010 when the white population was 95.2%. African American and Hispanic populations have slightly increased.

2.3 Education

2.3.1 Educational Attainment

Since 2000 the attainment of an Associates or some college along with Bachelor's degrees has increased in Shiawassee County similar to the state of Michigan. In 2020, Shiawassee County had less of its population with a bachelor's degree or higher (20.3%) compared to Michigan (31.3%). Moreover, Shiawassee County had higher attainment of Associates or some college (41.4%) along with higher high school diploma attainment (37.36%) than Michigan.

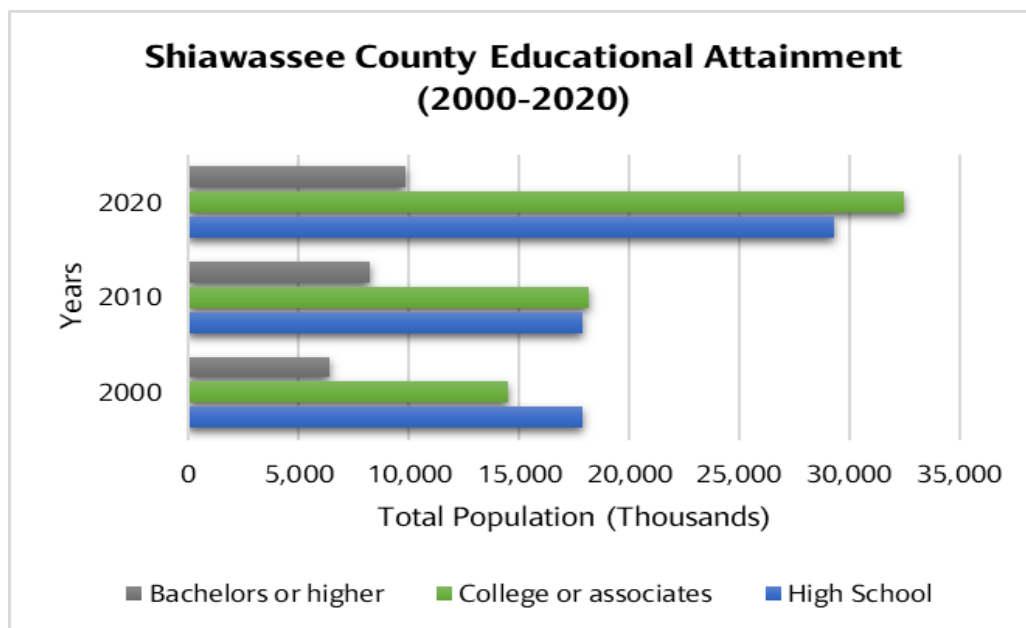


Figure 8: Educational Attainment in Shiawassee County. Source: US Census Bureau

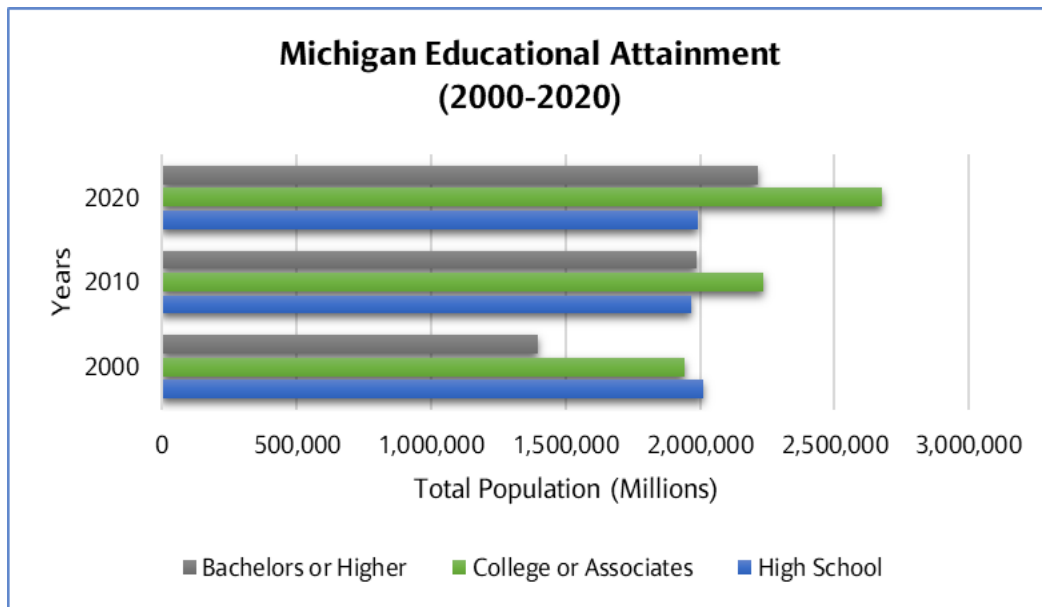


Figure 9: Educational Attainment in Michigan. Source: US Census Bureau

2.4 Economy

2.4.1 Employment

In 2010 the number of people employed was the lowest in Shiawassee County and Michigan. Within ten years, an upward trend in employment was seen in both Shiawassee County and Michigan. The major industry sectors graphed in Figure 10 and 11 are Manufacturing, Retail trade, Arts, entertainment, and recreation, and accommodation and food services, Construction, Professional, scientific, and management, and administrative and waste management services, Other services, except public administration, Transportation and warehousing, and utilities, Finance and insurance, and real estate and rental and leasing, Public administration, Wholesale trade, Agriculture, forestry, fishing and hunting, and mining, Information.

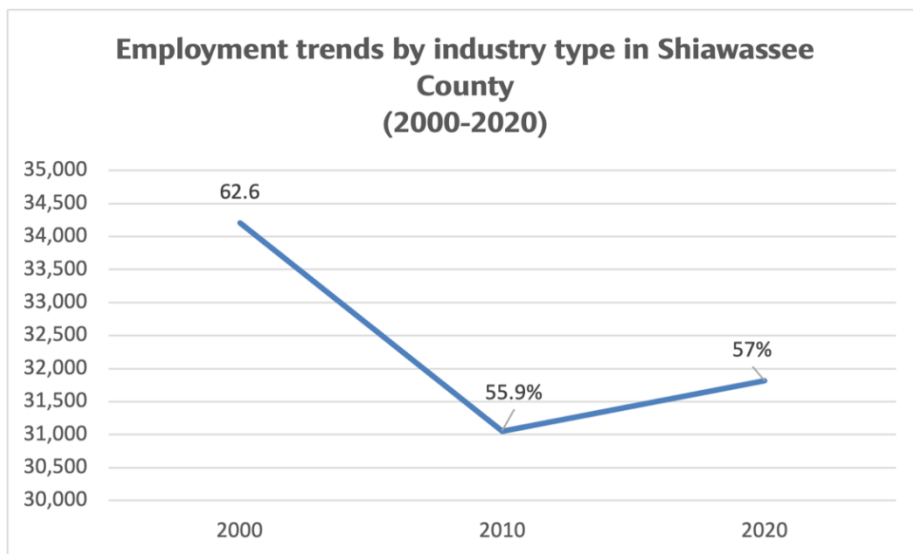


Figure 10: Employment by major industry sector type in Shiawassee County, Source: US Census Bureau

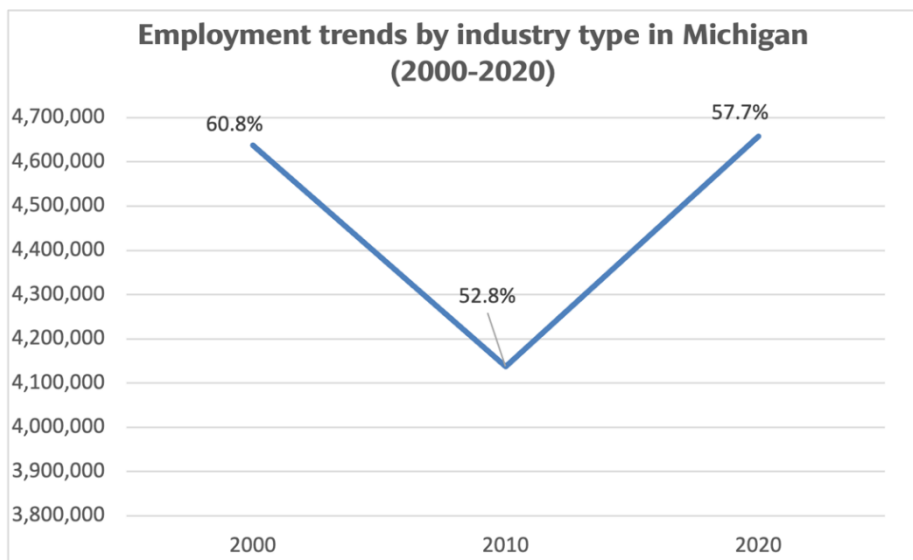


Figure 11: Employment by major industry sectors in Michigan, Source: US Census Bureau

2.4.2 Unemployment

The unemployment rate was highest in 2010, both in Shiawassee County and Michigan. The unemployment rate in Shiawassee County in 2010 was 7.2% which decreased to 2.3% in 2020. In 2000 and 2020, the unemployment rates in Shiawassee County and Michigan were similar.

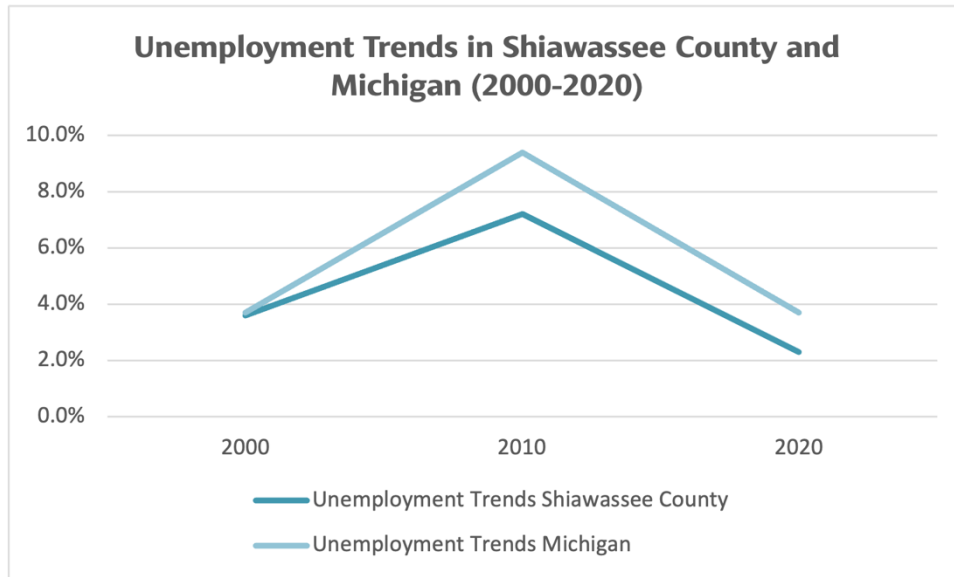


Figure 12: Unemployment trends in Shiawassee County and Michigan Source: US Census Bureau

2.4.3 Location Quotient

Location quotients are ratios that allow an area's distribution of employment by industry, ownership, and size class to be compared to a reference area's distribution. Location quotients are ratios that allow an area's distribution of employment by industry, ownership, and size class to be compared to a reference area's distribution. The location quotient in the year 2020 in Shiawassee County and Michigan is seen in the bar graph below. Manufacturing, Education and Health Services, Trade, Transportation and Utilities, Goods Producing and Leisure and Hospitality are the top five industries in both Shiawassee County and Michigan.

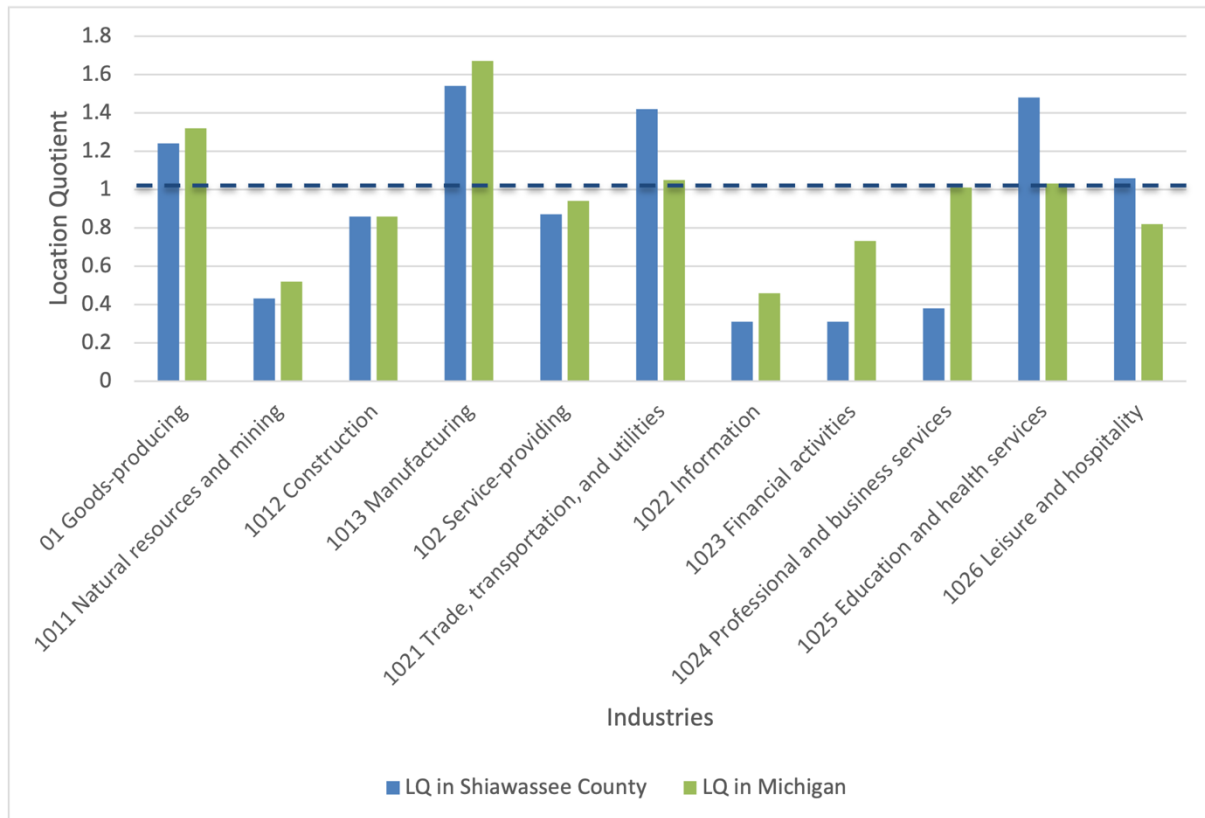


Figure 13: Location Quotient for industries in Shiawassee County in 2020. Source: US Bureau of Labor Statistics

Industries with a Location Quotient Greater than 1 in Shiawassee County	Industries with a Location Quotient Greater than 1 in Michigan
Manufacturing: 1.54	Manufacturing: 1.67
Education and Health Services: 1.48	Goods-Producing: 1.32
Trade, Transportation, and Utilities: 1.42	Trade, Transportation, and Utilities: 1.05
Goods-Producing: 1.24	Education and Health Services: 1.03
Leisure and Hospitality: 1.06	

Table 3: Industries in Shiawassee County and Michigan with a Location Quotient of greater than 1

2.4.4 Income

The median household income for both the state of Michigan and Shiawassee County has slightly increased over the past twenty years. Michigan had a consistently higher median household income than Shiawassee County. In 2000, the median household income for Shiawassee County was \$42,553, while it was \$44,667 for the state of Michigan. By 2020, the median household income for Shiawassee County increased to \$56,436, while Michigan's increased to \$59,234.

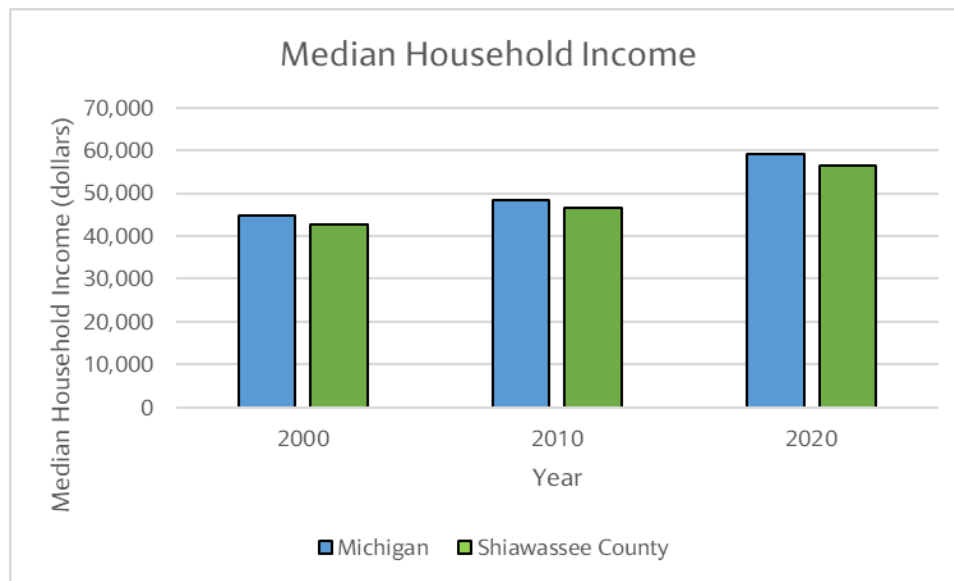


Figure 14: Income trends in Shiawassee County from 2000-2020 as compared to Michigan. Source: U.S. Census Bureau; American Community Survey 2020 5-year Estimates.

2.5 Summary

Overall, Shiawassee County's:

- Population has **declined** from 2000-2020 with an increase in the older populations (spike between ages 65-74 in 2020) and a decrease in the younger population.
- Ratio of males to females is relatively comparable to the state of Michigan, emphasizing the age ranges being middle-aged to elderly.
- Compared to the state of Michigan, Shiawassee County is **less diverse**, with 93.7% of its population classified as white.
- Educational attainment has **increased** since 2000 in each category of high school diploma, college or associates, and bachelors or higher. Compared with the state of Michigan, Shiawassee County's population has a higher college and associate degree attainment along with a high school diploma. However, their bachelor's degree attainment (20.3%) is less than the state of Michigan (31.3%) in 2020.

- Employment trends had a steep decline from 2000 to 2010, which can be attributed to the recession, and from 2010 to 2020 employment increased once again.
- Largest employment sectors from highest to lowest in 2020 were: Healthcare and Social Assistance (23.4%) Manufacturing (18.6%) Retail Trade (10.7%) Arts, Entertainment, and Recreating, and Accommodation and Food Services (9.2%) Construction (5.5%)
- Unemployment trends followed a similar pattern as the highest unemployment rate can be seen at 7.2% in 2010; however, it decreased to 2.3% in 2020.
- Industry advantage where the location quotients are greater than 1, is found in these industries: Manufacturing, Education and Health Services, Trade Transportation and Utilities, Goods-Producing Leisure and Hospitality.
- Median household income has **steadily increased** since 2000, from \$42,553 to \$56,436 in 2020.



City Hall in Corunna, MI

3. Local Government Interviews

To better understand how each local government unit manages development, we conducted structured interviews with representatives of each local unit. Topics of interest included how the office handles development inquiries, online accessibility of relevant documents, and strengths/challenges that each community faces regarding development. For this section, results are discussed by planning body rather than jurisdiction, as eleven townships use the same County-level planning procedures. We contacted 16 townships, 5 cities and 6 villages for an interview. Amongst these entities, 11 responded. The conclusions of this survey are limited to the 11 planning bodies that responded.

3.1 Survey Methods

The survey was created using Microsoft Forms and contained 16 questions developed by the Practicum team. The Practicum advisors and the client approved the questions. The survey contained 13 questions related to content of interest, 2 questions were for identification of responses, and 1 question authorized consent for answers to be used in this project. Team members recorded answers, except for one survey, which was requested to be sent via email. A complete copy of the survey questions is in Appendix A.

Pairs of team members conducted the interviews via Zoom, Microsoft Teams, or a conference phone call. Our client contacted representatives from each planning body, introducing both the Practicum project and the project team. The representatives were also all included on a contact list provided by our client. The team then followed up via email and phone to schedule 15-minute interviews. Of the 17 representatives contacted, the team was able to meet with 11 of them.

3.2 Survey Results

Some of the findings of the outreach are as follows:

- Of the 11 organizations, 90% had their zoning ordinances, permitting procedures, site plan review application, and other documents for locating a development in jurisdiction publicly available.
- Fifty percent (50%) of the organizations had the option to download the zoning ordinances, and permitting procedures online, while 30% had the documents readable online. Twenty percent (20%) of the organizations did not have any of these provisions.
- Regarding Redevelopment Ready Communities, 50% of the organizations were making efforts to meet the suggestions of RRC, 40% were not involved, whereas 10% were not sure.

- The survey results showed a 40% chance of high residential demand, 30% mentioned a low need, and 20% stated a medium need.
- In the context of jurisdiction's planning/zoning department, 60% of the department contracted employees through a private firm (outsourcing), while 40% had employees directly working for the local government.
- We inquired with the city officials about their procedures for modifying zoning ordinances or permitting processes. According to their responses, 30% follow a five-year update plan, 10% opt for annual updates, and 60% prefer to make revisions as needed.

3.2.1 Availability of Documents

Most representatives indicated that their documents for locating and planning a development (i.e., zoning ordinance, applications) were available online, with documents available online for download being the most common option. Venice Township and Owosso Charter Township do not provide their documents online. The ability to submit a development proposal solely through online communications is tied to online availability of documents. Six planning bodies indicated that it was possible to do so, with the four remaining planning bodies indicating that it was not possible. Online availability for each community is shown in Table 2.

Planning Body	Documents Available Online?	Submit Development Proposal Online?
City of Corunna	Yes, downloadable	No
City of Durand	Yes, readable online	No
City of Laingsburg	Yes, downloadable	Yes
City of Owosso	Yes, downloadable	Yes
City of Perry	Yes, readable online	No
Village of Vernon	Yes, downloadable	Yes
Caledonia Charter Township	Yes, downloadable	Yes
Owosso Charter Township	No	No
Venice Township	No	Yes
Shiawassee County	Yes, readable online	Yes

Table 2: Document availability and online capabilities to submit development proposals for responding planning bodies in the study area.

3.2.2 Development Process

Almost all the planning bodies indicated they use a step-by-step guide and organic discussion with a potential developer. No planning body only used a step-by-step guide. Development typically begins with a pre-planning meeting, described as informal by most of our respondents, that aims to understand what the project is and what type of forms and processes will be required to complete development. Following that meeting is the preparation and submission of the appropriate application and documents. Staff review of the application and possible revisions are next, followed by a public hearing or approval, depending on the development process (i.e., a site plan may have different requirements than a variance). Exact differences in the development process were not discussed as a part of this question but will be investigated in Section 4 of this report.

Public participation is primarily done through open meetings and surveys available online, mailed, and in-person at meetings. Last year, according to our local government contact, the City of Durand adopted a public participation policy requiring informal workshops aimed explicitly at receiving public input on specific projects and general planning and zoning, according to our interviewee. Shiawassee County does not have a formal process and does not reach out to the public specifically, indicating that public feedback mostly comes through people who come to the counter or through township review. Word of mouth and websites are the least mentioned, with only the City of Laingsburg and Venice Township indicating these options.

3.2.3 Strengths and Challenges

The planning body representatives had the opportunity to talk about their community's strengths and challenges regarding development. Multiple communities highlighted Shiawassee County's proximity to Lansing and Flint or along major highways connecting to those cities. Other common strengths were school districts, affordable land, and availability of land. Some challenges faced were lack of time and resources, both monetary and human. Table 3 details the responses from each planning body.

Planning Body	Strengths	Challenges
City of Corunna	School district; Draws industry due to proximity to I-69 and I-75	Not enough time to accommodate everyone
City of Durand	Working with city-owned land is easier for developers; Council is pro-development; Financial incentives on a case-by-case basis	Consistently low public participation; Hesitation and reactivity due to incurring consulting fees
City of Laingsburg	People; Environment; Schools; Adaptability; New ideas	Communication; Existing capacity and manpower
City of Owosso	SEDP; Some financial incentives	None
City of Perry	Affordable land	None due to slow, small-scale growth

Planning Body	Strengths	Challenges
Village of Vernon	Small town feel	Posting requirements for implementation of plans and policies; Amount of time it takes to make changes to plans and policies
Caledonia Charter Township	Easy access to Corunna and Owosso attracting strip malls and fast food	Controversy surrounding solar
Owosso Charter Township	Industrial infrastructure draws development and expansions; Available agricultural land	Limited budget; Focus on preservation
Venice Township	None given	Need time to figure out how to do everything following recent independence
Shiawassee County	Bedroom community for Flint and Lansing	One zoning ordinance for a wide variety of townships

Table 3: Strengths and challenges for planning bodies from structured interviews. Exact answers were edited for succinctness.

3.2.4 Planning Staff

Only four of the planning bodies interviewed had their own employees (City of Perry, City of Laingsburg, City of Corunna, and Village of Vernon). The others all contracted planning services through a private firm. During the interviews, some of the representatives did indicate that they had a mix of employees and contractors, but all had primarily one type or the other.

The schedule for revising or altering zoning ordinances and permitting procedures was also interesting. Many indicated that they update as soon as an issue appears, described as "constant" or "as needed" schedules. Planning bodies with schedules had a mix of five-year updates and annual updates.



Shiawassee Circuit Court in Corunna, MI

3.3 Summary

Key findings from our local government interviews are that most planning bodies in Shiawassee County:

- **Documents Available Online:** Have their development applications and related documents available online.
- **Mixed Approach to Guiding Potential Developers:** Use a mixed approach between step-by-step guides and organic discussion with potential developers.
- **Public Meetings and Surveys:** Engage with the public through having open meetings and utilizing surveys with various dispersal methods.
- **Access to Larger Communities is a Strength:** Access to larger communities at different scales is a strength in attracting development.
- **Available Land is a Strength:** Available or undeveloped land is a strength in attracting development.
- **Lack of Resources is a Challenge:** Lack of resources, including time, money, and staffing, is a challenge in processing development.

4. Analysis of Development Processes

To better understand areas where we can streamline development, we first need to understand the current environment in Shiawassee County. To do this, we collected the processes for site plan review, rezoning, special use permits, and variances. Team members went through the ordinances for each government entity with its own planning processes and input relevant details into an Excel spreadsheet to compare important elements. Team members also indicated if the application document was available online, if it is downloadable, and if it is form fillable.

Full documentation of the spreadsheets and best practice documents are included in the appendices. This section summarizes key findings for each development process and provides recommendations based on these analyses.

4.1 Site Plan Review

Site plan review is necessary when undergoing development and will have the broadest impact on developers. Generally, the process ensures that potential developments meet the goals of the community and follow the zoning ordinance. Information on how to undertake a site plan review is found in the zoning ordinance and/or the site plan review application form.

Of the 17 planning jurisdictions, we will analyze 14 of them on their site plan review processes since 14 have their documents online. Of these 14, 10 of them have a site plan application document or equivalent document available online. All analysis consulted both the relevant section of the zoning ordinance and the information on the site plan review application itself.

A rendering of the Excel tables used in this analysis is provided in Appendix B. The jurisdictions of Hazelton Township, Vernon Township, and the Village of New Lothrop are not represented in these tables because none of their documentation was available.

4.1.1 Site Plan Review Application

The first step of the site plan review process is obtaining the site plan application and the requirements for the site plan drawing. Most jurisdictions route applicants through the zoning administrator (n = 6) or the City/Village Clerk (n = 3). The Villages of Bancroft and Byron do not specify an individual or office where the application can be acquired.

Of the available forms, 6 of them are downloadable/printable PDF files that the applicant can fill out. Caledonia Charter Township is the only jurisdiction to provide a form-fillable PDF application. The Village of Lennon specifies in the zoning ordinance that an applicant can obtain the form from the Village Clerk. The City of Durand provides a development review process document that includes much information usually included in a site plan review application but cannot be substituted for one.

Most applications are only the relevant information for an application, but some include extra information that is helpful to the applicant. Some forms include the relevant zoning ordinance or a checklist/tabulation of the site plan drawing requirements (n = 4). Another way of summarizing the requirements was through a checklist including fees, approvals, and number of copies of the application and drawing, which was included by four jurisdictions. Contact information for the individual to whom the form should be submitted was rarely included (n = 1). The related fee schedule is another moderate inclusion (n = 4).

A noteworthy example of a site plan review application from Caledonia Charter Township is in Appendix C. This form includes form-fillable boxes so the form can be completed on a computer, which is more convenient and readable. It provides contact information both for the person to whom the form must be submitted and for the agencies that must review the site plan and the requirements for the review of each individual agency. It also has a checklist of items required in the site plan review packet and the schedule of fees associated with the application.

APPLICATION INFORMATION

- ☐ Complete application with fee and site plan must be submitted at least 28 days prior to the regularly scheduled planning commission meeting at which it is to be heard. A complete application includes:
 - ☐ A completed and signed application form, including a legal description of the property
 - ☐ The required fee
 - ☐ A complete site plan and a completed site plan check list
- ☐ An applicant may request a special meeting of the planning commission to consider their special use permit, but due to notice requirements a special meeting cannot be scheduled for at least 15 days after application.

FEES

Site Plan Review Application for uses other than commercial or industrial \$ 200
 Site Plan Review Application for commercial or industrial uses \$ 400
 Special Planning Commission Meeting \$60 + \$40/per commission member attending

APPLICANT IS ALSO LIABLE FOR ANY REVIEW COSTS IN ADDITION TO THE MINIMUM REQUIRED
 AND BUILDING PERMITS WILL NOT BE ISSUED UNTIL ANY ADDITIONAL COSTS ARE PAID

APPLICATION W/FEE MAY BE MAIL OR HAND DELIVERED TO: COREY CHRISTENSEN ROWE PROFESSIONAL SERVICES COMPANY 540 S. Saginaw Street FLINT MI 48502 PHONE (810) 341-7500; FAX (810) 341-7573 E-MAIL cchristensen@rowepsc.com

Figure 15: Page Three of Caledonia Charter Township's Site Plan Review Application

4.1.2 Site Plan Review Application Process

Many of the applications contradict the zoning ordinance on when an application needs to be submitted to the relevant body. Of those with an application available, only one agreed on a specific date. Also, most jurisdictions do not give an exact date for submission in their zoning ordinance. The time to submit ranges from 30 business days prior to a regularly scheduled planning commission meeting to 14 days prior across jurisdictions.

The modality of submission, either physical or digital packets, is largely unstated. The majority of those that explicitly call out the modality request physical copies. Virtual copies, when mentioned in the City of Owosso and the Village of Bancroft, are split between being required at submission and possibly being requested by the Planning Commission. The number of copies required ranges from 1 to 20 copies. No discrepancies were found between site plan review applications and the zoning ordinance regarding copies necessary. Some language in the zoning ordinance references an applicant submitting “the required number of copies,” but that number is not given in the site plan review section of the ordinance.

Timelines given in the zoning ordinance for a response on the site plan review application are similarly variable. Many occur at the next scheduled meeting of the planning commission following submission of the application. Those that do not indicate either a calendar day count or a count from the time that the submission was received. Those jurisdictions range from 30 days to 100 days. The Village of Byron only states that a decision will be reached “within a reasonable time”, with no specifics given.

4.1.3 Site Plan Drawing Requirements

We also investigated the actual site plan drawing requirements between the 14 planning jurisdictions. Differing standards and requirements may prevent developers from applying to various municipalities within the County that fit their development proposal.

Largely, there is overlap in criteria required in the drawing. Where individual jurisdictions vary is in the details or specifications for those criteria. One notable and key variation is the required scale for the site plan drawing. Based on the requirements given, for a property of 3 acres or less, a preparing official can use a scale of 1 inch to 50 feet and have it be acceptable for all 14 of the planning jurisdictions. For properties over 3 acres but less than 5 acres, a scale of 1 inch to 50 feet is still advisable given the acceptable scale ranges across jurisdictions. A developer not aware of these various scales may utilize the smallest or largest acceptable scale, which could disqualify their site plan drawing in another jurisdiction, significantly slowing the development process by requiring another drawing to be prepared.

Our primary recommendation for the drawing requirements is that currently unaddressed criteria or unspecified criteria be given some description or limitations. For example, five jurisdictions say nothing in their site plan drawing requirements about lighting. We recommend that these criteria be given some description so that a developer can more accurately assess the feasibility of their development in those communities, as well as not

face setbacks later in the development process because the expectation of information to be provided was included in the documentation. We also recommend that unspecified criteria, where a description is given but no specifics, be fleshed out for the same reason. Where this came up the most was an unspecified scale, but that a scale is required. By stating the desired scale for a site plan drawing up-front, developers can more readily provide the required materials the first time, saving time for both the developers and the jurisdiction officials.



Downtown Owosso, MI

4.1.4 Site Plan Review Recommendations

We present site plan review process recommendations here:

- Have both the zoning ordinance and site plan review application available on the official website of the jurisdiction
- Confirm that dates for submission of the site plan review application match between the application and the zoning ordinance
- Specific timeframes for a response from the decision body be given within the zoning ordinance
- Shorter timeframes for response/decision on applications
- Provide timeframes for review and response on applications where absent
- Specification of desired information on site plan drawing requirements (e.g., when a requirement is given without units or what information about said requirement or when no information on common criteria is given)
- Provide a checklist or tabulation of site plan drawing requirements with the site plan review application that matches the list in the zoning ordinance

4.2 Rezoning

Rezoning is the process of changing the designated land use in a specific area, typically from one zoning category to another. It is an essential tool as it allows for the modification of land use regulations to reflect changes in a community's needs and priorities. The rezoning processes can be found in a separate rezoning document or zoning ordinance to specifically address changes to the zoning designation of a particular property or area. The complete table analysis is given in Appendix D.

Out of the total 17 jurisdictions, 8 of them had rezoning processes available in their zoning ordinance documents. These 8 were: Shiawassee County, City of Owosso, Village of Bancroft, Caledonia Charter Township, City of Laingsburg, City of Perry, Village of Byron and Owosso Charter Township. The analysis information provided was done based off the online PDF information provided by these 8 jurisdictions. Of these jurisdictions, only City of Owosso and Village of Bancroft provides a form-fillable PDF.

Some of the rezoning application processes begin with the amendments to the official zoning map. (n=4). Although, the rezoning requirements vary across all jurisdictions. While some jurisdictions define each requirement, others do not give a checklist or any guidance. For instance: The Village of Byron gives a step-by-step guide on the rezoning application process. On the other hand, the City of Corunna is unclear in stating the precise rezoning application procedure.

It is recommended that rezoning applications be available on the official website in a downloadable or printable format. This will create an opportunity for the applicants to understand the requirements before they contact the jurisdictions. Moreover, it is important to create a step-by-step guide, flowcharts, or PDFs to simplify the rezoning processes for a potential applicant.

4.2.1 Rezoning Application Processes

Typically, the application process begins with an amendment to the official zoning map. Although, the rezoning process is found to be varied across the jurisdictions. Each of the jurisdictions studied follows their own procedure for conducting the rezoning processes.

In the case of the City of Owosso's rezoning process, the applicant needs to specify the aspects of property ownership and rezoning details. Furthermore, an applicant needs to clarify the current zoning and requested zoning status. Additionally, the potential candidate should explain the proposed use of the property and how it protects the public health, safety, peace, morals, comfort, convenience, and general welfare of the inhabitants of the city. Moreover, the candidate needs to sign the document and pay an application and escrow (Consultant fees for planning and zoning) fees. Lastly, the applicant or their representative must be present at the Planning Commission and City Council public hearings for action to be taken on the rezoning request. The application must be received by the end of the previous month before the Planning Commission meeting. The City Council addresses the rezoning at the

following Council Meeting after the Planning Commission makes its recommendations for the rezoning.

While there are two jurisdictions which provide a form-fillable PDF, the other jurisdictions have stated the rezoning procedure in their zoning ordinances. The Village of Byron requires that an applicant indicate the dimensions, location and size of the subject property such as a sketch plan, property identification number, a legal description, street address of the subject property, a map identifying the subject property in relation to surrounding properties, or other method required by the Planning Commission/Downtown Development Authority. It also asks for the name, signature, and address of the owner of the subject property, a statement of the applicant's interest in the subject property if not the owner in fee simple title, or proof of consent from the property owner. Furthermore, the existing and proposed zoning district designation of the subject property. Some of the additional requirements for the Village of Byron are a site analysis site plan, conceptual plot plan to scale, and traffic impact analysis report.

Although the rezoning process varies according to the jurisdictions, there are some similarities in the process across all 8. The rezoning process proposes an amendment to the official zoning map. This amendment is followed up with property identification and ownership details or as instructed by the methods required by the Planning Commission. The additional requirements differ in every township, village, and city.

As the processes differ, it is recommended to have a downloadable form-fillable PDF for a rezoning application with a clear explanation of the rezoning process. Furthermore, it is also suggested to have additional requirements like timeframe, planning commission hearing dates, maps, application fees, proof of ownership and miscellaneous documents in the form-fillable PDF for a rezoning application. A good example of a rezoning application is provided by the Village of Bancroft, as it has stated additional requirements, application fees, planning commission hearing dates concisely in a 2-page document. This form is attached in Appendix D.

4.2.2 Rezoning Application Requirements

Of the 8 jurisdictions studied, 4 require the applicant to submit the complete rezoning application 15 days prior to the Planning Commission meetings. Caledonia Charter Township requires the rezoning application 21 days prior to the regularly scheduled Planning Commission meeting. Although the time to submit the application is stated, there is no indication on the follow-up procedure.

The contents of the rezoning application packet vary across jurisdictions. The Village of Byron asks for a Site Analysis Site Plan, Conceptual Plot Plan to scale and a Traffic Impact Analysis study. On the contrary, Caledonia Charter Township asks for a completed and signed application form, including a legal description of the property, the required fee, and a drawing showing the parcel proposed to be rezoned. From the review of zoning ordinances, it was

found that 3 of the jurisdictions require the submission of an application fee with the application. Again, there is no clear indication if extra fees are required in case follow-up meetings are needed. The submission modality is physical for 3 entities, while the other 5 jurisdiction's submission modality was unclear. As rezoning is a recurring process, the public hearing is mandatory in all the 8 jurisdictions.



Solar farm in Venice Township

4.2.3 Rezoning Recommendations

We present rezoning process recommendations here:

- Provide a checklist, tabulation, flowchart of rezoning process that matches the list in the zoning ordinance.
- Shorter timeframes and timely follow-ups for response on applications.
- Provide timeframes for review and response on applications where absent.
- Specification of desired information on rezoning application requirements (e.g., Sketch plans, site plan review, conceptual plan, traffic impact analysis) to be mentioned on the rezoning application document.
- Allow online access of the rezoning applications, in the form of downloadable and fillable PDFs.
- Create provisions to notify the applicants about the public hearings and follow-ups via an email, text message, phone call.
- It is recommended to conduct an initial conceptual meeting to determine if rezoning is necessary before the regularly scheduled planning commission meeting.

4.3 Special Use Permits

Special use permitting is a planning and zoning process which permits the use of land and/or structures which have uses that are unique in nature and have characteristics still in accordance with community planning goals. The procedures for special use permits can be found in the zoning ordinance or in the special use permit application itself.

Out of the 17 total planning jurisdictions, 14 will be reviewed for special use permits because documents were available online. Of these 14, 8 of them have a special use permit application document or equivalent document posted online. All analysis in this section of the report is focused on material found in the zoning ordinances or special use permit application documents. The complete analysis table is given in Appendix F.

4.3.1 Special Use Permit Application

The first step of the special use permit process is obtaining the special use permit application. Most jurisdictions route the applicant through the zoning administrator (n=3) or the city/village clerk (n=3). The Village of Bancroft, Owosso Charter Township, City of Durand, and Village of Lennon did not specify an individual or office to obtain the special use permit application from.

Of the available forms, 6 of them are downloadable/printable PDF files that can be filled out by the applicant. Caledonia Charter Township and the City of Perry are the only jurisdictions to provide form-fillable PDF applications.

While many of the application forms contain only the minimum relevant information, a few include extra checklists or sections from the zoning ordinance. The included information for what the applicant must submit varies greatly. For example, Shiawassee County simply lists that an applicant must submit an application and completed site plan. The Village of Vernon on the other hand, requires the application, preliminary site plans, monetary fee, and construction specifications.

We recommend having a special use permit application available in a form-fillable PDF format online that is easily accessible for users. We also recommend supplying a checklist of what the applicant must submit along with a timeline for submission and action.

Application # SUP _____

**CALEDONIA CHARTER TOWNSHIP
APPLICATION FOR SPECIAL USE PERMIT**

Applicant Information:

Name: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Ownership Interest of Applicant: ☐ Owner (Fee Simple) ☐ Land Contract ☐ Lease
☐ Purchase Agreement ☐ Agent for Owner

Current Zoning Classification: _____

Requested Special Use: _____

Parcel Address if different from applicant address: _____

Tax Parcel Number(s): _____

Proposed Use: _____

I certify that the information provided for this application is true and accurate.

Applicant's Signature: _____

Date: _____

If the applicant is not the owner of the property, the owner's signature is required to confirm that they are aware that the application has been submitted and will permit the request to be considered.

Owner's Signature: _____

Owner's Address: _____

Date: _____

TO BE FILLED OUT BY ZONING OFFICIAL

Date Complete Application Received: _____ Fee Paid: _____

Application Accepted: _____

Zoning Official, Caledonia Township

SEE INFORMATION ON BACK

SPECIAL USE PERMIT APPLICATION

Figure 16: The first page of Caledonia Charter Township's form fillable PDF Special Use Permit application

4.3.2 Special Use Permit Application Process

There is wide variation when it comes to the timeline of submitting special use permit applications. Planning jurisdictions throughout Shiawassee County seem to agree on using the Planning Commission public hearing as a reference point for when special use permits must be submitted. The City of Corunna, City of Laingsburg, City of Perry, and Village of Byron all agree that the special use permit must be submitted at least 15 days prior to the regularly scheduled Planning Commission meeting. On the longer side, Shiawassee County and City of Owosso require 60 days between the submission of a special use permit and a regularly scheduled Planning Commission hearing to consider the application.

Across the county, there is heavy variation on where or who to get the application from and who to submit it to. Options vary from Zoning Administrator to Planning Commission to City/Village Clerk and even Building Inspector in the case of the City of Owosso.

Most of the jurisdictions with special use permit applications allowed for either virtual or physical submissions. Shiawassee County, Village of Bancroft, Caledonia Charter Township, and City of Corunna all require physical submissions. Number of copies varies.

An optional preliminary site plan review is offered by Caledonia Charter Township. The Village of Byron requires a preliminary site plan review for special use permit applications. All 14 of the jurisdictions in this review require a public hearing in the form of a Planning Commission meeting. The Village of Byron is unique in that it requires final approval from not only the Planning Commission, but also the Village Council. Venice Township uniquely requires final approval from the Township Board.

4.3.3 Special Use Permit Recommendations

We present special use permit process recommendations here:

- Have both the zoning ordinance and special use permit application available on the official website of the jurisdiction
- Provide a checklist for the application process
- Have clear directions on where to find the special use permit application and where to submit it on official website and zoning ordinance of the jurisdiction
- Create consistent and shortened timelines across the county
- Provide fillable PDF templates which can be submitted through online communications by applicants

4.4 Variances

A variance is a request to use a property under special conditions based on the jurisdiction's regulations. It is primarily used by owners whose planned use of the property does not comply with the local jurisdiction's zoning. Variances typically vary across local areas, as one jurisdiction can issue many variance requests while others can have next to none.

Out of the 17 total jurisdictions, only 4 of them had variance processes available in their zoning ordinance documents. These 4 were: Shiawassee County, City of Owosso, Venice Township, and Caledonia Township. The analysis provided was based off the online PDF information from these 4 jurisdictions. The complete analysis table is included in Appendices G and H.

4.4.1 Processes

All four jurisdictions have limited information provided when it comes to their variance regulations. Venice Township is the only one that has a specific description of the variance process which is, "The Board of Appeals may authorize specific variances from such requirements as lot area and width regulations, yard and depth regulations, off-street parking and loading space requirements, sign and billboard regulations, and regulations found herein. The Board of Appeals shall base its decision upon review of the standards provided below and make specific findings of fact based on the evidence presented to it". Shiawassee County and the City of Owosso both state, "Uses/structures that could not be permissible/built under the current Ordinance", and Caledonia Charter Township states, "A variance is a modification of the literal provisions of the Zoning Ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant a literal enforcement of the Ordinance would result in unnecessary and undue hardship".

Much of the variance process is similar in 3 of the 4 jurisdictions, while varying in the application provider. Caledonia Charter Township and Venice Township go through a Zoning Administrator after it is submitted and then have a public hearing, where it is then approved or not by the Zoning Board of Appeals. There is no more information on the processes for variance in Shiawassee County or the City of Owosso. Each jurisdiction varies on who to submit the request for variance to. Shiawassee County and the City of Owosso do not have a person or entity listed, while Caledonia Charter Township and Venice Township list the Zoning Administrator.

4.4.2 Requirements

Of the four jurisdictions, only Caledonia Charter Township has a specific timetable to submit the documents for a variance. That requirement for a variance application is at least 22 days before a regularly scheduled ZBA meeting. In Caledonia Charter Township's documents for requirements, it also states that "A completed and signed application form along with fee; an

explanation of how the applicant believes the request meets the five standards for approval of a variance; and a complete plot plan.” No specific fee requirement is listed in the zoning ordinance, and the only other township to require a fee is Venice Township. This jurisdiction also requires digital packets prepared for the ZBA. Shiawassee County and the City of Owosso do not have any requirements listed in their zoning ordinances. For Venice Township and Caledonia Charter Township, the ZBA has the final approval as the information for variances is available online for these jurisdictions. However, there is no online variance availability or requirements to how to request one in Shiawassee County and the City of Owosso.

4.4.3 Variance Recommendations

We present the variance recommendations here:

- Specify timeframes for the submission of a variance application
- Provide a flowchart or list of what occurs during the variance process
- Appoint a person or department to whom the variance request is submitted
- Provide variance application documents on the official government website
- Provide owners/applicants requesting a variance with a graphic or visual that explains the situations in which a variance is required
- Create a checklist of what needs to be included with the variance application, including a fee schedule, timeframe of response, and where to submit the application



Railroad passing through the City of Durand, MI

4.5 Summary

Our recommendations based on the analysis of existing development processes are:

- **Form-Fillable PDFs:** Provide form-fillable PDF forms for all development processes online from the official website of each planning jurisdiction, or a Word document that can be filled out in a word processing software
- **Clear access to online documents:** Accessing online forms and documents should be clear, meaning that they are easily found on the jurisdiction's website and that links to these documents are functional
- **All required information included in application forms:** Forms should include detailed lists, tables, or visuals of what is required for an applicant to submit a complete application including:
 - Schedule of fees
 - Included information related to the development process
 - Related forms or documents
 - Deadlines for submission
 - Timeframe for response and review
 - Contact information for who to submit the application to
- **Shorten timeframes for response on application:** Shorten timeframes for jurisdictional review and response where possible, aiming for the shortest return of a decision
- **Make timeframes consistent across planning jurisdictions:** Where possible, make timeframes more consistent between jurisdictions across processes. For example, making the timeframe for a response on a site plan review application more similar across the county
- **Establish specific timeframes for application submission:** Specific timeframes for submission, as well as for jurisdictional review and response, should be provided both in the zoning ordinance and on all forms
- **Implement methods of applicant contact:** Create methods of contact applicants about upcoming Planning Commission meetings, public hearings, and follow-up meetings, especially when applicant attendance at these meetings is required
- **Consistency of information:** Confirm that all sources of information on development processes (i.e., application forms, zoning ordinance, website, etc.) agree on timeframes and submission requirements

5. Recommendations

In this section, we present recommendations and noteworthy practices for development.

5.1 Recommendations based on Socio-Economic Profile

Based on the Socio-Economic Profile, we have the following recommendations:

- **Increase in employment opportunities and retainment:** The population of Shiawassee County has decreased in the last ten years as compared to the state of Michigan. In this case, it is necessary to accelerate the population growth. As Shiawassee County is strategically located along I-69. To increase population, it is recommended to the county to offer tax incentives or other financial benefits to attract businesses and encourage job growth. Furthermore, spending on infrastructure such as roads, bridges, and public transportation can make the county more accessible and attractive to businesses and individuals.
- **Educational Opportunities:** In 2020, Shiawassee County had less of its population with a bachelor's degree or higher compared to Michigan. Moreover, the dominant population in the county are middle-aged to elderly people. Investments in the sector of education while making provisions for higher education institutions can draw families with children and young adults looking for varied opportunities.
- **Accelerating currently well performing industries:** Currently, Healthcare and Social Assistance, Manufacturing, Retail Trade, Arts, entertainment, and recreating, and accommodation and food services and Construction are acting as the five major employers in the county. It is suggested to design strategies to uplift these well-performing industries. More employment opportunities can be created around these industries.
- **Housing Development:** Building more affordable housing can attract new residents and encourage current residents to stay in the county. This can also lead to an increase in construction jobs and economic growth.
- **Senior and assisted living:** The population in the county is majorly middle-aged to elderly. Moreover, this county has a very strong healthcare and social assistance presence. Thus, senior living housing is recommended to cater towards the aging population.
- **Creating more vibrant and walkable downtowns/communities:** Counties can develop vibrant communities, propel placemaking to promote themselves as attractive places to live, work, and visit. This can help raise awareness of the county's unique features and attract new residents.
- **Generating a diversified economy:** A diversified economy is more resilient to economic shocks and fluctuations as it helps support multiple businesses. This creates more job opportunities across multiple industries. As it is flexible and not fixed, it promotes a stable economic environment which attracts businesses and investors.

5.1.2 Funding Recommendations

Housing Development

- **Michigan State Housing Development Authority (MSHDA):** MSHDA provides a variety of programs to assist with housing needs, including homebuyer assistance, rental assistance, and foreclosure prevention.
- **Federal Housing Administration (FHA) loans:** FHA loans are a popular option for first-time homebuyers because they offer low down payment requirements and flexible credit guidelines.
- **Habitat for Humanity:** Habitat for Humanity is a nonprofit organization that helps low-income families build and purchase affordable homes
- **Neighborhood Assistance Corporation of America (NACA):** NACA is a nonprofit organization that provides low-interest mortgage loans to low- to moderate-income individuals and families.

Accelerating Economic growth and development

- **Michigan Business Development Program:** This program provides grants, loans, and other forms of financial assistance to businesses that are expanding or relocating to Michigan. The program is administered by the Michigan Economic Development Corporation (MEDC) and offers a range of incentives, including tax credits, training grants, and other types of financial assistance.
- **Pure Michigan Business Connect:** This is a statewide initiative that helps connect Michigan businesses with each other and with potential customers. The program offers matchmaking events, training programs, and other resources to help businesses grow and succeed in Michigan.
- **Michigan Small Business Development Center:** This program provides free business counseling and training services to small businesses in Michigan. The center can help businesses with everything from developing a business plan to securing financing.
- **Angel Investing:** Angel investors are high-net-worth individuals who invest in early-stage companies. There are several angel investing groups in Michigan, such as the Michigan Angel Fund and Grand Angels, that can provide funding and support to businesses.
- **Venture Capital:** There are several venture capital firms in Michigan that invest in startups and high-growth companies. Some of the largest venture capital firms in Michigan include Renaissance Venture Capital Fund, Arboretum Ventures, and Grand Ventures.

- **Growing MI Business Grant Program:** This program provides grants to eligible small businesses to help them grow and create jobs. The program is aimed at businesses that have been in operation for at least one year and have between two and 50 employees
- **Redevelopment Ready Communities Technical Assistance (Match Funding):** Match funding is a resource available to Michigan communities which are actively engaged in the Redevelopment Ready Community (RRC) program. While funding parameters vary on a case-by-case basis, up to 75% of a redevelopment project could be covered by the RRC TA program, according to MiPlace.org.

Vibrant Downtowns

- **Michigan Main Street Program:** The Michigan Main Street Program provides technical assistance, training, and grants to communities to help them revitalize their downtown areas.
- **Community Development Block Grants:** The Michigan Department of Housing and Urban Development offers Community Development Block Grants (CDBG) to help fund projects that improve local infrastructure, including downtown revitalization projects.
- **Tax Increment Financing:** Tax Increment Financing (TIF) allows local governments to use property tax revenue generated from increased property values within a designated district to fund redevelopment projects, including downtown revitalization projects.
- **Downtown Development Authorities:** Downtown Development Authorities (DDAs) are special districts created by local governments to promote economic growth and revitalization in downtown areas. DDAs can issue bonds, levy taxes, and apply for grants to fund downtown redevelopment projects.
- **Historic Preservation Tax Credits:** The State of Michigan offers Historic Preservation Tax Credits to developers who rehabilitate historic buildings. These tax credits can be used to help finance downtown revitalization projects.

Rural Economic Development

- **USDA Rural Development:** USDA Rural Development offers loans and grants to help low-income individuals and families purchase or repair homes in rural areas of Michigan.
- **Connecting Michigan Communities (CMIC) Grant Program:** This grant program provided by the Michigan Department of Technology, Management, and Budget

provides funding for the extension of broadband services to underserved rural communities in Michigan. According to the Brookings Institution, access to broadband can lead to economic growth.

5.2 Recommendations based on Interviews

Based on the semi-structured interviews we have the following recommendations:

- **Make document availability a priority:** It is recommended that pertinent documents like zoning ordinances, permitting procedures, site plan review application, and other documents for locating a development in jurisdiction should be publicly available.
- **Form-Fillable PDFs:** These pertinent documents should be available as form-fillable PDFs, or fillable Word documents. There can also be provisions to have these documents available in the jurisdiction's office.
- **Increase number of Redevelopment Ready Communities:** As 50% of the communities interviewed are making efforts to meet the suggestions of RRC, there should be more communities involved in being Redevelopment Ready Certified.
- **Focus on residential development:** 40% of the communities interviewed indicated that their community had high residential demand, thus It is advisable to focus on fostering residential development and addressing the rising demand for housing.
- **Implement a regular schedule of updates to ordinances:** To promote efficiency and effectiveness in governmental processes, it is advisable to implement regular updates, such as annual or mid-year revisions, or establish a comprehensive five-year plan to periodically review and modify zoning ordinances and permitting procedures.

5.3 Recommendations based on Development Processes Analyses

Based on the analysis of existing of site plan review, rezoning, special use permit, and variance processes, we have the following recommendations:

- **Online availability:** Have all relevant documents, including the zoning ordinance and application forms, available on the official government or planning jurisdiction website
- **Form-Fillable PDFs:** Applications should be provided as form-fillable PDFs, rather than solely downloadable PDFs or webpages

- **All required information included in application forms:** Forms should include detailed lists, tables, or visuals of what is required for an applicant to submit a complete application including:
 - Schedule of fees
 - Included information related to the development process
 - Related forms or documents
 - Deadlines for submission
 - Timeframe for response and review
 - Contact information for who to submit the application to
- **Implement methods of applicant contact:** Create methods of contact applicants about upcoming Planning Commission meetings, public hearings, and follow-up meetings, especially when applicant attendance at these meetings is required
- **Consistency of information:** Confirm that all sources of information on development processes (i.e., application forms, zoning ordinance, website, etc.) agree on timeframes and submission requirements
- **Shorten timeframes for response on application:** Shorten timeframes for jurisdictional review and response where possible, aiming for the shortest return of a decision

5.4 Noteworthy Practices

5.4.1 Caledonia Charter Township Site Plan Review Application

A noteworthy example of a site plan review application comes from the Caledonia Charter Township.

APPLICATION INFORMATION

- ☐ Complete application with fee and site plan must be submitted at least 28 days prior to the regularly scheduled planning commission meeting at which it is to be heard. A complete application includes:
 - ☐ A completed and signed application form, including a legal description of the property
 - ☐ The required fee
 - ☐ A complete site plan and a completed site plan check list
- ☐ An applicant may request a special meeting of the planning commission to consider their special use permit, but due to notice requirements a special meeting cannot be scheduled for at least 15 days after application.

FEES

Site Plan Review Application for uses other than commercial or industrial \$ 200
Site Plan Review Application for commercial or industrial uses \$ 400
Special Planning Commission Meeting \$60 + \$40/per commission member attending

APPLICANT IS ALSO LIABLE FOR ANY REVIEW COSTS IN ADDITION TO THE MINIMUM REQUIRED
AND BUILDING PERMITS WILL NOT BE ISSUED UNTIL ANY ADDITIONAL COSTS ARE PAID

APPLICATION W/FEE MAY BE MAIL OR HAND DELIVERED TO:

COREY CHRISTENSEN
ROWE PROFESSIONAL SERVICES COMPANY
540 S. Saginaw Street
FLINT MI 48502
PHONE (810) 341-7500; FAX (810) 341-7573
E-MAIL cchristensen@rowepsc.com

Figure 17: Page three of Caledonia Charter Township's Site Plan Review Application

The form includes form-fillable boxes so that the form can be completed on a computer, which is more convenient and readable. It provides contact information both for the person to whom the form must be submitted and individual agencies whose reviews may be required. It also provides the circumstances in which individual agencies' review is required. The final page, shown above, includes a checklist of what must be included in the final site plan review application packet and the schedule of fees associated with the application.

5.4.2 Village of Bancroft Rezoning Application

An ideal example of a rezoning application is the application form of the Village of Bancroft.

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

The applications must be submit far enough in advance of the Planning Commission meeting to allow time to meet the requirements for advertising (15 days in advance of the meeting) and notifying the owners of property within 300 feet.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. A map at a scale of not less than 1"=50' showing the subject parcel in selection to adjoining parcels of land.
2. Proof of ownership - DEED
3. Completed application form
4. Application fee – Not Refundable (covers costs for meetings, advertisements, mailing, etc.)

The procedural requirements of the Michigan Zoning Enabling Act for amending the zoning ordinance including the requirement that the Planning Commission hold a public hearing, notice of which is to be given by publication in a local newspaper not less than 15 days before the date of the public hearing.

Following the public hearing, the Planning Commission shall then submit the proposed amendatory ordinance to the Village Council together with their recommendation and a summary of comments received at the public hearing.

The adoption of the ordinance or denial of the rezoning request will take place at the Village Council meeting.

Figure 18: Rezoning application form from the Village of Bancroft

The application form includes all the necessary information like the name of the applicant, name of the property owner, details of the property to be rezoned. Furthermore, it also includes significant information about the planning commission hearing. Additionally, this document also states the rezoning application document packet that an applicant needs to submit for the rezoning purposes. This kind of rezoning application will help the applicant to get a sense of direction of the rezoning process.

5.5 Summary of Recommendations

A summary of all recommendations provided in this section is given in Table 4. They are organized horizontally by the timeframe of the recommendation, with short-term being within 1 year, medium-term being within 5-years, and long-term taking longer than 5 years. Vertical organization is done by the cost of the recommendation. We consider both monetary cost of the recommendation, as well as other resources, such as manpower and time required, as this was indicated as a challenge for many communities in the county.

	Short-Term	Medium-Term	Long-Term
Low Cost	<ul style="list-style-type: none"> • Have both the zoning ordinance and site plan review application available on the official website of the jurisdiction • Confirm that dates for submission of the site plan review application matches between the application and the zoning ordinance • Provide fillable Word document copies for applications 	<ul style="list-style-type: none"> • Revise development process applications to include all required information, including: <ul style="list-style-type: none"> • Schedule of fees • Related forms or documents • Deadlines for submission • Timeframe for response and review • Contact information for who to submit the application to 	<ul style="list-style-type: none"> • Establish specific timelines for development process responses, where missing • Shorten and coordinate existing timeframes for development processes between jurisdictions
Moderate Cost	<ul style="list-style-type: none"> • Provide form-fillable PDF applications which can be completed using a PDF editor 	<ul style="list-style-type: none"> • Provide a checklist, tabulation, or flowchart reference for development processes 	<ul style="list-style-type: none"> • Implement a regular schedule of ordinance updates • Implement a standard procedure of contacting applicants about public hearings and follow-up meetings
High Cost	<ul style="list-style-type: none"> • Create a designated person or place to submit the variance request 	<ul style="list-style-type: none"> • Offer tax incentives to prospective commercial developments • Pursue becoming a Redevelopment Ready Certified community 	<ul style="list-style-type: none"> • Investments in existing education sector • Provide opportunities for growth in currently well-performing industries

Table 4: Recommendations for streamlining development processes in Shiawassee County. Organized by monetary cost and timeframe of recommendation.

Appendix A: Local Government Interview Survey Questions

Any question without answer options given was an open-ended question.

1. Contact Name
2. Community Name
3. Which route is your office more likely to take when an applicant expresses interest in locating in your jurisdiction?
 - a. Pointing the applicant towards a step-by-step guide (document, webpage, resource, etc.).
 - b. Organically discussing the process over the phone or in person with the applicant.
 - c. A mix of both options a and b.
4. Is your zoning ordinance, permitting procedures, site plan review application, and any other pertinent documents for locating a development in your jurisdiction publicly available?
 - a. Yes
 - b. No
 - c. Unsure
5. Is your zoning ordinance, permitting procedures, etc., available online in a readable or downloadable format? Examples include web versions of print documents or PDFs posted to a website.
 - a. Yes, readable online
 - b. Yes, downloadable
 - c. No
 - d. Unsure
6. Can you please walk me through the steps an applicant wishing to locate in your area must take in order to fulfill the planning and zoning requirements?
7. Could a potential applicant submit a development proposal by solely using your website/online communications?
 - a. Yes
 - b. No
8. Is your community making efforts to meet the suggestions of Redevelopment Ready Communities? The Redevelopment Ready Communities (RRC) Program is a state-wide certification program that supports communities to become development ready and competitive.
 - a. Yes
 - b. No
 - c. Not sure
9. What do you believe draws development toward your community? (Examples could be open greenspace, affordable land, financial incentives, or other reasons).
10. How do you gather community input about the planning/zoning process?

11. What is the scope of residential growth in your community?
 - a. Low demand
 - b. Medium demand
 - c. High demand
12. How would you describe your jurisdiction's planning/zoning department?
 - a. Employees working directly for the local government.
 - b. Contracted employees through a private firm
13. What are the challenges you face while implementing plans/policies related to zoning ordinances, permitting procedures and site plan review applications?
14. What is your community's process for revising/updating/ altering the zoning ordinances or permitting procedures?
 - a. Annual updates
 - b. Five-year updates
 - c. Mid-year updates
 - d. Other (fill-in option)
15. Can you share any information about the amount and type of development that has been going on in your community over the past few years? (For example: number of building permits).
16. Is your office in approval of our use of the information collected in this interview and future correspondence?
 - a. Yes
 - b. No

Appendix B: Development Processes Spreadsheets – Site Plan Review

Appendix B1: Site Plan Review Application

Jurisdiction	Section of Ordinance	Format of Application	Includes Site Plan Requirements?	Includes Contact Information?	Includes Checklist?	Fees Listed?	Application Provider?
Caledonia Charter Township	Article 8	Form-fillable PDF	No	Yes	Yes	Yes	Zoning Administrator
City of Corunna	Article 86-391	N/A	N/A	N/A	N/A	N/A	City Clerk
City of Durand	Article 12	Process Document	No	No	No	No	N/A
City of Laingsburg	Article 6	Printable PDF	Yes	No	No	Yes	City of Laingsburg
City of Owosso	Article 38-390	Printable PDF	Yes	No	Yes	Yes	Building Department
City of Perry	Article 14	N/A	N/A	N/A	N/A	N/A	Zoning Administrator
Owosso Charter Township	Article 8	N/A	N/A	N/A	N/A	N/A	Zoning Administrator
Shiawassee County	Article 14	Printable PDF	Yes	No	Yes	No	Zoning Administrator
Venice Township	Article 14	Printable PDF	Yes	No	Yes	No	Planner; Zoning Administrator
Village of Bancroft	Article 11	Printable PDF	No	No	No	No	None specified
Village of Byron	Article 3.5	N/A	N/A	N/A	N/A	N/A	None specified
Village of Lennon	Article 12.02	Physical Form	N/A	N/A	N/A	N/A	Village Clerk

Jurisdiction	Section of Ordinance	Format of Application	Includes Site Plan Requirements?	Includes Contact Information?	Includes Checklist?	Fees Listed?	Application Provider?
Village of Morrice	Article 6.8.2	N/A	N/A	N/A	N/A	N/A	Zoning Administrator
Village of Vernon	Article 11	Printable PDF	No	No	No	Yes	None specified

Appendix B2: Site Plan Application Submission and Review Process

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
Caledonia Charter Township	28 days prior to next regularly scheduled PC meeting (site plan application); 14 days prior to next regularly scheduled PC meeting (Code of Ordinances)	Building Department	Optional preliminary review by PC	Does not specify	County Road Commission, County Drain Commission, County Environmental Health Dept, Sheriffs Dept, Fire Dept, Planning Commission	Township Planning Commission	Next scheduled meeting
City of Corunna	No specific date given	City Clerk	N/A	20 physical copies	Planning Commission	Planning Commission	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
City of Durand	30 business days prior to a regularly scheduled PC meeting	City Clerk	Optional meeting with Building and Zoning Administrator, City Manager and/or City Planner & Staff contact within 3 business days if application is missing details; City Planner will recommend changes at least 7 days prior to Planning Commission meeting	14 copies	City Building Official	Planning Commission	None specified
City of Laingsburg	21 days prior to a regularly scheduled PC meeting (application); 15 days prior to a regularly scheduled PC meeting (Code of Ordinances)	City Clerk	Required preliminary or conceptual review	10 copies	Zoning Administrator, Planning Commission	Planning Commission	Next scheduled meeting
City of Owosso	25 days prior to a regularly scheduled PC meeting (site plan)	Building Department	N/A	1 physical and virtual copy	Building Dept, Police Dept, Fire Dept, Engineering	Planning Commission	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
	application); 30 days prior to a regularly scheduled PC meeting (Code of Ordinances)				Dept, City Utility Dept		
City of Perry	No specific date given	Zoning Administrator	Optional review from preliminary site plan (Code of Ordinances); optional conceptual review with Zoning Administrator (City Website)	Does not specify	Planning Commission	Planning Commission	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
Owosso Charter Township	No specific date given	Zoning Administrator	N/A	14 copies	Site Plan Review Committee, Township Zoning Administrator, County Drain Commissioner/Utilities, County Road Commission Manager/MDOT, County Environmental Health Division, Fire Chief/Marshall	Planning Commission	Within 30 working days after its receipt by the Zoning Administrator
Shiawassee County	No specific date given	Zoning Administrator	N/A	20 copies for major site plans, 10 for minor site plans	Site Plan Review Committee, Township Supervisor, Township Planning Commission	County Site Plan Review Committee	Within 45 calendar days to allow for township response
Venice Township	No specific date given	Planner or Zoning Administrator	N/A	1 digital copy	None specified in ordinance or application	Planning Commission	Within 45 calendar days

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
Village of Bancroft	20 days prior to a regularly scheduled PC meeting	Zoning Administrator	Optional review of preliminary sketches and plans by Planning Commission	11 physical copies and digital copy may be requested	Planning Commission	Planning Commission	Next scheduled meeting
Village of Byron	No specific date given	Zoning Administrator	Required preliminary review with 14 copies reviewed by Zoning Administrator	14 physical copies	Planning Commission/Downtown Development Authority	Village Council	Within a reasonable amount of time
Village of Lennon	14 days prior to a regularly scheduled PC meeting	Village Clerk	N/A	None specified	Planning Commission, Community Planner, Village Engineer, Village Attorney	Planning Commission	Within 45 days of receipt of the application
Village of Morrice	No specific date given	Zoning Administrator	Pre-Application Conference with Village President, Zoning Administrator, and three members of Village Council and optional preliminary review by Village Council	10 copies	Village Council, Village Clerk, Village Engineer, Village Planner, Police Chief, Fire Chief, affected Village Departments	Village Council	Within 60 days of receipt of the application
Village of Vernon	21 days prior to a regularly scheduled PC	Zoning Administrator	Optional preliminary review by the Planning Commission	12 copies	Planning Commission, Building	Planning Commission	Within 100 days of receipt

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
	meeting (application); 20 days prior to a regularly scheduled PC meeting (ordinance)				Inspector, Police Chief, Fire Chief, DPW Director, Village Engineer		of the application

Appendix B3: Site Plan Drawing Requirements

Table B3.1- Site Plan Drawing Requirements: Official Preparing, Contact Information, Drawing Details, Surrounding Features, Property Dimensions, Legal Description

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
Caledonia Charter Township	Architect, engineer, surveyor, landscape architect	<ul style="list-style-type: none"> • Name, address, and telephone number of the owner • Name, address, and telephone number of the architect/engineer/surveyor/landscape architect who prepared the plans • Seal of the architect, engineer, surveyor, or landscape architect who prepared the plans 	<ul style="list-style-type: none"> • Scale (none specified) • North arrow 	<ul style="list-style-type: none"> • Location map at a larger scale, indicating the relationship of the site to the surrounding land use • All buildings and structures within 100 feet of the proposed site 	N/A	<ul style="list-style-type: none"> • Legal description of parcel(s) • Survey monuments located on or adjacent to the site and included in the legal description shall be shown
City of Corunna	Architect, planner, designer, engineer, or person	<ul style="list-style-type: none"> • Names, addresses, and numbers of architect, planner, designer, or engineer 	<ul style="list-style-type: none"> • Scale of not less than 1-inch equals 50 feet if subject property is less than 3 acres • Scale of not less than 1-inch equals 100 feet if subject property is 3 acres or more • Date • North point • Scale 	N/A	<ul style="list-style-type: none"> • Dimensions of all lot and property lines 	<ul style="list-style-type: none"> • Legal description of parcel

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
City of Durand	Architect, planner, designer, engineer, or person	<ul style="list-style-type: none"> • Names, addresses, and telephone numbers of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan • Names, addresses, and telephone numbers of the developers 	<ul style="list-style-type: none"> • Scale of not less than 1-inch equals 50 feet if subject property is less than 3 acres • Scale of not less than 1-inch equals 100 feet if subject property is 3 acres or more • Date • North point • Scale • Plot plan distinguishing all major site development features in color 	N/A	<ul style="list-style-type: none"> • Dimensions of all lot and property lines • Show relationship between subject property to abutting properties 	<ul style="list-style-type: none"> • Legal description of parcel

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
City of Laingsburg	Architect, landscape architect, engineer, community planner, land surveyor	<ul style="list-style-type: none"> • Name, address, and phone number of the property owner • Applicant's name, address, and phone number, and interest in the property • Owner's signed consent for preliminary site plan approval if the applicant is not the owner • Name and address of designer 	<ul style="list-style-type: none"> • Scale not greater than 1-inch equals 20 feet nor less than 1 inch equals 100 feet • Scale must be of such accuracy that the Planning Commission can readily interpret the plan • Scale • North arrow • Date of plan • Dates of revisions 	<ul style="list-style-type: none"> • Owner, use, and zoning classification of adjacent properties • Location and outline of buildings, drives, parking lots, other improvements on adjacent properties within 50 feet of development site boundary 	<ul style="list-style-type: none"> • Vicinity map • Description of site • Property dimensions • Lot area 	<ul style="list-style-type: none"> • Legal description of site • Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan and the lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlated with the legal description • Table showing zoning classification

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
						of the subject property and required yards • Deed restrictions if any
City of Owosso	Professional architect, engineer, landscape architect, land planner	• Names and addresses of the architect, planner, designer, engineer, or person responsible for a preparation of the site plan	<ul style="list-style-type: none"> • Scale of not less than 1-inch equals 50 feet if subject property is less than 3 acres • Scale of not less than 1-inch equals 100 feet if subject property is 3 acres or more • Date • North point • Scale 	N/A	<ul style="list-style-type: none"> • Area of the site in acres • Dimensions of all lot and property lines • Show relationship between subject property to abutting properties 	N/A

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
City of Perry	Surveyor, professional engineer	<ul style="list-style-type: none"> • Name and address of the property owner or petitioner and ownership interest • Name, address, and seal of the person and/or firm who drafted the plan and the date on which the plan was prepared 	<ul style="list-style-type: none"> • North arrow • Scale (none specified) • General location sketch showing, at a minimum, properties, streets, and use of land within 1/2 mile of the area 	<ul style="list-style-type: none"> • All buildings, parking, easements, and driveways within 100 feet of all property lines 	<ul style="list-style-type: none"> • Property lines and dimensions • Property lines for each site condo unit or lot shown and dimensioned • Buildable area for proposed structures on the subject property for each lot or condominium unit • Size in acres of the subject property • Approximate number of acres allocated to each proposed use • Gross area in building, structures, parking, streets and drives, and open space 	<ul style="list-style-type: none"> • Legal description of the subject property • Existing zoning and use of all properties abutting the subject property

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
Owosso Charter Township		N/A	<ul style="list-style-type: none"> • North arrow • Scale (none specified) 	N/A	<ul style="list-style-type: none"> • Property dimensions 	<ul style="list-style-type: none"> • Legal description
Shiawassee County	Surveyor, engineer, landscape architect, professional planner	<ul style="list-style-type: none"> • Name and address of applicant • Name and address of surveyor, engineer, landscape architect, or professional planner involved in development of the site plan • Professional seal of the preparer 	<ul style="list-style-type: none"> • Scale at no smaller than 1-inch equals 50 feet if land is over 5 acres • Scale at no smaller than 1-inch equals 20 feet for land under 5 acres • North arrow • Scale • Date prepared or last amended • Descriptive legend 	<ul style="list-style-type: none"> • Location of abutting streets and proposed alignment of streets, drives, and easements serving the development • Location of all roads and driveways within 200 feet of the parcel • Location map at a smaller scale indicated the relationship of the site to the surrounding land use 	<ul style="list-style-type: none"> • Property dimensions • Legal description of the property • Existing or proposed deed restrictions or previous zoning approval limiting the property • In the case of a condominium development, proposed master deed • Total acreage of site 	<ul style="list-style-type: none"> • Legal description of the property • Zoning of the site and of all adjacent property • Location of any building or structure with a base area larger than 10 square feet on adjacent property within 200 feet of the parcel boundary

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
				<ul style="list-style-type: none"> • Location of all farms within one mile 		
Venice Township	Surveyor, engineer, landscape architect, professional planner	<ul style="list-style-type: none"> • Name and address of applicant • Name and address of surveyor, engineer, landscape architect, or professional planner involved in development of the site plan • Professional seal of the preparer 	<ul style="list-style-type: none"> • Scale at no smaller than 1-inch equals 50 feet if land is over 5 acres • Scale at no smaller than 1-inch equals 20 feet for land under 5 acres • North arrow • Scale • Descriptive legend • Total acreage of the site • Date prepared or last amended 	<ul style="list-style-type: none"> • Location map at a smaller scale indicating the relationship of the site to the surrounding land use • Location of all farms within one mile 	<ul style="list-style-type: none"> • Property dimensions • Legal description of the property • Existing or proposed deed restrictions or previous zoning approval limiting the property • In the case of a condominium development, proposed master deed 	<ul style="list-style-type: none"> • Zoning of the site and of all adjacent property • Location of any building or structure with a base area larger than 10 square feet on adjacent property within 200 feet of the parcel boundary

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
Village of Bancroft	Engineer, architect, surveyor	<ul style="list-style-type: none"> • Name and address of the individual or firm preparing the same • Seal of the professional engineer, architect, or surveyor that prepared the site plan 	<ul style="list-style-type: none"> • Scale of not greater than 1-inch equals 20 feet for developments under 3 acres • Scale of not less than 1-inch equals 100 feet for a development in excess of 3 acres • Appropriate descriptive legend • North arrow • Scale • Date of preparation 	<ul style="list-style-type: none"> • Location map indicating the relationship of the site to surrounding land use 	<ul style="list-style-type: none"> • Identified by lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property • Legal description shall be tied to existing monumentation 	
Village of Byron	None specified	N/A	<ul style="list-style-type: none"> • Scale of no greater than 1-inch equals 50 feet for property less than 3 acres • Scale of no greater than 1-inch equals 100 feet for property 3 or more acres 	<ul style="list-style-type: none"> • Adjacent land uses, property owners, and zoning • Location of adjacent buildings and drives/streets 	<ul style="list-style-type: none"> • Location, description, dimensions, and area of the site • Zoning classification • Demonstration of compliance with lot area, width, coverage, and setback requirements 	<ul style="list-style-type: none"> • Legal description • Proof of ownership or certified letter from the owner agreeing to the request

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
Village of Lennon	Architect, landscape architect, professional planner, engineer	<ul style="list-style-type: none"> • Seal of registered architect, landscape architect, professional planner, or engineer who prepared the plan 	<ul style="list-style-type: none"> • Scale of 1-inch equals 20 feet • Location map drawn at a scale of 4 feet to 1 mile, showing nearest intersections 	N/A	N/A	N/A
Village of Morrice	Individual or firm	<ul style="list-style-type: none"> • Name and address of the individual or firm preparing the plan 	<ul style="list-style-type: none"> • Scale of not smaller than 1-inch equals 20 feet for developments less than 3 acres • Scale of not smaller than 1-inch equals 50 feet for developments 3 or more acres • Plans requiring more than one drawing shall provide an overall plan • Descriptive legend 	N/A	<ul style="list-style-type: none"> • Identified by lot lines and general location together with dimensions, angles, and size in acres • Correlated with the legal description of the property • Zoning and existing man-made features upon the site and within one 	N/A

Jurisdiction	Official Preparing?	Contact Information	Drawing Details	Surrounding Features	Property Dimensions	Legal Description
			<ul style="list-style-type: none"> • North arrow • Scale • Date of preparation • Location map 		hundred feet of the ownership site boundary shall be identified and located	
Village of Vernon	Engineer, architect, surveyor	<ul style="list-style-type: none"> • Name and address of the individual or firm preparing the site plan • Seal of the professional engineer, architect, or surveyor that prepared the site plan 	<ul style="list-style-type: none"> • Scale of not greater than 1-inch equals 20 feet for a development of not more than 3 acres • Scale of not less than 1-inch equals 100 feet for a development in excess of 3 acres • Descriptive legend • North arrow • Scale • Date of preparation 	<ul style="list-style-type: none"> • Location map including the relationship of the site to surrounding land use 	<ul style="list-style-type: none"> • Identified by lot lines and general location together with dimensions, angles, and size in acres • Correlated with the legal description of the property • Floor plan showing existing and proposed uses 	N/A

Table B3.2 – Site Plan Drawing Requirements: Non-Legal Descriptions, Information about Structures, Traffic Features, Parking Areas, and Recreation Areas

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
Caledonia Charter Township	<ul style="list-style-type: none"> • Statistical data including: <ul style="list-style-type: none"> • Number of dwelling units • Size of dwelling units (e.g., 1 bedroom, 2 bedrooms, etc.) if any and total gross acreage involved • Number of employees in the largest shift and/or a floor plan showing existing and proposed uses 	<ul style="list-style-type: none"> • Location of existing and proposed principal and accessory buildings on the lot and the distance of each building to each other and the lot lines • Height and dimensions of all structures • Front, rear, and side elevations of any typical structures proposed for development • Locations, dimensions, and lighting of all signs 	<ul style="list-style-type: none"> • Vehicular traffic and pedestrian circulation feature within the site including: <ul style="list-style-type: none"> • driveways • drives • sidewalks • streets or driveways within 100 feet of the property • All easements or right-of-way on property • Designated fire lanes 	<ul style="list-style-type: none"> • Location and dimensions of all off-street parking areas including: <ul style="list-style-type: none"> • Maneuvering lanes • Service lanes • Off-street loading spaces • Other service areas • Parking schedule demonstrating compliance with the parking requirements of Section 10.3 have been met 	<ul style="list-style-type: none"> • Location, dimensions, and proposed use of all onsite recreation areas if any
City of Corunna	<ul style="list-style-type: none"> • Cross section drawings of walls • Hours of operation • Changes anticipated in terms of dust, odor, smoke, and fumes • Estimated number of employees 	N/A	<ul style="list-style-type: none"> • Location of right-of-way widths 	<ul style="list-style-type: none"> • Schedule of parking needs 	N/A

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
City of Durand	<ul style="list-style-type: none"> • Cross section drawings of walls, berms, etc. • Any ancillary improvements the applicant proposes to remedy or prevent problems created by the development • Hours of operation • Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc. • Estimated number of employees, resident shoppers, etc. 	<ul style="list-style-type: none"> • Location of all existing and proposed structures of the subject property and all existing structures within 100 feet of the subject property • The setbacks to all existing and proposed structures to be retained or constructed on the site shall be indicated including buildings, signs, trash storage areas, walls, fences, berms, parking areas, etc. • Height of all proposed structures 	<ul style="list-style-type: none"> • Location and width of all existing and proposed sidewalks on or bordering the subject site • Location and right-of-way widths of all abutting streets and alleys 	<ul style="list-style-type: none"> • Schedule of parking needs • Separate drawings may be submitted to indicate usable floor area for computation of parking needs • Location of all existing and proposed drives and parking areas 	N/A

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
City of Laingsburg	<ul style="list-style-type: none"> • Project description to include such information as use, number of structures, units, anticipated gross square footage, anticipated gross square footage, anticipated usable floor area, employees by shift, and other related information 	<ul style="list-style-type: none"> • Existing buildings, structures, and other improvements, including drives utility poles and towers, light fixtures/lighting plan, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, and culverts • Clear indication of all improvements to remain and to be removed • Location and exterior dimensions of all proposed buildings and structures and their location to be referenced to property lines or to a common base point • Distances between buildings, building height in feet, number of stories, finished floor elevations, and contact grade elevations shall also be shown • Location, type, size, area, height, and 	<ul style="list-style-type: none"> • Name of existing streets, on or adjacent to the site, and associated rights-of-way and/or easements • Location and alignment of all proposed streets and drives and their rights-of-way are shown • Surface type and width with a typical cross section of same showing surface, details of curbing and turning lanes including location, width, surface elevations • Grades of all entries and exits and curve-radii shall be provided • Right-of-way expansions where applicable • Reservation of dedication of right-of-way where applicable shall be executed or provisions made for the same, prior to approval of the Final Site Plan by the Planning 	<ul style="list-style-type: none"> • Location and dimensions of proposed parking lots and spaces, including: <ul style="list-style-type: none"> • Number of spaces in each lot • Orientation and angle of spaces • Barrier-free spaces • Aisle ways • Drainage pattern of parking lot • Typical cross-section showing surface, base, and sub-base materials 	<ul style="list-style-type: none"> • Location, use, size, and proposed open space, conservation areas, and recreation areas • Maintenance provisions for such areas

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
		<p>sketch of proposed signs (separate permit is necessary for erection of a sign)</p>	<p>Commission</p> <ul style="list-style-type: none"> • Location, width, and surface of proposed sidewalks and pedestrian ways meeting municipal standards 		
City of Owosso	N/A	<ul style="list-style-type: none"> • Location of all existing and proposed structures and utilities on the subject property • All existing structures within 100 feet to the subject property 	<ul style="list-style-type: none"> • Location and right-of-way widths of all abutting streets and alleys 	<ul style="list-style-type: none"> • Location and layout of all existing and proposed drives and parking areas • Number, location, and layout of off-street parking spaces • All access roads and the manner in which they are to be surface 	N/A

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
City of Perry	<ul style="list-style-type: none"> • Narrative description of overall objectives • Dwelling unit densities by type 	<ul style="list-style-type: none"> • Existing and proposed uses, buildings, and structures • Elevation drawings of proposed buildings • Any signs not attached to the buildings 	<ul style="list-style-type: none"> • Existing adjacent streets and proposed streets • All existing and proposed drives, including dimensions and radii • Acceleration and deceleration lanes serving the site • Cross-sections of internal roads serving the development • Location and specifications for trails and sidewalks • Approved road names as appropriate • Easement descriptions and dedications 	<ul style="list-style-type: none"> • Parking lots and access points • Location and specifications for curbing • Location and specifications for parking areas, including: <ul style="list-style-type: none"> • Dimensions of a typical parking space • Total number of parking spaces to be provided • Fire lanes • Unloading areas 	<ul style="list-style-type: none"> • Dedicated open space, marked, described, and a recordable form to protect such lands in perpetuity
Owosso Charter Township	N/A	<ul style="list-style-type: none"> • Location of proposed buildings and intended uses thereof • Proposed location of accessory buildings and use, including free standing signs • Front, side, rear elevations of proposed structures • Outdoor storage areas 	<ul style="list-style-type: none"> • Existing public right-of-way and private easements of record • Location of abutting streets • Proposed alignment of streets, drives, and easements service the development • Pedestrian features including sidewalks and walking trails 	<ul style="list-style-type: none"> • Location and design of parking areas • Cross section of proposed drives and parking areas including: <ul style="list-style-type: none"> • Required notation of type of surface • Method of dust control for gravel surface 	<ul style="list-style-type: none"> • Proposed location of common open spaces, if applicable

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
		<ul style="list-style-type: none"> • Floor plans of buildings • Dimensions of buildings 	<ul style="list-style-type: none"> • Proposed or existing fire lanes 		

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
Shiawassee County	N/A	<ul style="list-style-type: none"> • Location of proposed buildings and intended uses thereof • Floor area • Finished floor elevation • Building height • Lot coverage • Proposed location of accessory buildings and use, including free-standing signs and on-site lighting • Distance of proposed structures from rear, side, and front lot lines • Location of all proposed outside storage and the manner in which it is to be screened and accessed • Dimensions and number of proposed lots or condominium units 	<ul style="list-style-type: none"> • Existing and proposed public rights-of-way and/or private easements 	<ul style="list-style-type: none"> • Location and design of off-street parking areas including: <ul style="list-style-type: none"> • Type of surface materials • Maneuvering lanes • Service lanes • Off-street loading spaces • Other service areas within the development 	<ul style="list-style-type: none"> • Proposed location of common open spaces, if applicable

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
Venice Township	N/A	<ul style="list-style-type: none"> • Location of proposed buildings and intended uses thereof • Floor area • Finished floor elevation • Building height • Lot coverage • Distance of proposed structures from rear, side, and front lot lines • Location of all proposed outside storage and manner in which it is to be screened and accessed • Dimensions and number of proposed lots or condominium units • Proposed location of accessory buildings and use, including free-standing signs and on-site lighting 	<ul style="list-style-type: none"> • Existing and proposed public right-of-way and/or private easements • Location and abutting streets • Proposed alignment of streets, drives, and easements serving the development • Location of all roads and driveways within 200 feet of the parcel 	<ul style="list-style-type: none"> • Location and design of off-street parking areas including: <ul style="list-style-type: none"> • Type of surface materials • Maneuvering lanes • Service lanes • Off-street loading spaces • Other service areas within the development 	<ul style="list-style-type: none"> • Proposed location of common open spaces, if applicable

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
Village of Bancroft	<ul style="list-style-type: none"> • Any earth-change plans required by state law shall also be submitted • Proposed operation on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants • Any potential demands for future community services will be described, together with any special features which will assist in satisfying such demands 	<ul style="list-style-type: none"> • Existing man-made features upon the site and within 100 feet of the same shall be disclosed • Floor plan showing existing and proposed uses • Location, proposed finished floor and grade line elevations • Size of proposed main and accessory buildings • Relationship of buildings to one another and to any existing structures on the site • Height of all buildings • Square footage of floor space therein • Front, side, and rear elevation drawings of proposed structures • Outdoor storage or activity areas 	<ul style="list-style-type: none"> • All proposed and existing streets, driveways, sidewalks, and other vehicle or pedestrian circulation features upon and adjacent to the site • Designation of fire lanes 	<ul style="list-style-type: none"> • Location, size, and number of parking spaces in off-street parking areas, service lanes, and service parking and delivery/loading areas • Cross-section showing construction of drives and parking area 	<ul style="list-style-type: none"> • Location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
Village of Byron		<ul style="list-style-type: none"> • Location and dimensions of proposed buildings/structures • Floor area • Number of floors • Height • Number and type of dwelling units 	<ul style="list-style-type: none"> • Proposed streets/drives • General alignment • Rights-of-way • Surface type • Width • Adequate fire safety requirements, including location of fire hydrants 	<ul style="list-style-type: none"> • Proposed parking including: <ul style="list-style-type: none"> • Location and dimension of spaces and aisles • Surface type 	N/A
Village of Lennon	<ul style="list-style-type: none"> • Where large machinery or equipment is to be installed as part of the development, the location, type, horsepower, fuel, dimension, noise, vibration, and emission levels and other relevant data 	<ul style="list-style-type: none"> • Principal and accessory buildings • Types of facing materials to be used on structures • Existing buildings or improvements on the site and all land within 100 feet of the site • Elevations of all sides of all buildings • Floor plans • Total floor area • Separate drawings of proposed signs submitted with or after the rest of the site plan • Height of the sign above the ground • Surface of the sign (material and dimension) • Area of sign surface 	<ul style="list-style-type: none"> • Location of existing and proposed rights-of-way • Widths of all abutting streets, alleys, and easements • Interior sidewalks • Sidewalks in right of way • Drive or street approaches including acceleration, deceleration, and passing lanes if applicable • Loading and unloading areas • Designated fire lanes 	<ul style="list-style-type: none"> • All aisles, drives, and parking areas • Number of spaces in each 	<ul style="list-style-type: none"> • Location and extend of development of recreation areas where necessary

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
		<ul style="list-style-type: none"> • Lettering of sign drawing drawn as it will appear on the erected sign need not be in the style of the finished sign but must be neatly printed in the size and of a weight approximating that of the final constructed sign • Method of illumination, if any 			
Village of Morrice	<ul style="list-style-type: none"> • Proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants • Any potential demands for future community services will be 	<ul style="list-style-type: none"> • Location of proposed buildings • Proposed finished floor and grade line elevations • Size of proposed main and accessory buildings • Relationship of buildings to one another and to any existing structures on the site • Height of all buildings 	<ul style="list-style-type: none"> • All proposed and existing streets, driveways, sidewalks, and other vehicle or pedestrian circulation features upon and adjacent to the site • Delivery and loading areas • Wheel stops where required • Sidewalks are required which meet ADA access for inter-stie and public access across property 	<ul style="list-style-type: none"> • Pavement needs 	<ul style="list-style-type: none"> • Location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
	<p>described, together with any special features which will assist in satisfying such demands</p> <ul style="list-style-type: none"> • The colors, materials, textures of all buildings, walls, roofs, fences, asphalt, and signage and of the items of installation on the site shall be explained in sufficient detail to allow review • Any earth-change plans required by state law shall also be submitted with the application 	<ul style="list-style-type: none"> • Square footage of floor space therein 	<p>along all road frontage</p> <ul style="list-style-type: none"> • List road right-of-way width 		
Village of Vernon	<ul style="list-style-type: none"> • Proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants, together with any special features which are proposed to relieve any adverse 	<ul style="list-style-type: none"> • Existing man-made features upon the site and within 100 feet of the same shall be disclosed • Location of proposed buildings • Proposed finished floor and grade line elevations • Size of proposed main and accessory buildings • Relationship of buildings to one 	<ul style="list-style-type: none"> • All proposed and existing streets, driveways, sidewalks, and other vehicle or pedestrian circulation features upon and adjacent to the site • Designation of fire lanes 	<ul style="list-style-type: none"> • Location, size, and number of parking spaces in off-street parking areas, service lanes, and service parking and delivery/loading areas • Cross-section showing construction of drives and parking area 	<ul style="list-style-type: none"> • Location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features

Jurisdiction	Non-Legal Descriptions/Narratives (Structure, Uses, etc.)	Information about Structures (Principal and Accessory)	Traffic Features Including Rights-of-Way and Easements	Parking Areas	Recreation Areas
	<p>effects to adjoining land and occupants</p> <ul style="list-style-type: none"> • Any potential demands for future community services will be described, together with any special features which will assist in satisfying such demands • Any earth-change plans required by state law shall also be submitted with the application 	<p>another and to any existing structures on the site</p> <ul style="list-style-type: none"> • Height of all buildings • Square footage of floor space therein • Front, side, and rear elevation drawings of proposed structures • Outdoor storage or activity areas 			

Table B3.3 – Site Plan Drawing Requirements: Landscaping, Water Lines and Drainage, Lighting, Natural Features, and Waste Storage and Removal

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
Caledonia Charter Township	<ul style="list-style-type: none"> • Location of all proposed landscaping, fences, or walls as required in Article 11 of the ordinance 	<ul style="list-style-type: none"> • Location and capacity of private or public water lines and system capacity, sanitary sewer lines, and treatment capacity, and solid waste disposal facilities servicing the site 	<ul style="list-style-type: none"> • Location, intensity, and orientation of all lighting 	<ul style="list-style-type: none"> • All existing natural features <ul style="list-style-type: none"> • Streams • Ponds • Wood lots • Wetlands • 100-year floodplain • Environmental review checklist provided by the Zoning Administrator attached to the site plan 	<ul style="list-style-type: none"> • Location of trash dumpster • Areas designated for hazardous material storage, including: <ul style="list-style-type: none"> • Types of materials to be stored • Characteristics and methods of coping with spills or other accidents involving these materials, such as secondary containment
City of Corunna	<ul style="list-style-type: none"> • Detailed planting plan 	<ul style="list-style-type: none"> • Indication of basic drainage patterns 	N/A	<ul style="list-style-type: none"> • Inventory of existing vegetation on site • Location and nature of any streams, drains, swamps, and/or marshes 	N/A

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
City of Durand	<ul style="list-style-type: none"> • Detailed planting plan • Schedule of plant materials and sizes • Modifications to vegetable cover, drainage patterns, earth work, problem areas 	<ul style="list-style-type: none"> • Indication of basic drainage patterns, existing and proposed, including <ul style="list-style-type: none"> • Any structures, retention basins, and fencing • Contact the Municipality and Municipal Engineer to determine the adequacy of utility and storm water proposals, slope, and soil erosion requirements to determine if any such requirements will adversely affect the site plan 	N/A	<ul style="list-style-type: none"> • Inventory of existing vegetation on site • Indication of any alterations • Location and nature of any streams, drains, swamps, marshes, and/or unstable soils 	N/A

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
City of Laingsburg	<ul style="list-style-type: none"> • Location and type of proposed screens and fences including: <ul style="list-style-type: none"> • Height • Typical elevation • Vertical section of screens showing materials and dimensions • Landscaping Plan in compliance with Article 12 • Location and dimensions of proposed retaining walls including: <ul style="list-style-type: none"> • Typical vertical sections 	<ul style="list-style-type: none"> • Location of exterior drains, dry wells, catch basins, retention, and/or detention areas, sumps, and other facilities designed to collect, store, or transport storm water or wastewater • Point of discharge for all drains and pipes • Storm water management plan in compliance with municipal standards as established by the City 	<ul style="list-style-type: none"> • Location, type, direction, and intensity of outside lighting 	<ul style="list-style-type: none"> • All existing natural features including but not limited to: <ul style="list-style-type: none"> • Trees • Wooded areas • Streams • Marshes • Ponds • Other Wetlands • Groups of trees shall be shown by an approximate outline of the total canopy • Individual deciduous trees of 12 inches in diameter or larger are to be accurately located on the plan • Individual evergreen trees 10 feet in height or greater are to be accurately located on the plan 	<ul style="list-style-type: none"> • Location of proposed outdoor trash container enclosures, including: <ul style="list-style-type: none"> • Size • Typical elevation • Description of trash hauler approach • Vertical section of enclosure showing materials and dimensions
City of Owosso	<ul style="list-style-type: none"> • Proposed site landscaping complete with a planting plan to include: <ul style="list-style-type: none"> • All proposed walls • All proposed fences • All proposed screening 	<ul style="list-style-type: none"> • Provision of internal site drainage and necessary city utilities complete with existing and proposed elevations 	N/A	N/A	N/A

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
City of Perry	<ul style="list-style-type: none"> • Location of proposed buffer strips or screening • All existing vegetation noted to be protected • Detailed landscaping plan including <ul style="list-style-type: none"> • Data on species, number, and size of plant materials to be used • Method of protecting existing vegetation • Species, listing, and sizes for new landscaping materials • Profile of proposed buffer strips, screening, fence design • Timing of landscaping improvements • Location of profiles of all proposed fencing and walls 	<ul style="list-style-type: none"> • General location of utilities, storm water management features, septic systems, and wells • Location and size of all surface water drainage facilities including storm event data 	<ul style="list-style-type: none"> • Exterior lighting showing area of illumination (via a photometric chart) • Indicating the type and height of fixture to be used 	<ul style="list-style-type: none"> • Significant natural features • Other natural characteristics, including but not limited to: <ul style="list-style-type: none"> • Open space • Wetlands • Stands of trees • Landmark trees • Brooks • Ponds • Floodplains • Hills • Slopes of over 15% • Similar natural assets or hazards 	<ul style="list-style-type: none"> • Location of all solid waste disposal facilities, including: <ul style="list-style-type: none"> • Recycling • Screening • Location and specifications for existing or proposed outside, above, or below ground storage facilities for hazardous materials
Owosso Charter Township	N/A	<ul style="list-style-type: none"> • Location of water supply • Location and design of wastewater systems • Proposed grades and site drainage patterns including: <ul style="list-style-type: none"> • Design storm frequency in years • Site calculations 	<ul style="list-style-type: none"> • Location, height, and intensity of lighting 	<ul style="list-style-type: none"> • Significant vegetation, including: <ul style="list-style-type: none"> • Existing woodlots • Trees over 12 calipers • Water courses and water bodies, including drains • Information on floodplains or wetlands 	<ul style="list-style-type: none"> • Listing of type, quantity, storage location and secondary containment provisions for any hazardous material stored or used on the site

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
Shiawassee County	<ul style="list-style-type: none"> • Significant vegetation and location of all proposed landscaping, buffer strips, greenbelts, berms, fences, or walls 	<ul style="list-style-type: none"> • Location of water supply • Location and design of wastewater systems and solid waste disposal facilities including: <ul style="list-style-type: none"> • Trash receptacles • Dumpsters • Proposed grades of any site retention and detention facilities • Site drainage pattern at a minimum of 2-foot intervals 	N/A	<ul style="list-style-type: none"> • Water courses and water bodies including surface drainage ways • All areas within the 100-year floodplain or regulated wetland areas on to the site • Location of stands of trees and individual trees • Stands of trees having a caliper of 12 inches or greater, four feet above existing grade 	<ul style="list-style-type: none"> • Location of water supply • Location and design of wastewater systems and solid waste disposal facilities, including: <ul style="list-style-type: none"> • Trash receptacles • Dumpsters • All utility lines must be indicated along with the location and specifications of any proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials, as well as any containment structures or clear zones required government authorities

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
Venice Township	<ul style="list-style-type: none"> • Significant vegetation and location of all proposed landscaping, buffer strips, greenbelts, berms, fences, or walls 	<ul style="list-style-type: none"> • Location of water supply • Location and design of wastewater systems and solid waste disposal facilities including: <ul style="list-style-type: none"> • Trash receptacles • Dumpsters • Proposed grades of any site retention and detention facilities • Site drainage pattern at a minimum of 2-foot intervals 	<ul style="list-style-type: none"> • Proposed location of accessory buildings and use, including free-standing signs and on-site lighting 	<ul style="list-style-type: none"> • Water courses and water bodies including surface drainage ways • All areas within the 100-year floodplain or regulated wetland areas on to the site • Location of stands of trees and individual trees • Stands of trees having a caliper of 12 inches or greater, four feet above existing grade 	<ul style="list-style-type: none"> • Location of water supply • Location and design of wastewater systems and solid waste disposal facilities, including: <ul style="list-style-type: none"> • Trash receptacles • Dumpsters
Village of Bancroft	<ul style="list-style-type: none"> • Location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features 	<ul style="list-style-type: none"> • Proposed surface water drainage for the site • Location and capacity of all proposed sanitary sewage disposal and water supply 	<ul style="list-style-type: none"> • Location, intensity, and orientation of all lighting 	<ul style="list-style-type: none"> • Location of all natural features such as: <ul style="list-style-type: none"> • Wood lots • Streams • Rivers • Lakes • Wetlands • Unstable soils • Similar features 	<ul style="list-style-type: none"> • Location of trash receptacles • Listing of type, quantity, storage location and secondary containment provisions for any hazardous material stored or used on the site

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
Village of Byron	N/A	<ul style="list-style-type: none"> • Proof of adequate facilities including: <ul style="list-style-type: none"> • Water • Sanitary sewers • Storm drains 	N/A	N/A	N/A
Village of Lennon	<ul style="list-style-type: none"> • Screening and/or protective walls • Landscape plan 	N/A	<ul style="list-style-type: none"> • Exterior lighting locations and methods of shielding 	N/A	<ul style="list-style-type: none"> • Trash receptacle location and method of screening

Jurisdiction	Landscaping	Water Lines and Drainage	Lighting	Natural Features	Waste Storage and Removal
Village of Morrice	N/A	<ul style="list-style-type: none"> • Surface water drainage for the site 	<ul style="list-style-type: none"> • On-site lighting, electric service and meter location 	<ul style="list-style-type: none"> • All natural features such as: <ul style="list-style-type: none"> • Woot lots • Streams • Rivers • Wetlands • Floodplains • Unstable soils • Similar features as required by the Village engineer USGS Benchmark 	<ul style="list-style-type: none"> • Proposed locations for sanitary sewage disposal and water supply shall be shown on the site plans
Village of Vernon	<ul style="list-style-type: none"> • Location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features 	<ul style="list-style-type: none"> • Proposed surface water drainage for the site 	<ul style="list-style-type: none"> • Location, intensity, and orientation of all lighting 	<ul style="list-style-type: none"> • Location of all natural features such as: <ul style="list-style-type: none"> • Wood lots • Streams • Rivers • Lakes • Wetlands • Unstable soils • Similar features 	<ul style="list-style-type: none"> • Location and capacity of all proposed sanitary sewage disposal and water supply • Location of trash receptacles • Listing of type, quantity, storage location and secondary containment provisions for any hazardous material stored or used on the site

Table B3.4 – Site Plan Drawing Requirements: Topography, Utilities, Site Maintenance, Cost Estimates, and Situation Specific Requirements

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
Caledonia Charter Township	<ul style="list-style-type: none"> Existing and proposed grades at 2-foot contours and proposed drainage patterns including existing and proposed rains and detention/retention basins 	N/A	N/A	N/A	<ul style="list-style-type: none"> Other information identified as necessary by the Planning Commission to determine compliance with the requirements of this ordinance The Planning Commission may waive those informational items that they identify as not necessary to determine compliance with the requirements of this ordinance In the case of mobile home parks, the size City of and location of each mobile home site shall be shown Location, type, horsepower, fuel dimension, and other data of all machinery to be

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
					used on the proposed site
City of Corunna	<ul style="list-style-type: none"> Existing proposed topography with contours at 2-foot intervals 	N/A	N/A	N/A	N/A

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
City of Durand	<ul style="list-style-type: none"> Existing and proposed topography with contours at 2-foot intervals based on USGS datum, extending at minimum of 100 feet beyond site boundaries 	N/A	<ul style="list-style-type: none"> A detailed site maintenance agreement shall be presented to the City stating how the property, including landscaping structures, and private roads and sidewalks shall be maintained in perpetuity 	<ul style="list-style-type: none"> Estimated costs of proposed landscaping berms, walls, acceleration-deceleration lanes, or by-pass lanes, or any other required site improvement not covered in the Building Permit cost estimates, shall be provided 	<ul style="list-style-type: none"> An Access Management/Traffic Impact study according to the guidelines provided in Section 1336, provided that such studies shall be required for all developments in the following areas of the City: Lansing Highway, Durand Road north of Lansing Road, East Monroe between South Durand and Lansing Highway Environmental Impact Analysis in order to view the possible impact of the proposed development on the natural surrounding using the criteria provided in Section 1333 Impact of Hazardous Substances stored on non-residential properties to the

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
					<p>surrounding environment using the criteria in Section 1335</p> <ul style="list-style-type: none"> • Visual impact of a proposed development on the surrounding neighboring areas and development using the criteria provided in Section 1334 • Where the subject site borders a public right-of-way, a sidewalk 5 feet in width shall be provided within the public right-of-way 1 foot from the subject site's property line • If a sidewalk in good condition exists within the public right-of-way, the above requirement may be waived by the Planning Commission • Color perspective rendering of the

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
					proposed principal building on the subject site which illustrates the types of materials to be used and their colors. This requirement shall only apply to commercial, office, and industrial buildings which are 1,500 gross square feet in area or more, and multiple-family housing containing 8 or more dwelling units

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
City of Laingsburg	<ul style="list-style-type: none"> • Existing topography at a contour interval of 2 feet • Grading plan, showing finished contours at 2-foot intervals, and correlated with existing contours so as to clearly indicate cut and fill required • All finished contour lines are to be connected to existing contour lines at or before the property lines 	N/A	N/A	N/A	<ul style="list-style-type: none"> • Residential Developments require density calculations by type of unit by bedroom counts, complete schedule of the number of lots/sites, lot area per dwelling unit and type of dwelling units, amount, and location of recreation spaces, including proposed recreational facilities, community building and other accessory uses, such as swimming pools, clubhouses, etc., typical buildings facades and elevations • Non-Residential Developments require total and usable floor area, loading/unloading areas, number of employees at peak usage, and typical

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
					building facades and elevations
City of Owosso	<ul style="list-style-type: none"> • Elevation of the site in relation to the identified flood hazard area • All proposed construction, reconstruction, or demolition shall be in compliance with local, state, and federal ordinances, laws, or regulations with regard to flood hazard areas 	N/A	N/A	N/A	<ul style="list-style-type: none"> • A copy of the permit from the local enforcing agency on soil erosion and sedimentation control if the earth change activity involves more than 1 acre or is within 500 feet of a lake or stream

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
City of Perry	<ul style="list-style-type: none"> • General topographical features at contour intervals no greater than 5 feet 	<ul style="list-style-type: none"> • Specifications for and location of existing and proposed utilities 	N/A	N/A	<ul style="list-style-type: none"> • Development agreement as appropriate
Owosso Charter Township	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> • The Planning Commission may waive any of the informational requirements on an individual basis or by general rule where the information is not necessary to determine compliance with the zoning ordinance requirements

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
Shiawassee County	N/A	<ul style="list-style-type: none"> • All utility lines must be indicated along with the location and specifications of any proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials, as well as any containment structures or clear zones required by government authorities 	N/A	N/A	<ul style="list-style-type: none"> • For projects requiring an Environmental Impact Assessment pursuant to Section 5.2.1, a completed Environmental Impact Assessment Work Sheet on a special form designed for the purposes and as adopted or periodically updated by the Site Plan Review Committee shall accompany the Site Plan • For projects requiring a Traffic Impact Assessment pursuant to Section 5.2.1., a completed Traffic Impact Assessment shall accompany the Site Plan

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
Venice Township	N/A	<ul style="list-style-type: none"> • All utility lines must be indicated along with the location and specifications of any proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials, as well as any containment structures or clear zones required by government authorities 	N/A	N/A	<ul style="list-style-type: none"> • For projects requiring an Environmental Impact Assessment pursuant to Section 5.2.1, a completed Environmental Impact Assessment Work Sheet on a special form designed for the purposes and as adopted or periodically updated by the Site Plan Review Committee shall accompany the Site Plan • For projects requiring a Traffic Impact Assessment pursuant to Section 5.2.1., a completed Traffic Impact Assessment shall accompany the Site Plan

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
Village of Bancroft	<ul style="list-style-type: none"> • Topography of the site with at least 2-foot contour intervals 	N/A	N/A	N/A	<ul style="list-style-type: none"> • Such other information as may be determined to be necessary by the Village Planning Commission because of any peculiar features of the proposed development • Village Planning Commission may waive any site plan requirements they determine are not applicable to the site being reviewed • Site plans for multiple-family residential development shall also include a density schedule showing the number of dwelling units per net acres, including a dwelling schedule showing the unit type and number of each such units

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
Village of Byron	<ul style="list-style-type: none"> • General topography and soils information and existing natural and man-made features to be retained or removed 	N/A	N/A	N/A	<ul style="list-style-type: none"> • Written acknowledgement that the site plan has been examined and approved by the Shiawassee County Drain Commissioner, the Village Engineering Consultant, and Planning Consultant • A sequenced scheduling plan for the project showing timing and various phases of construction, including dwelling units, non-dwelling structures, recreation and other common facilities and open space improvements

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
Village of Lennon	N/A	<ul style="list-style-type: none"> • All utilities on or serving the site 	N/A	N/A	N/A
Village of Morrice	<ul style="list-style-type: none"> • Topography of the site and to 100 feet off-site with at least 2-foot contour intervals 	N/A	N/A	N/A	<ul style="list-style-type: none"> • Site plans for multiple-family residential development shall also include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of each unit by type or size (e.g., 1, 2, or 3 bedroom)

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
					<ul style="list-style-type: none"> • Traffic study if recommended for the Village Engineer in their sole discretion • Site plan shall include any other information as may be determined to be necessary by the Village Council because of any peculiar features of the proposed development
Village of Vernon	<ul style="list-style-type: none"> • Topography of the site with at least 2-foot contour intervals 	N/A	N/A	N/A	<ul style="list-style-type: none"> • Such other information as may be determined to be necessary by the Village Planning Commission because of any peculiar features of the proposed development • Village Planning Commission may waive any site plan requirements they determine are not applicable to the site being reviewed

Jurisdiction	Topography	Utilities	Site Maintenance	Cost Estimates	Situation Specific Inclusions
					<ul style="list-style-type: none"> • Site plans for multiple-family residential development shall also include a density schedule showing the number of dwelling units per net acres, including a dwelling schedule showing the unit type and number of each such units

Appendix C: Caledonia Charter Township Site Plan Application Form

Application # SPR _____

CALEDONIA CHARTER TOWNSHIP APPLICATION FOR SITE PLAN REVIEW

Applicant Information:

Name:			
Address:			
Telephone:		Fax:	
E-mail:			

Ownership Interest of Applicant: ☐ Owner (Fee Simple) ☐ Land Contract ☐ Lease
☐ Purchase Agreement ☐ Agent for Owner

Zoning Classification: _____

Parcel Address if different from applicant address	
Tax Parcel Number(s):	
Proposed Use	

Applicant's Signature:	
Date:	

If the applicant is not the owner of the property, the owner's signature is required to confirm that they are aware that the application has been submitted and will permit the request to be considered.

Owner's Signature:	
Owner's Address:	
Date:	

 TO BE FILLED OUT BY ZONING ADMINISTRATOR

Date Complete Application Received:		Fee Paid:	
Application Accepted:	Zoning Official, Caledonia Township		
Date of Planning Commission Decision			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			

SEE OTHER SIDE

Site plans must be reviewed and approved by the following agencies. Copies of the site plan for their review must be submitted to the township or a digital copy of the plan may be submitted to be forwarded to the review agency. If the review does not apply, explain why. Final site plan approval will not be granted until approval from each agency requiring review has been granted.

Contact Information			
Entity	Contact Name	Contact Phone/FAX/ Email	Contact Address
Shiawassee County Road Commission (if property fronts on a county road)	Chris Cannon	989-743-2228 989-743-5008 FAX	701 W Corunna Ave Corunna, MI 48817
Michigan Department of Transportation (if the property fronts on a M-71 or M-21)	Steve Gasser	810-653-7470 ext 316??	3101 Technology Blvd., Suite H Lansing, MI 48910
Shiawassee County Drain Commissioner (If the site drains to a county drain)	Tony Neuman Mark Stead	989-743-2398 989-743-2474 FAX	208 N Shiawassee Street Corunna, MI
Owosso/Caledonia Utility Authority (If the site will be connected to the Township sanitary sewer system)	John Langtry	989-743-3181 989-743-3932 FAX owocalua@charterinternet.com	135 N State Road P.O. Box 127 Owosso, MI 48867
City of Owosso (If the site will be connected to the Township water system)	Glen Chinavare	(989) 725-0550	301 W Main St Owosso, MI 48867
MDOT Bureau of Aeronautics and Freight Services Airports Division (If the site is 200' in height or greater, or may obstruct a runway at the Owosso Airport)	Linn Smith	(517) 335-9949	2700 E. Airport Service Dr Lansing, MI 48906
Owosso Airport (If the site is 200' in height or greater, or may obstruct a runway at the Owosso Airport)	Tim Harwood	989-725-1969 989-725-9639 FAX	205 Airport Drive Owosso, MI 48867
Michigan Department of Environmental Quality (if site is in Flood Plan or Wetland or a community sewer system is proposed)			
Shiawassee County Environmental Health Department (if a proposed use will require private wells, septic system or soil erosion/ sedimentation control permit)	Larry Johnson	989-743-2390 989-743-2413 FAX	201 N Shiawassee Street Corunna, MI 48817
Caledonia/Corunna Fire Department (for any new construction other than single family dwellings)	Scott Johnson	989-743-4422 989-743-4417 FAX	402 N. Shiawassee St Corunna, MI 48817

SITE PLAN APPLICATION

APPLICATION INFORMATION

- ☐ Complete application with fee and site plan must be submitted at least 28 days prior to the regularly scheduled planning commission meeting at which it is to be heard. A complete application includes:
 - ☐ A completed and signed application form, including a legal description of the property
 - ☐ The required fee
 - ☐ A complete site plan and a completed site plan check list
- ☐ An applicant may request a special meeting of the planning commission to consider their special use permit, but due to notice requirements a special meeting cannot be scheduled for at least 15 days after application.

FEES

Site Plan Review Application for uses other than commercial or industrial \$ 200
Site Plan Review Application for commercial or industrial uses \$ 400
Special Planning Commission Meeting \$60 + \$40/per commission member attending

APPLICANT IS ALSO LIABLE FOR ANY REVIEW COSTS IN ADDITION TO THE MINIMUM REQUIRED
AND BUILDING PERMITS WILL NOT BE ISSUED UNTIL ANY ADDITIONAL COSTS ARE PAID

APPLICATION W/FEE MAY BE MAIL OR HAND DELIVERED TO:
COREY CHRISTENSEN ROWE PROFESSIONAL SERVICES COMPANY 540 S. Saginaw Street FLINT MI 48502 PHONE (810) 341-7500; FAX (810) 341-7573 E-MAIL cchristensen@rowepsc.com

Appendix D: Development Processes Spreadsheets – Rezoning

Table D1– Rezoning application processes

Jurisdiction	Section of Ordinance	Format of Application	Includes Rezoning Requirements?	Includes Checklist?	Fees Listed?	Application Provider?
Shiawassee County	Article 8	N/A	Yes (Conditional Rezoning requirements)	Yes (Listed under Section 19.11)	N/A	N/A
City of Owosso	Article XXIII	Form Fillable PDF	Yes	Yes	N/A	City of Owosso
Village of Bancroft	Article 10.3	Form Fillable PDF	Yes	Yes	N/A	Village Clerk
Caledonia Township	Article 6	N/A	Yes	Yes (Listed under Section 6.2)	N/A	Zoning Official
City of Laingsburg	Pg. 14	Downloadable PDF	Yes	Yes	Yes	City of Laingsburg
City of Perry	Section 17.05	N/A	Yes	Yes	N/A	City Clerk
Village of Byron	Section 3.11	N/A	Yes	Yes	Yes	Village of Byron

Jurisdiction	Section of Ordinance	Format of Application	Includes Rezoning Requirements?	Includes Checklist?	Fees Listed?	Application Provider?
Owosso Charter Township	Section 13.2.4	Downloadable PDF	Yes	Yes	Yes	Zoning Administrator

Table D2 – Rezoning application requirement processes

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Time line
Note for Shiawassee County Rezoning Process: As an alternative to a rezoning amendment as described in Section 19.1 of the Ordinance, the County may allow conditional rezoning to help ensure the proper use and development of land and natural resources and to allow for a more flexible approach to the rezoning process in accordance with the provisions. Below the conditional rezoning processes has been recorded.							
Shiawassee County	N/A	County Planning Commission Review	Unclear (Board of Commissioners has authority to waive certain requirements)	<ul style="list-style-type: none"> reference any diagram, plans or other documents to illustrate the implementation of the Statement of Conditions. A statement acknowledging that the Statement of Conditions or an Affidavit or Memorandum giving notice thereof may be recorded by the County with the Register of Deeds of the County in which the land referenced in the Statement of Conditions is located. 	<ul style="list-style-type: none"> County Clerk County Planning Commission Review County Board of Commissioners Review 	County Board of Commissioners Review	N/A

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Timeline
				<ul style="list-style-type: none"> There is lack of clarity in the submission modality. 			
Note for City of Owosso's Rezoning Process: Upon initiation of an amendment, a work session and public hearing to consider the proposed amendment is scheduled before the planning commission. If an individual property or ten (10) or fewer adjacent properties are proposed for rezoning, written notice of the public hearing shall be made.							
City of Owosso	Approx. 30 days prior to the planning commission meeting.	City Council	Unclear	<ul style="list-style-type: none"> A legal description and street address of the subject property, with a map identifying the subject property in relation to surrounding properties. The name and address of the owner of the subject site, and a statement of the applicant's interest in the subject site if not the owner in fee simple title. The existing and proposed zoning district designation of the subject property. The land use classification for the subject site as 	<ul style="list-style-type: none"> City council Planning Commission 	Planning Commission	N/A

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Time line
				<p>illustrated on the city's master plan.</p> <ul style="list-style-type: none"> • For of an amendment to this article, other than an amendment to the official zoning map, a general description of the proposed amendment and rationale for the change shall accompany the application form. • A written description of how the requested rezoning meets the amendment criteria. 			

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Time line
Village of Bancroft	Approx. 15 days prior to the next regularly scheduled Planning Commission meeting.	Village Clerk	Unclear	<ul style="list-style-type: none"> • Application for rezoning. • A map at a scale of not less than 1"=50' showing the subject parcel in relation to adjoining parcels of land. • The necessary fees for such zoning change. • A copy of the deed to the property. 	<ul style="list-style-type: none"> • Village Planning Commission • Zoning Board of Appeals 	Village Planning Commission/ Zoning Board of Appeals	N/A

Caledonia Township	21 days prior to the next regularly scheduled Planning Commission meeting.	Zoning Official	Unclear	<ul style="list-style-type: none"> • Eight copies of a completed application form for an amendment accompanied by eight copies of such documents as prescribed therein. • Application forms shall include the name, address and telephone number of the applicant and the property owner if they are not the applicant. • Rezoning application forms shall also include the current and the tax parcel ID number for the parcel(s) proposed to be rezoned. • For rezonings, an application shall be made for each parcel of land which is not contiguous to any adjacent parcel of land being proposed for the same type of amendment. 	<ul style="list-style-type: none"> • Caledonia Township Planning Commission. • Shiawassee County Planning Commission. • Caledonia township board • Caledonia Township Future Land Use Map • Caledonia Township Land Use Policies Plan 	Caledonia Township Planning Commission.	N/A
City of Lainsburg	15 days prior to the next regularly	Planning Commission	Provision of a Conceptual Meeting to	<ul style="list-style-type: none"> • Application fees \$250. • Application meeting requirements of 	<ul style="list-style-type: none"> • Planning Commission • City Council 	City Council	Approximately

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Time line
	scheduled Planning Commission meeting.		determine if rezoning is necessary.	<p>Article 9 and Section 306 of the Zoning Ordinance.</p> <ul style="list-style-type: none"> • 10 copies of the application. 			after 45 days an action on request is taken .

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Time line
City of Perry	15 days prior to the next regularly scheduled Planning Commission meeting.	City Clerk	N/A	<ul style="list-style-type: none"> • The present zoning classification(s), the zoning classification of all abutting districts, and all public and private rights-of-way and easements bounding and intersecting the land under consideration. • Any changed or changing conditions in the area or in the municipality which make the proposed amendment reasonable and necessary to the promotion of the public health, safety and general welfare. • All other circumstances, factors and reasons which the applicant offers in support of the proposed amendment 	<ul style="list-style-type: none"> • Planning Commission • City Council 	City Council	N/A

Village of Byron	15 days prior to the next regularly scheduled Planning Commission meeting.	Village of Byron	N/A	<ul style="list-style-type: none"> • Information to indicate the dimensions, location and size of the subject property such as a sketch plan, property identification number, a legal description, street address of the subject property, a map identifying the subject property in relation to surrounding properties, or other method required by the Planning Commission/DDA. • The name, signature and address of the owner of the subject property, a statement of the applicant's interest in the subject property if not the owner in fee simple title, or proof of consent from the property owner. • The existing and proposed zoning district designation 	<ul style="list-style-type: none"> • Planning Commission /DDA 	Village Council	N/A
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Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Application Packet?	Bodies of Review?	Decision Body?	Decision Timeline
				of the subject property. <ul style="list-style-type: none"> Additional requirements: Site analysis site plan, conceptual plot plan, traffic impact analysis 			
Owosso Charter Township	N/A	Zoning Administrator		<ul style="list-style-type: none"> Application for each parcel of land with an application fee. 	<ul style="list-style-type: none"> Owosso Charter Township Planning Commission. Owosso Charter Township Board 	Planning Commission	

Appendix E: Village of Byron – Rezoning Application Form



VILLAGE OF BANCROFT REZONING APPLICATION

Date: _____
Application Number: _____
Review Fee: \$ _____

INSTRUCTIONS FOR FILING FOR PLANNING COMMISSION HEARING

The applications must be submit far enough in advance of the Planning Commission meeting to allow time to meet the requirements for advertising (15 days in advance of the meeting) and notifying the owners of property within 300 feet.

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID.

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. A map at a scale of not less than 1"=50' showing the subject parcel in selection to adjoining parcels of land.
2. Proof of ownership - DEED
3. Completed application form
4. Application fee – Not Refundable (covers costs for meetings, advertisements, mailing, etc.)

The procedural requirements of the Michigan Zoning Enabling Act for amending the zoning ordinance including the requirement that the Planning Commission hold a public hearing, notice of which is to be given by publication in a local newspaper not less than 15 days before the date of the public hearing.

Following the public hearing, the Planning Commission shall then submit the proposed amendatory ordinance to the Village Council together with their recommendation and a summary of comments received at the public hearing.

The adoption of the ordinance or denial of the rezoning request will take place at the Village Council meeting.

Applicant Information

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____
E-Mail Address: _____

Property Owner (if different from applicant; if more than 1 list on separate sheet)

Name: _____
Street Address: _____
City: _____ Zip: _____ Home Ph: _____ Day Ph: _____
E-Mail Address: _____

Property for which rezoning is requested

Street Address: _____
Area of subject parcel (in acres if > than one acre, in square feet if less): _____
Tax Parcel ID#: _____ Zoning District: _____

Requesting rezoning from to _____
(Requested zoning classification)

I hereby affirm that the above information is correct to the best of my knowledge.

Signature of Applicant _____ Print/type name _____ Date _____

Signature of Property Owner _____ Print/type name _____ Date _____
(if different from applicant)

Appendix F: Development Processes Spreadsheets – Special Use Permit

Appendix F1: Special Use Permit Application

Jurisdiction	Section of Ordinance	Format of Application	Includes Special Use Permit Requirements?	Includes Contact Information?	Includes Checklist ?	Fees Listed?	Application Provider?
Caledonia Charter Township	Article 7	Form-fillable PDF	Yes	Yes	Yes	Yes	Zoning Administrator
City of Corunna	Article 86-393	Printable PDF	Yes	N/A	N/A	N/A	Planning Commission
City of Durand	Section 1202	N/A	Yes	N/A	N/A	No	Building Official
City of Laingsburg	Pg. 15	Printable PDF	No	Yes	No	No	City of Laingsburg
City of Owosso	Article XIX	Printable PDF	No	No	No	Yes	Building Inspector
City of Perry	Chap. 1268	Form-fillable PDF	No	Yes	Yes	Yes	City Clerk
Owosso Charter Township	Article 9	N/A	N/A	N/A	N/A	N/A	Zoning Administrator
Shiawassee County	Article 12	Printable PDF	Yes	No	Yes	No	Planning Director

Jurisdiction	Section of Ordinance	Format of Application	Includes Special Use Permit Requirements?	Includes Contact Information?	Includes Checklist ?	Fees Listed?	Application Provider?
Venice Township	Article 12	Printable PDF	No	No	No	No	Township Planner
Village of Bancroft	Section 4.1.7 2	Physical Form	Yes	N/A	No	No	Village Clerk
Village of Byron	Section 3.4	Printable PDF	N/A	Yes	N/A	N/A	AGS
Village of Lennon	Section 12.01	N/A	N/A	N/A	N/A	N/A	Village Clerk
Village of Morrice	Article 8	N/A	N/A	N/A	N/A	N/A	Village Clerk
Village of Vernon	Article 9	N/A	N/A	N/A	N/A	N/A	Village Clerk

Appendix F2: Special Use Permit Application Submission and Review Process

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
Caledonia Charter Township	21 days prior to next regularly scheduled PC meeting (Special Use Permit Application); 28 days prior to next regularly scheduled PC meeting (Zoning Ordinance)	Zoning Administrator	Optional preliminary review	14 physical copies	Zoning administrator; Township Planning Commission; Shiawassee County Road Commission (if property fronts on a county road); MDOT (if property fronts M-71 or M-21); Shiawassee County Drain Commissioner (if the site drains to a county drain); Owosso/Caledonia Utility Authority (if the site will be connected to the Township sanitary sewer system); City of Owosso (if connected to Township water system); MDOT Bureau of Aeronautics and Freight Services Airports Division (If the site is 200' in height or greater, or may obstruct a runway at the Owosso airport); Owosso Airport (If the site is 200'	Planning Commission	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
					in height or greater, or may obstruct a runway at the Owosso Airport); MDEQ (If the site is in Floodplain or Wetland or if community sewer system is proposed); Shiawassee County Environmental Health Department (if a proposed use will require private wells, septic system or soil erosion/sedimentation control permit); Caledonia/Corunna Fire Department (for any new construction other than single family dwellings)		
City of Corunna	15 days prior to a regularly scheduled PC meeting	Planning Commission	N/A	Physical	Planning Commission	Planning Commission	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
City of Durand	N/A	City of Durand	N/A	Does not specify	Planning Commission	City Council	Next scheduled meeting
City of Laingsburg	15 days prior to a regularly scheduled PC meeting	City Staff	Staff reviews prior to Planning Commission public hearing	10 copies	Planning Commission	Planning Commission	Next scheduled meeting
City of Owosso	25 days prior to a regularly scheduled PC meeting	N/A	N/A	1 physical or virtual copy	Planning Commission	Planning Commission and City Council	Next scheduled meeting
City of Perry	15 days prior to a regularly scheduled PC meeting	City Clerk	Zoning administrator may review application and make recommendations	Unclear	Zoning Administrator	Planning Commission	Next scheduled meeting
Owosso Charter Township	N/A	Zoning Administrator	N/A	12 copies	Zoning Administrator	Planning Commission	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
Shiawassee County	60 days prior to a regularly scheduled PC meeting	Community Development Department	Feedback and optional preliminary review with zoning administrator	20 physical packets	Site Plan Review Committee	Planning Commission	Next scheduled meeting
Venice Township	60 days prior to a regularly scheduled PC meeting	Township Planner	N/A	Physical or virtual	Township Planner	Township Board	Next scheduled meeting
Village of Bancroft	No specific date given	Planning Commission	Only comments are in the duties of the Planning Commission.	Physical	Zoning administrator, Planning Commission, Shiawassee County Environmental Health Department, Village Police Department, Village Department of Public Works, and Village Engineer as deemed appropriate	Planning Commission	Next scheduled meeting
Village of Byron	15 days prior to a regularly	Zoning Administrator	Preliminary review	Unclear	Planning Commission/Downtown Development Authority	Planning Commission and Village Council	Next scheduled meeting

Jurisdiction	Submission Deadline	Submit To?	Feedback Available Prior to Public Meeting?	Submission Modality and Copies?	Bodies of Review?	Decision Body?	Decision Timeline
	scheduled PC meeting						
Village of Lennon	14 days prior to a regularly scheduled PC meeting	Village Clerk	N/A	None specified	N/A	Planning Commission	N/A
Village of Morrice	No specific date given	Village Clerk	N/A	N/A	Planning Commission	Village Council and Planning Commission	Unclear
Village of Vernon	Unclear	Village Clerk	N/A	Physical or virtual	Any pertinent Shiawassee County agencies, police department, fire department, building inspector, planners, and engineers as deemed necessary by village clerk.	Planning Commission	N/A

Appendix G: Variances Processes

Jurisdiction	Planning Process	Document Source	Section	Description of Process	Application Provider?
Shiawassee County	Variance	Shiawassee County Zoning Ordinance	Article 10	Uses/structures that could not be permissible/built under the current Ordinance	None Available
City of Owosso	Variance	City of Owosso Code of Ordinances	38-378	Uses/structures designated as nonconforming by the ZBA after application by the person having interest in the property or the zoning administrator, intent is to provide for their continuance	
Caledonia Township	Variance	Caledonia Township Zoning Ordinance	Section 4.6	A variance is a modification of the literal provisions of the Zoning Ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant a literal enforcement of the Ordinance would result in unnecessary and undue hardship.	Zoning official
Venice Township	Variance	Venice Township Zoning Ordinance	Article 18	The Board of Appeals may authorize specific variances from such requirements as lot area and width regulations, yard and depth regulations, off-street parking and loading space requirements, sign and billboard regulations, and regulations found herein. The Board of Appeals shall base its decision upon review of the standards provided below and make specific findings of fact based on the evidence presented to it.	Zoning administrator

Appendix H: Requirements

Jurisdiction	Application Requirements - Person Prepared?	Application Requirements - Time to Submit?	Application Requirements - Included Information?	Submit Application To?	Submission Modality?
Shiawassee County	N/A	N/A	N/A	N/A	N/A
City of Owosso	N/A	N/A	N/A	Zoning board of appeals	N/A
Caledonia Township	Applicant (No professional specifications)	At least 22 days prior to regularly scheduled ZBA meeting	A completed and signed application form along with fee; an explanation of how the applicant believes the request meets the five standards for approval of a variance; and a complete plot plan.	Zoning administrator	Physical or Virtual
Venice Township	Applicant/owner		Completed and signed application, fee, and digital packets prepared for ZBA	Zoning administrator	Physical or virtual