



Development Review Procedures Handbook



Department of Planning and Community Development

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1. General Information

What is / is not covered by this handbook?

This book is designed to provide an overview of the review and approval process for various types of development activities within the City of Lapeer, which includes:

- Rezoning and Master Plan Amendment
- Special Conditional Use Permit
- Zoning Variances, Exceptions and Appeals
- Site Plan Review
- Subdivision and Condominium Review
- Permits and Inspections

This book is **not** intended to be a substitute for the Zoning Ordinance or any other City ordinances or standards. Specific conditions, design criteria and requirements for approval are not covered in this book.

Anyone wishing to begin a development project in the City of Lapeer should contact the Planning Department to determine which ordinances and standards will pertain to the proposed project. It is the developer's responsibility to obtain copies of and familiarize himself/herself with any applicable ordinances and standards, which include but may not be limited to the following:

- Zoning Ordinance
- Land Division Ordinance
- Condominium Ordinance
- Design and Infrastructure Standards
- Engineering Standards

This book does not cover many other activities within the City that are regulated by Zoning or other City codes and/or for which a permit may be required. Please refer to the applicable ordinance or code for the following:

- Erection of a new fence or alteration to an existing fence, other than repair and maintenance (*Article 7.17.O of the Zoning Ordinance*)
- Erection of any type of sign or alteration to an existing sign, other than repair and maintenance (*Article 7.17.J of the Zoning Ordinance*)
- Erection of an above-ground or in-ground pool (*Chapter 10 of the City Code*)
- Operation of a home occupation in a residence (*Article 7.04.B.8 of the Zoning Ordinance*)
- Construction of a single-family home, home addition or accessory structure on an existing legal residential lot (*Contact the Building Official at Construction Code Authority*)
- Interior renovation of an existing building (*Contact the Building Official at Construction Code Authority*)

What types of projects require site plan review?

Site plan review is required for the following:

- Any project that involves construction of a new building on vacant land; *except* construction of a single-family home or accessory structure on a legal residential lot, which require a building permit from the Building Department.
- Any project that involves construction of an off-street parking area
- Any project that involves construction of public infrastructure such as streets, water main, sanitary sewer or storm sewer

- Any project that involves grading or regrading that may alter storm water runoff patterns
- Any project that appears to impact a flood plain or wetland area
- Any non-residential use that is adjacent to or across the street from a single-family residential district
- Reoccupation of an existing building that increases the intensity of use and/or increases the parking requirement over the previous use
- Any other use or development for which the Zoning Ordinance requires a site plan review

Most development projects will require a **full site plan review**, which includes review and approval by City staff and consultants, as applicable, and the Planning Commission.

Some minor projects may qualify for an **administrative review**. The Planning Department will determine the proper review process on a case-by-case basis, but review and approval by the Planning Commission will not be required for these cases. Projects that may be eligible for administrative review include:

- A minor addition to an existing building that does not increase its intensity of use
- A minor parking lot expansion that does not involve extensive grading
- Landscaping changes that do not involve extensive grading
- Reoccupation of an existing building that falls within the same use category as the previous use and does not increase the parking requirement
- Temporary or seasonal uses of an existing site or portion of a site

Who is involved in the review process?

The Planning Department serves as the developer’s main point of contact with the City and is responsible for distributing copies of submittals to the appropriate City departments, consultants, and Commissions.

The following table lists the major types of development activities and which City departments and Commissions are involved in the review and approval process.

	Planning Dept. staff	Other City staff **	Consulting engineer	Planning Commission	City Commission	Building Official ***
Master Plan Change *	Review & recommend	May provide input		Approval authority		
Rezoning *	Review & recommend	May provide input		Review & recommend	Approval authority	
Special Land Use Permit *	Review & recommend	May provide input		Approval Authority		
Full Site Plan review	Review & Coordinate	Review & recommend	Review & recommend	Approval Authority		
Administrative Review	Approval authority	May provide input	May provide input			May provide input
Subdivision or Site Condo *	Review & Coordinate	Review & recommend	Review & recommend	Review & recommend	Approval authority	
Cluster Hsng, PUD, etc. *	Review & Coordinate	Review & recommend	Review & recommend	Review & recommend	Approval authority	
Engineering plans review	Approval authority	Review & recommend	Review & recommend			
Inspections/occupancy	Approval authority	Conduct inspections	May conduct inspections			Conduct inspections

* Public notification and/or public hearing is required

** Other City Staff - Depending on the project, some or all of the following may review the site plan: Police Chief, Fire Chief, Water & Sewer Superintendent, Street Superintendent, Wastewater Utility Superintendent, Assessor

*** Building Official – Building Department provides building plans review, inspection & permitting services

Please note that in addition to City approval, some projects require approval from outside agencies, such as the County Road Commission, Michigan Department of Environmental Quality (MDEQ), or others. It is the developer's responsibility to comply with all necessary outside agency requirements.

Meeting Schedule - The following public meetings are held in the Commission Chambers on the second floor of Lapeer City Hall, 576 Liberty Park:

- Planning Commission Meeting, second Thursday of each month, at 6:30 p.m.
- City Commission Meeting, first and third Mondays of each month, at 6:30 p.m.
- Zoning Board of Appeals, fourth Monday of each month, at 7:00 p.m.

What uses are allowed where?

The Zoning Ordinance lists the various zoning districts located within the City and divides the permitted uses in each district into two categories: Principal Uses Permitted, and Uses Permitted Subject to Special Conditions. Please refer to the Zoning District Use Chart on pages 6-8 for a quick overview of the major land use categories and which zoning districts they are allowed in. For a more complete listing and detailed information on any required conditions, please refer to the Zoning Ordinance.

What are the review criteria?

The following topic areas are considered when reviewing a submittal for a proposed development:

- Compliance with the Master Plan and Goals & Objectives
- Compliance with City Codes - zoning ordinance, condominium ordinance, etc.
- Compliance with land use requirements and design standards - site configuration, setbacks, building coverage, landscaping, parking, access and circulation, etc.
- Compatibility with surrounding properties
- Engineering feasibility - roads, water, sewer, drainage
- Environmental impact – preservation of natural features and open space, storm water management, compliance with flood plain and wetlands regulations, soil erosion control
- Compliance with Public Safety requirements
- Traffic Impact – *in some cases, a traffic impact study will be required*

Before You Begin – Please contact the City of Lapeer Planning Department to verify that your parcel is zoned correctly for the type of project you are proposing, and to find out if any special approvals will be necessary, and to answer any other questions.

The flow charts on pages 9 and 10 provide an overview of the major steps that can be involved in the development process, and how various ordinances and standards govern different development activities. The procedures will vary based on the type of project.

We hope you will find this booklet helpful in providing an overview of the major steps that are involved in development activities in the City of Lapeer. Please contact the Planning Department with any questions you may have, and to obtain copies of applications, ordinances and/or standards as needed.

ZONING DISTRICT USE CHART

Key: P = Principal Permitted Use

S = Special Conditional Use Permit (public hearing required)

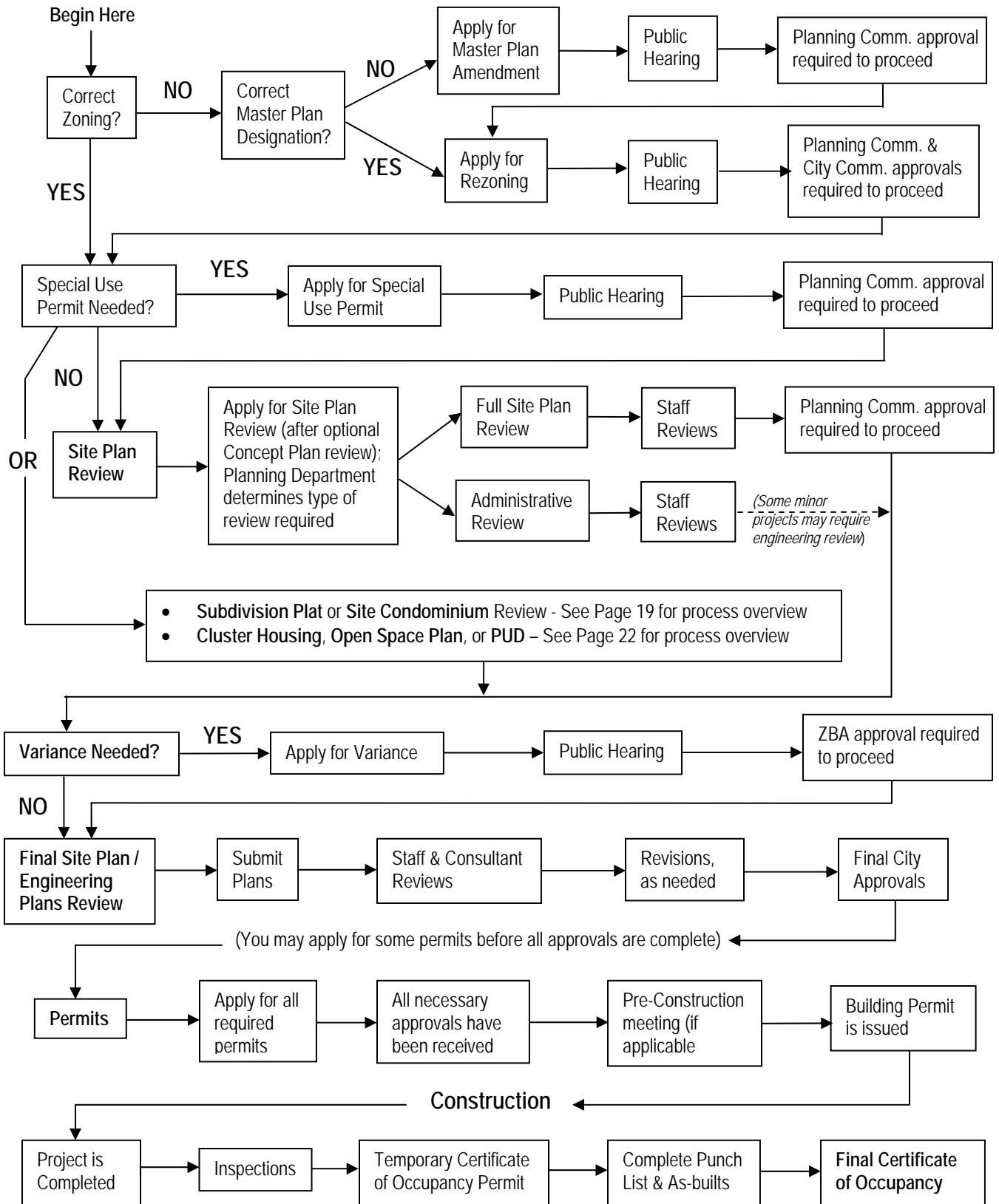
Note: There are conditions attached to almost all uses – please refer to the Zoning Ordinance

	R-1 to R-7	RT	RM	MHP	OS-1	B-1	B-2	B-4	CBD	I-1	I-2
Residential											
Single-family home	P	P	P								
Two-family dwelling		P	P								
Multiple-family dwelling			P								
Boarding/renting of rooms			S								
Apartment above business estabm't									P		
Elderly housing complex			S								
Nursing home			S		P	P	P				
Mobile home				P							
In-home Day care	S	P	P								
Home occupation	P	P	P								
Garage sale	P	P	P		P	P	P				
Institutional & Educational											
Nursery school or day care center	S	P	P		S	P	P		P		
Elementary School	P	P	P								
Intermediate School	S	P	P								
College, technical school	S	P	P								
Business school							P		P		
Trade or Industrial School										P	
Dance, music, art school/studio							P		P		
Church	S	P	P		P	P	P		P		
Cemetery	S	P	P								
Municipal building	S	P	P			P	P		P		
Library	P	P	P								
Post office						P	P		P		
Bus passenger station							P				
Medical											
Medical office					P	P	P		P	S	
Medical clinic					P	P	P			S	P
Hospital			S		S						
Pharmacy, optical service, etc.					S	P	P		P		

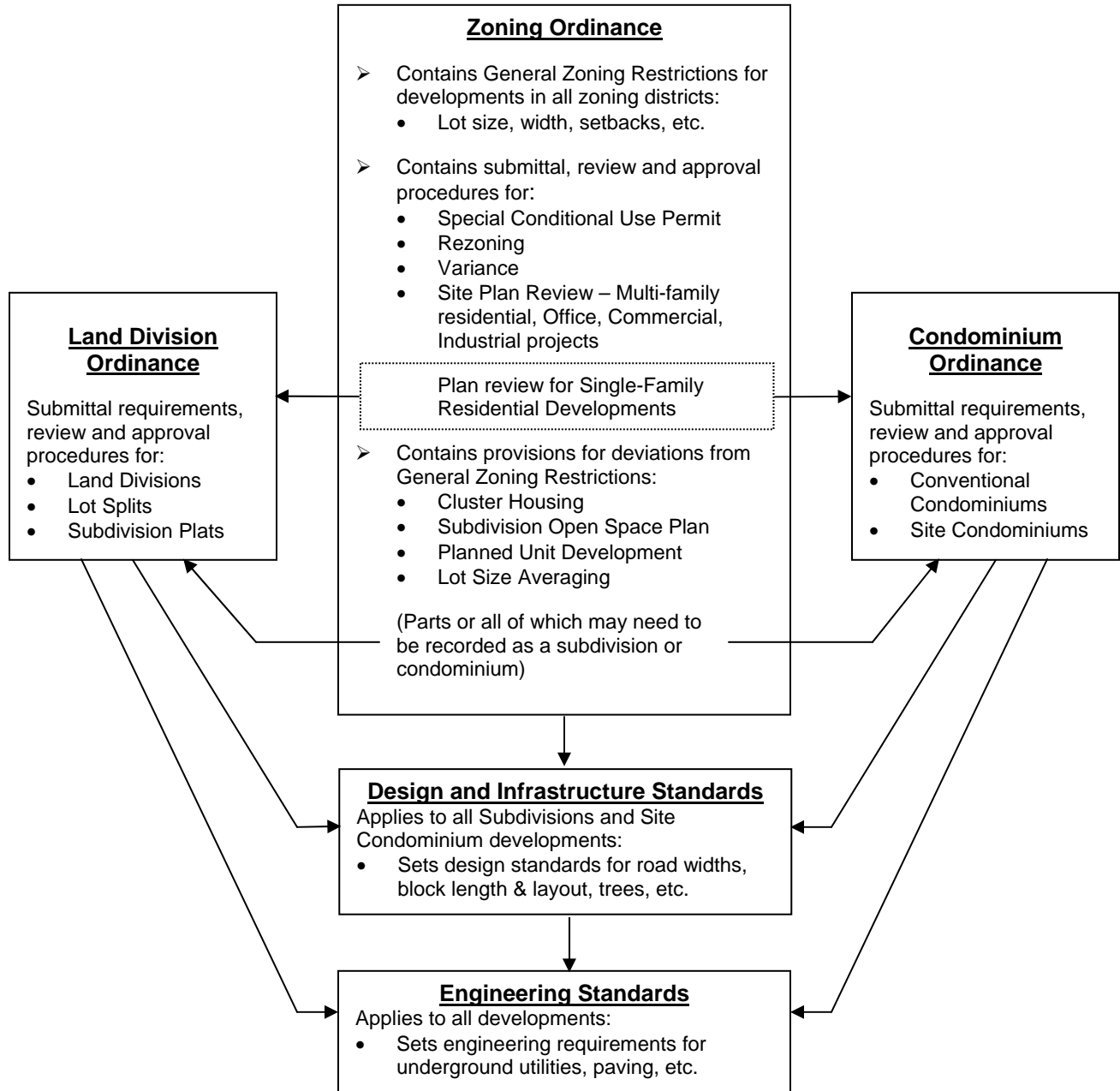
	R-1 to R-7	RT	RM	MHP	OS-1	B-1	B-2	B-4	CBD	I-1	I-2
General Office, Personal Service Establishments											
Professional office					P	P	P		P	S	
Bank (walk-in)					P	P	P		P	S	
Drive-thru banking					P	P	P		P	S	
Hair salon, barber					P	P	P		P	S	
Health salon / fitness center					P	P	P		P	S	P
Funeral home					S	P	P		P		
Watch & jewelry repair						P	P		P	S	
Photography studio						P	P		P		
Tailor						P	P		P		
Laundromat						P	P		P	S	
Dry cleaning facility						P	P		P	S	
Veterinary clinic							P				
Commercial dog kennel										S	
Commercial Uses											
General retail						P	P		P	S	
Retail cold storage							P				
Regional business establishment ("big box" store)								P			
Adult bookstore / adult video store							S				
Home center / lumber yard							S				
Lumber / planing mill										S	
New car sales / showroom							P				
Sale of used cars, trailers							S				
Car wash, enclosed							P			S	
Gas station, with sale of minor accessories							S	S		S	S
Minor automotive repair							S				
Major automotive repair										S	
Office/showroom of plumber, decorator, etc.							P		P		
Newspaper office/printing plant							P		P		
Hotel, motel							S	S	P		
Bed & Breakfast							P		P		

	R-1 to R-7	RT	RM	MHP	OS-1	B-1	B-2	B-4	CBD	I-1	I-2
Restaurants, Entertainment & Recreation											
Restaurant or tavern							P	S	P	S	
Outdoor café							P		S		
Drive-thru restaurant							P			S	
Theater							P		P		
Multi-screen movie theater								S			
Private non-commercial recreation	S	P	P							S	P
Private club or lodge hall							P			S	P
Indoor commercial rec: bowling, archery, billiards							P				
Arcade							S				
Golf course	S	P	P								
Miniature golf course							S				
Children's amusement park							S				
Research, Industrial Manufacturing & Warehousing, Public Utilities											
Warehousing & wholesale estab'mt										P	P
Trucking facility										P	
Mini-warehouse storage for lease										P	
Building materials storage										P	
Manufacturing, processing, assembly, packaging										P	P
Servicing, testing or repair of goods										P	
Testing or film laboratory										P	P
Research, product development											P
Metal plating, buffing										S	
Blast or steel furnace, blooming or rolling mill										S	
Manufacture of corrosive material, cement, gypsum										S	
Smelting of iron, copper or zinc ore										S	
Junk yard										S	
Railroad freight terminal											
Incinerator plant										S	
Utility (electric, heat, water, sewage,) plants & yards							P			P	
Utility & Public Service Buildings	S	P	P	P	P	P	P		S		

PROCESS FLOW CHART



RELATIONSHIP BETWEEN ORDINANCES AND DEVELOPMENT STANDARDS



Standard Residential Developments

- Subdivision – standard residential development following the platting process
- Site Condominium – resembling a subdivision in appearance, but the lots are recorded and sold as condominium units
- Conventional Condominium – attached or detached dwelling units, recorded and sold as condominium units, with area(s) of the development under common ownership

Alternative Residential Developments

- Cluster Housing - allows density flexibility and attaching of dwelling units due to site constraints; open space encouraged but not required
- Open Space Plan - no site constraints required; provides for clustering of units in order to preserve open space
- PUD (Planned Unit Development) - allows for mix of uses & staging of development; open space encouraged but not required; site constraints not required

2. Preliminary/Conceptual Plan Review

A preliminary site plan (conceptual plan) is required for projects that involve Rezoning, Special Conditional Use Permit, or Variance requests. A preliminary or conceptual site plan may be an optional step for other projects, but is strongly recommended for large-scale projects, sites for which several different layout options may exist, and sites with unusual characteristics or constraints.

A preliminary review generally involves the following:

- The applicant submits a conceptual plan to the City Planning Department. No application or fee is required, unless the applicant is applying for a Rezoning, Special Conditional Use Permit, Variance, or any other activity for which a preliminary plan is required.
- The plan is reviewed for general site layout and zoning compliance: zoning, setbacks, parking requirements, loading space, number and location of curb cuts, landscaping, dumpster location and screening, and any other special conditions that may apply. If provided, building materials/exterior appearance may also be reviewed.
- If the plan is being submitted as part of a Rezoning, Special Conditional Use Permit or Variance request, the plan will be reviewed in accordance with the requirements of the specific request. Therefore it must contain enough information to accurately convey the circumstances of the site and the details of the request.
- If special circumstances are identified, the applicant may be directed to do any of the following that apply:
 - Apply for a Rezoning and/or a Master Plan Amendment, if the correct zoning and master plan designation are not in place for the proposed development.
 - Apply for a Special Conditional Use Permit, if required for the proposed use.
 - Apply for a variance, if non-compliance with any zoning ordinance requirements is identified at this stage of the process.
 - Contact MDEQ if it appears the site may contain or is in close proximity to regulated wetlands or flood plain.
 - Contact MDOT for any proposed work in the M-24 right-of-way, or a change in use of a parcel accessed off of M-24.
- The applicant will be given the appropriate documents and information required to initiate the development activity, which include but may not be limited to:
 - Applications for Rezoning, Special Conditional Use Permit, Variance, and/or Site Plan Review, as necessary in each case
 - Fee schedule
 - Engineering standards checklist
 - Tentative schedule for processing the request, including meeting dates.



3. Rezoning / Master Plan Amendment

If the zoning designation for the subject parcel does not allow the intended use, you must either apply for a rezoning or select another parcel with the correct zoning designation.

Rezoning approvals are granted in conformance with the City's Master Plan. If the Master Plan designation for the subject parcel does not allow the intended use, you must apply for a Master Plan change before requesting the rezoning.

For a Master Plan change, the Planning Commission will examine the current uses, zoning and master plan designations of the subject parcel and surround area, and determine if current conditions or anticipated growth trends warrant a change to the City's Master Plan.

The following steps are the same for Rezoning and Master Plan amendment requests:

Submittal Requirements

- Submit the appropriate completed application, preliminary site plan and required fee to the City Planning Department
- The submittal must be received at least 8 days prior to a Planning Commission meeting in order to be placed on the agenda.

Planning Commission Action

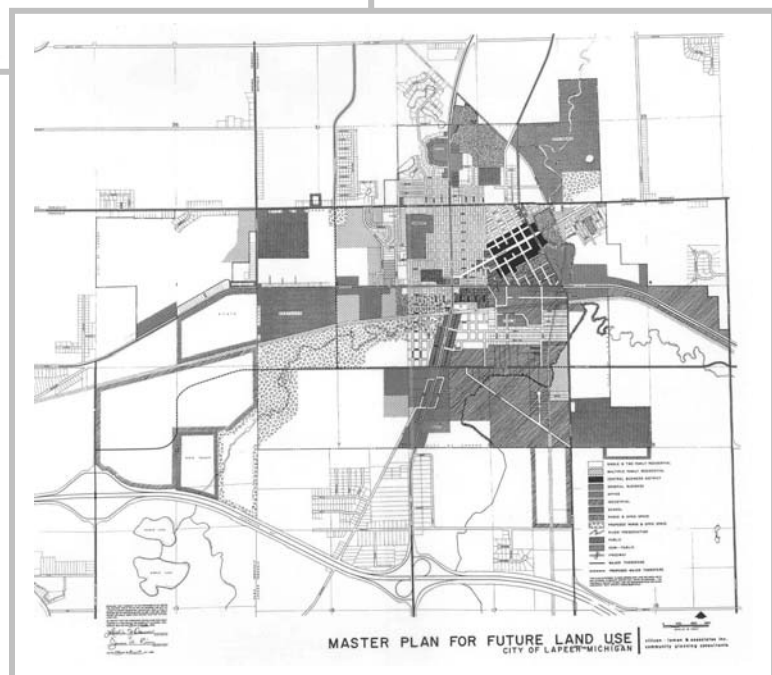
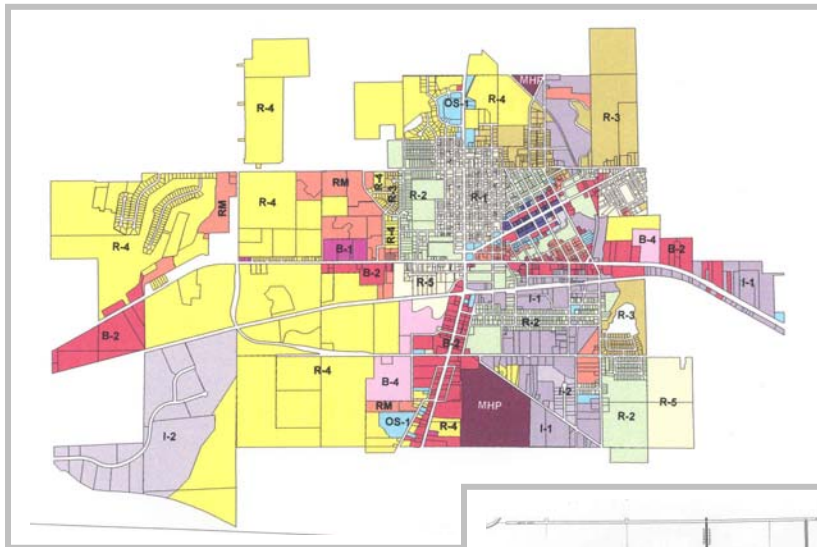
- Planning Commission meetings are held at City Hall on the second Thursday of each month at 6:30 p.m.
- The item will be placed on the next possible Planning Commission meeting agenda, as a "Public Hearing to be Scheduled."
 - The applicant should be present to introduce the proposal.
 - A public hearing will be scheduled for the following month's meeting.
- A public hearing notice will be posted in the local newspaper, and mailed to utility companies and all property owners within 300 feet of the subject parcel.
- The Planning Commission will conduct the public hearing as scheduled.
 - The applicant or representative will be expected to explain the request and why it should be approved, and provide any supporting material such as renderings of proposed development, market study or traffic impact data, if applicable.
 - The public is given an opportunity to voice their opinions.
 - One of the following actions will result: the request will be approved (rezonings are recommended for approval to the City Commission), tabled for further consideration, or denied.

For **Master Plan Amendments**, the Planning Commission is the final approving authority. **Rezoning requests** will be forwarded to the City Commission for final action.

City Commission Action - Rezoning

The Zoning Ordinance sets the zoning designations for all parcels in the City. In order to rezone a parcel, a Zoning Ordinance amendment must be made by the governing body, the City Commission.

- If the rezoning request receives recommendation for approval from the Planning Commission, it is placed on the next possible City Commission agenda for “Introduction.”
 - City Commission meetings are held on the first and third Mondays of every month at 6:30 p.m.
 - The applicant's attendance at this meeting is required.
- The request will be placed on the following City Commission agenda for “Action.”
 - Pertinent material forwarded by the Planning Department, including Planning Commission meeting minutes, will be reviewed.
 - The applicant's attendance at this meeting is recommended.
 - The City Commission will vote to approve or deny the request.
 - A resolution indicating the effective date of the rezoning will be published in the newspaper.



4. Special Conditional Use Permit

Certain land uses require a special permit, which often includes special conditions imposed by the Zoning Ordinance and/or the Planning Commission. All the special conditions must be met in order for the Special Conditional Use Permit to be approved.

Submittal Requirements

- Submit the completed application, preliminary site plan and required fee to City Planning Department
- The submittal must be received at least 8 days prior to a Planning Commission meeting in order to be placed on the agenda.

Planning Commission Action

- Planning Commission meetings are held at City Hall on the second Thursday of each month, at 6:30 p.m.
- The item will be placed on next possible Planning Commission meeting agenda, as a "Public Hearing to be Scheduled."
 - The applicant should be present to introduce the proposal.
 - A public hearing will be scheduled for the following month's meeting.
- A public hearing notice will be posted in the local newspaper, and mailed to utility companies and all property owners within 300 feet of the subject parcel.
- The Planning Commission will conduct public hearing as scheduled.
 - The applicant or a representative will be expected to explain the request and why it should be approved, how it meets the conditions set forth in the Zoning Ordinance, and provide any supporting material such as renderings of proposed development, market study or traffic impact data if applicable, etc.
 - The public is given an opportunity to voice their opinions.
 - One of the following actions will result: the request will be approved, tabled for further consideration, or denied.

Site Plan Review

Approval of a Special Conditional Use Permit does **not** convey site plan approval. In most cases, a site plan review is required after the Special Conditional Use Permit is approved. Please refer to the site plan review instructions in Section 6 of this guidebook for further instructions.

Other Special Approvals

Special approvals are also required prior to submitting site plans for Cluster Housing developments and Planned Unit Developments, or PUDs. In most cases, a public hearing is required. These are explained in further detail in Section 8 of this guidebook, "Residential Development Alternatives."

5. Zoning Board of Appeals Actions

Request for a Variance

During any stage of the review process, if it is discovered that an element of the proposed development activity does not comply with the Zoning Ordinance, the applicant will be directed to either modify the plan to comply with the ordinance, or apply for a variance from the Zoning Board of Appeals (ZBA.) Please note that the discretionary authority of the Planning Commission and Planning Department staff does not extend beyond what is permitted by the Zoning Ordinance and other City regulations – the ZBA has the authority to grant variances.

A Public Hearing is required for a variance request. Please follow the submittal procedure outlined below and in the ZBA Application.

Submittal

- Submit the completed application, required fee and any supplemental information (photographs, sketches, site plan), to City Planning Department. *You must explain what hardship or practical difficulty you are facing with the strict application of the ordinance.*
- Submit at least 21 days prior to a Zoning Board of Appeals meeting in order to meet state requirements for public notification of the request, and to be placed on the next agenda.
- A public hearing notice will be published in the local newspaper at least 15 days prior to the meeting, and mailed to utility companies and all property owners within 300 feet of the subject parcel.

Zoning Board of Appeals Action

- ZBA meetings are held on the fourth Monday of each month, at 7:00 p.m.
- The Board will review the request and determine if a proven hardship or practical difficulty exists that would justify granting the variance.

Request for a Zoning Exception

In specific instances as outlined in the Zoning Ordinance, a request may qualify for an exception to a certain regulation. Such cases include modifications to parking requirements, modification of height or area regulations, and use of temporary buildings. Article 7.19.E.c provides the complete criteria for zoning exceptions. The process is the same as outlined above for variance requests.

Request for an Appeal

In some cases, the language in the zoning ordinance may be unclear and/or subject to interpretation. If an applicant does not agree with a decision or zoning interpretation given by the Planning Commission or Planning Department staff, he or she may apply for an appeal from the Zoning Board of Appeals. The process is the same as outlined above for Variance requests.

6. Site Plan Review

Office, Commercial, Industrial, Multiple-Family Residential

The site plan review process described in this section is used for **Office, Commercial**, or **Industrial** development, and **Multiple-Family Residential** developments such as apartments, townhouses and attached condominiums. Single-Family Residential developments, Cluster Housing and Planned Unit Developments require a slightly different review process, which are covered in other sections of this guidebook.

Please obtain a copy of the Zoning Ordinance and be aware of the site layout requirements for your proposed use, such as:

- Setbacks – minimum distance from property lines and between buildings
- Maximum building height, maximum lot coverage
- Screening or transition buffer requirements
- Parking – number and size of spaces required, number of barrier-free spaces, parking lot layout standards, loading space requirements, number of curb cuts allowed
- Landscaping requirements
- Dumpster location and enclosure requirements
- Any special conditions or requirements for your proposed use?

Depending on the scope of the project, a copy of the City Engineering Standards may also be needed.

The Site Plan Review Application contains a checklist for your use of the information items that must be included on the site plan in order for the plan to be submitted for review. An incomplete site plan may not be accepted.

Whether the project requires a full site plan review or an administrative review, most projects will require **two** submittals, the Site Plan and the Engineering Plan (also referred to as the Final Site Plan.)

Full Site Plan Review

Most projects will require a full site plan review.

Submittal Requirements

- Prepare the site plan according to the instructions and checklist provided in the Site Plan Review application.
- Submit the required number of site plans as listed in the Site Plan Review application, and the required fee as listed in the fee schedule, to the City Planning Department
- Submittals received before the end of the first week of any given month will be placed on the Planning Commission agenda for the **following** month.

Staff Reviews

- Site plan reviews are conducted by:
 - City departments - Planning, Police, Fire, Water & Sewer, Wastewater Treatment, and Street Departments
 - The City's engineering consultant, Rowe Inc.
- Review comments will be compiled and forwarded to the applicant and/or project designer.
 - If time allows, revised plans should be submitted prior to the Planning Commission meeting.
 - **Or**, if time does not allow for revisions, the applicant may submit a letter explaining how the issues identified during the staff review will be resolved to meet City requirements.
 - **Or**, the applicant should be prepared to explain how the issues identified during the staff review will be resolved at the Planning Commission meeting
- It is the applicant's responsibility to submit copies of the site plan to any outside agencies, such as the County Drain Commission or Michigan Department of Environmental Quality (MDEQ), that may have jurisdiction over the proposed development.

Planning Commission Action

- Planning Commission meetings are held on the second Thursday of each month, at 6:30 p.m., on the second floor of Lapeer City Hall.
- The applicant and/or a design professional should be present to discuss the project.
- The Planning Director will brief the Commission on the staff site plan review and provide a recommendation to the Commission.
- One of the following actions will result: the request will be approved (with or without conditions), tabled for further consideration, or denied.

Administrative Site Plan Review

If the Planning Department determines that an administrative review is appropriate for the project, Planning Commission approval will not be required. Otherwise, the process is very similar to a full site plan review:

Submittal

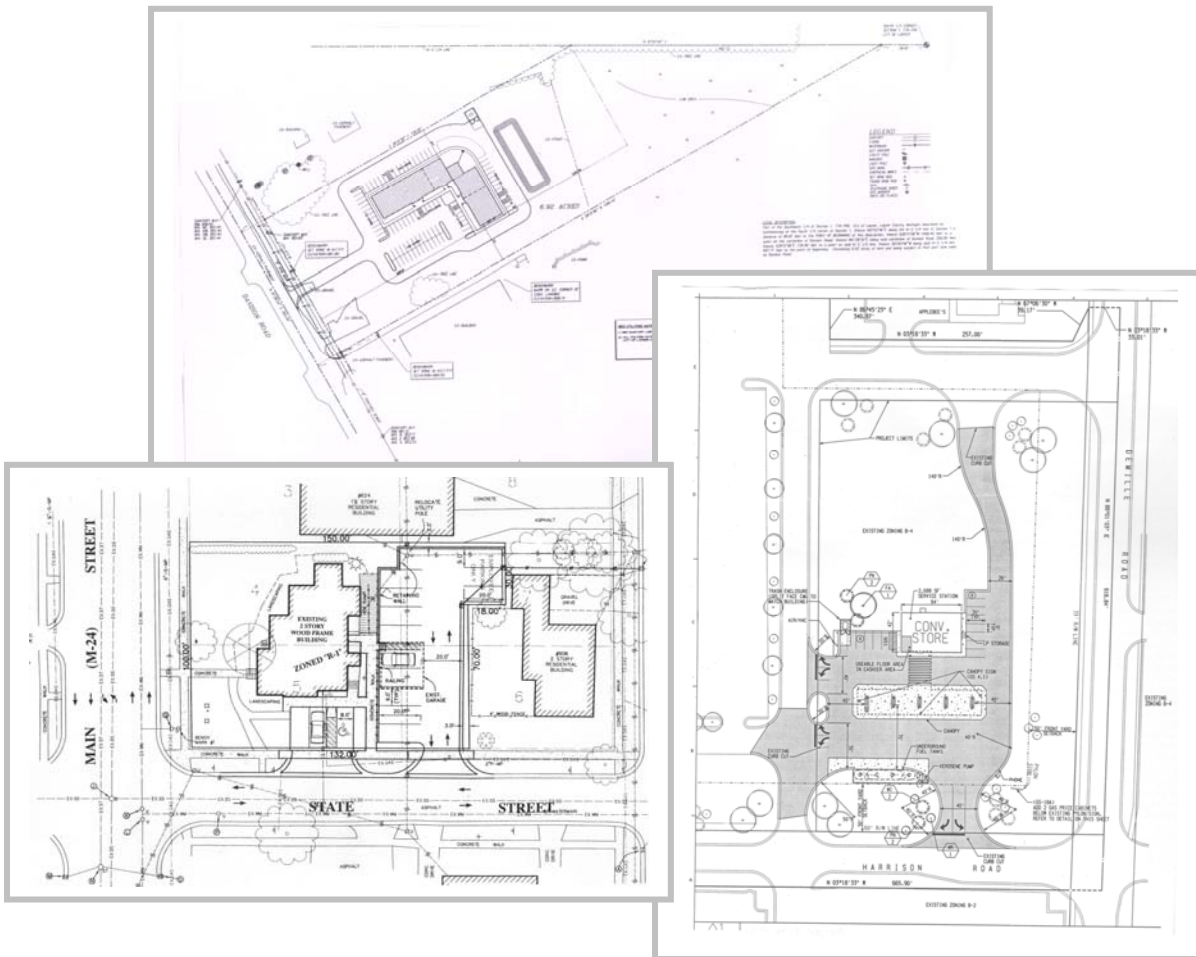
- Prepare the site plan according to instructions and checklist provided in the Site Plan Review application.
- Submit the completed application with 8 copies of site plan and the required fee, as listed in the fee schedule, to the City Planning Department

Staff Reviews

- Site plan reviews are conducted by any or all of the following City departments and/or consultants, as dictated by the scope of the project: Planning, Police, Fire, Water & Sewer, Wastewater Treatment, and Street Departments; and Rowe Inc.
- Review comments will be compiled and forwarded to the applicant and/or project designer.
- If needed, the plan shall be revised and resubmitted until it reflects compliance with all applicable City requirements. Final submittal shall include an electronic copy (on a CD or floppy disk), if required.

Final Site Plan / Engineering Approval

Once the Planning Commission and/or City staff have approved the site plan, additional information often needs to be added to the plan to satisfy City Engineering requirements. Please see the “Final Site Plan / Engineering Plans Approval” section in this guidebook for further instructions.



7. Single-Family Residential Development Plans

The information provided in this section of the guidebook is a condensed overview of the review process for subdivision plats and condominium plans. The complete process is outlined in the City's Land Division Ordinance (Chapter 6 of the General Code of Ordinances) and Condominium Ordinance (Chapter 58 of the General Code of Ordinances).

The developer should also familiarize himself/herself with the information and standards contained in the following documents in order to create a subdivision or condominium plan that will meet City of Lapeer standards (see Figure 2 on page 6):

- Zoning Ordinance, Schedule of Regulations – minimum lot size and width, setbacks,
- Design and Infrastructure Standards - block length and layout, cul-de-sac length, etc.
- Engineering Standards – pipe materials, structure specifications, pavement material, etc

The Land Division Ordinance and Condominium Ordinance have been structured to provide very similar processes for the review and approval of subdivisions and site condominiums. Conventional, or attached, condominiums are reviewed according to the site plan review procedures explained in Section 6 of this guidebook. In addition, the procedures for several residential development options are explained Section 8 of this guidebook, "Residential Development Alternatives."

Subdivision Plats

The City's Land Division Ordinance is based on the State of Michigan's Land Division Act (P.A. 288 of 1967, as amended), and sets forth the requirements for the submittal, review and approval of subdivision plats, lot splits and unplatted land division. For information about lot splits or unplatted land division, please contact the City Assessor's office.

Tentative Preliminary Plat

- Submit copies of the plat as directed in the City Land Division Ordinance and the Subdivision Plat Review application.
- The plat is reviewed by Planning Department staff for compliance with the Zoning Ordinance, Design and Infrastructure Standards, State Land Division Act, and any other applicable ordinances and standards.
- The plat is introduced to the Planning Commission; a public hearing is set for the following month.
- After conducting the public hearing, the Planning Commission makes a recommendation on the plat to the City Commission.
- The plat is placed on the next possible City Commission agenda for review. One of the following actions will be taken: the plat will be approved, tabled for revisions or additional information, or denied.

Final Preliminary Plat

- Submit copies of the plat and all supporting documentation as directed by the City Land Division Ordinance, the State Land Division Act, and the Subdivision Plat Review application.
- The plat is reviewed by Planning Department staff for compliance with all pertinent ordinances and standards.
- The plat will be placed on the City Commission agenda for review and approval as soon thereafter as possible.

Engineering Plans

Once the City Commission and City staff have approved the final preliminary plat, the project engineer shall prepare a full set of engineering plans that conform to City Engineering requirements. Please see the “Final Site Plan / Engineering Plans” section in this guidebook for further instructions.

Final Plat

The final plat shall be prepared and submitted in accordance with the City’s Land Division Ordinance and the State Land Division Act. The plat will be reviewed by Planning Department staff and the City’s consulting engineer, if necessary, prior to submittal to the City Commission for final review and approval.

Site Condominiums

Site condominiums generally resemble conventional subdivisions in design and appearance, but provide a different form of ownership to the home buyer.

To ensure that site condominium developments receive the same scrutiny and are held to the same standards as conventional subdivisions, the City’s Condominium Ordinance has been structured to provide a similar review process for the two types of developments, while maintaining compliance with the State Condominium Act (Public Act 59 of 1978.)

Preliminary Site Plan

- Submit copies of the preliminary site plan as directed in the Condominium Ordinance and the Subdivision Plat Review application (the same application is used for both subdivisions and site condominium developments.)
- The site plan is reviewed by Planning Department staff for compliance with the Zoning Ordinance, Design and Infrastructure Standards, State Condominium Act, and any other applicable ordinances and standards.
- The plan is introduced to the Planning Commission; a public hearing is set for the following month.
- After conducting the public hearing, the Planning Commission makes a recommendation on the site plan to the City Commission.

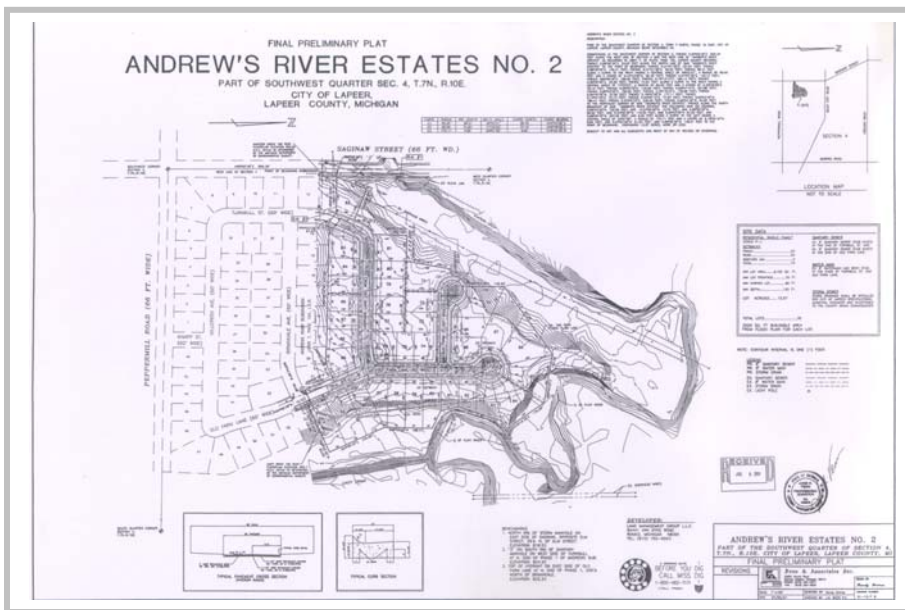
- The site plan is placed on the next possible City Commission agenda for review. One of the following actions will be taken: the plan will be approved, tabled for revisions or additional information, or denied.

Engineering Plans

Once the Planning Commission and City staff have approved the preliminary site plan, the project engineer shall prepare a full set of engineering plans that conform to City Engineering requirements. Please see the “Final Site Plan / Engineering Plans” section in this guidebook for further instructions.

Final Site Plan Approval

The final site plan submittal shall consist of the complete set of professionally prepared condominium documents, in accordance with the State Condominium Act. The documents will be reviewed by Planning Department staff, the City’s consulting engineer, and/or the City Attorney, as deemed necessary, prior to submittal to the City Commission for final review and approval.



8. Residential Development Alternatives

Lot Size Averaging

Article 7.15.B of the Zoning Ordinance provides for flexibility in the lot width and area standards for subdivisions and site condominiums. Lot width and area reductions up to 10% are permitted for some lots in the development, provided these smaller lots are offset with enough oversized lots to achieve an average width and area of all the lots in the development that meets or exceeds the minimum requirements. Such flexibility often allows for more desirable block and street layouts, and/or a more diverse neighborhood development.

Lot size averaging is not intended to allow a greater overall density within the development than if all the lots met the minimum size requirements. The applicant may be required to produce a “parallel plan” depicting how many lots could be developed if the minimum size standards were adhered to.

All parcels in the R-2 through R-5 Single-Family Residential zoning districts qualify for the Lot Size Averaging option. In the R-1 and R-6 districts this option is restricted to lot area reduction only; the standard lot width minimum can not be reduced. This aspect of the plan will be reviewed along with review of all other site design elements, following either the Subdivision Plat or Site Condominium review process, whichever is applicable.

Open Space Plan Subdivision

Article 7.15.C of the Zoning Ordinance provides for flexibility in the design standards for subdivisions and site condominiums when a certain amount of open space and/or significant natural features are permanently preserved. Lot area reductions up to 20% are permitted if an equal amount of buildable land is set aside as open space. The open space may be used for parks, recreation or natural areas, and shall be permanently preserved through a deed restriction and/or conservation easement.

All parcels in the R-2 through R-4 Single-Family Residential zoning districts qualify for the Open Space Plan Subdivision option. This aspect of the plan will be reviewed along with review of all other site design elements, following either the Subdivision Plat or Site Condominium review process, whichever is applicable.

Cluster Housing Option

The Cluster Housing option provides a means for clustering dwelling units on certain parcels of land that meet the Cluster Housing qualification criteria listed in Article 7.15.D of the Zoning Ordinance, and that would be difficult to develop as a conventional subdivision. The “clustering” is achieved in one of two ways:

- Individual (unattached) dwelling units may be spaced closer together than permitted in a conventional residential development, or
- Up to four dwelling units may be attached, provided the units are staggered as explained in the Zoning Ordinance.

Determination of Qualification

An applicant must first demonstrate to the Planning Commission that the subject parcel qualifies for the Cluster Housing option by meeting at least one of the criteria listed in the Zoning Ordinance.

- It is recommended that the applicant first meet with Planning Department staff to determine if the subject parcel is a good candidate for the Cluster Housing option.
- The applicant should proceed by writing a letter to the Planning Commission requesting a Determination of Qualification, explaining by which criteria the parcel qualifies, and confirming that the parcel was not intentionally split to qualify for the Cluster Housing option. The letter should be accompanied by 15 copies of a conceptual plan, and any other supporting information that might assist the Planning Commission with its decision.
- The request will be placed on the next possible Planning Commission agenda.

Please note that meeting the qualification criteria does not automatically infer approval of the Cluster Housing option. The Planning Commission has the discretionary authority to approve or deny a request for the Cluster Housing option based on their determination of the most suitable use of the subject parcel.

Site Plan Review

If the Planning Commission determines that a parcel qualifies for development under the Cluster Housing option, a public hearing will be scheduled for the Planning Commission to review the preliminary site plan. If approved, a second public hearing will be held before the City Commission.

After preliminary site plan approval, the applicant may proceed in one of the following ways:

- For attached dwelling units, follow the site plan review process. In addition, the Final Site Plan approval step as detailed in the Condominium Ordinance must be followed, which involves submitting a copy of the complete condominium documents for approval by the City Commission, after City staff approval of the engineering plans.
- For detached dwelling units, follow the Subdivision or Site Condominium review process.



Conventional (Attached) Condominiums

Conventional, or attached, condominiums may be developed in any RM Multiple-Family Residential zoning district. They may also be developed in an R-2 thru R-4 Single-Family Residential zoning district if the project meets the criteria for the Cluster Housing Option. Duplex condominiums may also be developed in an RT Two-Family Residential zoning district.

Multiple-Family Residential Zoning

Conventional attached condominiums developed in an RM Multiple-Family Residential zoning district are reviewed according to the site plan review process. All the ordinance requirements and standards that pertain to multiple-family housing must be adhered to.

In addition, the Final Site Plan approval step as detailed in the Condominium Ordinance must be followed, which involves submitting a copy of the complete condominium documents for approval by the City Commission, after City staff approval of the engineering plans.

Please see the provisions in the Zoning Ordinance for RM Multiple-Family Residential districts, and instructions in the Site Plan Review section of this guidebook and in the Site Plan Review application.

Single-Family Residential Zoning

Up to four residential dwelling units may be attached in the R-2 thru R-4 Single-Family Residential zoning district, if the parcel qualifies for the Cluster Housing option, explained in an earlier portion of this section of the guidebook.

Two-Family Residential Zoning

The RT Two-Family Residential zoning district allows for the development of two-unit condominiums. The two dwelling units allowed per building may be located side-by-side as in duplexes, or stacked on separate floors.

Please follow the standard site plan review procedures as explained in Section 6 of this guidebook. In addition, the Final Site Plan approval step as detailed in the Condominium Ordinance must be followed, which involves submitting a copy of the complete condominium documents for approval by the City Commission, after City staff approval of the engineering plans.

Multiple-Family Developments (Apartments)

Apartment complexes may be developed in an RM Multiple-Family Residential zoning district. A parcel zoned RM will be designated as RM-1 unless the applicant specifically requests designation as an RM-2 district, which allows for taller buildings and/or greater density.

Multiple-Family developments are reviewed according to the site plan review process, as explained in a previous section of this guidebook.

Please see the provisions in Article 7.06 and 7.15 of the Zoning Ordinance for the requirements and standards that apply to RM Multiple-Family Residential districts, and the instructions in the Site Plan Review section of this guidebook and in the Site Plan Review application.

9. Planned Unit Development (PUD) Zoning District

The Planned Unit Development zoning district is intended to accommodate developments with mixed or varied uses, on sites with unusual topography or unique settings within the community, including sites that contain natural features such as wetlands or woodlots that are important for the City to retain in order to protect its character.

The district also provides an added degree of flexibility in the building design and land use arrangement so that a mixture of uses and provision of common open space can be provided.

Eligibility Requirements - In order to be eligible for consideration of rezoning to PUD, a parcel must comply with the following:

1. The parcel must be at least 1 acre in area.
2. The parcel must have access to a major street.
3. The parcel must have access to municipal water and sewer.

Principal Uses Permitted - All permitted principal uses by right or by special conditions in any of the zoning districts in this ordinance may be permitted in the PUD district at the discretion of the City Commission. Uses permitted by special condition in another zoning district may be authorized as a use by right by the City Commission in granting PUD approval.

Development Standards are outlined in detail in Article 7.14.5.D of the Zoning Ordinance, and include: consistency with the Master Plan in terms of mix of uses and density; provision of sufficient off-street parking; high-quality landscaping and buffering where appropriate; safe, convenient, well defined vehicular and pedestrian circulation; and appropriate application of setback, building height, open space, maximum density and other dimensional requirements the various uses proposed.

Design of the proposed improvements within a PUD shall comply with the design requirements established by the City under the Zoning Ordinance as well as those established under the City Land Division Ordinance (if applicable) and other ordinances or guidelines adopted by the City.

Approval Procedure

Rezoning

The PUD zoning approval shall follow procedural requirements of Section 7.22 of the Zoning Ordinance (summarized in Section 3 of this Guidebook), with a few modifications specific to PUD proposals.

- **Submittal Requirements:** In addition to the standard rezoning submittal requirements, an applicant for PUD zoning approval must submit a proposed concept plan, and any proposed language for the PUD zoning district.
- **Planning Commission Action:** The Planning Commission will initiate the rezoning process in the typical manner by holding a public hearing, but review of the conceptual PUD development plan based on the standards described in the Zoning Ordinance will be a key focus of the hearing and the resulting recommendation to the City Commission.

- City Commission Action - The City Commission, prior to the first reading of the amendatory ordinance, shall hold a public hearing meeting the notice requirements in Section 7.18 I. Following that public hearing, it may amend or place additional conditions on the zoning ordinance amendment. The City Commission may, at its discretion, send a revised PUD back to the Planning Commission for their recommendation regarding the changes. The adoption of the ordinance or denial of the rezoning request will take place at the second reading conducted by the City Commission.

Conceptual PUD plan requirements

A conceptual PUD plan is required to be reviewed and approved as part of the PUD rezoning process outlined above.

The conceptual plan shall show the gross site area; vehicular and pedestrian access; all proposed uses with acreages, square footages and densities; the location of parks, open space and all public and community uses; and other pertinent details. A complete list of requirements is outlined in Article 7.14.5.F of the Zoning Ordinance.

The applicant shall present material as to the development's objectives and purposes to be served; conformity to plans and policies of the Township; market needs; impact on public schools, utilities, and circulation facilities; impact on natural resources; and a staging plan showing the general time schedule of the expected completion dates of the various elements of the plan.

Site Plan Review and Approval

Following approval of the conceptual plan by the City Commission, the applicant may submit site plans for phases of the approved conceptual PUD development plan. The site plans shall conform with the approved conceptual plan. The site plans shall be reviewed and approved by the Planning Commission following the procedures outlined in Article 7.17 P of the Zoning Ordinance (summarized in Section 6 of this Guidebook).

Since a PUD is generally comprised of a variety of uses which may include various residential housing styles, a corresponding variety of review processes may be required. For example, one section of the PUD may contain a standard single-family residential neighborhood which is processed according to the Subdivision Plat review guidelines, while another section of the PUD may contain duplex condominiums which is processed according to the Cluster Housing guidelines. Please follow the appropriate steps for review and approval of each component of the PUD as outlined in other sections of this guidebook.

10. Final Site Plan / Engineering Plans Approval

Site plan approval is **not** the final step in the approval process. Depending on the complexity of the project, the final plans submittal can range from a more-detailed version of the site plan for smaller projects, to a multi-sheet set of engineering plans complete with utility profiles, details and calculations for more complex projects.

- The developer should obtain a copy of City Engineering Standards and/or Checklist.
- For a first submittal of the final site plan / engineering plans, contact the Planning Department for the number of copies required; the number will vary depending on the project but will generally be between 3 and 7.
 - Plans shall provide a great enough level of detail on such items as underground utilities, paving, and storm drainage, to determine compliance with City engineering standards. Storm calculations and other detailed information may be required.
 - Plans will be reviewed by appropriate City staff and/or the consulting engineer. An Engineering Plans Review Fee will be charged for all plans that need to be reviewed by the City's engineer; please refer to the Fee Schedule in Attachment C at the back of this booklet.
- If revisions are required, review comments will be compiled by Planning Department staff and forwarded to the project engineer.
- Once all engineering requirements are met, **eight** sets of plans must be submitted. These plans will be stamped and signed by all appropriate City staff members and consultants, indicating final City approval.
- Signed copies of plans will be distributed to: the applicant or developer, Planning Department, Public Works Department, Fire Department, Assessor, Wastewater Treatment Plant, Building Department, and Rowe Inc., as applicable.
- The applicant is responsible for obtaining all necessary outside agency approvals, as dictated by the scope of the project. Please see the "Permits, Fees and Bonds" section of this guidebook for further information on the following:
 - Construction of a public sanitary sewer extension requires approval from MDEQ.
 - Construction of a public water main extension requires approval from Detroit Water and Sewer Department and MDEQ.
 - Construction activity affecting a flood plain or regulated wetland requires approval from MDEQ
 - Activity affecting the M-24 (Main Street) right-of-way, such as a new curb cut or change in use of a parcel accessed by an existing curb cut, requires approval from MDOT.
 - Building plans are reviewed and approved by the Building Department.

Final engineering approval and all necessary permits must be obtained before proceeding to construction. The following sections of this booklet cover the permitting and construction procedures.

11. Permits, Fees and Bonds

Permits

The following table indicates the most common permits that may be required, depending on the project. Most permits involve a fee and/or a bond; this is explained in further detail in the section following the table.

Type of Permit	When Needed?	Issued by
Right-of-way permit	For any work conducted in a City right-of-way	City
Water and/or sewer tap permit	To tap into City water main or sanitary sewer, for service leads	City
Soil erosion permit	Required for any project where erosion may occur (just about every project)	County
Water main extension	For any extensions of the City's public water main system	City of Detroit and MDEQ
Sanitary sewer main extension	For any extensions of the City's public sanitary sewer system	MDEQ
Approval to construct in a Flood plain	For any work in or near a flood plain area	MDEQ
Approval to construct in a Wetland	For any work in or near a regulated wetland	MDEQ
Grading permit	If desiring to perform site grading before final engineering approval	Building Dept.
Building permit	Required for every building project	Building Dept.
Occupancy permit	Required for every building project (see "Project Completion")	Building Dept.

City Permits - Submit completed forms and required fees to the City Planning Department for the following:

- Water Tap Permit – when tapping into a City water main. The fee is based on the pipe size of the tap; a bond is also required.
- Sewer Tap Permit – when tapping into a City sanitary sewer, or when increasing the size of a building already being serviced by City sanitary sewer. The fee is based on the square footage of the building; a bond is also required.
- Right-of-Way Permit – any time work is to be done within the City right-of way; includes sidewalks and curb cuts (new as well as modifications to existing); a bond is also required. Note: For residential developments that include public roads, a street tree fee is also included.
- Utility taps/shutoffs must be coordinated through City Water & Sewer Department.

Permits for Extension of Public Utilities - Required if the project includes extension of City water main and/or sanitary sewer.

- **No work on utility main extensions is to begin without the proper permits!**
- Sanitary Sewer
 - Obtain and complete a wastewater permit application from MDEQ, and forward to the City for authorizing signature from the DPW Director (for sanitary sewer extensions only).

- The signed application is returned to the applicant, along with a letter from the DPW Director stating the sanitary sewer design has been reviewed and approved.
 - The applicant is responsible for submitting the application, letter, and three sets of plans to MDEQ for approval.
 - Submittal of as-built plans to MDEQ upon completion of the improvements is required.
- **Water Main**
 - A letter from the DPW Director stating the water main design has been reviewed and approved will be sent to the applicant.
 - The applicant is responsible for submitting the letter and eight sets of plans to the Detroit Water and Sewer Department (DWSD) for approval.
 - Detroit will forward three sets of plans to MDEQ for water main approval.
 - Submittal of as-built plans to DWSD and MDEQ upon completion of the improvements is required.
- All extensions of City water or sewer mains constructed on private property will require easements to be dedicated to the City. Easement documents will be reviewed by the City Attorney, accepted by the City Commission, and recorded at the Lapeer County Register of Deeds office.

Other Outside Agency Permits

Contact names and phone numbers for the following agencies can be found in Attachment A at the back of this guidebook.

- Contact the Lapeer County Road Soil Erosion office for requirements regarding a soil erosion permit.
- If proposing to outlet storm water into a County Drain, please contact the Lapeer County Drain Commission and comply with their requirements.
- If the project involves a street connection to a county road, please contact the County Road Commission and comply with their requirements.
- If the project proposes any new driveway openings onto M-24 (Main Street), or if the project involves a change in use for a site with existing driveway openings onto M-24, approval from MDOT may be required. Please submit a site plan to MDOT in the early stages of site design.
- If the site contains suspected flood plain or regulated wetlands, the applicant must obtain the proper permits from MDEQ.
- For projects that appear to have flood plain or wetland concerns but MDEQ determines that a permit is **not** required, the City requires verification from DEQ in writing.

Please verify that the Planning Department has received copies of all necessary outside agency permits or approvals prior to construction.

Fees and Bonds

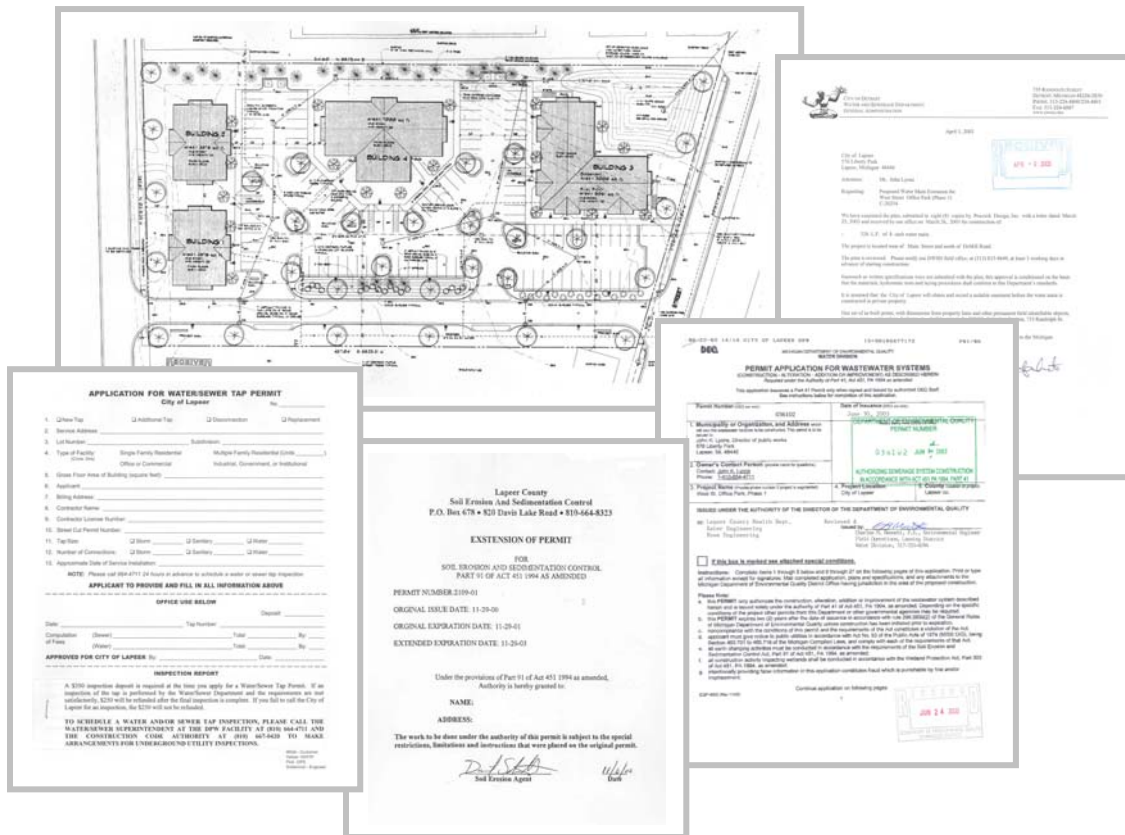
In addition to the fees and bonds associated with the permits listed above, there are fees and/or bonds associated with reviews and approvals. The City Commission has adopted a fee schedule establishing the costs for various types of development activity review, including

Rezoning, Special Conditional Use Permit, Site Plan Review, Subdivision Plat Review, and other topics covered in this guidebook.

Please be aware that your project may be subject to the following in addition to the site plan review fee:

- **Engineering Review fee:** A \$1,000 refundable deposit is to be paid when the engineering plans are submitted; actual review costs will be charged to applicant per engineer's invoice.
- **Inspection fees** will be based on a construction schedule submitted by the contractor to Rowe Inc., who will estimate the time needed for construction observation of public infrastructure (underground utilities and paving.) This fee is placed in an escrow account by the City, and any unused money will be returned when construction is completed.
- **Performance guarantee:** A check, bond, or irrevocable bank letter of credit to cover the cost of the public improvements (streets, utilities, street trees and sidewalks) shall be deposited with the City prior to construction, based on the construction cost estimate provided during engineering review as stated above. Funds will be released as work is completed and approved.
- Prior to the City's acceptance of public improvements, **a two-year maintenance bond** shall be posted by the developer. Any funds not used for repair or maintenance of the improvements will be returned after two years.

A complete copy of the current fee schedule is located in Attachment B at the back of this guidebook.



12. Construction

In order to begin construction, the project plans must have received Final Site Plan / Engineering approval. Also, please make sure you have provided the City with copies of all necessary permits.

- To begin site grading before engineering plans have received final approval, the grading plan must be approved by the City's consulting engineer. The City Planning Department will then send a memorandum to the Building Department authorizing them to issue a grading permit.
- Once engineering plans have received final approval, and all the necessary permits have been obtained and fees have been paid, the next step will depend on the type of project:

Projects involving only building construction and private site improvements - the City Planning Department will send a memorandum to Building Department authorizing them to issue a building permit.

Projects involving construction of public improvements:

- A pre-construction meeting is generally required. The developer, project engineer, and/or contractor should plan on attending. Please contact the Planning Department at least two weeks prior to the anticipated start of construction in order to schedule the meeting.
- An escrow fund, paid by the developer, will be set up by the City to cover the cost of construction observation by the City's consulting engineer (see "Inspection Fees" in the above section) in those cases where the project includes construction of public improvements.

During construction, City staff may conduct periodic site visits to monitor the construction progress. City inspections are required for all taps into City utilities; please contact the Department of Public Works 2-3 days in advance to schedule the inspection.

Please be aware that upon completion of site improvements, digital as-built plans covering all improvements (public and private) are to be submitted to the City Assessor. The developer is responsible for obtaining accurate and complete as-built information during construction. Please see Attachment B at the back of this guidebook for more information on the required format for the as-built plans.

Once construction is completed, please be sure to contact the appropriate City department(s) for final inspection(s) prior to requesting occupancy. This is explained further in the "Project Completion" section of this guidebook.



13. Project Completion

Multiple-Family Residential, Office, Commercial and Industrial Development

When your project is nearing completion, please be aware of the City's inspection policies which must be adhered to in order to receive an occupancy permit.

Site Inspections - The applicant must schedule site inspections with the following at least one week prior to the expected opening date:

- City departments - Water and Sewer, Planning, Fire and Building Department
- The applicant is responsible for contacting any other agencies required to inspect the specific type of business (such as Health Department.)

Occupancy Permit

- A Temporary Certificate of Occupancy will be issued when building and site development requirements have been **substantially** completed.
 - A "punch list" will be provided, stating all items that need to be corrected or completed in order to receive a final occupancy permit.
 - Temporary occupancy permits are generally issued for a period of six months, in order to complete the required items.
 - As soon as the punch list items have been completed, please contact the appropriate department(s) for re-inspection.
- A Final Certificate of Occupancy will be issued when **all** building and site development items have been completed, including:
 - Punch list items have been completed and verified by the appropriate department(s)
 - **Digital as-built plans** have been submitted to the City Assessor (*explained further at the end of this section.*)

Single-Family Residential Development

Once the infrastructure improvements of the site have been completed, the City's consulting engineer will conduct a final "walk-through" inspection and prepare a final report. The report may contain some "punch-list" items that must be corrected or completed. As with all projects, **digital as-built plans** of all improvements are required to be submitted to the City Assessor (*explained further at the end of this section.*)

After final clearance from the consulting engineer, the developer may proceed to build one model home on the property prior to the recording of the final plat or condominium documents. **No homes may be sold or occupied until the final plat or condominium documents are approved by the City Commission and recorded at the County Register of Deeds office.**

The final course of pavement is often delayed until the majority of the homesites have been developed. When all paving is completed to City specifications, the City Commission will formally accept the roads as City streets. A bond is generally required.

For All Developments

Digital As-Built Plans Submittal Requirements

The City of Lapeer requires that as-built plans be submitted upon completion of your project. This requirement is stated in the Site Plan application and on the Temporary Occupancy release form. Final Occupancy release will not be granted until the as-built plans are received and determined to be acceptable.

For all projects that are designed using a CAD system, the as-built plans are required to be in digital format or PDF. The City uses MapInfo tab files; however, plans may also be submitted in Autocad dwg/dfx or MicroStation dgn file formats. Hand-drafted as-built plans are acceptable only if the project was designed and drawn by hand, not generated on a CAD system.

An as-built plan submission is required for **all plans** originally submitted. In some cases where there have been no deviations from the plans as originally submitted, submitting a digital copy of the original plan with no changes would satisfy the as-built requirement. In all other cases the as-builts will be modified from the original to reflect the improvements as actually constructed.

As-built plans are to include **all** construction: architectural, elevation, site, utility, and any other plans connected with the project.

Site Maintenance

After project completion, continual site maintenance is a condition of **all** project approvals. Planning Department staff and/or Code Enforcement officials will periodically check the site for proper maintenance of landscaping, illegal signs, outdoor storage of merchandise, etc. A clean, properly maintained site is as important for the success of your business as it is for the health, safety and welfare of all Lapeer residents and visitors.

Attachment A – Contact Information

City of Lapeer Departments

- Planning Department: City Hall, 576 Liberty Park, Lapeer, MI 48446, phone #810-664-4553
Linda Jackman, Director of Planning and Development
Brian Sanada, Planning Administrator (plan reviews)
Kim Hodge, Administrative Assistant (permits)
- Department of Public Works: 217 Bentley, Lapeer, MI 48446, phone #810-664-4711
John Lyons, Director
Pam Reid, Superintendent Water/Sewer
Randy Bennett, Street Superintendent
- Public Safety: 2300 W. Genesee Street, Lapeer, MI 48446, phone #810-664-0833
Todd Alexander, Police Chief
Terry Kluge, Fire Chief
- Building Department: 111 Howard Street, Lapeer, MI 48446, phone #810-245-9621
Mike Darling, Building Official
- Engineering Consultant: Rowe Incorporated, 128 N. Saginaw, Lapeer MI 48446, phone #810-664-9411
Douglas P. Skylis, P.E.

Lapeer County Agencies

- Road Commission: 820 Davis Lake Road, P.O. Box 678, Lapeer, MI 48446
William Meinz, County Highway Engineer, phone #810-664-6272
- Drain Commission: Lapeer County Complex, 255 Clay Street, Lapeer, MI 48446
John Cosens, County Drain Commissioner, phone #810-667-0371
- Soil Erosion Office: Lapeer County Complex, 255 Clay Street, Lapeer, MI 48446
David Schultz, Soil Erosion Agent, phone #810-245-4753

Detroit Water & Sewerage Dept., 1420 Washington Blvd., 6th Floor, Detroit, MI 482226-1718 ph. #313-224-4800

- Water Division: Mohamad Farhat, Water Systems Engineer
- Sewer Division: Mike Mulcrone

Michigan Department of Environmental Quality – Lansing District Office, Constitution Hall,
525 W. Allegan St., P.O. Box 30242, 4th Floor North, Lansing, MI 48909-7742

- District Supervisor: Tim Benton, Phone #517-335-4523
- Wastewater Division: Charles Bennett, Environmental Engineer, phone #517-335-6094
- Water Division: Michael Prysby, District Engineer, phone #517-335-6122
- Geological and Land Management Division (Flood plain & wetlands issues):
John Skubinna, District Representative, phone #517-335-6276
- Sewer, Storm (Surface Water) Brent Bodner, Environmental Engineer, Phone #517-373-3738

Michigan Department of Transportation – Davison Transportation Service Center
9459 Lapeer Road, Davison, MI 48423
Steve Gasser, Engineering Technician, phone #810-658-4029 ext. 316

Lapeer Area Utility Companies

- Telephone: SBC Ameritech, 502 Beach Street Rm. 402, Flint, MI 48502
Ann Thompson, Engineer, phone #810-768-0109
- Gas: Consumers Energy, 751 McCormick Drive, Lapeer, MI 48446
Sharon Martin, phone #810-245-3415
- Electric: DTE Energy (Detroit Edison), 1100 Clark Road, Lapeer Twp., MI 48446
Daniel Debus, Planner, phone #810-667-7848
- Cable: Charter Communications, 7372 Davison Rd., Davison, MI 48423
Tim Bates, phone #810-652-1241

PLAN REVIEW / PERMIT FEE SCHEDULE**ZONING REVIEWS**

- **Zoning Compliance Review** \$50 (Does not include occupancy permit, which is to be obtained from Building Department)
- **Zoning Verification Letter** \$50
- **Temporary Sales Tent** \$50 per two-week sales event
- **Outdoor Merchandise Permit** \$200 annual permit
- **Auto Dealer License Approval** \$25 annually covers **both** required State forms

SPECIAL APPROVALS

- **Master Plan Amendment** \$500 base fee + \$50 per acre
- **Rezoning** \$500 base fee + \$50 per acre
- **Special Use Permit** \$350
- **Zoning Board of Appeals** R-1 through R-7 districts - \$150
All other districts - **\$350**

SITE PLAN REVIEW

Planning Department Reviews: Fees shall be charged for the review of site plans by the planner and City staff on the basis of the following schedule. **Site plans are further subject to engineering review and other fees listed below, as needed.**

- **Office, Commercial, Industrial:**

Full site plan review	\$650 + \$50/acre
Administrative review	\$350 + \$25/acre
- **Planned Unit Development (PUD) Overall Plan:** \$650 + \$50/acre
Plus additional fees for required detailed review of individual components of the plan, as applicable
- **Residential:**
 - ♦ Subdivision Plat or Site Condominium Plan

Preliminary Plat/Condo plan	\$600.00 + \$5.00/lot
Final Plat/Condo plan	\$600.00 + \$3.50/lot
 - ♦ Residential Site Plan: Attached condominiums, Cluster Housing, Multiple-Family development(apartments) \$600.00 + \$5.00/unit
 - ♦ Mobile Home Park \$300.00 + \$2.50/unit

All Site Plans / Plats are subject to the following:

- | | | |
|---------------------|--------------------------|------------------|
| ♦ <u>Revisions:</u> | First revision | No charge |
| | Each revision thereafter | 1/2 Original Fee |

Note: There is no additional planner review fee charged for preliminary or final plats or site plans which are in **substantial conformance** to a previously approved preliminary plat or site plan.

- | | |
|--|---|
| ♦ <u>Engineer's review of site plan</u> is required for large-scale projects or projects involving construction of public infrastructure (water main, sanitary sewer, storm sewer, public roadway) | \$1,000 deposit; Actual costs billed to applicant per invoice |
| ♦ <u>Traffic Study Review</u> , if applicable | \$1,000 deposit; Actual costs billed to applicant per invoice |

ENGINEERING PLAN REVIEW \$1,000 deposit; Actual costs billed to applicant per invoice

OTHER DEVELOPMENT FEES

- **Attorney Review:** Development Agreement, Public Road Dedication, Utility Easement, etc. \$1000 deposit; Actual costs billed to applicant per invoice
- **Construction Observation Fee:** for all projects involving public improvements Deposit based on scheduling estimate by project engineer or contractor; Actual costs billed to applicant per invoice
- **Completion guarantee:** Where applicable, a surety shall be posted to guarantee completion of public improvements, in the form of a bond, cash deposit, certified check or irrevocable bank letter of credit, in the total amount of the improvements, based on an estimate by the project engineer and verified by the City engineer or Building Official.
- **Maintenance guarantee:** Where applicable, a two-year maintenance bond shall be posted in an amount set by the City Commission prior to the acceptance of public improvements.

PLANNING DEPARTMENT DOCUMENTS

The following documents are available on the City Website at www.ci.lapeer.mi.us, or printed copies can be purchased from the Planning Department at the following costs:

- **Zoning Ordinance** \$25
- **Individual Ordinance Sections** Cost varies (copying costs per page)
- **Master Plan** \$30
- **Development Review Guidebook** \$5 (no charge when part of site plan submittal)
- **Zoning Map** \$3

ASSESSING DEPARTMENT REVIEWS:

Please contact the Assessing Department at 810-664-2902 for applications and fee amounts for Lot Splits, Address Requests, Copies of Maps, Street Vacation Requests, IFT Applications, and Street Renaming Requests.

The following permits are obtained through the City Building Department

RIGHT OF WAY PERMIT *

- Deposit: \$500 inspection fee/deposit
 - ♦ **\$250 refund upon completion of final inspection**
 - ♦ **Entire \$500 is forfeited by contractor/owner if permittee fails to call for an inspection or extension within two years of issuance**
- Bond: \$5,000
- Tree Fee: **For residential developments that include public roads, a Street Tree Fee of \$225 per lot (\$350 per corner lot) is also required**

WATER & SEWER TAP PERMITS (for properties within the City Limits of Lapeer) *

- Deposit: \$500 inspection fee/deposit
 - ♦ **\$250 refund upon completion of final inspection**
 - ♦ **Entire \$500 is forfeited by contractor/owner if permittee fails to call for an inspection or extension within two years of issuance**
- Bond: \$5,000
- Tap-In fees are also required – see below

DOMESTIC WATER TAP-IN FEES *

- **Commercial, Office, Industrial, Institutional and Residential** - Tap Fees are based on the size of water meter installed per tap, as follows:

<u>Water Meter Size</u>	<u>Tap-In Fee</u>
1 Inch	\$ 2,500.00
1½ Inch	\$ 5,000.00
2 Inch	\$ 8,000.00
3 Inch	\$ 16,000.00
4 Inch	\$ 25,000.00
6 Inch	\$ 50,000.00

The Water Department will only perform a water service connection (tap) upon request. The cost of the tap is \$ 125.00 for tap-ins of 1 inch through and including 2 inch. The contractor or Property owner is required to provide all material and supplies needed for completing the tap. In addition, it is the contractor's or property owner's responsibility to excavate to the water main and provide a safe work environment per MIOSHA Standards.

FIRE LINE TAP-IN FEES *

<u>Fire Line Size</u>	<u>Tap-In Fee</u>
1 Inch	\$ 25.00
2 Inch	\$ 100.00
3 Inch	\$ 220.00
4 Inch	\$ 390.00
6 Inch	\$ 875.00
8 Inch	\$ 1,550.00
10 Inch	\$ 2,420.00
12 Inch	\$ 3,485.00

RESIDENTIAL WATER & SEWER DISCONNECT FEES *

- **Water Service** – ¾ inch to 2 inch = \$250.00
- **Sanitary Service** – 4 inch to 6 inch = \$250.00

SEWER TAP-IN FEES *

- **Office & Commercial Uses**

\$1.00 per square foot of building being constructed and/or size of addition
Or \$4,000 per “Residential Equivalent Unit (300 gpd per household)”–Whichever is Greater

Example: New building of 6,000 square feet - \$1.00 X 6,000 = \$6,000.00

➤ **Minimum Fee of \$4,000.00**

- **Industrial Uses, Institutional Uses and Government Facilities**

\$.25 per square foot of building being constructed and/or size of addition
Or \$4,000 per “Residential Equivalent Unit (300 gpd per household)”–Whichever is Greater

Example: New building of 16,000 square feet - \$.25 X 20,000 = \$5,000.00

➤ **Minimum Fee of \$4,000.00**

- **Single Family Residential**

- New construction of home: \$4,000.00
- Existing home that is not hooked into system: \$4,000.00
- Existing home with a business in the residence which is located in a business or commercial zoning district: \$4,000.00 plus \$1.00 per square foot of business.

- **Multiple Family Developments**

First Dwelling Unit	\$ 4,000.00
Second Through Tenth Dwelling Unit	\$ 500.00
Eleven through Twenty-fifth Dwelling Unit	\$ 400.00
Twenty-Sixth through Fiftieth Dwelling Unit	\$ 300.00
Fifty-First and each Dwelling Unit thereafter	\$ 200.00

* **NOTE:** All Permit, Deposit, Tap-In, etc. fees are subject to change and should be verified at time of application.

PUBLIC UTILITY MAIN EXTENSIONS

PLEASE NOTE THAT PUBLIC WATER MAIN AND SANITARY SEWER EXTENSIONS REQUIRE PERMITS FROM DETROIT WATER & SEWERAGE DEPARTMENT AND MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – Contact the appropriate agency for submittal requirements.

OTHER PERMITS

For **Fences, Signs, Building permits,** and **Occupancy permits,** please contact:

City Building Department
111 Howard St., Lapeer MI 48446

Phone: 810-245-9621
Fax # : 810-245-1961