

PERMITTED USE PROCESS

SPRING LAKE VILLAGE

Step 1

- Business owner/real estate agent or other representative submits in writing the proposed use for evaluation by Zoning Administrator.
- Timeline: Day 1

Step 2

- Zoning Administrator responds to inquiry with decision on whether use is permitted in the zoning district where property is located. If use is permitted, written approval is granted. Applicant is told to speak with building official if proposing changes to the building.
- Timeline: Day 2

NOTES:

- If Zoning Administrator determines use is a special land use (SLU), then applicant will be advised of the SLU process.
- If there is a “change of use” between the previous building/unit use and proposed building /unit use, the building/unit may not meet all applicable State Building Codes as determined by the Building Official. In that case, the building must be modified to bring it into compliance with the Codes.
- To appeal Zoning Administrator decision, a person must file an appeal with the Zoning Board of Appeals through the Zoning Administrator.

FEES:

None.

102 West Savidge
Street
Spring Lake, MI 49456
P 616.842.1393
F 616.847.1393

For questions on the
Permitted Use process,
please contact:

Lukas Hill,
Zoning Administrator
lhill@springlaketwp.org

Greg Mason,
Building Official ,
Michigan Township Services
mtsm@frontier.net

*Application is available online
at www.springlakevillage.org*

Updated February, 2020

SPECIAL LAND USE PROCESS

SPRING LAKE VILLAGE

- Step 1**
 - Meet with Village Planner to discuss project.
- Step 2**
 - Applicant submits Special Land Use application/plan.
 - Timeline: Day 1
- Step 3**
 - Staff reviews application/plan for completeness. Plan Review Team meets. Public hearing set.
 - Timeline: Day 7
- Step 4**
 - Staff contacts applicant and informs them of needed revisions/additional information.
 - Timeline: Day 10
- Step 5**
 - Applicant submits revised plan/additional information.
 - Timeline: Day 21 (this time and all future steps depend on the quickness of applicant response.)
- Step 6**
 - Public Hearing is held by the Planning Commission; decision to approve or deny by the Planning Commission normally occurs after the public hearing.
 - Timeline: Day 35

102 West Savidge Street
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For questions on the Special Land Use process, please contact:

Stacey Fedewa, AICP
Village Planner
sfedewa@ght.org

Lukas Hill,
Zoning Administrator
lhill@springlaketwp.org

Application is available online at www.springlakevillage.org

NOTES:

- Application must be complete and received at least 26 days before the Planning Commission meeting to be placed on the next available agenda for review and setting of a public hearing date.
- Planning Commission meets 4th Tuesday of every month.
- To appeal Planning Commission decision, a person may file an appeal with Ottawa County Circuit Court.

* Timelines noted above are approximate and depend upon response time of the applicant and application submission date.

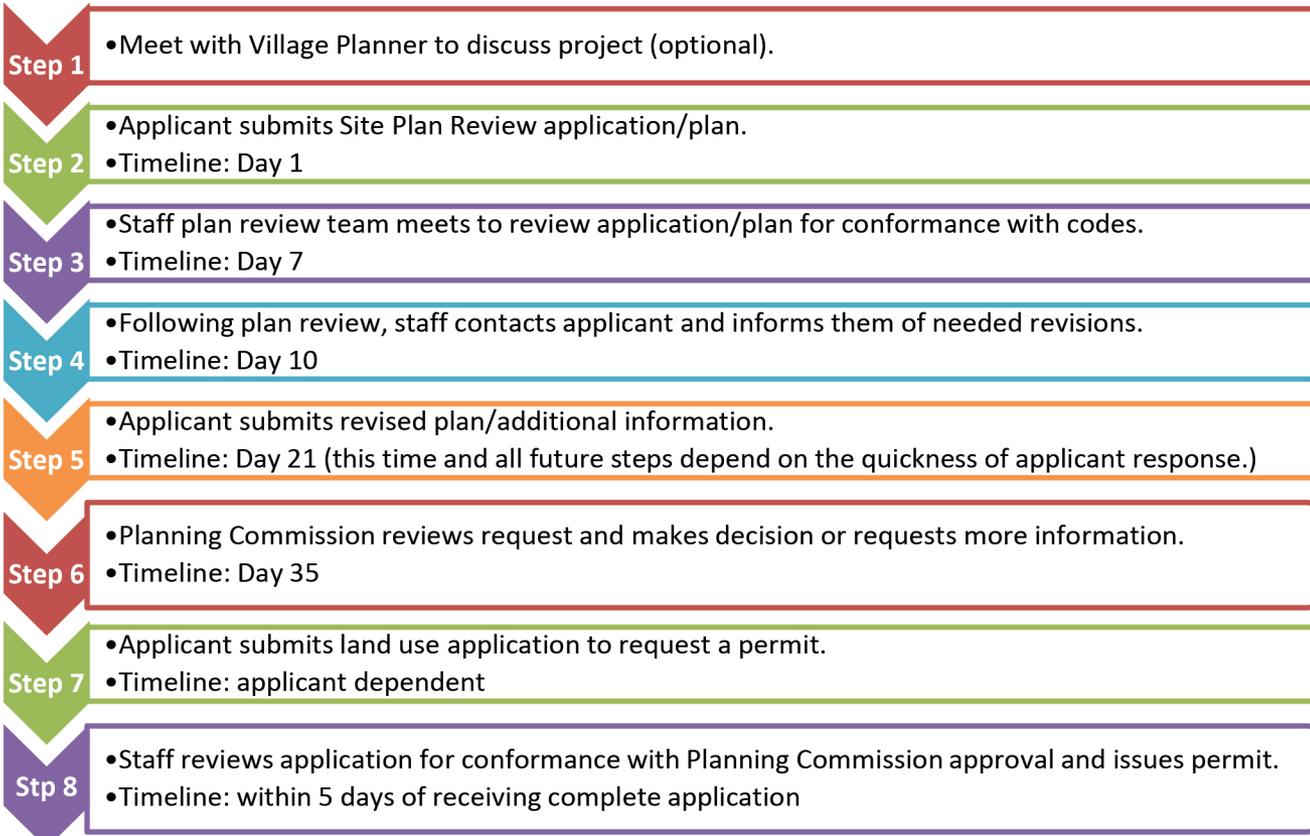
FEES:

\$500.00 plus costs and escrow

Updated February, 2020

SITE PLAN REVIEW PROCESS

SPRING LAKE VILLAGE



NOTES:

- Planning Commission meets 4th Tuesday of every month.
- To appeal Planning Commission decision, a person may appeal to the Zoning Board of Appeals.

* Timelines noted above are approximate and depend upon response time of the applicant and application submission date.

FEES:

\$440.00 to \$470 plus costs and escrow

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For questions on the Site Plan Review process, please contact:

*Stacey Fedewa, AICP
Village Planner
sfedewa@ght.org*

*Lukas Hill,
Zoning Administrator
lhill@springlaketwp.org*

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Updated February, 2020

REZONING PROCESS

SPRING LAKE VILLAGE

Step 1

- Applicant meets with Village Planner to explore project/request. If rezoning is necessary (requested), a review of Master Plan and zoning ordinance are done to determine feasibility.

Step 2

- Applicant submits formal request for rezoning.
- Timeline: Day 1

Step 3

- In most cases, Planning Department staff meets with Planning Commission to review request as a discussion item.
- Day 35

Step 4

- Planning Commission sets public hearing, prepares staff report, sends out required public notices.
- Timeline: Day 41

Step 5

- Public hearing is held by Planning Commission, which arrives at a recommendation for Village Council.
- Timeline: per Planning Commission direction at prior meeting

Step 6

- Recommendation is sent to Village Council for introductory reading; Council decision on whether or not to proceed with final reading or deny request.
- Timeline: varies; Village Council meets 2nd Monday

Step 7

- Village Council holds final reading; ordinance change is granted or denied.
- Timeline: varies; Village Council meets 2nd Monday

NOTES:

- Public hearing notices are sent by staff 15 days before Planning Commission meeting.
- If a 1st meeting (step 3) is deemed unnecessary (by staff/ Commission chair) then staff will schedule Public Hearing for rezoning– eliminating 1 month from timeline.
- To appeal Village Council decision, a person may file suit with Ottawa County Circuit Court.

FEES:

- \$440.00 + costs and escrow deposit

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Rezoning process,
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Village Planner
sfedewa@ght.org*

*Lukas Hill,
Zoning Administrator
lhill@springlaketwp.org*

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Updated February, 2020

BUILDING PERMIT PROCESS

SPRING LAKE VILLAGE

Step 1

•After Zoning Administrator approves use (if necessary), building permit applications are submitted requesting approval to proceed with renovations to interior/exterior structure.

Step 2

•Building Official reviews application and completes a project plan review. Any requested revisions/comments are sent to permit applicant.

Step 3

•Revised plans are modified (per code) and resubmitted to Building Official.

Step 4

•Building Official reviews revised plans; if in compliance Official approves, initials and dates plans and/or application.

Step 5

•Upon payment of required fee, permit is issued by the Building Department.

Step 6

•Contractor contacts Michigan Township Services to schedule required inspections; rough in and final electrical, mechanical , plumbing and building inspections are required.

Step 7

•Required inspections are conducted by Building Inspector(s). When the project passes all final inspections, a Certificate of Occupancy is issued .

Step 8

•If the project fails to pass inspection due to any code non-compliance , the non-compliance must be corrected and re-inspection then requested.

Step 9

•Re inspection of non-compliant issues is conducted. When project passes re-inspection , a final Certificate of Occupancy is issued.

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For questions on the Building
Permit process, please
contact:

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Administrator
lhill@springlaketwp.org

Greg Mason, Building
Official , Michigan Township
Services
mtsm@frontier.net

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Updated February, 2020

ZONING BOARD OF APPEALS PROCESS

SPRING LAKE VILLAGE

Step 1

- Meet with Zoning Administrator to discuss project.

Step 2

- Applicant submits Zoning Board of Appeals (ZBA) application.
- Timeline: Day 1

Step 3

- Staff reviews application/plan for completeness.
- Timeline: Day 3

Step 4

- Staff sets ZBA Public Hearing, sends out required neighborhood notices and places ad in paper.
- Timeline: Day 7

Step 5

- Staff sends out report of findings/recommendations to ZBA.
- Timeline: Day: 23

Step 6

- Applicant attends ZBA Public Hearing; decision to approve or deny by the ZBA normally occurs after the public hearing.
- Timeline: Day 29

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For questions on the Zoning
Board of Appeals process,
please contact:

Lukas Hill,
Zoning Administrator
lhill@springlaketwp.org

*Application is available online
at www.springlakevillage.org*

NOTES:

- Application must meet requirements of Section 40-113 of the Zoning Ordinance.
- Per the State of Michigan Zoning Enabling Act, requested variances must demonstrate a practical difficulty, which is defined as:
 - Unique circumstances applying to the property.
 - No adverse affect upon adjacent properties.
 - Need for the variance was not self-created.
 - Variance is minimum necessary.
 - Request is not of a general or recurrent in nature.
- To appeal a decision by the ZBA, an applicant may file suit with Ottawa County Circuit Court.

FEES:

\$350