

# PERMITTED USE PROCESS

CITY OF GRAND HAVEN

## Step 1

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

## Step 2

- City Planner 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 inspector if proposing changes to the building.
- Timeline: Day 2

### NOTES:

- If City Planner 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 Inspector. In that case, the building must be modified to bring it into compliance with the Codes.
- To appeal City Planner decision, a person must file an appeal with the Zoning Board of Appeals through the City Planner.

### FEES:

None.

11 N Sixth Street  
Grand Haven, MI 49417  
P 616.847.3490  
f 616.844.2051

For questions on the Permitted Use process or any other questions, please contact:

Jennifer Howland, City Planner  
jhowland@grandhaven.org

Phil Brummel, Building & Mechanical inspector  
pbrummel@grandhaven.org

MaryAnn Poel, Administrative Assistant  
mapoel@grandhaven.org

*Application is available online at [www.grandhaven.org](http://www.grandhaven.org)*



*Updated July 2016*

# SPECIAL LAND USE PROCESS

CITY OF GRAND HAVEN

- Step 1**
  - Meet with City Planner to discuss project.
- Step 2**
  - Applicant submits Special Land Use application/plan.
  - Timeline: Day 1
- Step 3**
  - Staff reviews application/plan for completeness.
  - Timeline: Day 5
- Step 4**
  - Staff contacts applicant and informs them of needed revisions/additional information.
  - Timeline: Day 6
- Step 5**
  - Applicant submits revised plan/additional information.
  - Timeline: Day 15 (this time and all future steps depend on the quickness of applicant response.)
- Step 6**
  - Attend Planning Commission work session; Commission determines if application is complete & sets public hearing or requests additional information.
  - Timeline: Day 26\*
- Step 7**
  - Applicant submits requested changes to staff.
  - Timeline: Day 29\*
- Step 8**
  - 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 60\*

## 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 2nd Tuesday of every month.
- To appeal Planning Commission decision, a person may file suit with Ottawa County Circuit Court.

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

## FEES:

\$150.00 (plus site plan review fee if applicable).

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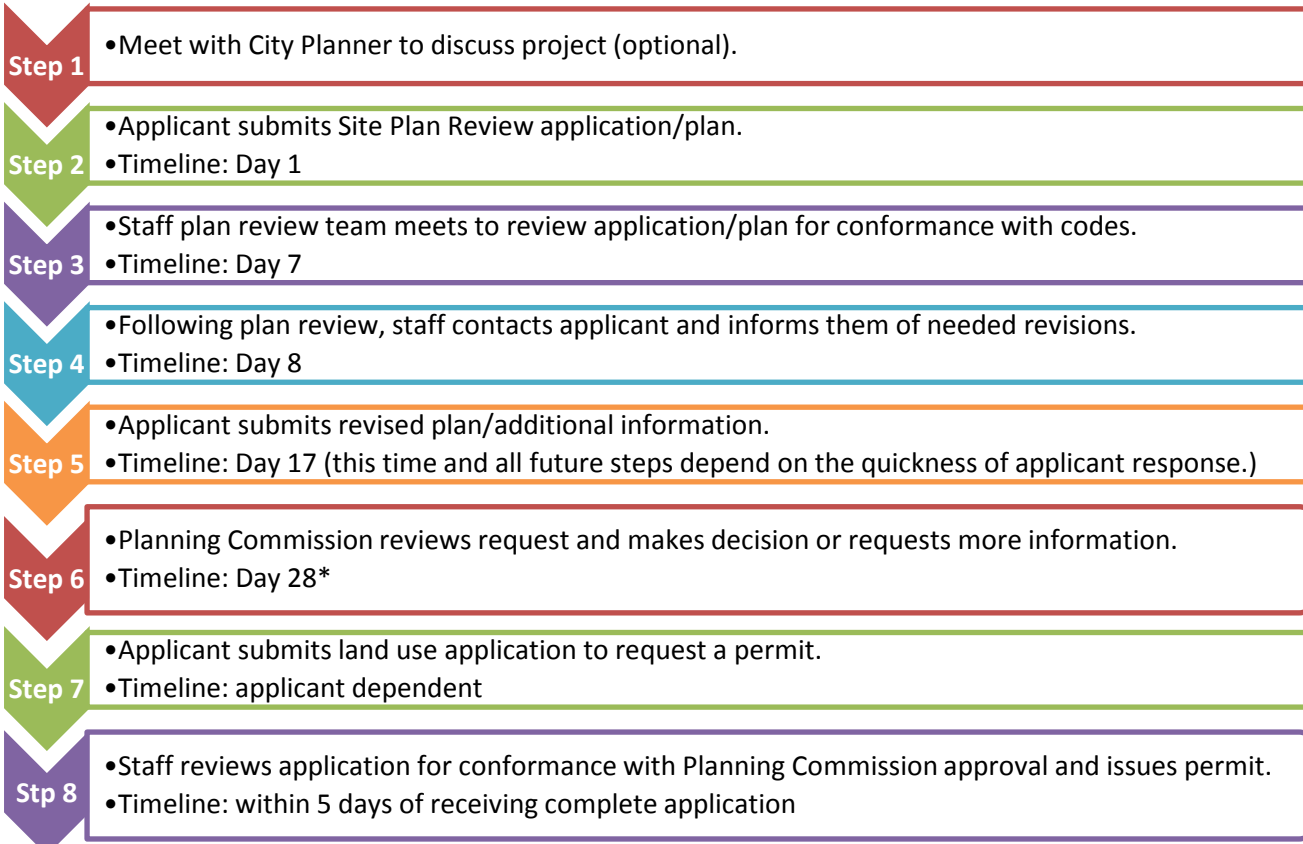
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Updated July 2016

# SITE PLAN REVIEW PROCESS

CITY OF GRAND HAVEN



**NOTES:**

- Planning Commission meets 2nd Tuesday of every month.
- To appeal Planning Commission decision, a person may file suit with Ottawa County Circuit Court.

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

**FEES:**

\$150.00 and up (depending on overall project cost)

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jhowland@grandhaven.org

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Created January 2017

# REZONING PROCESS

CITY OF GRAND HAVEN

## Step 1

- Applicant meets with City 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 26

## Step 4

- Staff sets public hearing and prepares staff report, sends out required neighborhood notices and places ad in paper.
- Timeline: Day 41

## Step 5

- Public hearing is held by Planning Commission, which arrives at a recommendation for City Council.
- Timeline: Day 61

## Step 6

- Recommendation is sent to City Council for introductory reading; Council decision on whether or not to proceed with final reading or deny request.
- Timeline: Day 68

## Step 7

- City Council holds final reading; ordinance change is granted or denied.
- Timeline: Day 90 minimum (depending upon next City Council meeting date)

### NOTES:

- Staff will accept requests to rezone up to 7 days prior to Planning Commission meeting provided agenda space is available and application is complete.
- 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 City Council decision, a person may file suit with Ottawa County Circuit Court.

### FEES:

- \$275.00

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For questions on the rezoning process or any other questions, please contact:

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jhowland@grandhaven.org

Phil Brummel, Building & Mechanical inspector  
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MaryAnn Poel, Administrative Assistant  
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Updated July 2016

# BUILDING PERMIT PROCESS (building , mechanical, electrical and plumbing)

CITY OF GRAND HAVEN

Step 1

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

Step 2

•Inspector 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 Inspector.

Step 4

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

Step 5

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

Step 6

•Contractor contacts Building & Planning Department 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 or any other questions, please contact:

Phil Brummel, Building & Mechanical inspector  
pbrummel@grandhaven.org

Jennifer Howland, City Planner  
jhowland@grandhaven.org

MaryAnn Poel,  
Administrative Assistant  
mapoel@grandhaven.org

*Applications are available online at [www.grandhaven.org](http://www.grandhaven.org)*



# BUILDING PERMIT PROCESS (CON'T)

CITY OF GRAND HAVEN

## NOTES:

- Typical permit application process is completed within 2 weeks. Timeframe varies based on Inspector's schedule and applicant response.
- Separate permit applications are required for plumbing, mechanical, electrical and building.
- Inspections are typically completed within 3 days of inspection request (varies based on inspector's schedule).
- When feasible, inspectors will conduct inspections simultaneously.
- Drawings MUST be prepared by a registered design professional.
- To appeal the Inspector's decision, applicant may file an appeal with the City's Construction Board of Appeals (through the Building & Planning Department), the State Plumbing Board of Appeals or the State of Michigan Barrier Free Board of Appeals .

## FEES:

- Based on construction value of the project.
- Sample permit fees *(not a complete list)*:
  - Up to \$1,000: \$36.75
  - \$1,001 - \$2,000: \$42.00
  - \$5,001 - \$6,000: \$105.00
  - \$25,001 - \$26,000: \$286.50
- Commercial projects require plan review fee.
- Please contact the Building & Planning Department for additional fee information and/or exact fee amount.

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pbrummel@grandhaven.org

Jennifer Howland, City Planner  
jhowland@grandhaven.org

MaryAnn Poel, Administrative Assistant  
mapoel@grandhaven.org

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# RENTAL REGISTRATION PROCESS

CITY OF GRAND HAVEN

## Step 1

- Complete and submit rental registration application annually along with payment to Planning & Building Department. Annual renewals are due by February 15 of each year.

## Step 2

- Inspection is scheduled with property owner by Building & Planning Department if necessary. Inspections must be conducted every three (3) years (minimum).

## Step 3

- Inspection is conducted by Building Inspector. If the inspection reveals any code non-compliance, the cause of such non-compliance must be corrected and a re-inspection must be requested.

## Step 4

- The Building & Planning Department will issue a Certificate of Compliance upon rental property's compliance with all applicable codes.

### NOTES:

- Inspections are typically completed within 3 days of inspection request (varies based on inspector's schedule).
- All rental units must be registered with the City of Grand Haven per Chapter 9, Article X of the Code of Ordinances.
- Rental registration applications are available online at [www.grandhaven.org](http://www.grandhaven.org) or by contacting the Building & Planning Department.
- Violations of Chapter 9, Article X of the Code of Ordinances can result in a municipal civil infraction. Fines begin at \$250.
- Short Term Rental properties are only permitted in specific zoning districts as determined by the City of Grand Haven Zoning Ordinance.

### FEES:

- \$35.00 per unit for parcels with less than 10 units. \$25.00 per unit for parcels with more than 10 units.
- \$10.00 late fee (after February 15<sup>th</sup>)

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For questions on the Rental Registration process or any other questions, please contact:

Jim Sullivan, Rental Housing Inspector  
[jsullivan@grandhaven.org](mailto:jsullivan@grandhaven.org)

Jodi Hussey, Administrative Assistant  
[jhussey@grandhaven.org](mailto:jhussey@grandhaven.org)

Jennifer Howland, City Planner,  
[jhowland@grandhaven.org](mailto:jhowland@grandhaven.org)

*Application is available online at [www.grandhaven.org](http://www.grandhaven.org)*



*Updated July 2016*

# ZONING BOARD OF APPEALS - VARIANCE PROCESS

CITY OF GRAND HAVEN

## Step 1

- Meet with City Planner 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 28

### 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:

- \$125.00.
- \$250 if project has already started.

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For questions on the ZBA process or any other questions, please contact:

Jennifer Howland, City Planner  
jhowland@grandhaven.org

MaryAnn Poel,  
Administrative Assistant  
mapoel@grandhaven.org

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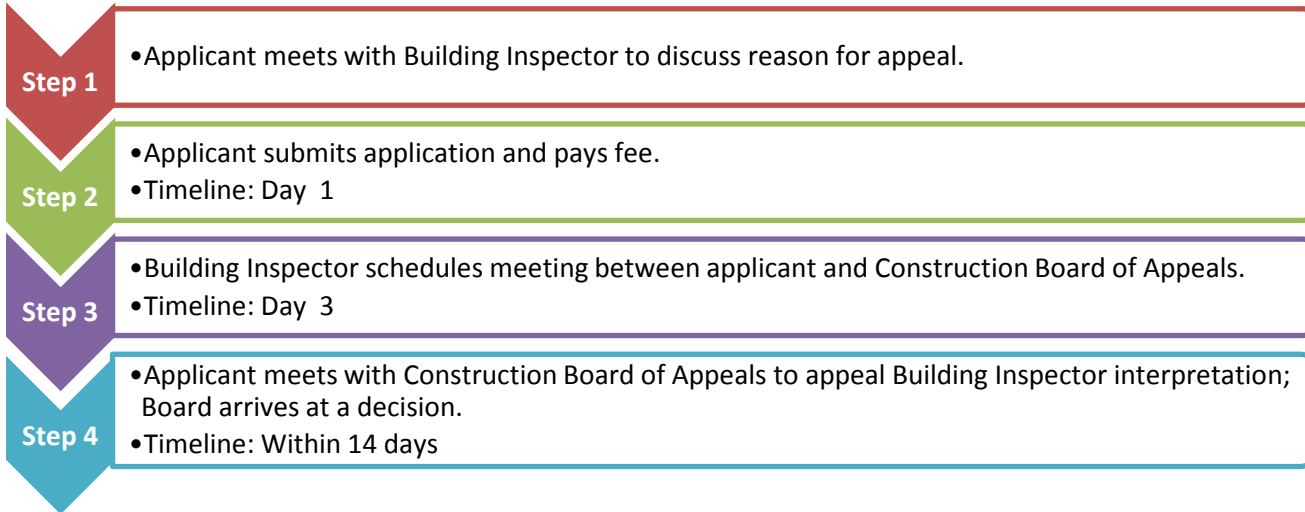


Updated July 2016



# CONSTRUCTION BOARD OF APPEALS PROCESS

CITY OF GRAND HAVEN



## NOTES:

- Construction Board of Appeals meets on an as-needed basis and generally schedules a meeting within 2 weeks from date of application.
- Only appeals of the Electrical, Mechanical, Building, Property Maintenance and Fire Codes are heard by the City’s Construction Board of Appeals.
- Appeals regarding Plumbing and Barrier-Free issues are heard by the appropriate State review boards.
- An application for appeal shall be based on:
  - A claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted.
  - The provisions of the code do not fully apply or an equally good or better form of construction is proposed.
- The board shall have no authority to waive requirements of the code, but will provide review of Building Inspector’s ruling.
- City Planner is available as a resource for conflict resolution between any applicant and Building Inspector.

## FEES:

\$100.00

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