

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

Tom Bruursema, Building Official
tbruursema@grandhaven.org

MaryAnn Poel, Administrative Assistant
mapoel@grandhaven.org

Application is available online at www.grandhaven.org



Updated June 2020

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. Plan Review Team meets.
 - 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**
 - Attend Planning Commission work session; Commission determines if application is complete & sets public hearing or requests additional information.
 - Timeline: Day 35
- Step 7**
 - Applicant submits requested changes to staff.
 - Timeline: varies
- 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: per Planning Commission's direction at the work session

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 an appeal with Zoning Board of Appeals

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

FEES:

\$225.00 (plus site plan review fee if applicable).

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jhowland@grandhaven.org

Tom Bruursema, Building Official
tbruursema@grandhaven.org

MaryAnn Poel, Administrative Assistant
mapoel@grandhaven.org

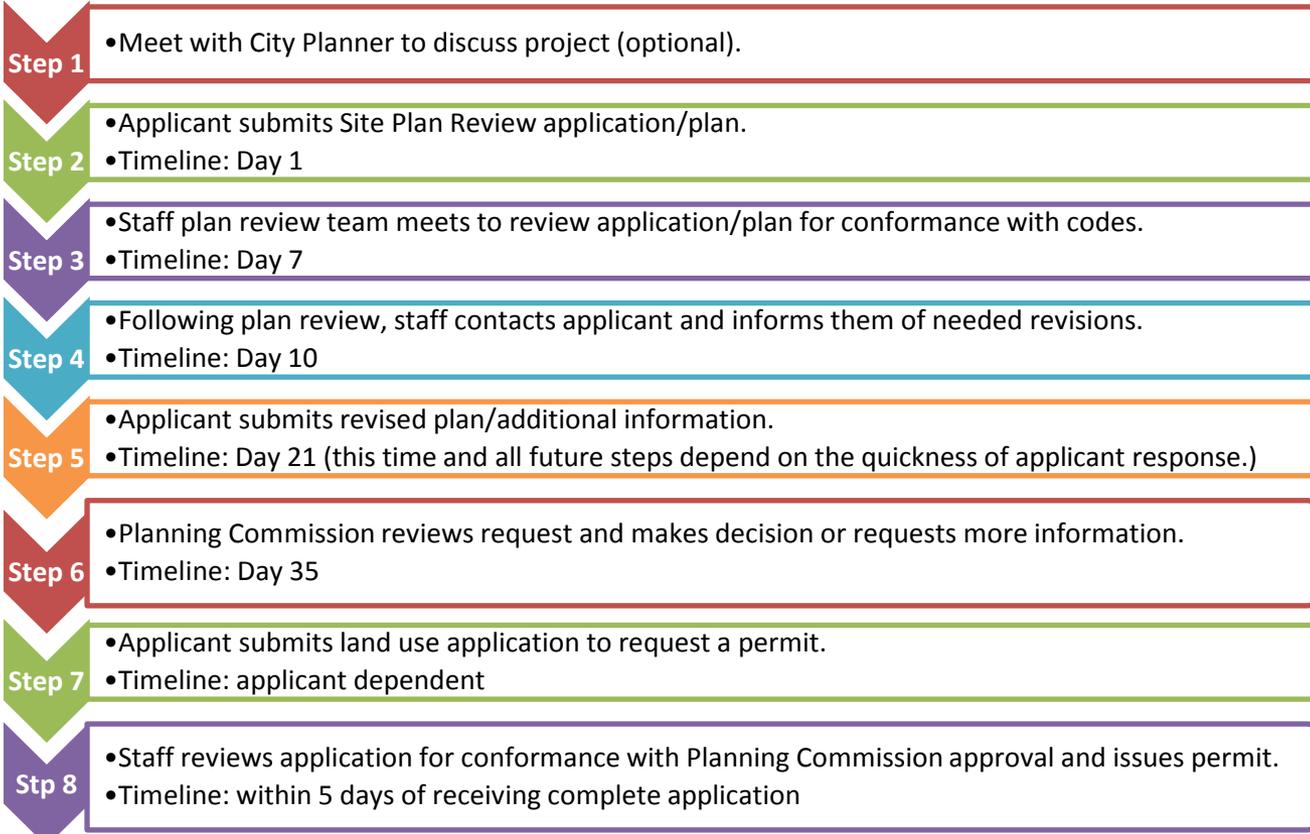
Application is available online at www.grandhaven.org



Updated June 2020

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:

\$175.00 and up (depending on overall project cost)

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Updated June 2020

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 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 City Council.
- Timeline: per Planning Commission direction at prior meeting

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: varies; City Council meets 1st and 3rd Monday

Step 7

- City Council holds final reading; ordinance change is granted or denied.
- Timeline: varies; City Council meets 1st and 3rd 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 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:

Jennifer Howland, City Planner
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Tom Bruursema, Building Official
tbruursema@grandhaven.org

MaryAnn Poel, Administrative Assistant
mapoel@grandhaven.org

Application is available online at www.grandhaven.org



Updated June 2020

BUILDING PERMIT PROCESS (building , mechanical, electrical)

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 Community Development Department.

Step 6

•Contractor contacts Community Development Department to schedule required inspections; rough in and final electrical, mechanical 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:

Tom Bruursema Building
Official
tbruursema@grandhaven.org

Jennifer Howland, City
Planner
jhowland@grandhaven.org

MaryAnn Poel,
Administrative Assistant
mapoel@grandhaven.org

*Applications are available
online at www.grandhaven.org*



Updated June 2020

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 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 other than one/2-family
- To appeal the Inspector's decision, applicant may file an appeal with the City's Construction Board of Appeals (through the Community Development Department).
- Plumbing permitting and inspections are handled by the State of Michigan.

FEES:

- Based on construction value of the project.
- Sample permit fees *(not a complete list)*:
 - Up to \$5,000: \$100.00
 - \$10,001 - \$11,000: \$183.75
 - \$20,001 - \$21,000: \$252.25
 - \$50,001 - \$51,000: \$457.75
- Commercial projects require plan review fee.
- Please contact the Community Development Department for additional fee information and/or exact fee amount.

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

Tom Bruursema, Building Official
tbruursema@grandhaven.org

Jennifer Howland, City Planner
jhowland@grandhaven.org

MaryAnn Poel, Administrative Assistant
mapoel@grandhaven.org

Applications are available online at www.grandhaven.org



RENTAL REGISTRATION PROCESS

CITY OF GRAND HAVEN

Step 1

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

Step 2

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

Step 3

- Inspection is conducted by rental inspectors. 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 Community Development 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 or by contacting the Community Development 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:

- \$40.00 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 15th)

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

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jstoll@grandhaven.org

Jennifer Howland, City Planner,
jhowland@grandhaven.org

Application is available online at www.grandhaven.org



Updated May 2019

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 29

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:

- \$275.00.
- \$375.00 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

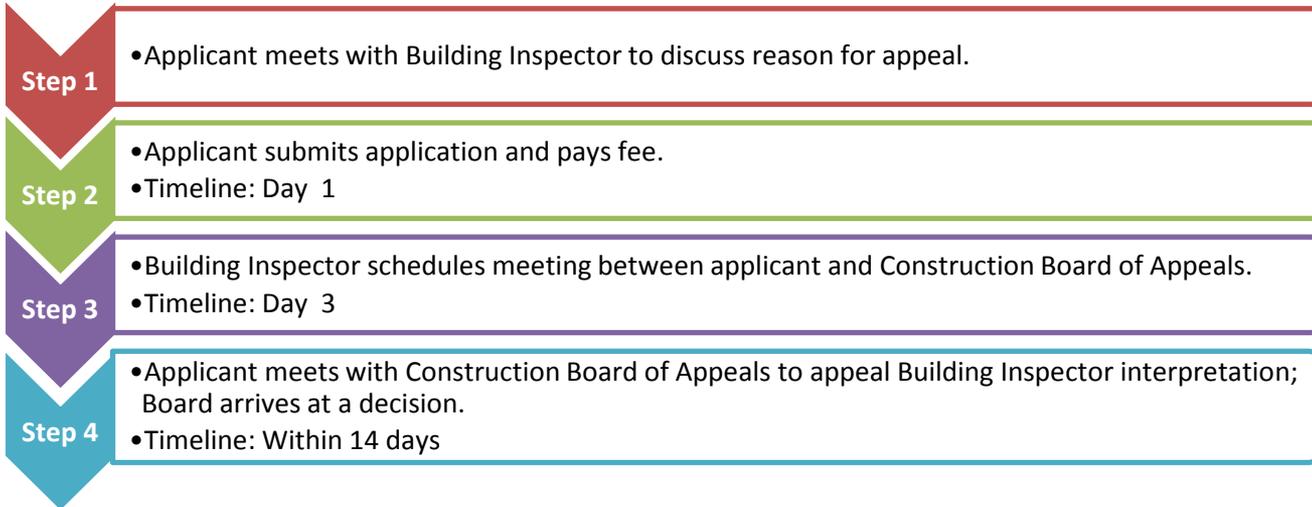
Application is available online at www.grandhaven.org



Updated June 2020

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:

\$275.00

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Jennifer Howland, City Planner
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