



## DEVELOPMENT TRACKING PROCEDURES CITY OF MUSKEGON HEIGHTS

### Purpose

In an effort to better coordinate between departments and increase customer satisfaction and project efficiency, the Managers Department will act as the head liaison between the Inspections Department liaison (Permit Technician) and the Planning Department liaison (Zoning Administrator).

A developer seeking development incentives will start at the City Manager's Office. Once development incentives are properly in place (or denied), the Managers Office will refer the developer to the Zoning Administrator in the Planning Department for site plan approval. The Zoning Administrator will inform the developer that site plans must be approved before building permits may be issued (although they may be applied for a the same time).

The Zoning Administrator will inform the Permit Technician in the Inspections Department of the proposed project. The Zoning Administrator will inform the developer of the building permit review process and give them the Permit Technicians contact information.

## DEVELOPMENT FLOW CHART

Managers Office



Zoning Administrator



Permit Technician

## Communication Procedures

1. “In person” customers - The preferred approach for the departmental liaisons will be personal contact. For example, if a customer first stops in Inspections, and also needs site plan approval, the Permit Technician will contact the Zoning Administrator or Deputy Director to come join her when serving the customer. Likewise, if a customer makes first contact with Planning, but will also need to work with Inspections at some point, the Zoning Administrator will inform the customer of requirements and hand out Inspections’ brochure and business card(s). If the developer is requesting development incentives, they will be directed to the Managers Office before any permit applications will be accepted. **Most development incentives require board approval before building permits are issued.**

In those cases where staff from either department is not readily available, the liaison will collect as much information as possible and route materials as appropriate to their counterpart in the other department.

2. Mail-in/E-mail customers - In those cases where customer contact is by mail or e-mail, the staff liaison receiving the information will copy pertinent information and forward it to their counterpart in the other departments.
3. General Inquiries, project uncertain - When an initial phone call comes to any department regarding a large projects (business, industrial or multi-family use) the liaison will send an email to the other liaisons. Once all liaisons have reviewed the project, any available plans will be routed to the review team. The idea is that members of the review team can either provide critical comments if there are “red flags” or anticipate the project rather than first hearing of it when the plans hit their desk. The review team consists of:
  - Permit Technician
  - Zoning Administrator
  - Inspections Department Director
  - Fire Chief
  - Police Chief
  - Engineer

Other Staff Communication – The review team will participate in Plan Review meetings, held every Wednesday at 3:00 pm. The meeting is a forum to advise team members on the status of ongoing projects new projects or site plans, and contacts team members had with members of the public regarding upcoming or potential projects. The Plan Review agenda is prepared and distributed to the review team by the Permit Technician. The Zoning Administrator will also send the Planning Commission Agendas to the review team.

## **Plan Submittal Procedure**

An Application for both structural plan review and site plan review may be completed and submitted at same time. **This is not the permit application. Make sure all development incentives have been approved before any building permit is issued.**

Structural Plan Review (done by Permit Technician only, Zoning Administrator will not be responsible).

1. Architect/Owner to submit an application for plan review, required fee and 4 sets of complete construction documents to the Permit Technician, including the following:
  - a. All plans for construction including line diagrams, floor plans, elevations and detail drawings for construction.
  - b. Complete electrical plans including line diagrams, details calculations and technical sheets. Also provide emergency lighting calculations as required by MBC.
  - c. Complete mechanical submittals including all HVAC drawings, calculations, technical sheets, etc. Include any information on proposed fire suppression systems. Note: shop drawings and hydraulic calculations for fire suppression systems to be submitted, the fire suppression contractor for review and approval prior to installation.
  - d. Complete plumbing plans including underground, line diagrams and details.
2. The Permit Technician will distribute the structural plans to the review team for review and comments.
3. Compilation of all comments on construction will be completed by the Permit Technician. This compilation will be sent to the architect with a copy to the owner, and construction company.

Site Plan Review (done by Zoning Administrator only, Permit Technician will not be responsible):

1. Architect/Owner to submit a completed site plan review application, required fee and 6 site plans if staff review (if the project is under 2 acres or 10,000 square feet or less), otherwise 15 site plans are needed if Planning Commission review.
2. The Zoning Administrator will route the site plan to the review team. The Zoning Administrator takes the fee and uses the Planning Department account number for site plan review fees.
3. All review sheets are routed back to the Zoning Administrator for compilation. When a site plan needs staff review, the staff comments will be compiled into a letter and sent to the applicant by the Zoning Administrator. The Zoning Administrator will also forward the letter, via email, to the review team so they are aware of what other staff members have said about the proposed development.

4. When a site plan requires Planning Commission review, the compiled comments will be included in a staff report to the Planning Commission. The Zoning Administrator will advise the review team of the Planning Commission date and will forward (via email) the final conditions of the approval (which include any added Planning Commission conditions). All rezoning and special land use permit requests require a public hearing at the Planning Commission. Rezoning's require final approval from the City Council.

### **Plan Review Standards**

Site Plans will be reviewed in accordance with the City of Muskegon Heights Zoning Ordinance. Site Plans will be reviewed and comments will be issued to the applicant within 6 business days.

Structural Plan Review will reviewed in accordance with the International Building Code. Once Site Plans have been approved, Structural Plans will be reviewed and comments will be issued to the applicant within 8 business days.

### **Issuance of Permits**

Upon completion of all approvals the appropriate project representative can make application for trade permits. The appropriate fees must be paid and the permits will be issued.

Once permits are issued, construction may commence.