



Development Review Process Flowcharts

Site Plan Review Timeline (Permitted By-Right)

Step	Description	Timing
Conceptual Review Meeting	Meet with Zoning Administrator prior to rezoning request. See ' Conceptual Site Plan Review ' section for additional details.	Prior to application submittal.
Submit Application	Applicants shall turn in the completed Site Plan Review application to the Zoning Administrator . The information required for Site Plan Review is listed on the application form. The applicable filing fee is required at submittal.	Three weeks prior to next scheduled Planning Commission meeting.
Review	The Zoning Administrator will perform a technical review. Materials are forwarded to a joint review committee to determine the applicant's compliance with the Zoning Ordinance and inform the applicant about which next steps are necessary for approval (if applicable).	Upon receipt of the application.
Approval	Once the Zoning Administrator and/or the Planning Commission have evaluated a Site Plan, they will either determine that it conforms or does not conform with the standards of the zoning ordinance. They can choose to approve the permit, approve it with certain conditions, or deny it altogether. However, any conditions placed on an approval must be met before the final permit is granted and building permits can be applied for.	Within one week of Planning Commission decision.
Permit	If the site plan is found to satisfy the requirements of this zoning ordinance a zoning permit will be issued. The zoning permit is valid for 1 year after the date of issuance.	Within one week of final approval.



Development Review Process Flowcharts

Site Plan Review Timeline (Special Land Use)

Step	Description	Timing
Conceptual Review Meeting	See ' Conceptual Site Plan Review Meeting ' section.	Prior to application submittal.
Submit Application	Applicants shall turn in the completed Site Plan Review application to the Zoning Administrator . The information required for Site Plan Review is listed on the application form. The applicable filing fee is required at submittal.	Within three weeks of next scheduled Planning Commission meeting for public hearing to be added to the agenda.
Review	The Zoning Administrator will perform a technical review to determine the applicant's compliance with the Zoning Ordinance and inform the applicant about which next steps are necessary for approval (if applicable).	Upon receipt of the application.
Public Hearing	Notice shall be given no less than 15 days before the date of the public hearing. All applications for development approval requiring a public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 and the Village's Zoning Ordinance with regard to public notification.	Notice to be published in the local newspaper to comply with 15-day notice requirement.
Approval	The Planning Commission will make a recommendation to the Village Council on a Special Use Permit after receiving a staff report and holding a public hearing. They can choose to recommend approval, approval with certain conditions, or deny it altogether. If the Planning Commission requires more information from the applicant to make an informed decision, it can postpone the decision. However, any conditions placed on an approval must be met before the final permit is granted by the Village Council and building permits can be applied for.	After the scheduled Planning Commission meeting.
Permit	If the site plan is found to satisfy the requirements of this zoning ordinance a zoning permit will be issued. The zoning permit is valid for 1 year after the date of issuance.	Within 1 week of Planning Commission decision.



Development Review Process Flowcharts

Rezoning/Text Amendment Timeline

Step	Description	Timing
Conceptual Review Meeting	Meet with Zoning Administrator to discuss rezoning. See ' Conceptual Site Plan Review Meeting ' section of the Village's Zoning Ordinance .	Prior to application submittal.
Submit Application	Applicants shall turn in the completed Site Plan Review application to the Zoning Administrator . The applicable filing fee is required at submittal.	Within three weeks of next scheduled Planning Commission meeting for public hearing to be added to the agenda.
Review	The Zoning Administrator will perform a technical review. Applicant is informed about which next steps are necessary for approval (if applicable).	Upon receipt of the application.
Public Hearing	Notice shall be given no less than 15 days before the date of the public hearing. All applications for development approval requiring a public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 and the Village's Zoning Ordinance with regard to public notification.	Notice to be published in the local newspaper to comply with 15-day notice requirement.
Recommendation	The Planning Commission will make a recommendation to the Village Council on the rezoning/text amendment after receiving a Zoning Administration report and holding a public hearing.	After the scheduled Planning Commission Public Hearing.
Approval	The Village Council can choose to approve the permit or deny it altogether. If they feel they need more information from the applicant to decide, they can postpone the decision. However, any conditions placed on an approval must be met before the final rezoning is granted.	After the scheduled Village Council meeting or scheduled Village Council 2 nd public hearing (see page 46 of the Village's Zoning Ordinance)
Public Notice	If the rezoning/text amendment is approved a public notice of rezoning will be published.	



Development Review Process Flowcharts

Variance or Zoning Board of Appeals Request or Appeal Timeline

Step	Description	Timing
Submit Application	File a Variance Application or a Zoning Board of Appeal Application with the Village of Marcellus and pay the required fee.	Within 30 days of an issued denial.
Public Hearing	Notice shall be given no less than 15 days before the date of the public hearing. All applications for development approval requiring a public hearing shall comply with the Michigan Zoning Enabling Act, PA 110 of 2006 and the Village's Zoning Ordinance with regard to public notification.	Notice to be published in the local newspaper to comply with 15-day notice requirement.
Approval	The Zoning Board of Appeals can either approve the variance and add special conditions or deny the applicant's request. If anyone is dissatisfied with the ZBA's decision, they can appeal to the Cass County Circuit Court under PA 110 of 2006	Upon conclusion of ZBA deliberation.
Permit	If the site plan is found to satisfy the requirements of the Village's Zoning Ordinance , a zoning permit will be issued. The zoning permit is valid for 1 year after the date of issuance.	As of the date of notice to the applicant (typically within 1 week of ZBA meeting).

