

City of Greenville Planning, Zoning, & Building Procedures



Pre-application conferences are always welcome and can prevent problems and misunderstandings before they occur.

To set up a conference, or if you have any additional questions please contact the Planning and Zoning office at:

P: (616) 754-5645

F: (616) 754-6320

411 S Lafayette Street
Greenville, MI 48838

Planning Process



PLAN



APPLY



APPROVE



BUILD



ENJOY

Permits Procedure Types

Types of Permits & Applications- A list of permits and applications with definitions of each.

Residential Process- An administrative review to determine the correct planning, zoning, & building process.

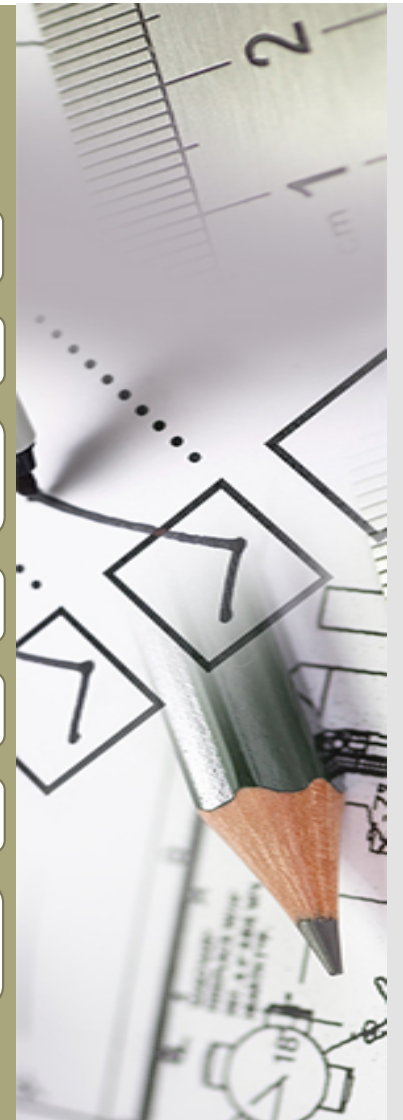
Commercial/Industrial Process- An administrative review of site plans to determine the correct planning, zoning, & building process.

Site Plan Review- An administrative review of site plans to ensure compliance with all development requirements.

Special Land Use Permits- Required for certain land uses in zoning districts.

Rezoning- Required to change the zoning of a parcel(s) of land.

Zoning Variances- Requests for relief from specific requirements of the zoning ordinance for cases proving practical hardships.



Types of Permits & Applications

Planning & Zoning Application

Used when a company/person needs to appear before the Planning or Zoning Commission. A fee is charged for an application. Used for:

- Rezoning
- Planned Unit Developments (PUD)
- Special Land Use
- Creation of Subdivisions/Plat
- Zoning Variance
- Site Plan Review

Zoning Permit

Used to verify the Zoning Ordinance is being followed for any project within the City of Greenville. No fee charged. Used for such things as (list not all inclusive):

- New Buildings (any zone)
- Additions (any zone)
- Accessory Buildings (Garages, Sheds)
- Decks or Patios
- Fencing
- Demolition

Building Permit

Used to verify building work being completed is following the most recent building code. Fee determined by Building Inspector.

- New Buildings (any zone)
- Additions (any zone)
- Decks or Patios
- Home Maintenance (new windows, roofing, siding, interior remodeling)
- Accessory buildings depending on size, based on Michigan Building Code
- Demolition

Residential Process

Working Timeline

Step 1

- Determine Zone for Residential Home
- Determine correct set-backs for Residential Home

Step 2

- Apply for Zoning Permit at City Hall
- Submit drawings showing all setbacks and total floor area with permit

Step 3

- Apply for Water/Sewer Connection with City Engineer
- Apply for Driveway Permit with City Engineer

Step 4

- Apply for a Building Permit with Building Inspector
- Submit Sealed drawings and all approved permits from the City of Greenville

Permit Process may take up to 15-30 business days.



Commercial/ Industrial Process Working Timeline

Step 1

- Determine Zone for Commercial/Industrial
- Determine correct set-backs for building
- Determine if proposed Use is allowed

Step 2

- Determine all Parking requirements are being met
- Determine all Landscape requirements are being met
- Determine all Lighting requirements are being met

Step 3

- If a new building, submit for plan review through Planning and Zoning
- If an addition is being built to an existing building submit a Zoning application
- All plans should show setbacks, square footage of proposed building, landscaping, lighting, and parking

Step 4

- Apply for or check on the Water/Sewer Connections
- Apply for or check on driveway/parking lot permit

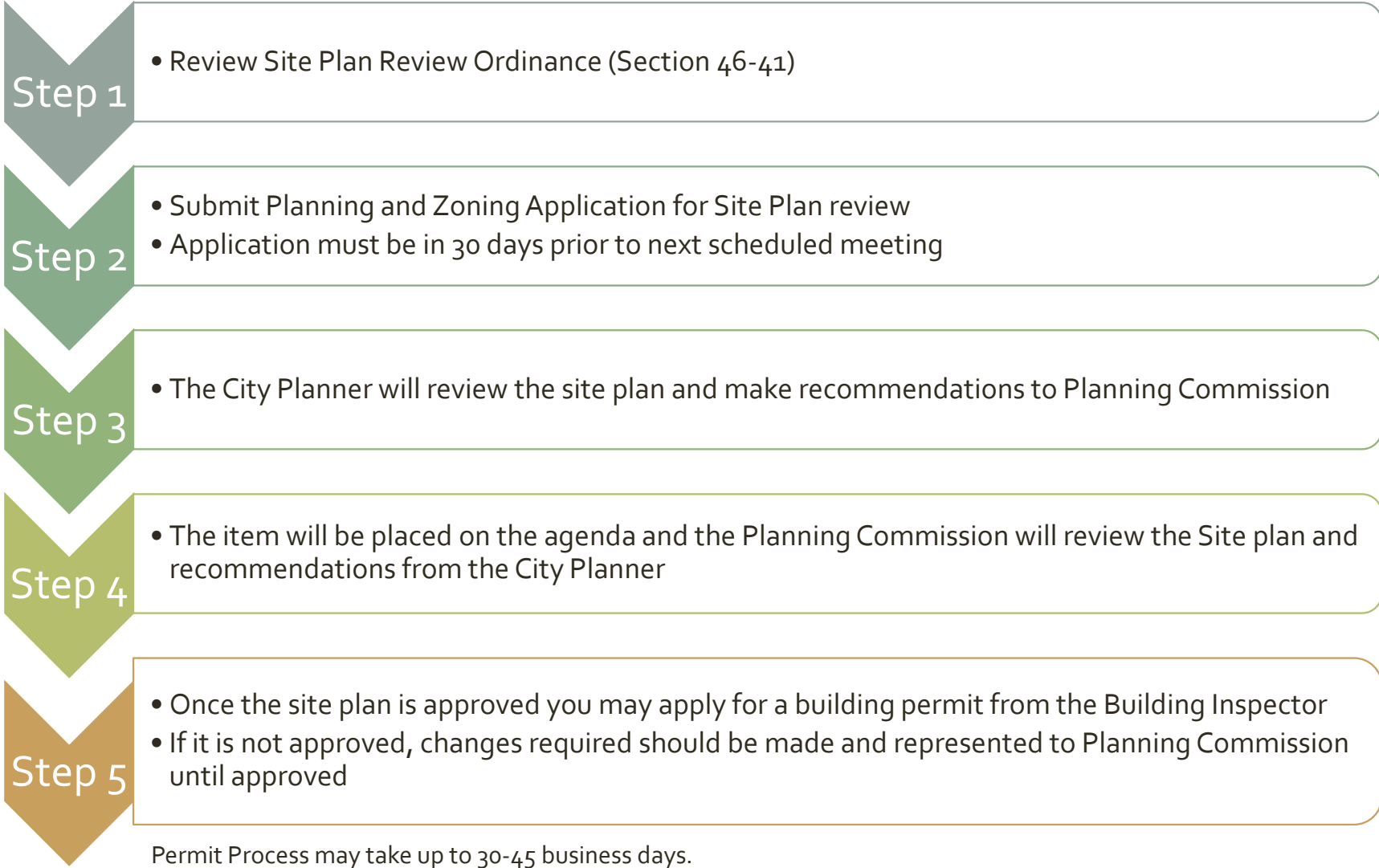
Step 5

- Apply for Building Permit with Building Inspector
- Submit sealed plans with this application

Permit Process may take up to 15-30 business days.

Site Plan Review

Working Timeline



Special Land Use Permit

Working Timeline

Step 1

- Review Special Land Use Application Ordinance (Section 46-183)
- Review Site Plan Review Ordinance (Section 46-41)

Step 2

- Submit Planning and Zoning Application for Special Land Use and Site Plan Review
- Application must be in 30 days prior to next scheduled meeting

Step 3

- The City Planner will review the special land use and site plan and make recommendations to Planning Commission
- A Public Hearing must be set to review the request

Step 4

- A Public Hearing is held allowing for public comment

Step 5

- The item will be placed on the agenda and the Planning Commission will review the application for special land use, site plan, and recommendations from the City Planner

Step 6

- Once the special land use and site plan is approved you may apply for a building permit from the Building Inspector
- If it is not approved, changes required should be made and represented to Planning Commission until approved

Permit Process may take up to 50-90 business days.

Rezoning Working Timeline

Step 1

- Review Uses to verify a rezoning is necessary (Section 46-154 through 46-165)
- Review Site Plan Review Ordinance (Section 46-41)

Step 2

- Submit Planning and Zoning Application for Rezoning and Site Plan Review
- Application must be in 30 days prior to next scheduled meeting

Step 3

- The City Planner will review the rezoning request and site plan and make recommendations to Zoning Board of Appeals
- A Public Hearing must be set to review the request

Step 4

- A Public Hearing is held allowing for public comment

Step 5

- The item will be placed on the agenda and the Zoning Board of Appeals will review the application for rezoning, site plan, and recommendations from the City Planner

Step 6

- Once the rezoning and site plan is approved you may apply for a building permit from the Building Inspector
- If it is not approved, changes required should be made and represented to Planning Commission until approved

Permit Process may take up to 50-90 business days.

Zoning Variance Working Timeline

Step 1

- Review Variances Ordinance (Section 38-6)
- Review Zoning board of appeals Ordinance (Section 46-36 (d))

Step 2

- Submit Planning and Zoning Application for a Zoning Variance (Use or Non-Use)
- Complete the Non-Use Variance Questionnaire if applying for Non-Use
- Application must be in 30 days prior to next scheduled meeting

Step 3

- The City Planner will review the request and make recommendations to Zoning Board of Appeals
- A Public Hearing must be set to review the request

Step 4

- A Public Hearing is held allowing for public comment

Step 5

- The item will be placed on the agenda and the Zoning Board of Appeals will review the application for a zoning variance and recommendations from the City Planner

Step 6

- Once the variance is approved you may apply for a building permit from the Building Inspector
- If it is not approved, changes required should be made and represented to Planning Commission until approved

Permit Process may take up to 50-90 business days.