



# GUIDE TO DEVELOPMENT

REVISED FEBRUARY, 2022

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## INTRODUCTION

This Guide to Development is meant to streamline the process of development, working through the processes that include the Zoning Board of Appeals, Planning Commission, Administrative Approvals, and Development Review for the Charter Township of Oscoda.

Our goal is to present guidelines for the Zoning Board, Planning Commission Administrative Approvals, & Development Review Committee process for developers, residents, business owners that is easy to follow.

Depending on the nature and complexity of a development there may be several different types of permits and/or review processes that are required. This development guide is designed to explain the different types of permits and reviews, the boards that may be involved, and the processes and timelines that can be expected. We encourage anyone contemplating a project to contact the Charter Township of Oscoda early on to help navigate the process and ensure a positive outcome.

You can also learn more at [www.oscodatownshipmi.gov](http://www.oscodatownshipmi.gov).

We look forward to working with you as you complete your project. Welcome to Oscoda Township.

-The Oscoda Township Staff, Boards, and Commissions



## KEY STAFF

Township Hall Phone Number: 989-739-3211.  
Regular office hours are Monday - Friday from 8am to 5pm.

**Superintendent Tammy Kline**

ext. 212

Township Superintendent

[superintendent@oscodatownshipmi.gov](mailto:superintendent@oscodatownshipmi.gov)

**Melinda Morgan**

ext. 201

Executive Secretary

[mmorgan@oscodatownshipmi.gov](mailto:mmorgan@oscodatownshipmi.gov)

**Josh Sutton**

ext. 220

Township Clerk

[clerk@oscodatownshipmi.gov](mailto:clerk@oscodatownshipmi.gov)

**Jaimie McGuire**

ext. 230

Township Treasurer

[treasurer@oscodatownshipmi.gov](mailto:treasurer@oscodatownshipmi.gov)

**Bill Hamlin**

989-739-9778

Department of Public Works

[dpw@oscodatownshipmi.gov](mailto:dpw@oscodatownshipmi.gov)

**Chief Al MacGregor**

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Fire Chief

[otfd@oscodatownshipmi.gov](mailto:otfd@oscodatownshipmi.gov)

**Chief Mark David**

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Chief of Police

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**Nichole Vallette**

ext. 250

Planning and Zoning Director

[zoning@oscodatownshipmi.gov](mailto:zoning@oscodatownshipmi.gov)

**Todd Dickerson**

419-309-7708

Economic Improvement Director

[tdickerson@oscodatownshipmi.gov](mailto:tdickerson@oscodatownshipmi.gov)

**Nancy Schwickert**

ext. 240

Assessor

[assessor@oscodatownshipmi.gov](mailto:assessor@oscodatownshipmi.gov)

**Doreen Nowakowski**

ext. 260

Water Department/Utilities Billing

[water@oscodatownshipmi.gov](mailto:water@oscodatownshipmi.gov)

**Officer Danny Gallahar**

ext. 332

Community Resource Officer,

Oscoda Police Department

[gallahard@oscodatownshipmi.gov](mailto:gallahard@oscodatownshipmi.gov)

## KEY AGENCIES

All phone numbers are in the 989 area code.

| COUNTY OFFICES                    | PHONE    | MISCELLANEOUS                           | PHONE        |
|-----------------------------------|----------|---|--------------|
| Building Inspector & Soil Erosion | 362-6511 | Oscoda/AuSable Chamber of Commerce      | 732-7322     |
| County Clerk                      | 362-3497 | Convention Visitors Bureau              | 739-0900     |
| Equalization                      | 984-1111 | Oscoda-Wurtsmith Airport Authority      | 739-1111     |
| Health Department                 | 362-6183 | MSU Cooperative Extension (4-H)         | 362-3449     |
| Planning                          | 362-6511 | County Airport                          | 362-5832     |
| Register of Deeds                 | 362-2021 | Iosco Herald Newspaper                  | 362-3456     |
| Sheriff's Department              | 362-6164 | DNR station (Roscommon)                 | 275-5151     |
| Treasurer                         | 362-4409 | Huron-Manistee National Forest (Oscoda) | 739-0728     |
| Humane Society                    | 362-3170 | Consumers Energy                        | 800-477-5050 |
| Road Commission                   | 362-4433 | DTE                                     | 800-477-4747 |
| Transit                           | 362-8108 | Housing Commission                      | 984-1000     |

## OSCODA TOWNSHIP BOARDS AND COMMISSIONS

| Township Board Meeting  |   |
|---|---|
| Meets every 2 <sup>nd</sup> and 4 <sup>th</sup> Monday of the month, 7 p.m. | Staff Liaison:<br>Township Superintendent                               |
| Planning Commission   |   |
| Meets every 1 <sup>st</sup> Monday of the month, 7 p.m.                     | Staff Liaison:<br>Planning & Zoning Director, (989) 739-3211 ext. 250   |
| Zoning Board of Appeals   |   |
| Meets every 3 <sup>rd</sup> Monday of the month, 6 p.m.                     | Staff Liaison:<br>Zoning Board of Appeals, (989) 739-3211 ext. 250      |
| Economic Improvement Committee  |   |
| Meets the first Thursday of the month, 4 p.m.                               | Staff Liaison: Economic Improvement Director<br>(989) 739-3211 ext. 215 |
| Board of Review   |   |
| Meets in March, July, and December. See website for more information.       | Staff Liaison:<br>Township Assessor, (989) 732-3211 ext 240             |

## OSCODA TOWNSHIP MASTER PLAN

The Current Master Plan can be found at [this link](#).

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad based policy document for the physical, economic and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions.

All Oscoda Township documents can be found at: <https://oscodatwpmi.documents-on-demand.com/>

## NOTIFICATION PROCEDURES

Oscoda Township meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended). The Township publishes notices in the Oscoda Press newspaper ([http://www.iosconews.com/oscoda\\_press/](http://www.iosconews.com/oscoda_press/)) and mails notices to all persons owning property and occupants of property within 300 feet of the boundary of the property for which approval is requested at least fifteen (15) days before any pertinent hearing. For applications which require a public hearing, the Township will require a zoning notification sign at the subject property up to fifteen (15) days before the hearing. The Planning and Zoning Administrator will notify applicants of signage requirements at submittal.

## FEE SCHEDULE

### Permit Fee Schedule

The Oscoda Township Permit Fee Schedule is available at [this link](#). For your convenience, many of the Township's zoning permits and application fees can be paid online by clicking [this link](#).

### Water Fee Schedule

The Water Fee Schedule is available at [this link](#).

## BUSINESS & LIQUOR LICENSING

### Business Licenses

Business licenses are required prior to a business operating in Oscoda Township. Business licenses can be obtained through the Township Clerk. The Clerk can be reached from 8:00am to 5:00pm, Monday through Friday, at Township Hall, by phone at (989) 739-3211 ext. 220, or by email at [clerk@oscodatownshipmi.gov](mailto:clerk@oscodatownshipmi.gov).

### Liquor Licenses

Businesses must be approved for a Liquor License with both the Michigan Liquor Control Commission (MLCC) and the Township of Oscoda in order to sell or serve alcoholic beverages.

Michigan Liquor Control Commission 517-284-6250 [mlccinfo2@michigan.gov](mailto:mlccinfo2@michigan.gov)

You may also contact the Economic Improvement Director, who can support your efforts. He can be reached at (989) 739-3211 ext. 215.

## ZONING COMPLIANCE

Prior to beginning the construction, addition, alteration, or re-occupancy of any building or structure, a zoning permit must be obtained from the Planning & Zoning Director. For a zoning permit, an application form may be submitted by the property owner or by a duly authorized agent acting on the owner's behalf. Required information on the application form includes owner contact information, parcel information, including tax identification number and dimensions, proposed use, and contractor contact information. The application form also requires a site plan drawing be submitted with the application that shows parcel lines and dimensions of the lots to be used, location of all existing and proposed structures on the parcel, and any streets bordering the property.

Any structure for which a zoning permit is required shall be compatible in design and appearance with the characteristics of the neighborhood and community. The Planning & Zoning Director shall review the plans for compatibility in design and use with the existing characteristics of the neighborhood and the community. In determining compatibility with community aesthetic standards, the exterior vertical and horizontal dimensions, building shapes and sizes, roof design, exterior siding materials, texture and finishes, foundation appearance, and window and door appearances may be considered. In the event of disapproval thereof by the Planning Commission, the applicant has the right to appeal the decision to the Zoning Board of Appeals.

Exempted from zoning permit requirements are installation of siding, windows, doors, shingles, and replacements of existing or deteriorated materials and ordinary maintenance repairs made on all dwellings and their related outbuildings. This exemption does not eliminate the necessity for compliance with other county, state, or federal permitting requirements.

When developing a new dwelling or connecting to utilities, an approval from the Charter Township of Oscoda Water Department shall accompany the zoning permit. If construction on an unimproved street is proposed, it is the responsibility of the developer to bring the unimproved street up to the Iosco County Road Commission construction standards prior to commencing construction.

For residential uses, access to a parcel shall consist of either a single two-way or a pair of one-way hard surfaced driveways. For commercial uses, access drives and parking areas must be shown on a development plan and be approved by the Planning Commission. Prior to construction of a driveway, a right of way use permit must be obtained from the Iosco County Road Commission.

### What is Zoning?

- Euclidean Zoning is the most common type of Zoning and in a hierarchy which puts Use first, Regulations Second, and Form last. Form Based Zoning hierarchy puts Form first, Regulations second, and Use Last.
- Zoning is the process of dividing municipalities into zones or districts in which certain land uses, forms, and regulations are permitted and certain land uses, forms and regulations are prohibited.

## ZONING ORDINANCE & MAPS

The zoning ordinance regulates the use and development of land within Oscoda Township. Standards are in place that apply both townshipwide and in each specific zoning district. You are encouraged to review the zoning ordinance and consult with staff before initiating any change of use or construction project within the Township.

The complete Charter Township of Oscoda Ordinance 165 is available at:  
<http://www.municode.com/resources/gateway.aspx?productId=15758>

### Zoning Maps

- The entire township zoning map can be found at [this link](#).
- If you are interested in any of the specific zones they can be found by going the Planning and Zoning page and scrolling to the bottom to find the entire list of the "Oscoda Township Zoning Maps," [click here](#).

Oscoda Township Zoning Maps ▾

55 documents

- If you are are looking specifically for the "The State Street and Neighborhood District", it can be found at [this link](#).
- If you are are looking specifically for the "Corridor Business District", it can be found at [this link](#).

## APPROVAL AUTHORITIES TABLE

| APPROVAL<br>AUTHORITIES<br>TABLE                                 | Planning &<br>Zoning<br>Administrator | Planning<br>Commission | Zoning<br>Board of<br>Appeals | Township<br>Board | Iosco County<br>Building<br>Department |
|--|---------------------------------------|------------------------|-------------------------------|-------------------|--|
| Zoning Permit  | X                                     |                        |                               |                   |  |
| Site Plan Review   | X<br>Recommendation                   | X<br>Approval          |                               |                   |  |
| Special Land Use   |                                       | X                      |                               |                   |  |
| Planned Unit<br>Development                                      |                                       | X                      |                               |                   |  |
| Rezoning<br>Ordinance<br>Amendment                               |                                       | X<br>Recommendation    |                               | X<br>Approval     |  |
| Zoning Variance  |                                       |                        | X                             |                   |  |
| Appeal   |                                       |                        | X                             |                   |  |
| Building,<br>Electrical, and<br>other<br>Construction<br>Permits |                                       |                        |                               |                   | X                                      |



## PRE-APPLICATION MEETING

A pre-application meeting with Township staff is encouraged prior to submitting any application to the Planning Commission. At this meeting, applicants will meet with the Planning and Zoning Director. Staff from Public Works, Water, Fire, Economic Development, Public Safety, and other relevant staff or agencies may provide a preliminary review of a Site Plan, explain zoning requirements, and discuss project timelines. Pre-application meetings often address circumstances that would otherwise result in an application being postponed or denied, and allow for discussion of larger-scale matters like infrastructure needs, qualifications for tax abatements, the tax implications of different developments, and local incentives that may be available. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (989) 732-3211 ext. 250 or email [zoning@oscodatownshipmi.gov](mailto:zoning@oscodatownshipmi.gov) to schedule an appointment and to discuss what items will be needed for the pre-application meeting. After meeting with the Planning and Zoning Director, a Development Review Committee meeting can be scheduled, usually within one to two weeks, to discuss an application prior to submission. To the extent permitted by the Freedom of Information Act, these conversations will remain confidential until the applicant is ready to submit formal documents. To download a conceptual review meeting template [click here](#).

### Whats the Development Review Committee?

- € The Development Review Committee is the opportunity for businesses, investors, builders, and applicants looking to invest in the Charter Township of Oscoda to sit down with multiple departments to review their proposed building plans.

### Why a Development Review Committee?

- € Time is a valuable thing. The Development Review Committee seeks to help guide you in your venture to build or expand your business in the Charter Township of Oscoda early in the process. The Development Review Committee's goal is to help answer any questions that you may have and make sure you are familiar with the process.

### Development Review Committee Process

- € Call the Economic Improvement Director to schedule a Development Review Committee Meeting after meeting with the Planning & Zoning Administrator. (See Key Staff for Contact Information)
- € Provide the materials provided in the Development Committee Review Check List.
- € The staff involved may consist of the Township Supervisor, Water Department Representative, Economic Improvement Director, Planning & Zoning Administrator, and a township engineer. The staff will review the proposal and inform you of anything additional that is needed. Additional departments or agencies pertinent to the proposed application may also be included.

## LAND USE PERMITS

### What is a Land Use Permit?

- € A Land Use Permit for the Charter Township of Oscoda is to ensure that the proposed use and improvements of a property meets zoning and other requirements. Land Use permits are not permitting construction. Land use permits are approvals for Land Development, Design, and uses for a future building being constructed.
- € A Land Use Permit allows for administrative approval by the Zoning Administrator to administratively approve plans for construction. After approval the applicant must obtain all building permits.

### Why a Land Use Permit?

- € A Land Use Permit allows for review of local and state standards to ensure public safety.

### Land Use Permit Process

- € File a completed Land Use Permit Application with the Zoning Administrator. For application [click here](#).

## LAND USE APPLICATIONS

This section is designed to provide a comprehensive overview of each type of land use application. This overview does not preempt or supersede any regulations contained within the Oscoda Township Zoning Ordinance. Most land use applications are circulated to other reviewers outside of Planning and Zoning for comment.

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

|                                 | <i>Makes Recommendation</i> | <i>Approves</i>     |                            |                         |                        |
|---------------------------------|-----------------------------|---------------------|----------------------------|-------------------------|------------------------|
|                                 | Planning Commission         | Planning Commission | Township Board of Trustees | Zoning Board of Appeals | Administrative (Staff) |
| Site Plan                       |                             | X                   |                            |                         | X*                     |
| Special Use Permit              |                             | X                   |                            |                         |                        |
| Rezoning / Conditional Rezoning | X                           |                     | X                          |                         |                        |
| Text Change / Ordinance         | X                           |                     | X                          |                         |                        |
| Zoning Compliance               |                             |                     |                            |                         | X                      |
| Variance                        |                             |                     |                            | X                       |                        |
| Appeal                          |                             |                     |                            | X                       |                        |

\*Projects with less than 5,000 square feet of net building area change and/or 25 parking spaces are eligible for administrative review provided no waivers or use determinations are required and a special use permit is not required. The Township reserves the right to take projects eligible for administrative review to the Planning Commission for review.

## SITE PLAN REVIEW

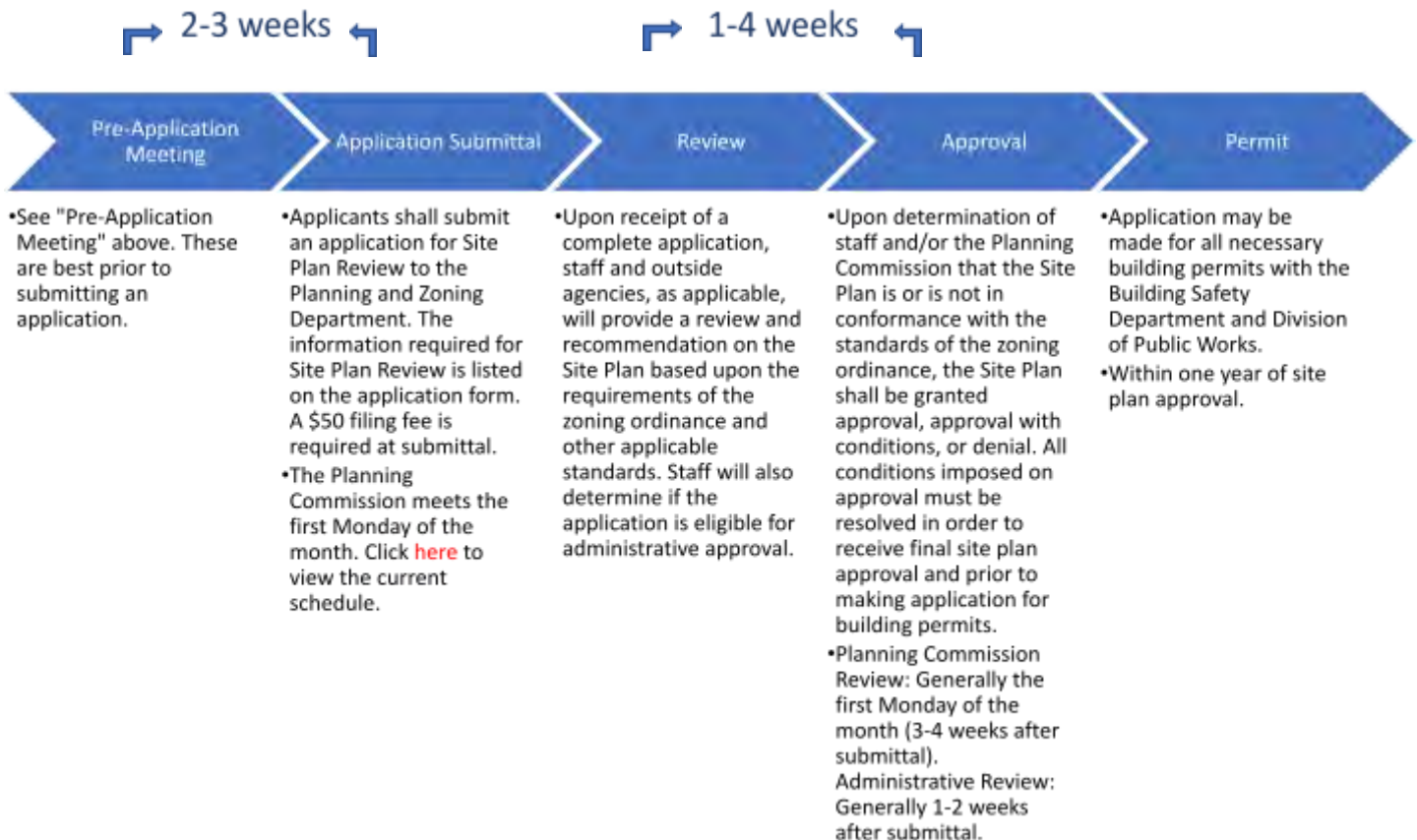
### What is a Site Plan? Why a Site Plan?

A Site Plan is a graphic representation of buildings, parking, drives, landscape, and any structures or land improvements. A Site Plan may have additional information to help make determinations of the site. A Site Plan is designed to allow a basis for research, analysis, and synthesis. It further involves the organization of land use, zoning, access, privacy, security, land drainage and many other factors.

### Site Plan Review Process

- € File a completed Site Plan Application with the Zoning Administrator & Pay Fee. For Application ([Click Here](#))
  - For Site Plan Requirements Reference Article 10 of Ordinance 165 ([Click Here](#))
  - Entire Permit processing takes 5 to 90 days.
  - Must have an approved Development Review Plan
- € Zoning Director will review Site Plan
  - Zoning Director will review Site Plan for completeness.
  - Zoning Director can Administratively approve completed Land Use Permits for Single-Family and their attached accessory structures. All other completed Site Plans must be engineered drawings and go to the Planning Commission for approval.
  - Regular Scheduled Planning Commission Meetings are held on the first Monday of the month, 6 p.m.. Special Meetings can be scheduled as needed.
    - Planning Commission will review the Site Plan making sure that the criteria is met.
    - Planning Commission shall vote whether to approve, approve with conditions, or deny the Site Plan.

### Site Plan Review Timeline



## Development Plan Reviews

Prior to the erection of any building or structure in any zoning district for any principal use or special land use, other than single-family residences and accessory buildings, a final site plan approved by the Planning Commission is required.

Development Plan reviews require a final site plan review which is completed by the Planning Commission or a land use permit review that is completed by the Planning & Zoning Director. A land use permit, rather than a site plan, may be submitted for minor modifications to a legally existing and conforming use for alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use. Refer to Charter Township of Oscoda Zoning Ordinance 165. The complete Charter Township of Oscoda Ordinance is available at: <http://www.municode.com/resources/gateway.aspx?productId=15758>

# SPECIAL LAND USE

Within each zoning district it is recognized that there are uses, because of their unique characteristics, which cannot be properly classified in any particular district or districts without consideration in each case of the impact of such uses upon neighboring land. Accordingly, special land uses are permitted with conditions which would address their unique characteristics.

Approval of a Special Land Use permit may be granted by the Planning Commission after a public hearing is held. Any application for special land uses shall be filed simultaneously with an application for development plan review. Refer to the Charter Township of Oscoda Zoning Ordinance 165 Article IX for complete special land use application requirements and review processes. The complete Charter Township of Oscoda Ordinance 165 is available at: <http://www.municode.com/resources/gateway.aspx?productId=15758>

## What is a Special Land Use?

- € A Special Land Use is a use that is not a principal or permitted use which may have further impacts on the zone or district.

## Why a Special Land Use?

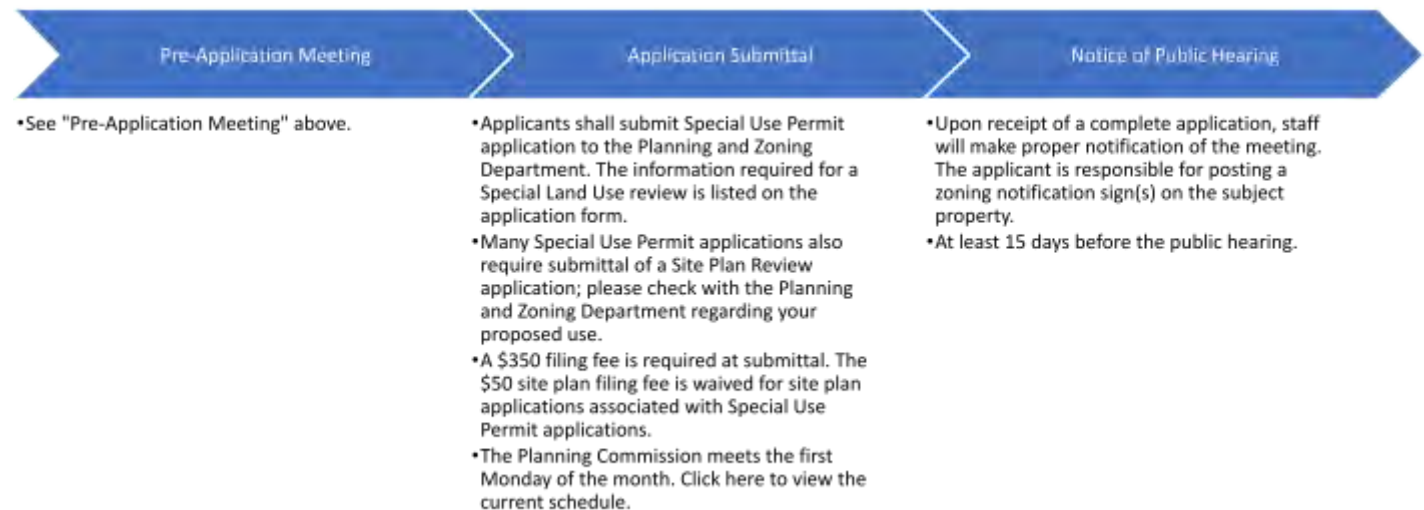
- € A Special Land Use permit allows for flexibility within a zone or district.
- € A Special Land Use is designed to allow a basis for research, analysis, and synthesis.
- € A Special Land Use involves the organization of land use, zoning, access, privacy, security, land drainage and many other factors to effectively see how the Special Land Use may affect the zone or district.

## Special Land Use Permit Process

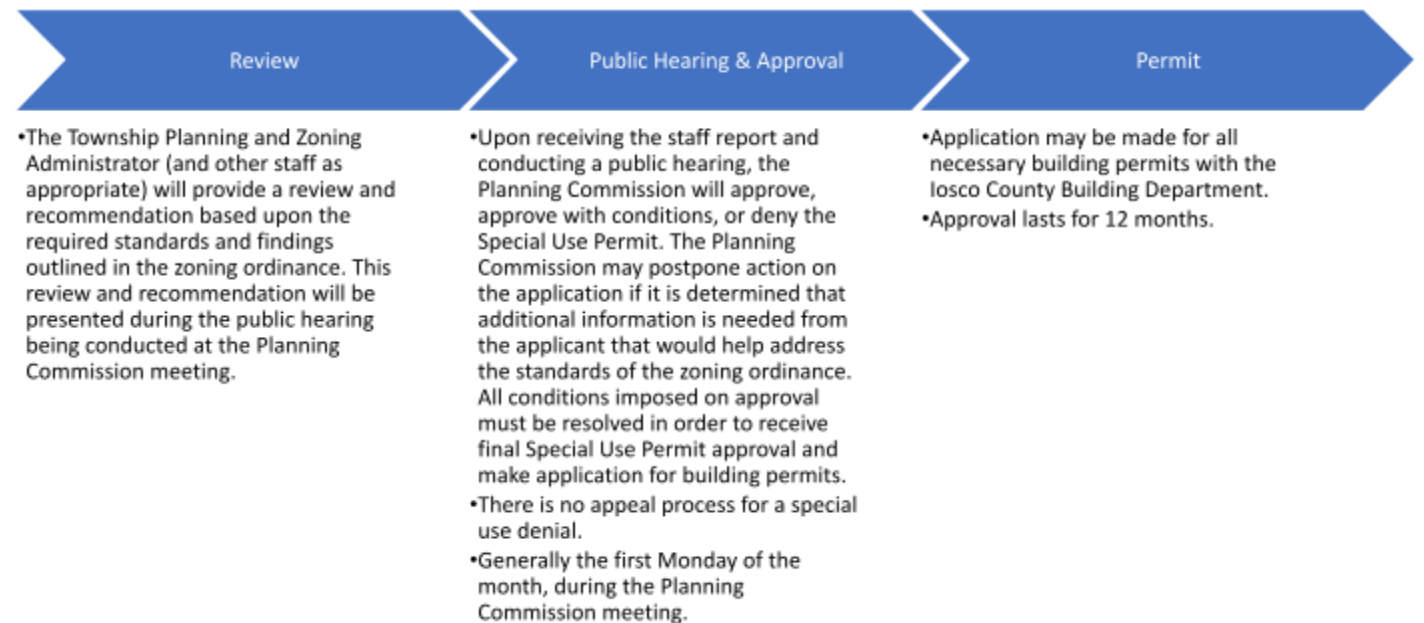
- € File a completed Special Land Use Permit Application with the Zoning Director & Pay Fee. For Application ([Click Here](#))
  - € For Special Land Use requirements reference Article IX Permit process takes 30-120 days
  - € Zoning Director will review the Special Land Use Permit
- € Zoning Director will review the Special Land Use Permit Application to check for completeness. The Zoning Director must send out a public notice and notices to any land owners within 300ft of the subject property.
- € Regularly Scheduled Planning Commission Meetings are held on the first Monday of the month, 6 p.m. Special Meetings can be scheduled as needed.
  - Planning Commission will review the Special Land Use Permit making sure that the criteria is met.
  - Planning Commission shall vote whether to approve, approve with conditions, or deny the Special Land Use Permit.

## Special Use Permit Timeline

2-6 weeks



2-3 weeks

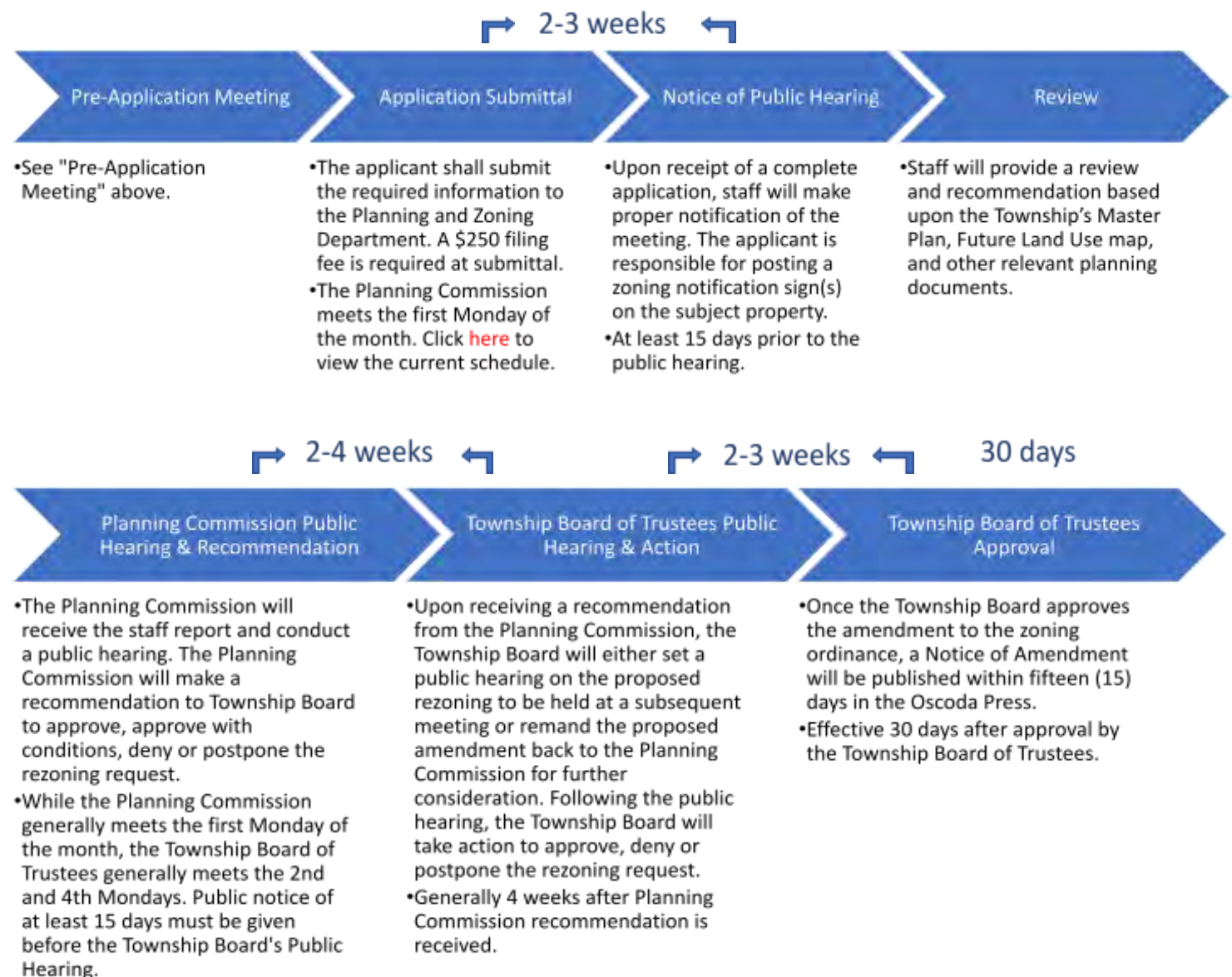


## ZONING AMENDMENTS & REZONING

The regulations and provisions stated in the 165 Zoning Ordinance for boundaries of zoning districts shown on the zoning map may be amended and supplemented by the Planning Commission. Proposals for changes may be initiated by the Zoning Board of Appeals, the Planning Commission, or by a property owner.

After a public hearing is held, the Planning Commission reviews proposals in terms of compatibility with the Charter Township of Oscoda Master Plan and the possible effects of the proposal on the community's physical development. Following review, the Planning Commission will act upon the request by granting approval, disapproval, or chose to table the matter for additional study. Refer to Charter Township of Oscoda Zoning Ordinance 165 for complete Rezoning application requirements and review processes. The complete Charter Township of Oscoda Ordinance 165 is available at: <http://www.municode.com/resources/gateway.aspx?productId=15758>

### Zoning Amendment Timeline





## Zoning Variances and Appeals

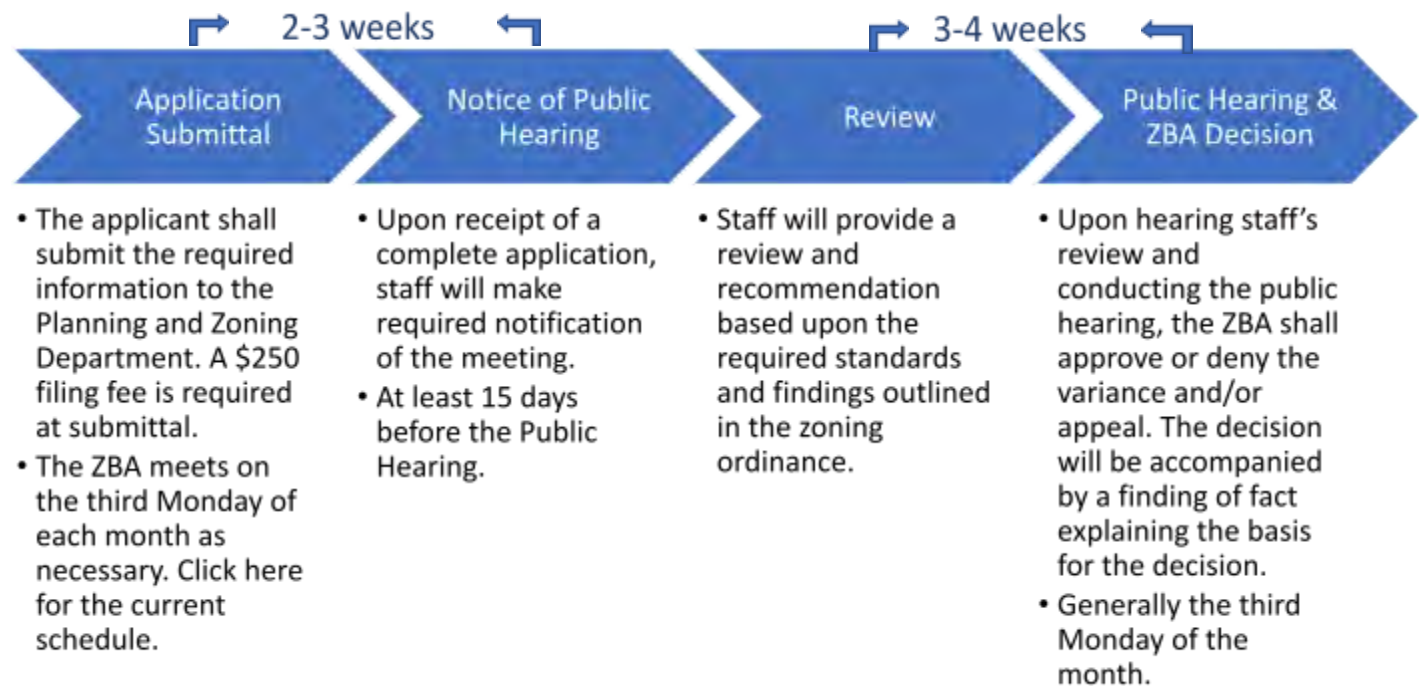
The Zoning Board of Appeals (ZBA) may authorize a variance from the strict application of provisions of the Charter Township of Oscoda Ordinance 165 where all of the following must be met:

1. Strict application of the letter of the regulation would unreasonably prevent the owner from using the property for a permitted use, or would render conformity but be unnecessarily burdensome.
2. A lesser relaxation of the regulation than requested could not be reasonably achieved that would give substantial relief to the property owner and be more consistent with justice to other property owners.
3. The plight of the owner is due to unique circumstances peculiar to the property and not due to general conditions in the neighborhood or the zoning district.
4. The problem is not self-created.
5. Granting the variance will not be of substantial detriment to adjoining property or the general welfare.
6. Granting the variance will not impair the intent or purpose of this Ordinance.

The complete Charter Township of Oscoda Ordinance 165 is available at:

<http://www.municode.com/resources/gateway.aspx?productId=15758>

## Zoning Board of Appeals Timeline





## Rezoning

- Rezoning occurs when the corresponding use or form does not fit zoning district requirements.
- Rezoning allows for a change in zoning in a zone or district with land use, zoning, access, privacy, security, land drainage, and many other factors being analyzed to ensure a harmonious use or form within the corresponding zone or district.

## The Rezoning Process

- € File a completed Rezoning Application with the Zoning Administrator & Pay Fee. For Application ([Click Here](#))
  - Rezoning requirements are listed on application.
  - For Site Plan Requirements Reference Article 10 of Ordinance 165 ([Click Here](#))
  - Entire Permit processing takes 30 to 120 days. Zoning Administrator will review Rezoning Application.
- € Zoning Administrator will review Rezoning Application for completeness.
  - Zoning Administrator must send out a public notice and notices to any land owners within 300ft of the subject property.
- € Regularly Scheduled Zoning Board of Appeals Meetings are held the third Monday of the month, 6 p.m.
  - Zoning Board of Appeals will review the Rezoning & Site Plan making sure that the criteria is met.
  - Zoning Board of Appeals shall vote whether to approve, approve with conditions, or deny the Rezoning.

## PLANNED UNIT DEVELOPMENTS

### What is a planned unit development (PUD)?

Planned unit developments are optionally created districts that allow for more flexibility and variety in regulation of land development, foster innovation in land use, ownership, and variety of design, and offer uniqueness in layout. While PUDs are more flexible in their regulations, they also seek to preserve historical, natural, and architectural features that other zoning districts may not prioritize, and seek to protect green space while providing amenities, public services, and utilities. PUDs should be developed in accordance with the goals of the Master Plan and promote a higher standard of quality than can be achieved through traditional zoning districts.

### What are the requirements for a planned unit development?

Because planned unit developments are able to permit greater flexibility in design, structure, and capacity than traditional zoning districts, successfully applying the overlay to PUD requires greater commitment and action from the applicant to uphold the community vision. This could entail many things, including preserving natural features, creating open spaces and green way corridors, mixing land uses and housing types, renovating or removing blight, and more. Further, PUDs must be at least a half-acre in size to receive PUD approval. The Planning Commission may approve applicants with sites smaller than the minimum, but the applicant must prove the PUD still adheres to the specific requirements of the overlay. To view the full list of features or actions for a PUD application, please view the relevant zoning ordinance.

[Click here to view Article V – Planned Unit Development \(PUD\) Requirements](#)

### What are the benefits of a planned unit development?

Because planned unit developments undergo rezoning to become their own district, regulations regarding the use of the sites are more varied than in traditional, established zoning districts. Further, as long as the PUD meets the requirements listed in the zoning ordinance (specifically compatibility with surrounding uses/character and the minimum size requirement), PUD overlays can be created in any districts of the township. PUDs can be formed from multiple parcels and sites, as long as they have a unified owner. There is also the capacity to allow greater unit and residential density within the PUD than in other districts, provided extra requirements and commitments are met during the application process.

### How do I apply for a PUD?

Before applying for a planned unit development, applicants must have a pre-application meeting with the Planning and Zoning Director. The purpose of this meeting is to determine if the site(s) qualify for a planned unit development, if the prospective uses and design of the sites can be accomplished under traditional zoning districts, and to review the items that will need to be submitted in the PUD application. Due to the size and resources required for PUDs, applications will require more information to be submitted than site applications in traditional zoning districts. While the pre-application meeting will cover what is required, one can typically expect to submit information such as topographic maps, flood plain maps, property surveys, inventories on existing utilities, proposed uses, interior street locations, conceptual layouts, indication of architectural style, and more. Application packages typically consist of a completed PUD application form, the necessary fees, a parallel plan, a preliminary development plan, and a summary of intent. For a complete list of items one will be required to submit, please view the relevant zoning ordinance below.

[Click here to view Article V Section 5.11 – Development Plan Review and Approval](#)

### What is the approval process?

Upon submission of a fully completed PUD application, the Planning Commission will schedule a work session with the applicant to review the development concept and communicate the need for any additional information. When the initial review is completed, the Planning Commission will hold a public hearing regarding the PUD request. Upon

considering the application materials, comments, and evidence presented during the public hearing, the Planning Commission can approve the PUD, deny the PUD, or approve the PUD with conditions.

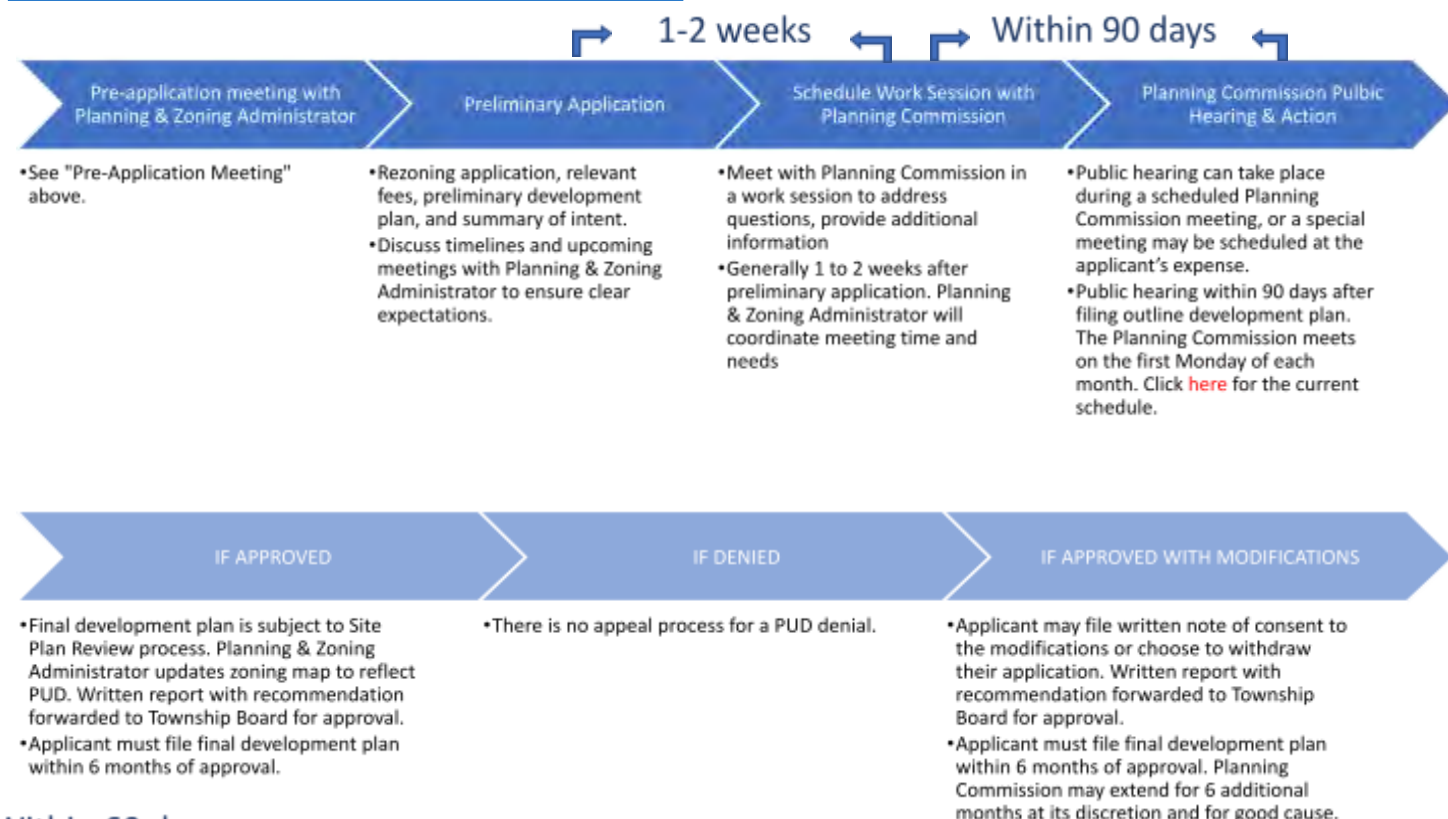
The standards for which the Planning Commission will base its decision upon will include the PUD's adherence to the zoning ordinance and Master Plan, the PUD's compatibility with adjacent land uses, natural environment, and public services, and its natural benefit to usage or planned character that could not otherwise be achieved in a traditional zoning district.

After approval and before construction, the applicant will enter into a development agreement with Oscoda Township that determines obligations regarding the PUD, including a final development plan, an optional phasing plan, and remedies that will occur should the applicant default on the PUD. The Planning Commission will vote, which will ultimately be approved by the Township Board.

### What steps occur after approval?

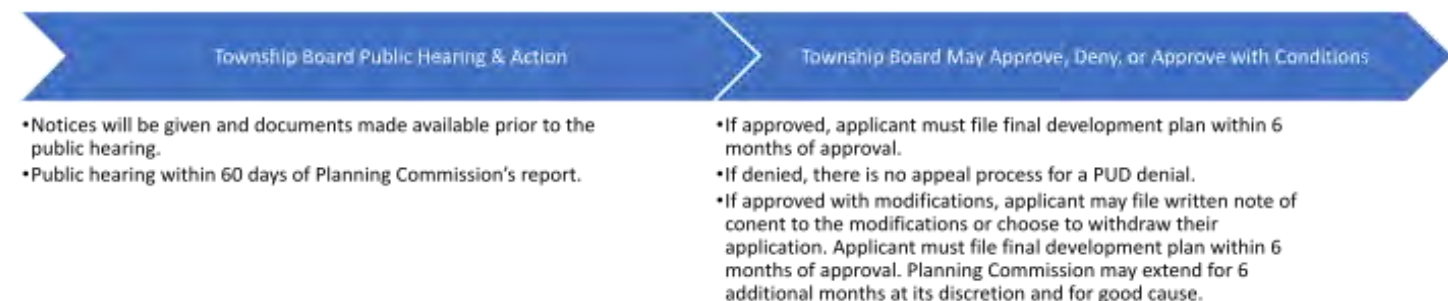
Within six (6) months of the Planning Commission's approval of the PUD rezoning, the applicant shall submit either a final development plan for the PUD as a whole, or for a phase of development. Development of PUDs in phases must have a Planning Commission-approved schedule of completion. Final development plans are subject to the process and review standards of Site Plans. Should a final development plan not be submitted during the 6 month period or within an approved extension, the preliminary development plan and PUD rezoning will be null and void.

[Click here for the Oscoda Township Rezoning Application](#)



Within 60 days

Within 6 months



## FINANCIAL INCENTIVES

### Community Development Block Grant (CDBG)

The community development block grant is a federal program managed by the U.S. Department of Housing and Urban Development. CDBG funds for Oscoda Township are administered by the Michigan Economic Development Corporation (MEDC) on behalf of the Michigan Strategic Fund. The Township may choose to directly use the funding to address services and infrastructure for low-moderate income individuals in the Township, or sub-contract the funds to organizations that will improve services for those in this demographic. Possible uses of CDBG funds include, but are not limited to:

- Façade grants
- Blight elimination
- Minor home repair programs
- Critical infrastructure maintenance
- Business assistance loans/grants
- Rental rehabilitation
- Small business working capital loans
- Job creation
- Public facilities

For more information on past, current, or potential CDBG uses by Oscoda Township, please contact the Township Superintendent at (989) 739-3211 ext. 212.

### Public Spaces, Community Places

Public Spaces, Community Places is a matching grant program administered by the Michigan Economic Development Corporation (MEDC) with the purpose of creating amenities that foster a sense of ownership among residents. These projects include a wide variety of purposes and usage; projects often include public art, memorials, adaptive reuses, trails, park enhancements, farmer's markets, pop-up retail and events, recreation facilities, and downtown gathering spots. The program requires 50% of the funds to be raised through community crowd-funding, which works to display public support while also marketing the project being funded. Local units of government, low profit limited liability corporations, and non-profit organizations are eligible to apply for funding. If you have an idea that may be eligible for Public Spaces, Community Places funding, please contact the Economic Improvement Director at (419) 309-7708.

### Brownfield Tax Increment Financing

Brownfield Tax Increment Financing, through P.A. 381 of 1996, allows developers to receive reimbursement on environmental and non-environmental redevelopment activities. Brownfields are properties and/or sites that are contaminated, blighted, functionally obsolete or hold historic value. Reimbursement for costs associated with redeveloping Brownfields occurs through the collection of incremental state and local taxes as the taxable value of the property increases through the revitalization process. To benefit from the Brownfield TIFs, developers will need to work with their local Brownfield Redevelopment Authority to produce a work plan for state review (Michigan Strategic Fund for non-environmental activities, Michigan Department of Environmental Quality for environmental activities. Oscoda Township's Economic Improvement Committee also serves as the Brownfield Redevelopment Authority.

To learn more about the Brownfield Program, initial evaluations, and work plan development, please contact the Economic Improvement Director, at (419) 309-7708.

### Oscoda Township Tax Abatement Programs

Oscoda recently adopted two tax abatement programs, Industrial Tax Abatement and Commercial Tax Abatement, to encourage capital investment and job creation within the township. For more information on how these programs work, please contact the Economic Improvement Director, at (419) 309-7708.

## RESIDENTIAL CONSTRUCTION

### Residential Construction Projects

Most home improvement projects do not require a building permit or Site Plan. However, per Michigan Building Code, a building permit is required if creating additions to the building, or improvements that include:

- Removing or cutting away any wall, partition, or portion thereof
- Removing or cutting any structural beam or bearing support
- Removing or changing of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements
- Changing, adding, or removing standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring, or mechanical elements

For more information on Building Permits or other Permits for improvements, please view the relevant section of this guide, or contact the Planning and Zoning Director at (989) 739-3211 ext. 250.

[Click here](#) to view the Land Use Permit for Oscoda Township.

### Multi-family Dwellings

Standard multi-family repairs do not require a Building Permit or Site Plan application. However, structures containing three (3) or more units are subject to Site Plan Review processes in addition to the Building Permits criteria listed in the Michigan Building Code when making additions or the following renovations:

- Removing or cutting away any wall, partition, or portion thereof
- Removing or cutting of any structural beam or bearing support
- Removing or changing of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements
- Changing, adding, or removing standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring, or mechanical elements

For more information on Building Permits or other Permits for improvements, please view the relevant section of this guide, or [click here](#) to view current Ordinances in Oscoda Township. Further, you may contact the Planning and Zoning Director at (989) 739-3211 ext. 250.

## BUILDING PERMITS

### Who approves construction permits such as building, electrical, and plumbing?

Building Code for the Charter Township of Oscoda is administered and enforced by the Iosco County Building Department, (989)-362-6511, [www.iosco.net/departments/clerk/](http://www.iosco.net/departments/clerk/). Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.(MRC R105.1). If a zoning permit is required, the zoning permit must be obtained prior to applying for building permit.

### What is required to apply?

Certain documents and information will be required to be submitted with the Building Permit application. Information required for all Building Permits includes the address of the job site, a Zoning Permit, a completed (with signature) application by the proper applicant, a set of construction plans, and permits including electrical, plumbing, and mechanical/heating. There may be further information needed, including additional permits and/or certifications, depending on the architecture and materials of the structure, its geographic location, or environmental factors that may be impacted by the construction. Fees accompany each permit.

### Where can I learn more about inspections?

Inspections will be required at multiple points throughout the project, for each permit issued. Inspection scheduling is a responsibility of the developer or applicant, and should occur when the work is ready for each respective inspection. Iosco County inspectors will perform the mandatory inspections a reasonable amount of time after the request for inspection has been made. For more information about inspections, including points of contact for each permit, please [click here](#) to visit the Iosco County Building Department's web page.