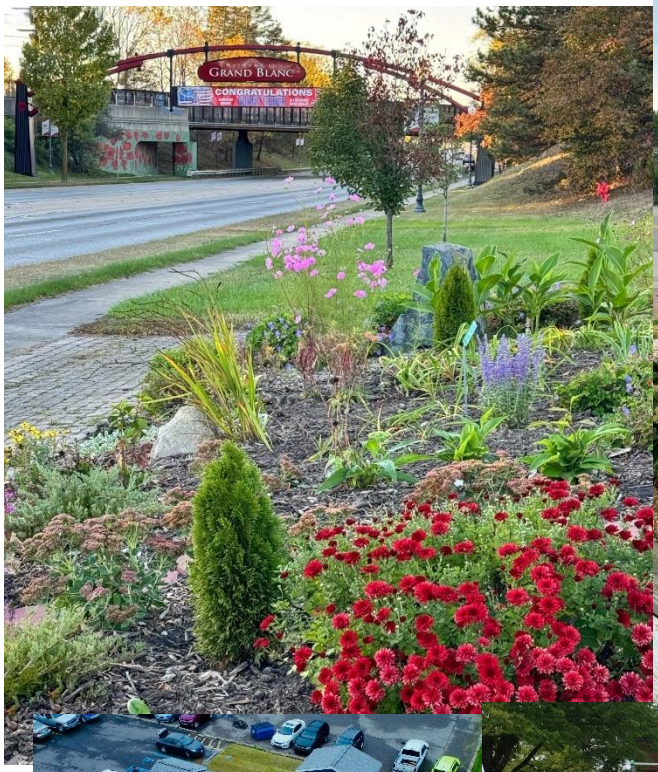
CITY OF GRAND BLANC
GUIDE TO DEVELOPMENT



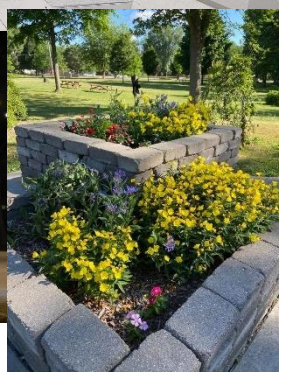












Experience The City of Grand Blanc: A Vibrant Hub in Mid-Michigan

Grand Blanc is a thriving community where residents deeply value inclusivity and a strong sense of belonging. Our small-town charm is coupled with a wealth of opportunities for all ages.

Thriving Community: Enjoy a vibrant atmosphere with a wide range of activities, explore our park system featuring summer splash pads and winter ice rinks, walk or bike the scenic Iron Belle Trail, attend city-sponsored events, and take advantage of engaging programs at our library and senior center.

Supporting Local Growth: We foster a thriving local economy by welcoming entrepreneurs and businesses of all sizes. We encourage multi use projects to further enhance the downtown.

Rich History & Modern Living: Grand Blanc boasts a rich history, while offering a safe and welcoming environment for residents. Our dedicated City leadership, comprised of an elected Mayor and City Council, works tirelessly to ensure a thriving community for all.

We invite you to experience the vibrant spirit in the City of Grand Blanc.

About the Development Guide

This guide provides a general overview of the City of Grand Blanc's development approval process. It is meant to help residents, developers, investors, and others understand the review and approval process for any size project from concept through occupancy. Consultation with staff and/or outside professionals is recommended for most projects. If you have any questions, please reach out to us. Our office hours are Monday through Friday 9:00am-5:00pm. You can email us anytime that is convenient for you or call us during office hours. We look forward to helping you through the development process. We look forward to new projects bringing our residents additional services and more visitors to our city to experience it. You can also learn more on our website - www.cityofgrandblancmi.gov.

Key Staff

Wendy Jean-Buhrer, City Manager 810-694-1118 citymanager@cityofgrandblancmi.gov
Christina Irwin, Assistant City Manager 810-694-1118 cirwin@cityofgrandblancmi.gov
Brian Borden, City Planner 810-694-1118 bborden@safebuilt.com
Ted Sczepanski, Building Official 810-694-1118 building@cityofgrandblancmi.gov
Steve Hill, Code Enforcer 810-694-1118 codes@cityofgrandblancmi.gov
Matt Wurtz, DPW Director 810-694-5420 dpwdirector@cityofgrandblancmi.gov
Brian Lipe, Police Chief 810-694-1111 blipe@cityofgrandblancmi.gov
Don Schreiber, Fire Chief 810-603-790 firechief@cityofgrandblancmi.gov

Outside Agencies

Additional agencies may hold jurisdiction on particular development issues within the City of

Grand Blanc depending on the project. The following list includes the mostly commonly involved outside agencies.

Consumers Energy - 800-477-5050
www.consumersenergy.com

MISS DIG – 811
www.missdig.org

Genesee County Drain Commissioner - 810-732-7870 - 4610 Beecher Road Flint, MI 48532
Jeff Wright jwright@co.genesee.mi.us

City Council, Planning Commission, DDA/Brownfield, Zoning Board of Appeals

Click here to learn more about the City's boards and commissions.

Most development applications are considered by the Planning Commission. Other boards or commissions may become involved in your application if appeals, variances, rezoning or text amendments, or incentives are involved. Staff can direct you to the appropriate boards for your particular case.

City Council/Zoning Board of Appeals - Mayor and 6 members
2nd Wednesdays
4th Wednesday, if necessary

Planning Commission – 9 members
3rd Mondays

Downtown Development Authority (DDA)/Brownfield Redevelopment Authority - 10 members
1st Wednesdays

Master Plan

Click here to view the City's Master Plan.
Click here to view the City's Future Land Use Map.

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. The current Master Plan was adopted in 2018 and is currently being reviewed to include updates on housing and businesses aspects.

Zoning Ordinance / Map

Click here to view the City's Zoning Ordinance. Click here to view the City's Zoning Map.

The zoning ordinance regulates the use and development of land within the City of Grand Blanc. Standards are in place that apply both citywide 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 City.

Incentives

Click here to learn more about development incentives.

A variety of development incentives may be available for your project. The City has two tax increment financing authorities (TIFAs), a Brownfield and DDA Plan, and other opportunities to help make your project a reality.

Notification Procedures

The City of Grand Blanc meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended).

The City of Grand Blanc publishes notices in the Grand Blanc View (http://grandblancview.mihomepaper.com) 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 the hearing.

For applications which require a public hearing, the City will require you to place a zoning notification sign at the subject property up to fifteen (15) days before the hearing. Failure to post the notice sign may result in postponement of your application by the Planning Commission. The Planning and Community Development Department will notify you of signage requirements at submittal.

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 City of Grand Blanc Zoning Ordinance.

Most land use applications are circulated to other reviewers outside of Planning and Community Development for comment.

Zoning Compliance

Prior to considering any alterations to an existing structure or use, you are strongly encouraged to consult with the Planning and Community Development Department to confirm that the structure and/or use proposed conform to the requirements of the zoning ordinance. Upon request, the City will provide a Zoning Compliance letter.

Pre-Application/Conceptual Meeting

A pre-application meeting with City staff is required prior to submitting any application to the Planning Commission. At this meeting, staff from Planning, Public Works, Fire, and Building will 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. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (810) 694-1118 or email BBorden@safebuilt.com to schedule an appointment.

Conceptual Meeting Checklist

City of Grand Blanc

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact the City of Grand Blanc Planning Administration to schedule a Conceptual Review Meeting, also referred to as a Pre-Development Meeting. Depending on the scope of the proposed development, requests to join the meeting could be sent to the City Manager, DPW Director, City Engineer, Building Official. There is no fee for a Conceptual Review Meeting. The purpose of these meetings is to help the applicant understand the Master Plan, the Zoning Ordinance, the site development allowances, the standards by which the application will be evaluated, and the application requirements. Meetings will be held in person, with other arrangements as necessary.

APPLICANT CHECKLIST

To streamline our discussion during the Conceptual Review Meeting, the following information should be provided:

1. Location, this includes the parcel number and/or address.
2. Existing and historical use of the property
3. An overview of the proposed development, the applicant is expected to outline the project in terms of land uses, anticipated building arrangements and site design.
4. Anticipated timeframe for development.
5. Preliminary sketches, this can be hand drawn and does not need to be sealed site plans.
6. Any known requests for special land use, rezonings or variances.
7. Identify any incentives or other city programs of interest.
8. Questions for City Staff

CITY STAFF CHECKLIST

At the Conceptual Meeting, City staff will review and discuss the following:

1. Confirm the proposed use complies with the Zoning Ordinance and Master Plan
2. Provide initial feedback on design, this includes compliance with the zoning ordinance's design standards, zoning district conditions, generally applicable standards, landscaping requirements, parking calculations, and any necessary buffering from adjacent parcels.
3. Provide initial feedback and potential compliance issues from other City Departments.
4. Provide information related to the property, including natural resources, wetlands, public utilities, etc.
5. Identify the correct approval process and provide the relevant application forms and supplemental checklists to the applicant.
6. Identify any necessary County, State, or Federal permits.

7. Provide contact information to the applicant for any follow up questions they may have.

Site Plan Review

Click here to review the Site Plan Review application.
Click here to review Article XXIV (Site Plan Review and Approval) of the zoning ordinance.

Site Plan Review and approval of all development proposals is required to ensure that the City of Grand Blanc develops in an orderly fashion in accordance with the zoning ordinance and Master Plan. It is recommended that all potential applicants consult with the Planning and Community Development Department regarding compliance with the zoning ordinance. Most applications for site plan review are reviewed and approved by the Planning Commission.

Administrative Site Plan Review: Less complex site plans and minor modifications may be eligible for consideration for administrative approval. In accordance with Section 2403 of the zoning ordinance, the City may review and approve applications for site plan review for projects, except for those associated with a special use permit application or requiring waivers or use determinations. Requests for administrative review should be discussed with the City Planner prior to submittal.

The City reserves the right to take all site plan applications before the Planning Commission for consideration.

Revised Site Plans: A request to revise, modify or change an approved site plan shall be treated as a new application. Any changes to an approved site plan should be discussed with the City Planner prior to implementation.

Time Limit of Approval and Work Completion: Site Plan approval is valid for one year from the date of approval. Extension requests shall be made in writing to the Planning and Community Development Department prior to approval expiration and may require the review of the Planning Commission.

Appeals: If a site plan review application is denied, the decision may be appealed to the Zoning Board of Appeals. Application must be made within 30 days of the decision. Applications should be submitted to the Building Department. Click here to read more about filing an appeal.

Site Plan Review Timeline

1. Pre- Application Meeting - Prior to application submittal.

2. Application Submittal - Applicants shall submit an application for Site Plan Review to the Planning and Community Development Department. The information required for Site Plan Review is listed on the application form.

3. Review - Upon receipt of a complete application, staff and outside agencies, as applicable, will provide a review and recommendation on the Site Plan based upon the requirements of the zoning ordinance and other applicable standards. Staff will also determine if the application is eligible for administrative approval.

4. Approval - Upon determination of staff and/or the Planning Commission that the Site Plan is or is not in conformance with the standards of the zoning ordinance, the Site Plan shall be granted approval, approval with conditions, or denial. All conditions imposed on approval must be resolved in order to receive final site plan approval and prior to making application for building permits.

5. Administrative Review: Generally, 1-2 weeks after submittal.

6. After approval Permit Application may be made for all necessary building permits with the Building Department and Department of Public Works. Submit within one year of site plan approval.

Special Use Permits

Click here to review the Special Use Permit application.
Click here to review Article XXI (Special Land Use Permits) of the zoning ordinance.

A land use designated as a 'special use' in a particular zoning district is one that, because of its inherent nature, extent, or external effects, generally is not permitted in the district but could be if subject to standards and restrictions to ensure the use is located, designed, and operated in a manner harmonious with neighboring development and does not adversely affect the public health, safety, and general welfare. No special land use is permitted without a Special Use Permit issued in accordance with the zoning ordinance.

All applications for special use permits (and associated site plan reviews) are reviewed and approved by the Planning Commission.

Appeals: If a special use permit is denied, the decision may be appealed to the Zoning Board of Appeals. Application must be made within 30 days of the decision. Applications should be submitted to the Building Department.

Special Use Permit Timeline

1. Pre- Application Meeting - Prior to application submittal.

2. Application Submittal - Applicants shall submit Special Use Permit application to the Planning and Community Development Department. The information required for a Special Land Use review is listed on the application form. Many Special Use Permit applications also require submittal of a Site Plan Review application; please check with the Planning and Community Development Department regarding your proposed use.

3. Notice of Public Hearing - Upon receipt of a complete application, staff will make proper notifications. At least 15 days before the hearing. The applicant is responsible for posting a zoning notification sign(s) on the subject property.

4. Review - The City Planner (and other staff as appropriate) will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance. This review and recommendation will be presented during the public hearing being conducted at the Planning Commission meeting.

5. Public Hearing & Approval - Upon receiving the staff report and conducting a public hearing, the Planning Commission will approve, approve with conditions, or deny the Special Use Permit. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards of the zoning ordinance. All conditions imposed on approval must be resolved in order to receive final Special Use Permit approval and make application for building permits.

6. Permit - Application may be made for all necessary building permits with the Building Department and Department of Public Works. Within one year of site plan approval.

Zoning Amendments

Click here to review the Rezoning / Conditional Rezoning application.

Zoning divides land into categories according to their use and sets regulations for these categories. When a property owner wants to use land in a way that is not permitted by the zoning of the property, the owner must request to rezone the property to a classification which permits the desired use. A rezoning is a legislative process that will amend the zoning map and/or text of the zoning ordinance. The City Council (with recommendation from the Planning Commission) has the authority to approve or deny rezoning requests.
The City Council may of its own motion, or upon petition by the owner(s) of a property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or the district regulations.

Zoning Amendment Timeline

1. Pre-Application Meeting - Prior to application submittal.

2. Application Submittal - The applicant shall submit the required information to the Planning and Community Development Department.

3. Notice of Public Hearing - Upon receipt of a complete application, staff will make proper

notification of the meeting. The applicant is responsible for posting a zoning notification sign(s) on the subject property at least 15 days before the hearing.

4. Review - Staff will provide a review and recommendation regarding the rezoning request based upon the City's Master Plan, Future Land Use map, and other relevant planning documents.

5. Planning Commission Public Hearing & Recommendation to the City Council - The Planning Commission will receive the staff report and conduct a public hearing. The Planning Commission will make a recommendation to the City Council to approve, approve with conditions, deny or postpone the rezoning request.

6. City Council Public Hearing & Action- Upon receiving a recommendation from the Planning Commission, the City Council will either set a public hearing on the proposed rezoning to be held at a subsequent meeting or remand the proposed amendment back to the Planning Commission for further consideration. Following the public hearing, the City Council will take action to approve, deny or postpone the rezoning request.

7. City Council Approval - Once the City Council approves the amendment to the zoning ordinance, a Notice of Amendment will be published within fifteen (15) days in the local newspaper. Effective 30 days after approval by City Council

Zoning Variances and Appeals

Click here to review the Appeal application. Click here to review the Variance application. Click here to review Zoning Ordinance.

The Zoning Board of Appeals (ZBA) is the legislatively appointed body that can permit variances from the zoning ordinance. The most common variances are dimensional such as lot area and width, building height, bulk regulations, setbacks, and off-street parking and loading requirements. The Zoning Board of Appeals can also consider special uses of land and hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps and zoning language. An applicant or any other aggrieved party may file an application to the ZBA.

In granting a variance, the board may grant a lesser variance or specify, in writing, conditions regarding the location, character, landscaping, or other treatment that will, in the board's judgment, be reasonably necessary to the furtherance of the intent of the zoning ordinance and the protection of the public interest. The breach of any condition shall automatically invalidate the permit granted.

Each variance granted under the provisions of the zoning ordinance becomes null and void after one year from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.
The Zoning Board of Appeals may grant an extension for a period not to exceed one year for an

approved variance. The applicant must request an extension in writing to the Zoning Board of Appeals prior to the expiration date of the original approval. The ZBA will determine if the relevant facts of the appeal have or have not significantly changed. If the Board determines that relevant facts have changed significantly, the request shall be treated as a new appeal and processed according to the provisions of the zoning ordinance.

After a variance has been denied in whole or in part by the board, then no application shall be resubmitted for a period of one year from the date of the last denial; provided, however, that a denied variance may be reconsidered by the board when, in the opinion of the Building Official or ZBA, newly discovered evidence or changed conditions warrant such reconsideration.

Zoning Board of Appeals Timeline

Application Submittal - The applicant shall submit the required information to the Building Department.

Notice of Public Hearing - Upon receipt of a complete application, staff will make required notification of the meeting. At least 15 days before the hearing.

Review - Staff will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance.

Public Hearing & Zoning Board of Appeals Decision - Upon hearing staff's review and conducting the public hearing, the ZBA shall approve or deny the variance and/or appeal. The decision will be accompanied by a finding of fact explaining the basis for the decision.

Residential Construction Projects

Click here to learn more about building permits.

To learn more about projects involving single- and two-family homes please consult our building project guide below. Please note that new construction of a two-family dwelling or conversion of a single-family dwelling to a two-family dwelling requires approval of a special use permit by the Planning Commission.

Commercial Construction Projects

Click here to review the Building Permit applications.
Click here for the Building Permit Fee Schedule.

Commercial projects, including multiple-family and non-family residential housing, require design documents prepared by a licensed architect or engineer.
All required zoning approvals must be obtained prior to application and issuance of any building permits.

Please note that the Grand Blanc Fire Department requires all contractors to submit plans for review of all sprinkler systems, fire detection and alarm systems, and gas suppression or dry chemical systems and that these plans and inspections may be conducted by a third party at the expense of the applicant.

Step 1. Application Submission: The following items should be included in the permit application:

- Checklist - A checklist shall be completed for the project to identify other permits and/or approvals required as part of the construction project.
- Permit Application (Building, Zoning & Demolition) - An application shall be completed based on the proposed project, i.e. Building, Zoning or Demolition.
    - Applicant shall complete section IX of the Building Permit application for all construction projects consistent with the information noted on the construction plans.
    - A detailed site plan shall be provided as prescribed in the permit application. Projects requiring formal site plan review before the Planning Commission (Rooming Dwellings, RSO Dwellings, Apartment Buildings, Commercial Buildings and Industrial projects) shall receive approval prior to making application for a building permit. A copy of the approved site plan shall accompany the permit application. Questions regarding exception to this requirement should be directed to the City Planner or the Building Official.
    - The Application shall be signed and dated by the property owner and the agent.
- Application Fee - For the purpose of calculating a permit fee, the applicant shall provide the value of all construction work, including all finished work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguish systems, landscape, and other permanent work or equipment.
- DPW Approvals - Copies of approval for work in the ROW, Water and Sewer tap-in and the storm water permit issued by the DPW shall be provided as part of the submittals on the project (Refer to Checklist).
- Driveway Permits - Copies of the DPW permit/s authorizing work within the City's right-of-way shall be provided for all new and/or altered driveways. Where access is planned out of the site to a County or MDOT right-of-way, permits shall be secured from those agencies and copies shall be included as part of the submittals on the project.
- Construction Plans - 2 Sets
    - Plans to bear the seal & signature of the registered design professional in charge

    - Architectural and structural plans
    - Electrical, Plumbing and Mechanical plans
    - Plans to denote "Deferred Submittals", i.e., Fire Alarm, Sprinkler, Hood Systems, etc.
    - Statement of Special Inspection to be provided per Chapter 17 of the MBC
    - Soils Report per Chapter 18 of the MBC
    - Verification the project complies with the State Energy Code
    - Design loads with structural calculations shall be provided
    - Truss Drawings to be filed with permit when applicable
    - Specifications shall be provided with construction plans
- Soil Erosion and Sedimentation Control - A permit is required where the project involves an earth change within 500 feet of a river, open drain or disturbance of more than one (1) acre of land.
- Other Permits - Where the project involves approval from the State of Michigan for work involving a Wetland or a Floodplain, copies of the permits from the MDEQ shall be filed with the civil drawings for the project. A copy of the Soil Erosion permit, issued by Isabella County, along with a copy of the approved soil erosion plan for the project shall also be filed with the Building Department.

All information noted above shall be submitted with the Building Permit Application and all forms shall be filled out completely.

Step 2. Plan Review: The permit application and required submittals will be made part of the plan review process.

- Staff will route copies of the construction plans/details to and Fire Department for their reviews.
- Deferred submittals involving fire safety systems (sprinkler, fire alarm, specialty systems) or commercial kitchen exhaust hoods require separate reviews through the Fire Department. Questions regarding those reviews may be directed to Fire Inspector Christopher Keller at (810) 694-7211.
- The Architect of record and the applicant will be notified if information provided does not meet the building code requirements and/or zoning regulations, along with requests for additional information when necessary.
- Once approved, the stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- Any changes in the approved plan shall be resubmitted to the Building Official for approval prior to the change.
- All required inspections will be outlined on the final plan review issued by the

Building Department to be used in conjunction with the approved plans.

- Incomplete applications will be returned to the applicant.
- Electrical, Plumbing, and Mechanical Permits (trade) permits and/or questions regarding their reviews shall be made to the City of Grand Blanc.

Kristine Black, Support Staff	810-694-1118	info@cityofgrandblancmi.gov
Bill Sheetz, Electrical Inspector	810-694-1118	electrical@cityofgrandblancmi.gov
Glenn Thomas, Plumbing and Mechanical Inspector	810-694-1118	plumbing.mechanical@cityofgrandblancmi.gov

Step 3. Permit Issuance:

- Staff will contact the applicant to advise them when the permit is ready.
- Building Permit fees are due at the time of issuance.
- Permit fees can be paid by cash, credit card, debit card, or check.

Step 4. Construction Site:

- The building permit shall be posted on site and maintained throughout the project until a certificate of occupancy is issued (MBC 105.7).
- The address shall be posted with the permit and visible from the street
- The stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- All work shall be installed in accordance with the approved plans and code requirements.
- Streets shall be maintained free and clear of mud and/or construction debris.
- Excavations shall be secured during all times when construction staff is not present.
- Construction may only occur between 8am to 8pm.
- MISS DIG must be contacted at 811 or www.missdig.org at least 3 business days prior to any digging or excavation. Locate requests are valid for 21 days.

Codes Currently in Effect

RESIDENTIAL BUILDINGS (Single Family, Duplex or Townhouses)

BUILDING	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
ELECTRICAL	2015 - Michigan Residential Code (MRC	Effective February 8, 2016
PLUMBING	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016

MECHANICAL	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
ENERGY CODE	2015 -Michigan Uniform Energy Code	Effective February 8, 2016

COMMERCIAL BUILDINGS

BUILDING	2012 Michigan Building Code (MBC)	Effective October 9, 2014
	2012 Michigan Rehab Code Existing Buildings	Effective October 9, 2014
	2012 International Fire Code (IFC)	Reference Standard 2012 MBC
ACCESSIBILITY	2003 ICC/ANSI A117.1	Effective October 9, 2014
ELECTRICAL	2011 Michigan Electrical Code (MEC)	Effective July 1, 2013
PLUMBING	2012 Michigan Plumbing Code (MPC)	Effective January 17, 2014
MECHANICAL	2012 Michigan Mechanical Code (MMC)	Effective September 27, 2013
	2012 International Fuel Gas	Effective September 27, 2013
FIRE CODE	2012 International Fire Code (IFC)	Adopted May 11, 2016
	2012 International Fire Code (IFC) Appendix	Adopted May 11, 2016
SPRINKLER	2010 NFPA-13 (Commercial Buildings)	Reference Standard 2012 MBC
	2010 NFPA-13R (Residential Buildings)	Reference Standard 2012 MBC
	2010 NFPA-13D (One & Two-Family Buildings)	Reference Standard 2012 MBC
FIRE ALARM	2010 NFPA-72	Reference Standard 2012 MBC
COMM. HOOD	2009 NFPA-17 (Kitchen Hoods)	Reference Standard 2012 MBC
ENERGY CODE	MUEC Part 10a R408.31087 to R408.31099	Effective October 9, 2014

Code books may be purchased on-line through the International Code Council (ICC), National Fire Protection Association (NFPA) or through the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes.
International Code Council www.iccsafe.org
National Fire Protection Associationwww.nfpa.org
LARA (MI Department of Licensing and Regulatory Affairs) www.michigan.gov/lara

Liquor Licenses

Click here to learn more about liquor licenses.

Businesses must be approved for a Liquor License with both the Michigan Liquor Control Commission (MLCC) and the City of Grand Blanc in order to sell or serve alcoholic beverages. The City of Grand Blanc also has available Redevelopment Liquor Licenses which require the support of the City Council prior to issuance by the MLCC. More information about the application process and licensing can be found through the following sources:

Michigan Liquor Control Commission
517-284-6250
mlccinfo2@michigan.gov
Wendy Jean-Buhrer (Redevelopment Liquor Licenses only)
810-694-1118
citymanager@cityofgrandblancmi.gov