



GUIDE TO DEVELOPMENT

PERMITTED USE PROCESS/ZONING PERMIT APPLICATION

Step 1: Resident, business owner, or other representative submits, in writing, the proposed use for evaluation by Zoning Administrator. (Timeline: 1 Day)

Step 2: Zoning Administrator responds to inquiry with decision on whether use is permitted in the zoning district where property is located. If use is permitted, written approval is granted. Applicant is told to speak with county building inspector if proposing changes to the building. (Timeline: 1-7 Days)

Notes:

- If Zoning Administrator determines use is a special land use, then applicant will be advised of the special land use process.
- If there is a “change of use” between the previous building/unit use and proposed building/unit use, the building/unit may not meet all applicable State Building Codes as determined by the County Building Inspector. In that case, the building must be modified to bring it into compliance with the Codes and a Change of Use Application must be submitted to Zoning Administrator.
- To appeal Zoning Administrator, a person must file an appeal with the Zoning Board of Appeals through the Zoning Administrator.
- Fee for application is \$20.

CITY OF EVART

5814 100th Avenue

Ewart, MI 49631

P 231.734.2181

F 231.734.3917

For questions on the Zoning Permit Application please contact:

Mark Wilson, Department of Public Works Director/Zoning Administrator
mark.wilson@evart.org

Application is available online at
www.evart.org

SPECIAL LAND USE PROCESS

Step 1: Meet with Zoning Administrator to discuss project.

Step 2: Applicant submits Special Land Use application/plan. (Timeline: 1 Day)

Step 3: Staff reviews application/plan for completeness. (Timeline: 1-7 Days)

Step 4: Zoning Administrator determines if application is complete and sets public hearing or requests additional information. (Timeline: 1-7 Days)

Step 5: Applicant submits requested changes to staff. (If necessary)

Step 6: Public hearing is held by the Planning Commission; decision to approve or deny by the Planning Commission normally occurs after public hearing. (Timeline: 14-30 Days)

Notes:

- Planning Commission meets at the recommendation of Zoning Administrator.
- Timelines noted above are approximate and depend upon the response time of the applicant and application submission date.
- Public hearing notices are sent by staff 15 days before Planning Commission meeting.
- To appeal a decision by the ZBA, an applicant may file a suit with Osceola County Circuit Court.
- Fee for application is \$200 (plus zoning permit fee and site plan review fee if applicable).

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Mark Wilson, Department of Public Works Director/Zoning Administrator

mark.wilson@evart.org

Application is available online at www.evart.org

SITE PLAN REVIEW PROCESS

Step 1: Meet with Zoning Administrator to discuss project (optional).

Step 2: Applicant submits Site Plan Review application/plan. (Timeline: 1 Day)

Step 3: Zoning Administrator reviews application/plan for conformance with codes. (Timeline: 1-7 Days)

Step 4: Applicant submits revised plan/additional information (if necessary).

Step 5: Planning Commission reviews request and decides to approve or deny. (Timeline: 30-45 Days)

Notes:

- Planning Commission meets at the recommendation of Zoning Administrator.
- Timelines noted above are approximate and depend upon the response time of the applicant and application submission date.
- To appeal a decision by the ZBA, an applicant may file a suit with Osceola County Circuit Court.
- Fee for application is \$50 for new construction or \$25 for renovation.

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Mark Wilson, Department of Public Works Director/Zoning Administrator

mark.wilson@evart.org

Application is available online at www.evart.org

REZONING PROCESS

Step 1: Applicant meets with Zoning Administrator to explore project/request. If rezoning is necessary (requested), a review of Master Plan and zoning ordinance are done to determine feasibility.

Step 2: Applicant submits formal request for rezoning.

Step 3: Zoning Administrator sets public hearing and prepares report, sends out required neighborhood notices and places ad in paper. (Timeline: 1-7 Days)

Step 4: Public hearing is held by Planning Commission, which arrives at a recommendation for City Council. (Timeline: 14-30 Days)

Step 5: Recommendation is sent to City Council for introductory reading; Council decision on whether to proceed with final reading or deny request. (Timeline: 30-45 Days)

Step 6: City Council holds final reading; ordinance change is granted or denied. (Timeline: 30-45 Days minimum depending upon next City Council meeting date)

Notes:

- Planning Commission meets at the request of Zoning Administrator. City Council meets 1st and 3rd Monday of each month.
- Public hearing notices are sent by staff 15 days before Planning Commission meeting.
- To appeal a decision by the ZBA, an applicant may file a suit with Osceola County Circuit Court.
- Fee for application is \$200.

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ZONING BOARD OF APPEALS – VARIANCE PROCESS

Step 1: Meet with Zoning Administrator to discuss project.

Step 2: Applicant submits Zoning Board of Appeals (ZBA) application.

Step 3: Zoning Administrator reviews application/plan for completeness. (Timeline: 1-7 Days)

Step 4: Zoning Administrator sets ZBA public hearing, sends out required neighborhood notices and places ad in paper. (Timeline: 7-14 Days)

Step 5: Zoning Administrator sends out report of findings/recommendations to ZBA. (Timeline: 7-14 Days)

Step 6: Applicant attends ZBA public hearing; decision to approve or deny by the ZBA normally occurs after public hearing. (Timeline: 14-30 Days)

Notes:

- Per the State of Michigan Zoning Enabling Act, requested variances must demonstrate a practical difficulty, which is defined as:
 - Unique circumstances applying to the property.
 - No adverse effect upon adjacent properties.
 - Need for the variance as not self-created.
 - Variance is minimum necessary.
 - Request is not of a general or recurrent in nature.
- To appeal a decision by the ZBA, an applicant may file a suit with Osceola County Circuit Court.
- Fee for application: \$200.00

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For questions on the ZBA Process
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