THE CITY OF WHITE CLOUD
A TRAIL FOR EVERY SEASON
MICHIGAN

City of White Cloud Site Plan Approval Process

Conceptual Design

As needed (optional)

Meet with Key City Administration (optional)
During this process a developer may meet with various city departments to discuss similar projects, applicable ordinances or regulations, and the City's Master Plan.

Conceptual Review with Planning Commission (Optional)
The Planning Commission can review the plan based upon a checklist. This allows an applicant the opportunity to possible avoid delays in receiving formal approval.

30 to 45 days

Application for Site Plan Review Submitted
Applicants must submit the following 5 items for formal Site Plan Review:
*A minimum plan review application fee of $175-500.
*In escrow the required consultant review fee
*A completed and signed copy of the application for Site Plan Review
*Six (6) individually folded copies of the site plan
*Proof that other applicable governmental agencies with jurisdiction are reviewing the project
*A special meeting of the PC may be requested for an additional fee of $350.00

Plan Reviews & Staff Reports Issued
Application Materials are simultaneously reviewed by Building Official, City Planners, Attorney, Engineer, and the Fire Marshal as applicable and a report of findings is issued. (Optional) revisions may be made based upon staff report findings.

30-45 days

Formal Site Plan Review
Planning Commission convenes to review site plan according to Sec. 15.03 of the Zoning Ordinance. Final Approval for Site Plan is given by Planning Commission.

30-60 days (based upon project)

Application for City for Building Permit
If Site Plan is approved without any additional approvals required then the applicant can submit building permit application to Building Department.

Special Land Use Approval (If Needed)
Once Site Plan is Approved a Special Land Use may be required based upon the Zoning District. Working with City Staff will help these processes run parallel.

Zoning Board of Appeals Variance (If Needed)
Elements of the Site Plan may require variances from the Zoning Code. These are evaluated on a case by case basis.

7-10 days

Permit Approval
Construction documents are amanded based upon any conditions made during Site Plan Review, Special Land Use Approval, or Variance requests.

BEGIN CONSTRUCTION