



City of Plymouth, Michigan

Guide to Development

**Last Updated:
January 2021**

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Contact Information

City Hall

201 S. Main Street Plymouth, MI 48170

Phone: 734-453-1234

Open: Monday through Friday, 8:00 AM to 4:30 PM

Community Development Office

201 S. Main Street Plymouth, MI 48170 – Second Floor

Phone: 734-453-1234 ext. 232 Fax: 734-455-1824

Open: Monday through Friday, 8:00 AM to 4:30 PM

John Buzuvis, Community Development Director

Email: jbuzuvis@plymouthmi.gov Office: 734-453-1234 ext. 222 Cell: By request

Responsibilities: Zoning Administrator, economic development, brownfield development, pre-application meeting attendance, PC and HDC liaison

Greta Bolhuis, AICP, Assistant Community Development Director

Email: gbolhuis@plymouthmi.gov, Office: 734-453-1234 ext. 224 Cell: By request

Responsibilities: Zoning compliance, internal site plan review, ZBA liaison, tree planting and removal

Brent Strong, Building Official

Email: bstrong@plymouthmi.gov, Office: 734-453-1234 ext. 229 Cell: 734-323-5613

Responsibilities: Construction plan review, building permits and inspections

Police Department

201 S. Main Street Plymouth, MI 48170 – First Floor

Al Cox, Police Chief

Email: acox@plymouthpolice.org, Office: 734-453-1234 ext. 226

Responsibilities: Liquor license review

Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170

Phone: 734-453-7737 ext. 0 Fax:

Open: Monday through Friday, 8:00 AM to 4:30 PM

Chris Porman, Director of Municipal Services

Email: cporman@plymouthmi.gov, Office: 734-453-7737 ext. 108

Responsibilities: Traffic Control Administrator, water and sewer, streets, solid waste, snow and ice

Adam Gerlach, Assistant Director of Public Utilities

Email: agerlach@plymouthmi.gov, Office: 734-453-7737 ext. 100

Responsibilities: Water and sewer, tree planting and removal

Fire Department

Headquarters – Station 1: 215 W. Main Street Northville, MI 48167

Open: 8:00 AM to 4:30 PM

Cpt. Matthew Samhat, Fire Marshal

Email: msamhat@ci.northville.mi.us Phone: 248-449-9920

Responsibilities: Fire alarm review and inspection, fire suppression review and inspection

Consultants

Direct contact of City consultants is strictly prohibited. Community Development staff is happy to contact consultants, if necessary, on your behalf.

Sally Elmiger, Carlisle-Wortman Associates – Planning Consultant

Responsibilities: Pre-application meeting attendance, site plan review

Shawn Keough, Wade Trim – Engineering Consultant

Responsibilities: Stormwater management, underground utilities, site plan review

Boards and Commissions

Planning Commission (PC) – 9 members

Meets: Second Wednesday at 7:00 PM, 201 S. Main Street Plymouth, MI 48170 – Second Floor Commission Chambers

Responsibilities: Site plan review, special land use review, rezoning review, planned unit development (PUD) review, zoning ordinance amendments

Governed by Michigan Planning Enabling Act, Michigan Zoning Enabling Act, and Plymouth Ordinance Chapter 2 and Section 18-26 through 18-36.

Historic District Commission (HDC) – 7 members

Meets: First Wednesday at 7:00 PM, 201 S. Main Street Plymouth, MI 48170 – Second Floor Commission Chambers

Responsibilities: Review exterior changes within the district, enforce Kellogg Park Historic District ordinance

Governed by Michigan Local Historic Districts Act, Plymouth Ordinance Chapter 2 and parts of Section 18, Article XIII.

Zoning Board of Appeals (ZBA) – 5 members

Meets: First Thursday at 7:00 PM, 201 S. Main Street Plymouth, MI 48170 – Second Floor Commission Chambers

Responsibilities: Quasi-judicial board that reviews requests for deviation from the zoning ordinance

Governed by Michigan Zoning Enabling Act, Plymouth Ordinance Chapter 2, and Zoning Ordinance Chapter 78, Article XXVIII.

Approval Authorities

The following Boards are required to approve projects:

Site Plan Review – Planning Commission

Special Land Use Review – Planning Commission; only City Commission for rooftop dining

Expansion of Liquor Licenses – City Commission

Rezoning and Conditional Rezoning – Planning Commission then City Commission

Planned Unit Development – Planning Commission then City Commission

Variance – Zoning Board of Appeals

Meeting Dates

Deadlines are generally the third Monday the month before the meeting, Planning Commission meets the second Wednesday of the month at 7:00 PM. If you are already in the PC review process you may submit application and paperwork up to two weeks after the PC meeting you have attended.

Planning Commission 2021	
Deadline at 12:00 PM	Meeting at 7:00 PM
Monday, December 21, 2020	Wednesday, January 13, 2021
Monday, January 18, 2021	Wednesday, February 10
Monday, February 15	Wednesday, March 10
Monday, March 22	Wednesday, April 14
Monday, April 19	Wednesday, May 12
Monday, May 17	Wednesday, June 9
Monday, June 21	Wednesday, July 14
Monday, July 19	Wednesday, August 11
Monday, August 16	Wednesday, September 8
Monday, September 20	Wednesday, October 13
Monday, October 19	Wednesday, November 10
Monday, November 15	Wednesday, December 8
Monday, December 20, 2021	Wednesday, January 12, 2022

Historic District Commission 2021	
Deadline at 12:00 PM	Meeting at 7:00 PM
Monday, December 21, 2020	Wednesday, January 6, 2021
Monday, January 18, 2021	Wednesday, February 3
Monday, February 15	Wednesday, March 3
Monday, March 22	Wednesday, April 7
Monday, April 19	Wednesday, May 5
Monday, May 17	Wednesday, June 2
Monday, June 21	Wednesday, July 7
Monday, July 19	Wednesday, August 4
Monday, August 16	Wednesday, September 1
Monday, September 20	Wednesday, October 6
Monday, October 18	Wednesday, November 3
Monday, November 15	Wednesday, December 1
Monday, December 20, 2021	Wednesday, January 5, 2022

Zoning Board of Appeals 2021	
Deadline at 12:00 PM	Meeting at 7:00 PM
Wednesday, December 16, 2020	Tuesday, January 7, 2021
Wednesday, January 13, 2021	Thursday, February 4
Wednesday, February 10	Thursday, March 4
Wednesday, March 10	Thursday, April 1
Wednesday, April 14	Thursday, May 6
Wednesday, May 12	Thursday, June 3
Wednesday, June 9*	Thursday, July 1*
Wednesday, July 14	Thursday, August 5
Wednesday, August 11	Thursday, September 2
Wednesday, September 15	Thursday, October 7
Wednesday, October 13	Thursday, November 4
Wednesday, November 10	Thursday, December 2
Wednesday, December 15, 2021	Thursday, January 6, 2022

*May be moved due to holiday

City Commission 2021	
Meeting at 7:00 PM	Meeting at 7:00 PM
Monday, January 4, 2021	Tuesday, July 6
Monday, January 18	Monday, July 19
Monday, February 1	Monday, August 2
Monday, February 15	Monday, August 16
Monday, March 1	Tuesday, September 7
Monday, March 15	Monday, September 20
Monday, April 5	Monday, October 4
Monday, April 19	Monday, October 18
Monday, May 3	Monday, November 1
Monday, May 17	Monday, November 15
Monday, June 7	Monday, December 6
Monday, June 21	Monday, December 20

Pre-Application Meeting Procedures

A pre-application meeting is required to review your project with the Community Development Director and Planning Consultant. This meeting allows an applicant to propose their concept and get general feedback on its feasibility. During the meeting we ask that you please bring as much of the following information as possible: a boundary survey (with setback dimensions), current and/or proposed floor plans, current and/or proposed site plans (with setback dimensions), current and/or proposed building height, current and/or proposed number of parking space on the site, current and/or proposed landscaping areas (buffers, parking lot islands, etc.)

City Strategic Plan

Every year in January the City Commission meets with the City Manager and department heads to discuss the future of the City. The discussion began in January 2017 by identifying what the City would look like in 2022 (five years in the future). The discussion developed a shared vision for the City's future concluding in four goal

areas and one-year objectives. The one-year objectives are reviewed with the full group annually in January for what was accomplished, what needs to be carried over to the next year, and what needs to be added.

[2020 Strategic Plan](#)

Master Plan

The City's Master Plan is hosted on the City's website. The Master Plan is the guiding document for development in the City. The Master Plan should be reviewed and referenced in every site plan, planned unit development (PUD), and rezoning project.

[Master Plan](#)

Additional Plans

Downtown TIF Plan (2006)

Kellogg Park Concept Plan (Tentatively 2020)

[Future Land Use Map \(2018\)](#)

[Sub Area Plans \(2018\)](#)

Zoning Ordinance

The City's Zoning Ordinance is hosted on Municode. The Zoning Ordinance regulates land use, building size and height, how close a building can be to front, side, and rear property lines, and other site amenities like landscaping, parking, signage, etc.

[Zoning Ordinance](#)

Zoning Map

There are fifteen (15) different zoning districts within the City. The Zoning Map is available on the City's website.

[Zoning Map](#)

Zoning Table of Uses

The zoning use matrix lists the generalized land uses that may be established within the City's various zoning districts. Uses are noted as "P" which means the use is permitted by right, "S" which means special land use (which requires Planning Commission approval and may have additional conditions), and a blank space which means that use is prohibited from being established in that district.

[Zoning Use Matrix](#)

Notification Procedures

Depending on the nature of your project, a public hearing and neighbor notification may be required. In those projects, a notice will be published in a newspaper of general circulation at least fifteen (15) days before the hearing. Additionally, every property owner within 300 feet of the boundary of the subject property will be notified of the project. The notice shall do the following: describe the nature of the project, identify any property that is the subject of the project, state when and where the project will be considered, indicate when and where written comments will be received about the project.

Land Use Application

Fee Schedule

The following fee schedule was last updated May 21, 2019. The full fee schedule is [available online](#).

Building Permit Fees

Plan Review Fees

Residential New Single, Two-Family	\$300.00	
Residential New, Multiple (per unit)	\$50 per unit	\$300 Min.
Residential Addition, Remodel, Interior Finish greater than or equal to \$100,000	\$200.00	
Residential Addition, Remodel, Interior Finish less than \$100,000	\$75.00	
Accessory Structure	\$75.00	
Commercial/Industrial New Building, Addition, Remodel, Interior Finish	\$.15 per SF	\$100 Min.

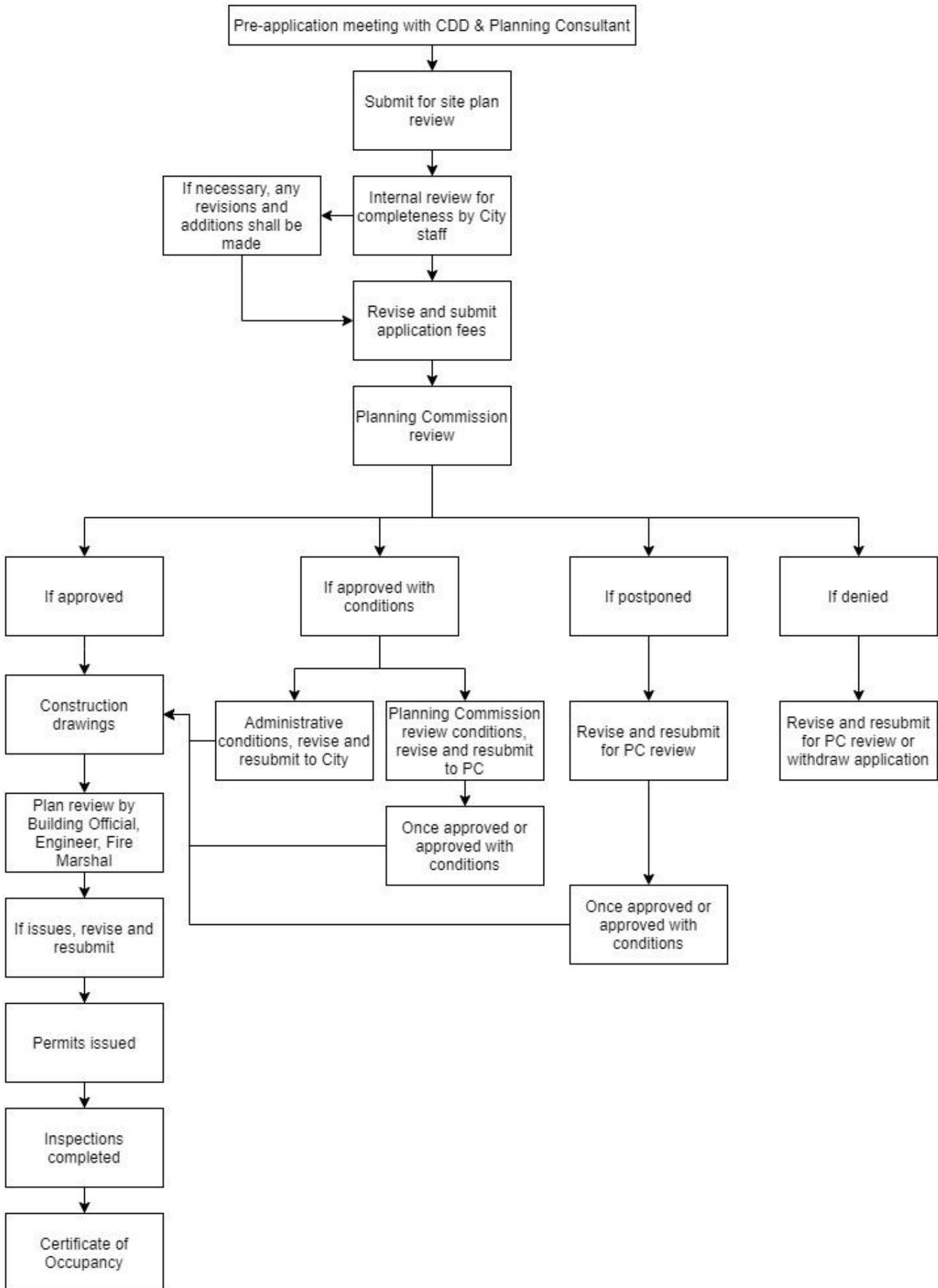
New Construction, Addition, Alteration Fees

Residential Dwelling, New Build, Addition, Remodel, Interior Finish	\$100.00	Plus \$12/\$1,000
Commercial/Industrial New Building, Addition, Remodel, Interior Finish	\$100.00	Plus \$15/\$1,000

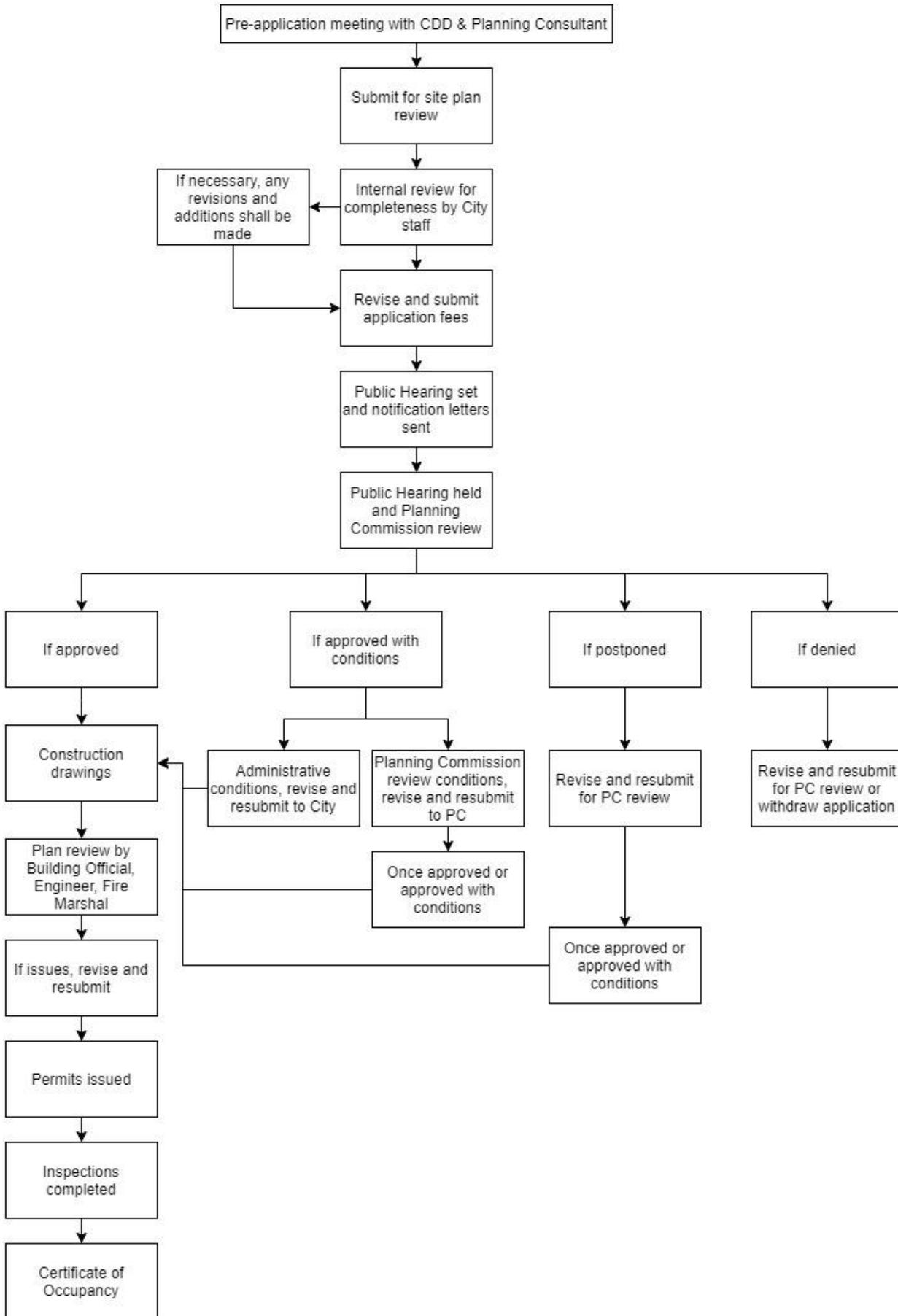
Planning and Zoning Fees

Pre-application Meeting with Planning Consultant and Community Development Director	\$325.00	
Pre-application Meeting with Building Official	\$100.00	
Site Plan Review (includes initial review and one revision)	\$1,500.00	Plus \$50/acre or fraction thereof
Subsequent Site Plan Review (after initial and one revision)	\$750.00	
Minor Site Plan Review	\$500.00	
Ann Arbor Road Corridor Sign Review	\$400.00	Per sign
Planned Unit Development (PUD) Preliminary Plan (includes initial review and one revision)	\$2,000.00	Plus \$50/acre or fraction thereof
Planned Unit Development (PUD) Final Plan (includes initial review and one revision)	\$1,750.00	
Subsequent Planned Unit Development (PUD) Review	\$750.00	
Special Land Use Approval (may be assessed in conjunction with site plan review fees)	\$600.00	
Special Planning Commission Meeting (in addition to application fee)	\$800.00	
Rezoning	\$750.00	
Zoning Ordinance Text Amendment	\$700.00	
Zoning Board of Appeals Application (Single Family Residential)	\$250.00	
Zoning Board of Appeals Application (Multi-family and Non-Residential)	\$500.00	
Special Zoning Board of Appeals Meeting (in addition to application fee)	\$250.00	
Zoning Verification Letter	\$40.00	
Final Site Requirement Review (Single Family Residential)	\$150.00	
Final Site Requirement Review (Multi-family and Non-Residential)	\$50.00	Per acre, \$200 Min.
Lot Split, Land Division, or Land Recombination	\$100.00	Per parcel
Building Board of Appeals Application	\$250.00	

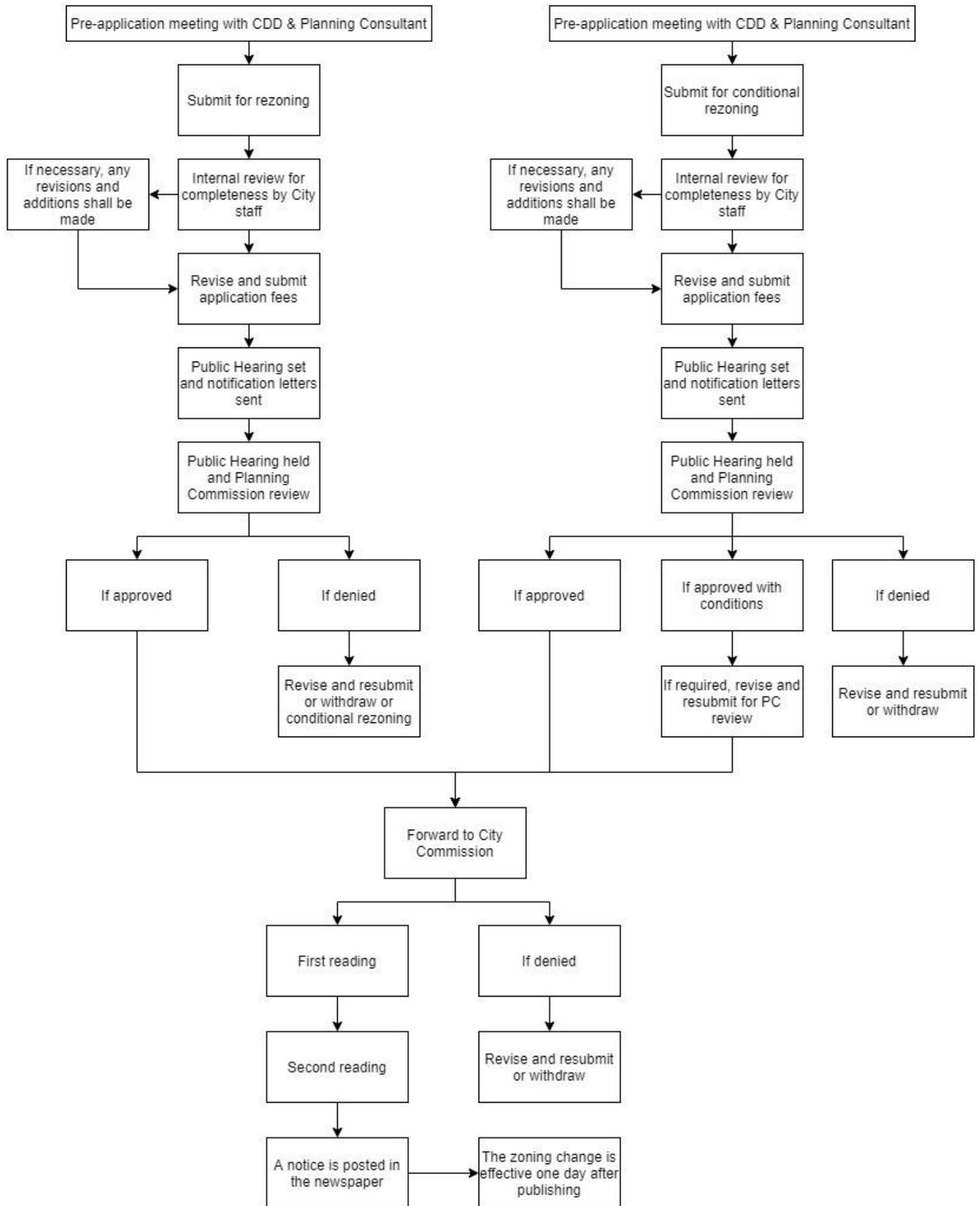
Site Plan Review Flowchart



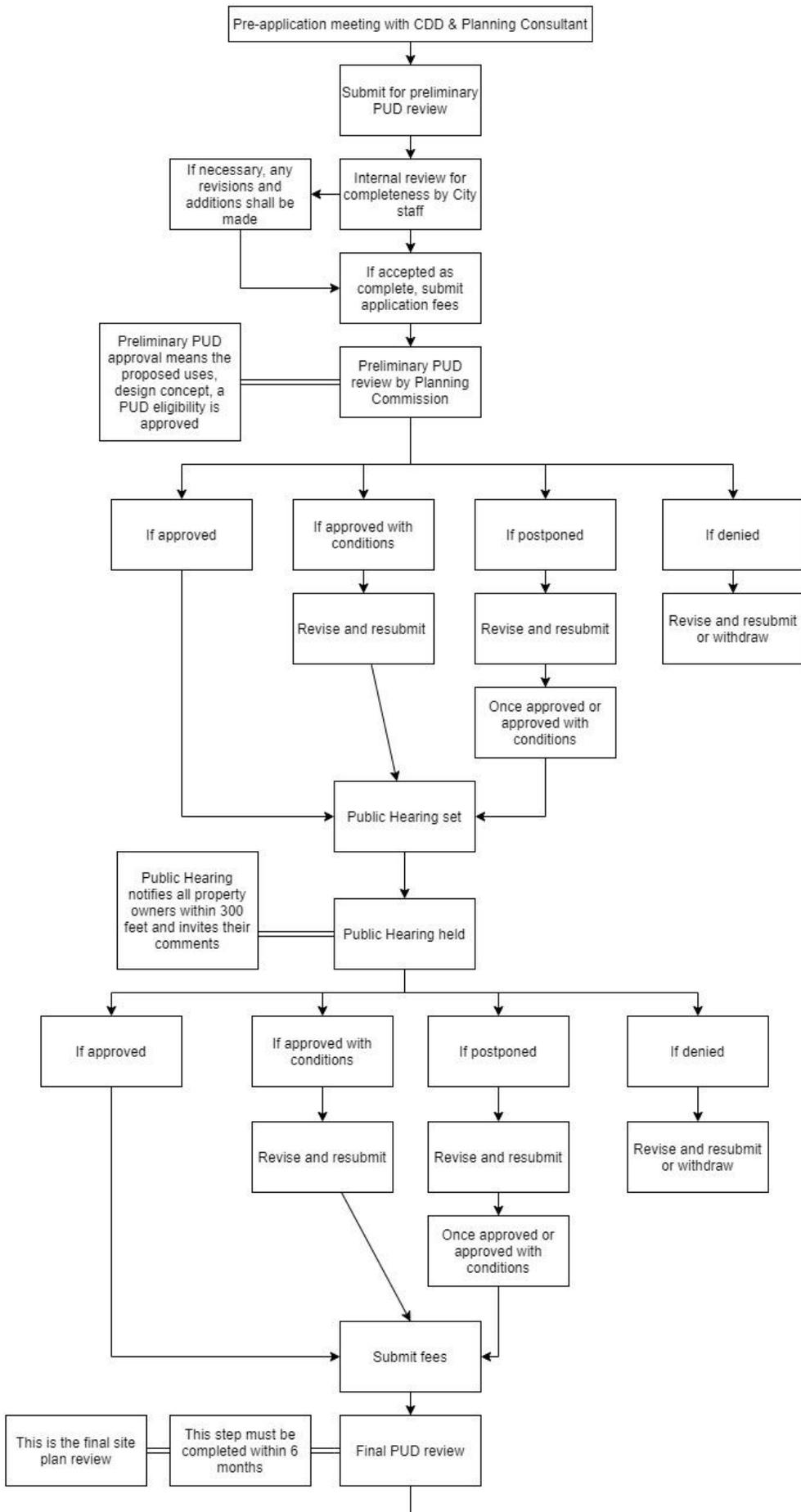
Special Land Use Flowchart



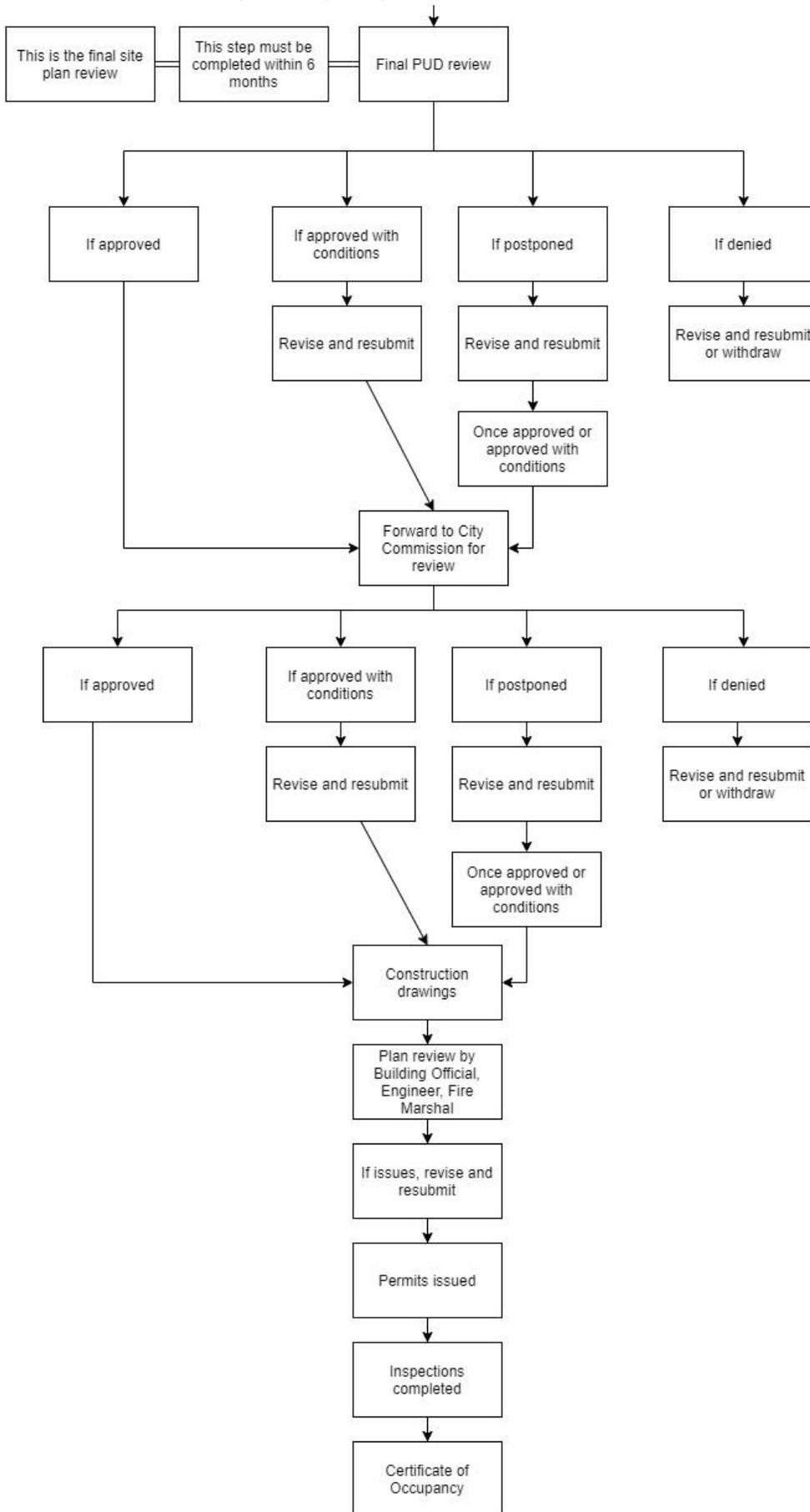
Rezoning and Conditional Rezoning Flowchart



Planned Unit Development (PUD) Flowchart Part 1



Planned Unit Development (PUD) Flowchart Part 2



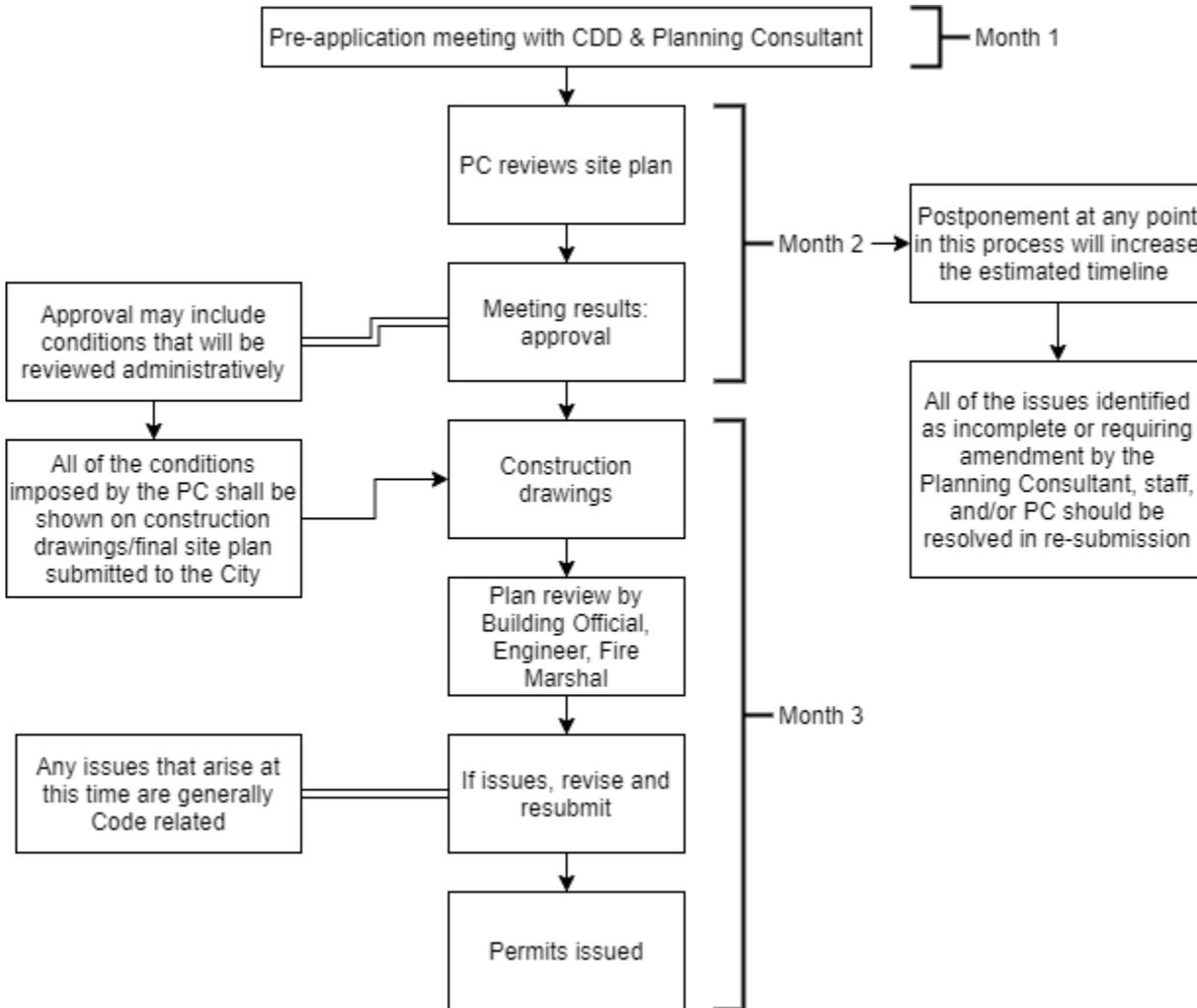
Meeting Procedures

All Boards and Commissions follow Robert's Rules of Order. At the Planning Commission meeting, the applicant is given time to present the project. Presentation may include sample materials, presentation boards, PowerPoint, and other relevant presentation tools. The public is encouraged to comment on all projects. The Board may ask the applicant questions and then will publicly discuss the project amongst themselves.

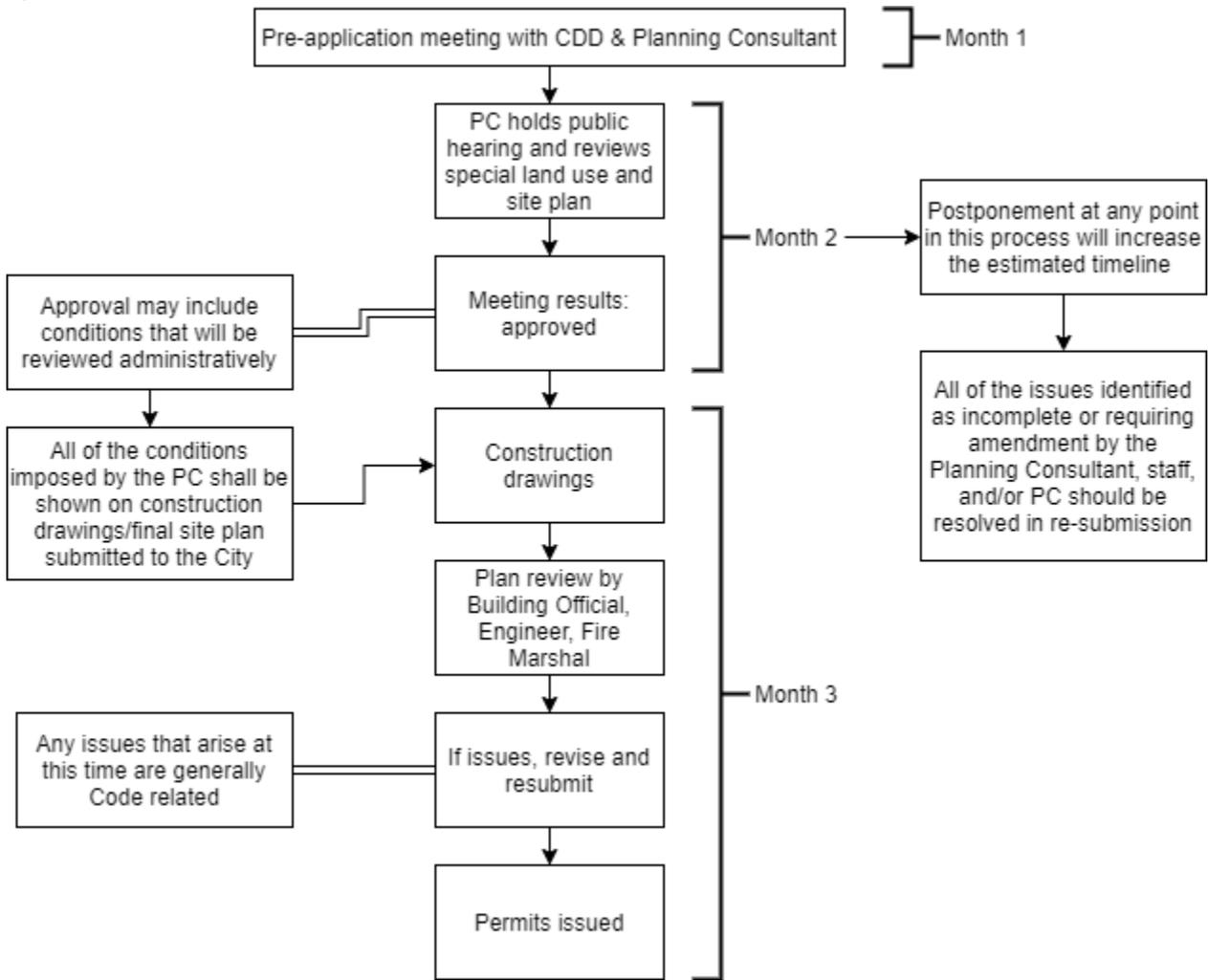
Approval Timelines

The amount of time it takes for a project to move through the approval steps depends greatly on the project and your design team. The following timelines are intended to give an estimated time frame (in months) for how long approval of each type of project may take.

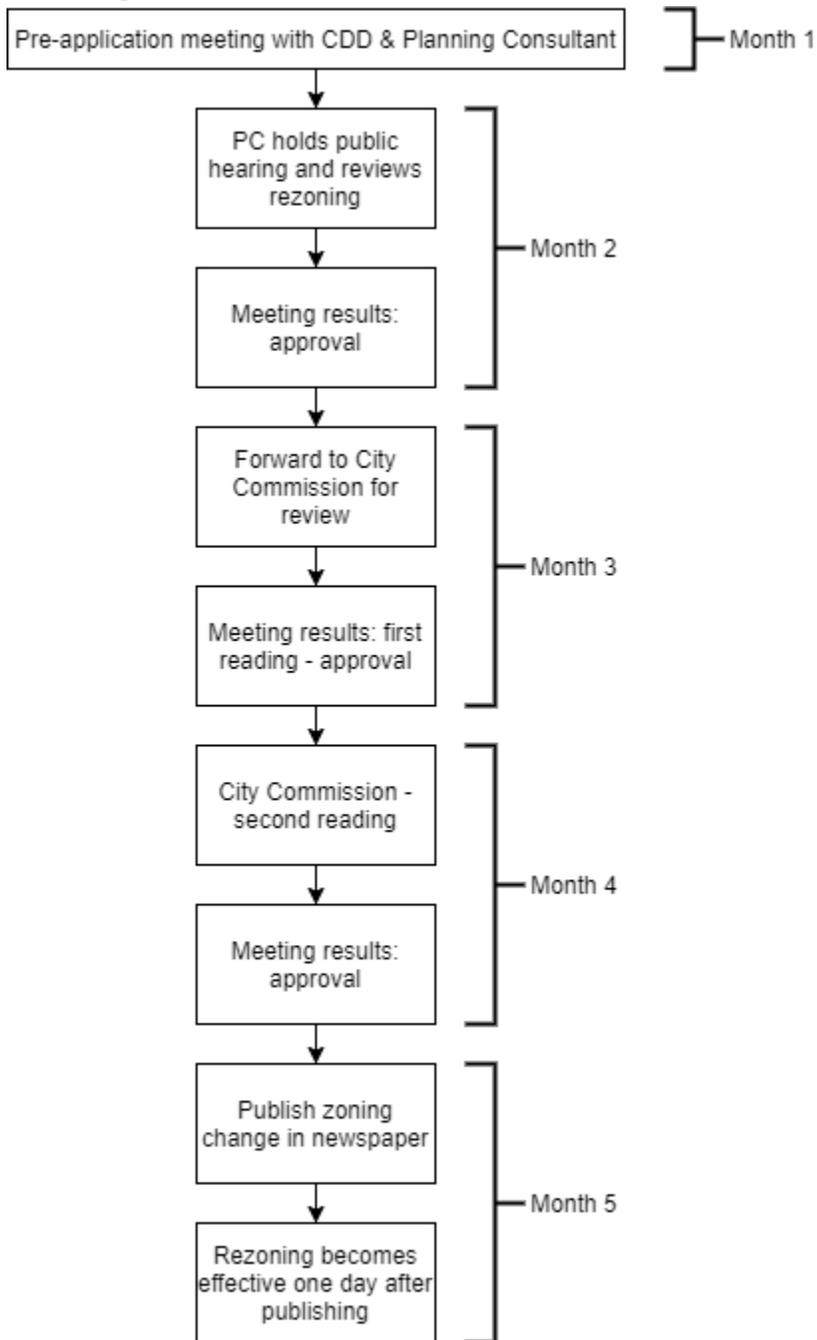
Site Plan Review Timeline



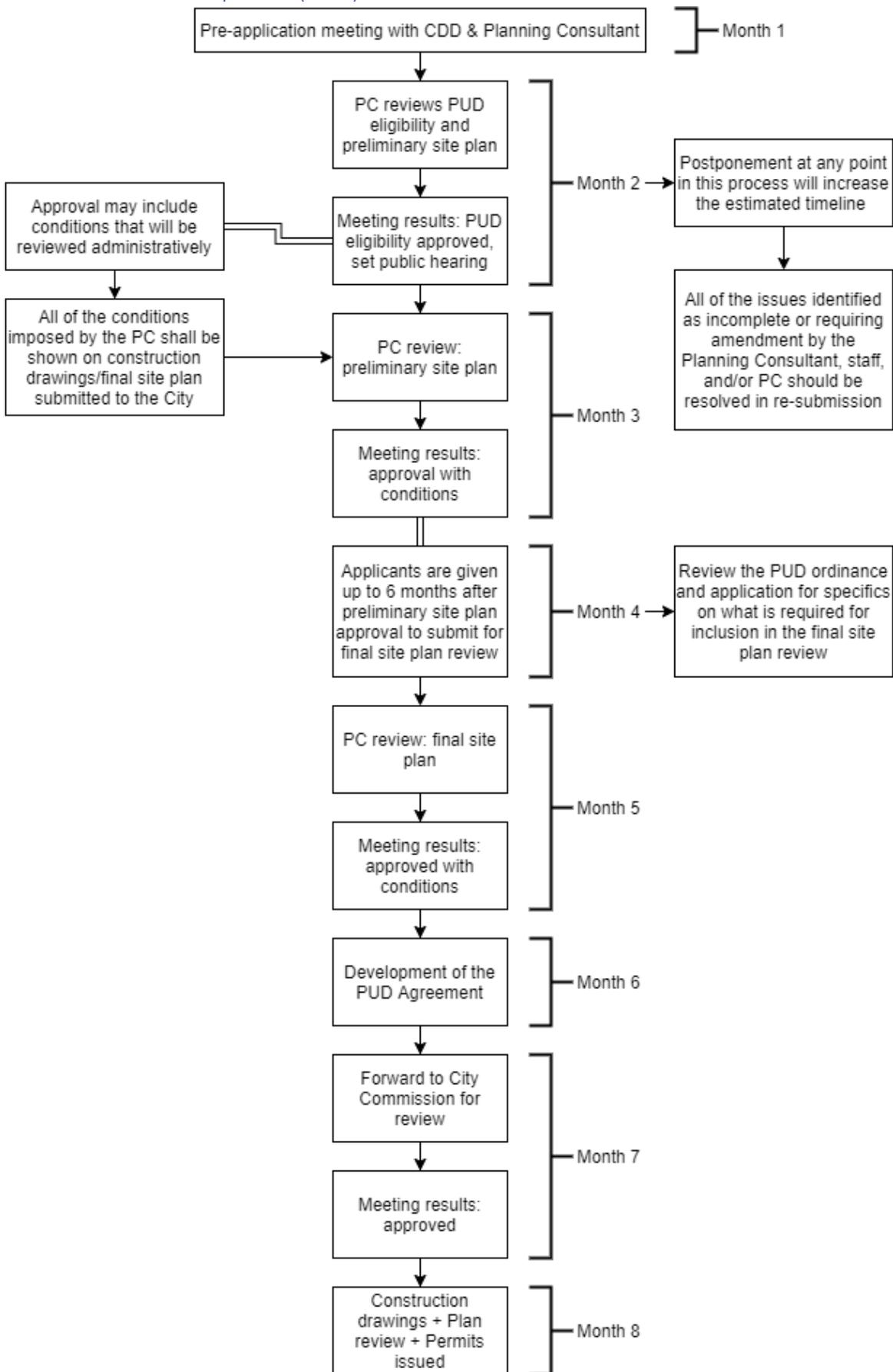
Special Land Use Review Timeline



Rezoning Timeline



Planned Unit Development (PUD) Timeline



Relevant Ordinances

It is suggested that you familiarize with the following ordinances, that are applicable to your project:

[Single Family](#)

[Multi-Family](#) + [Density Requirements](#)

[Parking](#)

[Landscaping](#)

[Screening/Fencing](#)

[Lighting](#)

[Permitted and Special Land Uses \(Depends on zoning district\)](#)

[Planned Unit Developments \(PUD\)](#)

[Site Plan Review](#)

[Rezoning](#) + [Conditional Rezoning](#)

[Grading](#)

[Schedule of Regulations – Height and setbacks](#)

Minor Site Plan Review Application

Minor site plan review is reserved for small development projects that may not require full site plan review. A minor site plan review may be applied for when one of the five criteria listed in [Section 78-251](#) is met.

[Application](#)

Site Plan Review Application

The requirements of a complete site plan application include the elements listed in [Section 78-248](#) and within the site plan review application, below.

Applicants applying for a site plan review should be aware of the steps outlines and the approximate timeline listed above.

[Application](#)

Special Land Use Application

Applicants applying for a special land use review should be aware of the steps outlines and the approximate timeline listed above.

[Application](#)

Rezoning Application

Applicants applying for rezoning should be aware of the steps outlines and the approximate timeline listed above.

[Application](#)

Variance Request Application

Most applicants applying for a variance will receive a judgment during the meeting their application is presented.

[Application](#)

Special Meetings

Special meetings are available for an additional fee. Special meetings can be coordinated through Community Development staff. We require two weeks' notice to coordinate special meetings. We request three potential meeting dates that do not conflict with other normally scheduled meetings (City Commission, DDA, HDC, ZBA). That way we can give our volunteer board members the best opportunity to have a full board present.

Financial Assistance

At this time, financial assistance is not provided by the City. However, many State agencies including MEDC, EGLE, and others have provided financial assistance in past projects.

Permitting

Building and trade permits may be obtained in the Community Development Department. Most permit reviews are conducted in-house by our Building Official. When applicable, most trade plan reviews are conducted in-house by our Electrical Inspector, Mechanical Inspector, and/or Fire Marshal. Plan reviews generally take ten business days after complete plans are submitted. Plans that are incomplete or incorrect will be returned to the applicant for correction. The final approved plans must be submitted in a compatible digital format.

Inspections

Building inspections occur on Mondays, Wednesdays, Thursdays, and Fridays. Electrical, mechanical, and plumbing inspections occur on Mondays, Wednesdays, and Fridays. Once every permit has passed the final inspection approved the Building Official will issue the final Certificate of Occupancy.