



# Director Review

## LIHTC Application Zoning Compliance/Site Plan Review

The approval resolution will be specific to the proposed use and general layout. The approval will be subject to several conditions, including the following:

- *That a final grading, landscape, lighting, stormwater and soil erosion plan be submitted with the Land Use Development Services (LUDS) application for all phases of the proposed project, to be approved by the Planning Director and all other applicable City departments.*
- *That the submitted architectural/building elevation drawings are approved in concept and that final architectural/building elevation drawings shall be reviewed and approved by the Planning Director prior to the issuance of the building permit.*

While every effort is made to thoroughly vet the submitted plan, please be aware that some changes may be required once a more complete package has been submitted for LUDS permit review.

**Signed Application Form**

Complete pages 2 - 3 of the application form.

The application must be signed by the applicant and the property owner (if different).

**Description of Project** (Use letterhead if possible.)

Written description of the proposed use, site and/or building layout, building and structure design information, current environmental conditions, and/or other information pertinent to the request.

**Site Plan**

Dimensioned plan showing building setbacks from lot lines, parking calculations, and greenspace calculations.

**Building Elevations (conceptual)**

Building height, number of stories, and materials must be noted.

**Floor Plans**

Include dwelling unit count and area of commercial space, if applicable.

**Fee: \$1,166**

Payment options:

- Check (payable to City of Grand Rapids)
- Credit card in person at Development Center
- Credit card by phone by calling (616) 456-4100

*The fee will help offset the cost of staff time used to review the plans and generate the necessary documents for your LIHTC application. The Planning review fee associated with the project's LUDS permit will be waived.*

**Plan Submittal**

- One (1) paper copy (8½" x 11" or 11" x 17")
- One (1) digital copy in PDF format  
(CD, flash drive, cloud storage, or email to [planning@grcity.us](mailto:planning@grcity.us))