



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 85-02	DATE: 5/23/85
REVISIONS: 8/91; 6/25/93	
ISSUED BY: City Manager	SIGNED <i>W. M. F. - 10/23/85</i>

SUBJECT: DEVELOPMENT REVIEW PROCEDURES

PURPOSE: To establish within the City's administrative code staff review procedures for development and redevelopment proposals requiring review under the Zoning Ordinance, and staff review procedures for land platting requests requiring review under the Subdivision Ordinance.

POLICY:

A. Generally, there are five different situations where development review either are required by City Code, or are warranted because of project scale, project design considerations, or developmental impacts:

1. For zone district change to PUD Planned Unit Development District
2. To meet Zoning Code requirements for site plan review for certain uses in various zone districts
3. In processing special or permitted-with-approval uses
4. In processing uses in transitional zones
5. In processing subdivision plats

B. Two copies of applications for rezoning, special use, or other development review shall be distributed as follows:

1. One copy to the Planning Department
2. One copy to the City Engineer

C. Four copies of subdivision plats shall be distributed as follows:

1. One copy to the City Clerk
2. One copy to the Planning Department
3. One copy to the City Engineer
4. One copy to the City Assessor

D. The Planning Department shall be responsible for processing these applications and plats and shall adhere to the following procedure:

1. A meeting shall be called of the following departments and agencies to review subdivision plats as provided under the Subdivision Regulations, or plans for PUD, multiple housing development, office parks, shopping centers, industrial parks, and such other development or redevelopment as is required by the Zoning Code:

Assessor's Department
Engineering Department
Fire Department
Grand Rapids Area Transit Authority
Parks Departments
Planning Department
Police Department
Traffic Safety Department
Utilities Department
Zoning Enforcement Office

2. Each reviewing body shall review a development plan or plat to determine design problems in relation to the carrying out of respective departmental or agency functions and to the feasibility of providing City or other public services.
3. All reviewers may not have an interest in every specific development proposal. These reviewers shall inform the Planning Department that they have no interest and they need not participate in that review.
4. Meeting notes shall be taken recording reviewer comments which shall be made part of the application file.
5. Planning staff, in communicating with the Planning Commission, shall inform them of review comments and steps taken to resolve identified problems.

E. As stated in paragraph D2, the purpose of the review is to determine the feasibility of the design solution. With respect to the Zoning Code, preparation of final engineering and architectural plans should await final City action on a development or redevelopment proposal.

- F. When the review procedures of Section D are complete, the Planning staff shall proceed with processing the application before the Planning Commission and, where appropriate, the City Commission.
- G. Significant change of an approved plan, under the Zoning Code, generally shall follow the same procedures. Reduction in lot sizes of a plat will require replatting, involving original review procedure.