



# Director Review



The Director Review process is intended to provide a streamlined review process for eligible projects to determine compliance with the Zoning Ordinance. These projects are reviewed at an administrative, or staff level, instead of by an appointed board such as the Planning Commission.

Director Review is required for the following:

- Uses listed as Director Review in Article 9 Use Regulations, such as a restaurant with alcohol service.
- Any proposed project that is regulated by the Zoning Ordinance but does not qualify for a Counter Review and is not subject to other reviews, such as Group Childcare Homes.

Upon receipt of an eligible, complete application, the application will be reviewed by Planning Department staff. Staff may contact the applicant with questions, request additional information, or may advise the applicant on changes or revisions to the application and submittals.

The findings of the Director Review, which may include conditions of approval, will be sent to the applicant in writing within fourteen (14) days of the final determination. Director Review decisions may be appealed to the Board of Zoning Appeals.

Please note that permits cannot be issued for any building or site activity until the Director Review is completed. The use must commence within one (1) year of issuance of a Director Review approval.

The Director shall have the option of requiring any plan to undergo a Site Plan Review by the Planning Commission even where deemed eligible for a Director Review if the scale or effect of the project is deemed to be significant enough to warrant the review of the Planning Commission.

The full text of relative to Director Review eligibility, process and requirements can be found in Zoning Ordinance Section 5.12.16.B.



## Application

# Director Review

## A. PROPERTY AND PROJECT INFORMATION

Property Address(es) \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_ Zone District \_\_\_\_\_

Current use of property \_\_\_\_\_

Purpose of Director Review:

Alcohol service or sales (*check all that apply*)

- ☐ Restaurant with alcohol (new or expansion)
- ☐ Expansion of existing bar
- ☐ New outdoor service within public ROW
- ☐ Expansion of an existing outdoor service area on private property
- ☐ SDM license in association with restaurant
- ☐ SDM/SDD for facility over 25,000 sq. ft.

☐ LIHTC zoning compliance/site plan review

☐ Group childcare home

☐ Cannabis facility

☐ Grower

☐ Processor

☐ Co-located retailer

☐ Safety Compliance Facility

☐ Secure Transporter

☐ Other \_\_\_\_\_

## B. APPLICANT INFORMATION

### 1. Applicant

Identify the person or organization requesting the Director Review:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### 2. Applicant Interest

The applicant must have a legal interest in the subject property:

- ☐ Property Owner
- ☐ Purchaser by Option or Purchase Agreement
- ☐ Purchaser by Land Contract
- ☐ Lessee/Tenant

### 3. Property Owner ☐ Check here if Applicant is also Property Owner

Identify the person or organization that owns the subject property:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### 4. Agent

Identify any person representing the property owner or applicant in this matter:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_

Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

E-Mail \_\_\_\_\_



# Director Review

## C. REQUIRED APPLICATION ATTACHMENTS

- ☐ **1. Description of Project** (Use letterhead if possible.)  
Written description of the proposed use, the site and/or building layout, building and structure design information, parking calculations, current environmental conditions, hours of operation, number of employees, and other information pertinent to the request.  
*Please refer to the Checklist at the end of this application for requirements for specific uses.*
- ☐ **2. Site Plans, Building Elevations and Floor Plans**  
Enclose the relevant plans and documentation required for your proposed use.  
*Please refer to the Checklist at the end of this application for requirements for specific uses.*

## D. REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Grand Rapids review this application and related required documents and site plans as provided in Article 12 of the Grand Rapids Zoning Ordinance. The applicant further affirms and acknowledges the following:

- ☐ That the applicant has a legal interest in the property described in this application.
- ☐ That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.
- ☐ That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- ☐ That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- ☐ If also the owner, the applicant grants the City of Grand Rapids staff the right to access the subject property for the sole purpose of evaluating the application.

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If the applicant is not the property owner, the property owner must read and sign below:**

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

- ☐ Is/are aware of the contents of this application and related enclosures.
- ☐ Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Grand Rapids.
- ☐ Grants the City of Grand Rapids staff the right to access the subject property for the sole purpose of evaluating the application.

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



## Application Checklist

# Director Review

## Outdoor Seating with Alcohol Service (Sections 5.9.05. and 5.9.24.)

To qualify for Director Review, the proposed or expanded outdoor seating area:

- ☐ Must be within the public right-of-way at ground level; (or)
- ☐ May be expanded by less than 20% in seating capacity and/or area, if located on private property, --and--
- ☐ Must cease operation by 10:00 p.m. on Sunday-Thursday and 11:00 p.m. on Friday-Saturday.

The following items are required for a complete Director Review application. Incomplete applications will be returned.

### ☐ Signed Application Form

### ☐ Description of Project (Use letterhead if possible.)

The written description shall include:

- ☐ Hours of operation
- ☐ Occupancy/seating capacity
- ☐ Parking calculation and number of parking spaces

### ☐ Operations Management Plan

The plan must detail how the operator will manage the facility during operation, ensure the security of the patrons both inside and outside the facility, and ensure the appropriate management of the liquor license(s). A Crime Prevention through Environmental Design (CPTED) analysis may be required by the Police Department part of the plan.

### ☐ Copy of MLCC licenses/permits or application to MLCC indicating requested licenses/permits

### ☐ Site Plan

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

### ☐ Floor Plan (including floor area)

### ☐ Encroachment Permit (if located in public right-of-way)

### ☐ Fee (FY2026): \$1,220

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

### ☐ Plan Submittal

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