



# 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 Land Contract
- Purchaser by Option or Purchase Agreement
- 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

### 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 (FY2025): \$1,399**

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