

General Notes

- Contact Phil Kerns 989-652-3430 ext 111 for pre application meeting
- Applications must contain your site plan sketches and the correct check made out to the city.
- The full list of fees can be found on the City's website under the Government tab in "Forms, Links, and Applications".
- The ZBA meets as needed; Planning Commission meets the 4th Tuesday of the month; Historic Preservation District Commission meets as needed.
- Please be sure to review the ordinances found on the website's Zoning Page to ensure that your application contains the requirements set by the City Code.

For applications, please:

1. Go to the website:

http://www.frankenmuthcity.com/government/helpful_forms_and_applications.php

2. Contact Phil Kerns via 989-652-3430 ext 111 or pkerns@frankenmuthcity.com

3. Contact the government office at 240 W. Genesee Street Frankenmuth, MI 48734-1398 or (989) 652-9901)

Step 1

Applicant submits the application with relevant information.

Step 2

The commission meets within fifteen (15) days after notification by the Building Inspector of the filing.

Step 3

Commission confers with the inspector and/or applicant to make any modifications. The failure to approve or disapprove within forty-five (45) days deems to constitute approval

Step 4

After approval has been issued from the commission, the Building Inspector inspects any alterations made to the application.

Step 5

If the commission denies a request for demolition permit, it must publicize the deconstruction and may find a private party or the city interested in preservation of the property. Conclusive action must be taken within sixty (60) days.

Step 6

In cases where approval is granted for reasons other than health/safety, approval shall not be effective until sixty (60) days after issuance date.

Notes:

- Actions of the Historic Preservation District Commission may be appealed to the City Council within 30 days of the Commission's decision.

City of Frankenmuth

240 W. Genesee Street
Frankenmuth, MI 48734-1398

Phone: (989) 652-9901

Facsimile: (989) 652-3451

Business Hours: 8am-5pm
Monday-Friday



Site Plan/Special Land Use Review Process



Step 1

Pre-application meeting

Step 2

Applicant submits the Planning Commission application

Step 3

Following staff's review of site plan application, staff contacts applicant and informs them of any needed revisions

Step 4

Applicant submits revised plan/additional information

Step 5

Upon completed site plan application, proposal is scheduled to be heard by the Planning Commission*

Step 6

Planning Commission approves or denies application.

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Business Hours: 8am-5pm
Monday-Friday

Fees:

Special Use Permit:
\$151.25

Site Plan Review:
\$89.50 (up to 1,000 sq ft)
\$137.00 (1,000-25,000 sq ft)
\$189.50 (over 25,000)

Notes:

- The Planning Commission meets on the fourth Tuesday of each month at 7:00 P.M.
- No site plan approval by the Planning Commission shall be valid for a period longer than two (2) years, unless a building permit for said project is obtained within such period and remains valid.
- Actions of the Planning Commission may be appealed to the Zoning Board of Appeals within ten (10) days of the Commission's decisions.

Zoning Board of Appeals Application

City of Frankenmuth



Step 1

Pre-application meeting

Step 2

Applicant submits Zoning Boards of Appeal application*

Step 3

All are notified via letter and the Frankenmuth News (public, applicant, and neighbors within 300”) of the date and time for the meeting.

Step 4

Zoning Board of Appeals denies or approves the request.

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Notes:

- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed.
- Notifications must be within 15 days of meeting.
- ZBA Meetings are held as needed.

*Application for a variance/appeal must be submitted a minimum of twenty-five (25) days prior to the Zoning Board of Appeal meeting

Fees:

Variance Request: \$152.50

Zoning Permit: \$46.00

Rezoning Request: \$484.00