

City of Frankenmuth Development Action

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)

Rezoning

Minimum
15 days
prior

- Publish/Notify of public hearing
- Planning commission holds public hearing
- Planning commission approves/denies/modifies

15 days
prior

- Publish/notify of second public hearing
- City Council approves/denies/modifies

Ordinance
5.22

20 days
after
adoption

- If approved, rezoning becomes effective after adoption and publication thereof

Planned Unit Development

21-91
days of
receiving
plan

- Pre-application meeting is held with Zoning Administrator
- Within 21 days of receipt of concept plan, City Manager schedules Planning Commission Meeting
- Within 21 days of meeting, report is prepared
- Within 91 days of mailing report, applicant submits pre-plan/site plan

Ordinance
5.243.2

30 days
prior to
hearing

- Copies of approved PUD Plans must be submitted to City Clerk with request of public hearing
- Public notice as follows prior to public hearing; First notice 20-30 days prior and 2nd no less than 8 days prior

Ordinance
5.243.4

Within 42
days of
hearing

- Township Board Acts on Planning Commission action (if necessary) at public hearing
- After township board action, City Council takes action

Preliminary Plat

5 days
prior to
meeting

- Pre-application meeting is held with Zoning Administrator
- Notify adjacent/adjoining property owners of pre-plat review

Ordinance
(Ch 51)
5.287

- Planning commission holds meeting to review Pre-Plat and can conditionally approve or disapprove

Ordinance
(Ch 51)
5.287

After PC
decision

- Council will not review pre-plat until Planning Commission sends recommendation thereto

Ordinance
(Ch 51)
5.287

12 months
after

- Upon council approval, subdividor may proceed
- Pre-plat does not constitute final plat approval
- Council approval is effective for 12 months

Final Plat

10 days
prior to
PC
meeting

- Final Plat is received by Zoning Administrator
- Planning Commission must notify developer if any data is omitted

Ordinance
5.29

Ordinance
5.298

Within 30
days of
submittal

- Planning commission shall examine final plat

Ordinance
5.290

After PC
decision

- Council shall review recommendations of the Planning Commission and take action

Ordinance
5.291

Site Plan Review/Special Use Request

Minimum
7 days
prior

- Pre-application meeting is held with Zoning Administrator
- Zoning Administrator forwards application to Site Plan Review Subcommittee of for review
- Publish/Notify of public hearing

Ordinance
(Ch 51)
5.203

Within 35
days of
submittal

- Planning commission moves to approve, deny, or conditionally approve with reasons sent in writing to the applicant

Ordinance
(Ch 51)
5.204 (2)

After PC
decision

- Approval is valid for a period no longer than two (2) years
- Commissions' actions may be appealed to the Zoning Board of Appeals within ten (10) days of the decision.

Ordinance
(Ch 51)
5.206

Variance Request

Prior to
the
meeting

- Pre-application meeting is held with Zoning Administrator
- Zoning Administrator must receive application 25 days prior to a ZBA meeting
- Publish/notify public hearing information

Ordinance
(Ch 51)
5.236

Within 25
days of
submittal

- Zoning Board of Appeals moves to approve, deny, or conditionally approve with decision and reasons sent in writing to the applicant

After ZBA
decision

- Permits will not exceed two (2) years in undeveloped sections of the City and for periods not to exceed six (6) months in developed sections.

Ordinance
(Ch 51)
5.234