

GUIDE TO DEVELOPMENT & DOING BUSINESS



9/12/2016

CITY OF WYANDOTTE, MICHIGAN

A guide for developers, property owners, merchants, tenants and other stakeholders.

INTRODUCTION

Our Guide to Development includes a detailed overview about how to open a business and the development review process in the City of Wyandotte, Michigan. The document explains the review process, policies, steps, and other relevant information for business owners and developers. Links to our website are provided throughout the document for easy access to forms, applications, and additional information. Please refer to the table of contents on the following page for information on specific topics of interest to you. Furthermore, the document includes contact information for appropriate staff members, organized by topic, including the name, phone number, and e-mail address for each of these staff members.

This guide is general and does not remove the responsibility of an investor to speak with staff or retain outside professional guidance. Each case is unique and may require modification of the general process. Our website, www.wyandotte.net, provides accessible forms and documents, program descriptions and links to outside sources that business owners will find helpful. The success of commercial development depends upon the cooperation and shared vision between businesses and other organizations that call Wyandotte home. This information is designed to help the property owner, merchant, and restaurateur so they may better understand the unique requirements for doing business in Wyandotte.



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CONTACT INFORMATION

Wyandotte is the perfect community for businesses of all sizes, from international corporations to the smallest start-ups. We want your business launch to be as smooth as possible. If you're unfamiliar with the City of Wyandotte procedures, we'll guide you through getting the appropriate permits and approvals. For more information on specific topics or departments you may contact the individuals listed below:

BUSINESS ASSOCIATION

The Wyandotte Business Association (WBA) is the not-for profit volunteer-run organization which coordinates Third Fridays in Wyandotte. Contact: 734-324-4514, wba@wyan.org, www.wyandottebiz.org

CITY ADMINISTRATOR

Todd Drysdale, City Administrator, 734-324-4545, tdrysdale@wyan.org

CITY CLERK

Lawrence Stec, Wyandotte City Clerk, 734-324-4560, clerk@wyan.org

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Joseph Gruber, Downtown Development Authority Director, 734-324-7298, jgruber@wyan.org, www.wyandotte.net/dda

ENGINEERING AND BUILDING

Mark Kowalewski, City Engineer, 734-324-4554, mkowalewski@wyan.org

HEALTH DEPARTMENT

Wayne County Health Department, 734-727-2000

Food licensing information: <http://www.waynecounty.com/hhs/foodlicensing.htm>

INSPECTIONS

Schedule an inspection: 734-324-4551, engineering1@wyan.org

LIQUOR LICENSES

New licenses: Michigan Control Commission, 1-866-813-0011,
http://www.michigan.gov/lara/0,4601,7-154-35299_10570---,00.html

Transfer: Complete the Certificate of Occupancy for Liquor License Transfer found at
<http://www.wyandotte.net/FrontDesk/Forms/LiquorLicenseTransferOrNew.pdf>,

734-324-4551, engineering1@wyan.org

List of escrowed licenses available: <https://www.lara.michigan.gov/llist/>

MASTER PLAN

Engineering and Building Department, City Engineer, 734-324-4554,
mkowalewski@wyan.org

OUTDOOR CAFES

Engineering and Building Department, 734-324-4551 engineering1@wyan.org.

Application: <http://www.wyandotte.net/FrontDesk/FormsOverview.asp>, 734-324-4551,
engineering1@wyan.org Outdoor cafes are covered on page 45 of this guide.

PERMITTING

Engineering and Building Department, 734-324-4551 engineering1@wyan.org

RENTALS

Engineering and Building Department, 734-324-4551 engineering1@wyan.org.

Application: <http://www.wyandotte.net/FrontDesk/Forms/CertificateOfCompliance.pdf>
, 734-324-4551, engineering1@wyan.org

RIGHT-OF-WAY

City: City Permits are required if working in the right-of-way in City Street. Contact the City Engineer at 734-324-4554.

County: County Permits are required if working in the right-of-way of Pennsylvania Road, Northline, Eureka Avenue and Biddle Avenue. Contact Wayne Country Permit Division 734-595-6504 http://www.waynecounty.com/dps/construction_permits.htm

State: State Permits are required if working in the right-of-way of Fort Street (M-85). Contact the State of Michigan, MDOT, Andrea Jones, 313-375-2402, jonesa34@michigan.gov

http://www.michigan.gov/mdot/0,4616,7-151-9625_72410---,00.html

SPECIAL EVENTS OFFICE

Special Events Coordinator, Heather Thiede, 734-324-4502, hthiede@wyan.org

SIGNAGE

Engineering and Building Department, 734-324-4551 engineering1@wyan.org.

The City's Sign Ordinance can be found in the Zoning Ordinance under Appendix A at <http://www.wyandotte.net/Departments/CommunityDevelopment/ZoningOrdinances.asp>
If you have further questions, please contact the Engineering Department at 734-324-4551. Signage is covered on page 48 of this guide.

UTILITIES

Cable/Internet/VIOP Phone: Wyandotte: Wyandotte Municipal Services, 734-324-7100, talk2wms@wyan.org, www.wyan.org

Electricity: Wyandotte Municipal Services, 734-324-7100, talk2wms@wyan.org, www.wyan.org

Natural Gas: DTE Energy, Commercial: 1-800-388-0178, Residential: 1-800-477-4747

Water: Wyandotte Municipal Services, 734-324-7100, talk2wms@wyan.org, www.wyan.org

Sewer: Engineering and Building Department at 734-324-4551 or email at engineering1@wyan.org

ZONING

Engineering and Building Department at 734-324-4551 or email at engineering1@wyan.org

BOARDS AND COMMISSIONS

Board	Responsibility	Meeting Date/ Time/Location
Beautification Commission	Wyandotte Beautification Commission is primarily responsible for landscaping of the downtown district. The Commission also maintains the Wyandotte Community Garden, which is available for rent.	2 nd Wednesday of each month at 6:00 pm City Council Chambers, 3200 Biddle Avenue
Board of Examiners of Electricians	The Board of Examiners of Electricians is a Commission appointed by City Council to settle disputes between citizens and the Electrical Inspector over an interpretation of the Code.	Meetings are scheduled as needed in the Engineering Conf. Room, 3200 Biddle Avenue
Board of Examiners of Plumbers	The Board of Examiners of Plumbers is a Commission appointed by Council to settle disputes between citizens & the Plumbing Inspector over code interpretation.	Meetings are scheduled as needed in the Engineering Conf. Room, 3200 Biddle Avenue
City Council	Governing elected legislative body with the authority to pass municipal ordinances, budgets & various other duties.	Mondays at 7:00 pm City Council Chambers, 3200 Biddle Avenue
Design Board Review	The Design Board Review Committee reviews facades/awnings/signs changes for the specified Design Review area from Van Alstyne to 3rd Street/Eureka to Ford.	Meetings are scheduled on Tuesdays at 11:30 am as needed in the Engineering Conf. Room, 3200 Biddle Avenue
Downtown Development Authority (DDA)	Develops programs, projects and events aimed at improving the downtown district: New business development, business recruitment and retention, downtown beautification, events and public improvements.	2 nd Tuesday of each month at 8:30 pm City Council Chambers, 3200 Biddle Avenue
Planning Commission (PC)	Creates and updates the Master Plan and reviews rezoning requests, site plans, subdivisions, special use permits and other land use applications.	3 rd Thursday of each month at 6:30 pm City Council Chambers, 3200 Biddle Avenue
Zoning Board of Appeals (ZBA)	Interprets and grants variances from provisions of the Zoning Ordinance; conducts hearings and resolves disputes regarding decisions of the Zoning Official.	1 st Wednesday of each month at 6:30 pm City Council Chambers, 3200 Biddle Avenue

DEVELOPMENT REVIEW PROCESS

The following pages outline the development review process. The guide describes the relevant reviewing bodies for planning and development projects in the City and includes estimated timelines for such proposals. It outlines the planning and zoning approval process and the applications and other materials needed. This is followed by an overview of the approval process of other permits and licenses necessary throughout the development project.

In addition, the document includes business assistance information and the review process for Tax Increment Financing, Personal Property Tax Abatement, Brownfield and Commercial Facilities Exemption applications and other financial incentives offered by the City of Wyandotte.



TIMELINE FOR APPROVAL

The timeline for reaching a decision for each development application depends on the schedule of the reviewing board and/or commission, public notice requirements, as well as the types of development review(s) required. Generally approvals for the following boards are as follows:

City Council: Meets weekly with the exception of election days or holidays. To be placed on the agenda, information must be received no later than 4:00 pm the Thursday prior to the Monday meeting.

Board of Examiners of Electricians: Meets as needed. Approximately two (2) weeks to schedule a meeting.

Board of Examiners of Plumbers: Meets as needed. Approximately two (2) weeks to schedule a meeting.

Design Review Board: Meets as needed. Approximately ten (10) days to schedule a meeting.

Downtown Development Authority: Meets monthly. To be placed on the agenda, information must be received no later than 5:00 pm on the Thursday prior to the Tuesday meeting.

Planning Commission: Meets monthly. Approximately three (3) weeks to schedule a meeting if the item does not require a public hearing. Approximately 1 month to schedule a meeting if the item requires a public hearing.

Zoning Board of Appeals: Meets monthly. Approximately three (3) weeks to schedule a meeting if the item does not require a public hearing. Approximately 1 month to schedule a meeting if the item requires a public hearing.

GENERAL INFORMATION

FEE SCHEDULE

Fees associated with community and economic development may be found on our website at the following link:

<http://www.wyandotte.net/Departments/CommunityDevelopment/EDAdminFeesSchedule.pdf>

MASTER PLAN

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad based policy document for the physical, economic and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions.

Prospective developers should review the Master Plan to understand how their proposed project fulfills the goals of the Plan.

Master Plan:

<http://www.wyandotte.net/Departments/Engineering/PDF/MasterPlan.pdf>

ZONING ORDINANCE

The Zoning Ordinance is the most common and often used way of regulating the use of land. Land use type, building size and location, screening, landscaping, access, design standards and signage are described in the ordinance. The purpose of the Zoning Ordinance is to carry out the land use vision of the City of Wyandotte Master Plan. Consulting the Zoning Map and Ordinance should be the first step in any development/redevelopment of any property.

Zoning Map:

<http://www.wyandotte.net/Departments/Engineering/ZoningMap.pdf>

Zoning Ordinance:

<http://www.wyandotte.net/Departments/CommunityDevelopment/ZoningOrdinances.asp>

NOTIFICATION PROCEDURES

For those development review processes which require a public hearing, the following notification requirements are outlined by the Michigan Zoning Enabling Act (PA 110 of 2008, as amended).

A notice shall be published in a newspaper of general circulation and mailed or hand-delivered to all persons owning property and occupants of property within 300 feet of the boundary of the property proposed for which approval is requested at least fifteen (15) days before the hearing.

The notice shall:

- Describe the nature of the request.
- Identify any property that is subject of the request, including all street addresses contained upon the property or other means of parcel identification.
- State when and where the request will be considered.
- Indicated when and where written comments will be received concerning this request.

LAND USE MATRIX

RA	RT	RM-1	RM-1A	RM-2	RM-3	RU	O-S	B-1	CBD	B-2	I-1	I-2	I-3	IRO	P-1	PD	BUILDING USE
																	Art gallery
																	Automotive service center
																	Bars
																	Bed & breakfast
																	Beauty shop/hair/barber
																	Business Services
																	Business Services for convenience of Industrial uses
																	Car Wash
																	Church
																	Colleges, universities, business or trade schools
																	Drive-thru establishments
																	Extended care/nursing facility/convalescent homes
																	Financial institution
																	Funeral home
																	Health clubs/commercial recreation establishment
																	Hospital
																	Hotel
																	Housing (Single family)
																	Housing (Multi-family)
																	Housing (Multi-family units within a building which also contains one or more of the principal uses permitted in the district)
																	Manufacturing facility (See Zoning ordinance for facility type requirements)
																	Motor vehicle rental
																	Motor vehicle sales
																	Museum
																	Municipal use
																	Office (See Zoning ordinance for specific types permitted)
																	Outdoor café
																	Outdoor car lots
																	Parking lots (developed as an accessory use to serve more than one business)

RA	RT	RM-1	RM-1A	RM-2	RM-3	RU	O-S	B-1	CBD	B-2	I-1	I-2	I-3	IRO	P-1	PD	BUILDING USE
																	Parking lots (available to the general public)
																	Private clubs and lodges
																	Public utility building
																	Radio & television studios and broadcasting facilities
																	Residential Townhouse
																	Restaurant (no alcohol)
																	Restaurant (licensed for the sale of alcoholic beverages)
																	Retail establishments
																	Retail establishments (licensed for the sale of alcohol)
																	Satellite dish antennae
																	Seasonal recreation units
																	Second Floor dwelling
																	Storage facilities/warehousing (See Zoning ordinance for specific requirements)
																	Theatre/Auditorium (place of assembly)
																	Two family dwellings
																	Veterinary clinic



Permitted



Requires special use permit



Not permitted

Note: This chart is intended for use as a general guideline and does not include all uses. Refer to the Zoning Ordinance or contact the Engineering and Building Department for clarification.

LAND USE APPLICATIONS

This section is designed to provide a comprehensive overview of each type of land use application. It should be recognized that this overview does not preempt or supersede any part of the City of Wyandotte Zoning Ordinance. The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

	Engineering & Building Department Review	Planning Commission Approval	Council Approval	Zoning Board of Appeals	Planning Commission Recommendation
Rezoning	X		X		X
Planned Development	X		X		X
Special Land Use	X	X			
Site Plan	X	X			
Zoning Compliance	X			X	
Variance	X			X	

ZONING COMPLIANCE

Prior to considering any alterations to an existing structure or use, a Zoning Compliance request should be filed with the Engineering and Building Department. The purpose of Zoning Compliance is to ensure the proposed use, building; structure and lot conform to the requirements outlined in the Community Name's Zoning Ordinance.

A Zoning Compliance Certificate is required prior to the issuance of any land use and/or building permit:

<http://www.wyandotte.net/FrontDesk/Forms/ZBACertificateOfCompliance.pdf>

ZONING AMENDMENTS

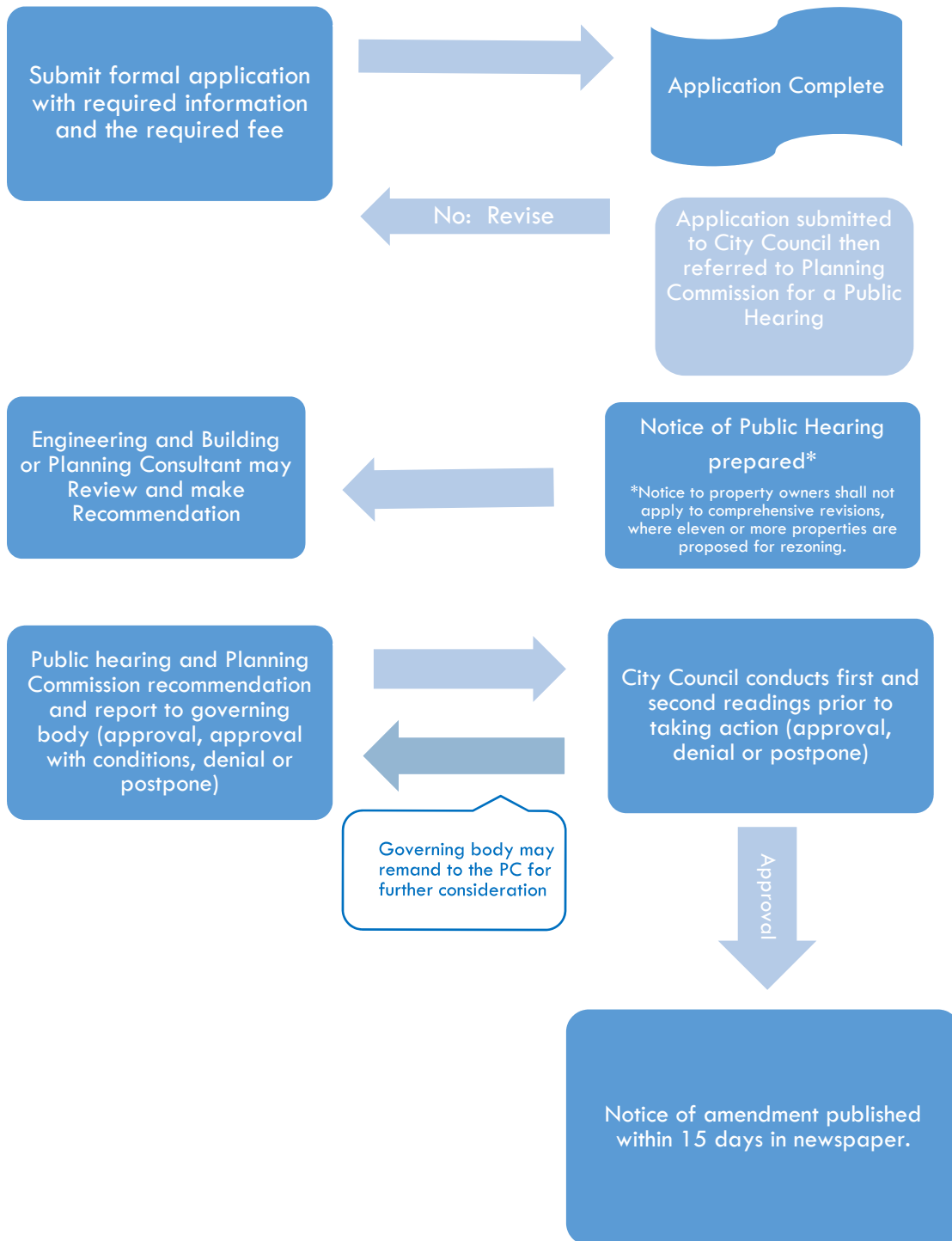
Zoning divides land into categories according to their use and sets regulations for these categories. When a property owner wants to use land in a way that is not permitted by the zoning of the property, the owner must request to rezone the property to a classification which permits the desired use. A rezoning is a legislative process that will amend the zoning map and/or text of an existing zoning code. The City Council (with recommendation from the Planning Commission) has the authority to approve or deny rezoning requests.

The governing body may of its own motion, or shall upon petition signed by the owner(s) of a property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or the district regulations.

- Step 1.** Application Submittal. The applicant shall submit the required information to the Engineering and Building Department. The information required varies depending on the type of amendment (map or text) proposed. Review fees shall be enclosed as part of a completed rezoning application. Rezoning applications may be found at: <http://www.wyandotte.net/FrontDesk/Forms/RezoningApplication.pdf>
- Step 2.** Request is submitted to City Council and then referred to the Planning Commission for a Public Hearing.
- Step 3.** Notice of Public Hearing. Upon referral to Planning Commission, Engineering and Building will make proper notification of the meeting (see Notification Procedures on Page 13).
- Step 4.** Staff Review. Engineering and Building or Planning Consultant may provide a review and recommendation regarding the rezoning request. This review and recommendation will be presented prior to the public hearing being conducted at the Planning Commission meeting.
- Step 5.** Public Hearing and Planning Commission Recommendation. Upon reviewing Engineering and Building's or Planning Consultant's recommendation and conducting a public hearing, the Planning Commission will make a recommendation to the City Council to approve, approve with conditions, deny or postpone the rezoning request.

- Step 6.** City Council Action. Upon receiving a recommendation from the Planning Commission, the City Council will hold a first reading of the rezoning request. At a following meeting the City Council will conduct a second reading and consider the Planning Commission's recommendation. Prior to taking action, the City Council may remand the proposed amendment back to the Planning Commission for further consideration. The City Council will take action to approve, deny or postpone the rezoning request (after the second Ordinance reading).
- Step 7.** City Council Approval. Once the City Council approves the amendment to the Zoning Ordinance, a Notice of Amendment must be published within fifteen (15) days in a newspaper of general circulation within the municipality.
- Step 8.** Approval. A Zoning Ordinance amendment/modification shall take effect fifteen (15) days after publication unless a referendum petition is filed within the fifteen (15) day period after the publication is found to be adequate.

REZONING FLOWCHART



Rezoning process typically takes at least 2 months for final approval.

SPECIAL LAND USE

In each zoning district, certain specified, mutually compatible uses are permitted by right. In addition to permitted uses, there are certain other uses which are essential or desirable for the welfare of the community. Such uses are appropriate and are not incompatible with the uses permitted by right in a zoning district, but not at every or any location, or without conditions being imposed because of special problems presented by the use or its particular location in relation to neighboring properties. These uses are identified as special land uses.

No special land use shall commence until a Special Land Use Permit is issued in accordance with the City of Wyandotte Ordinance.

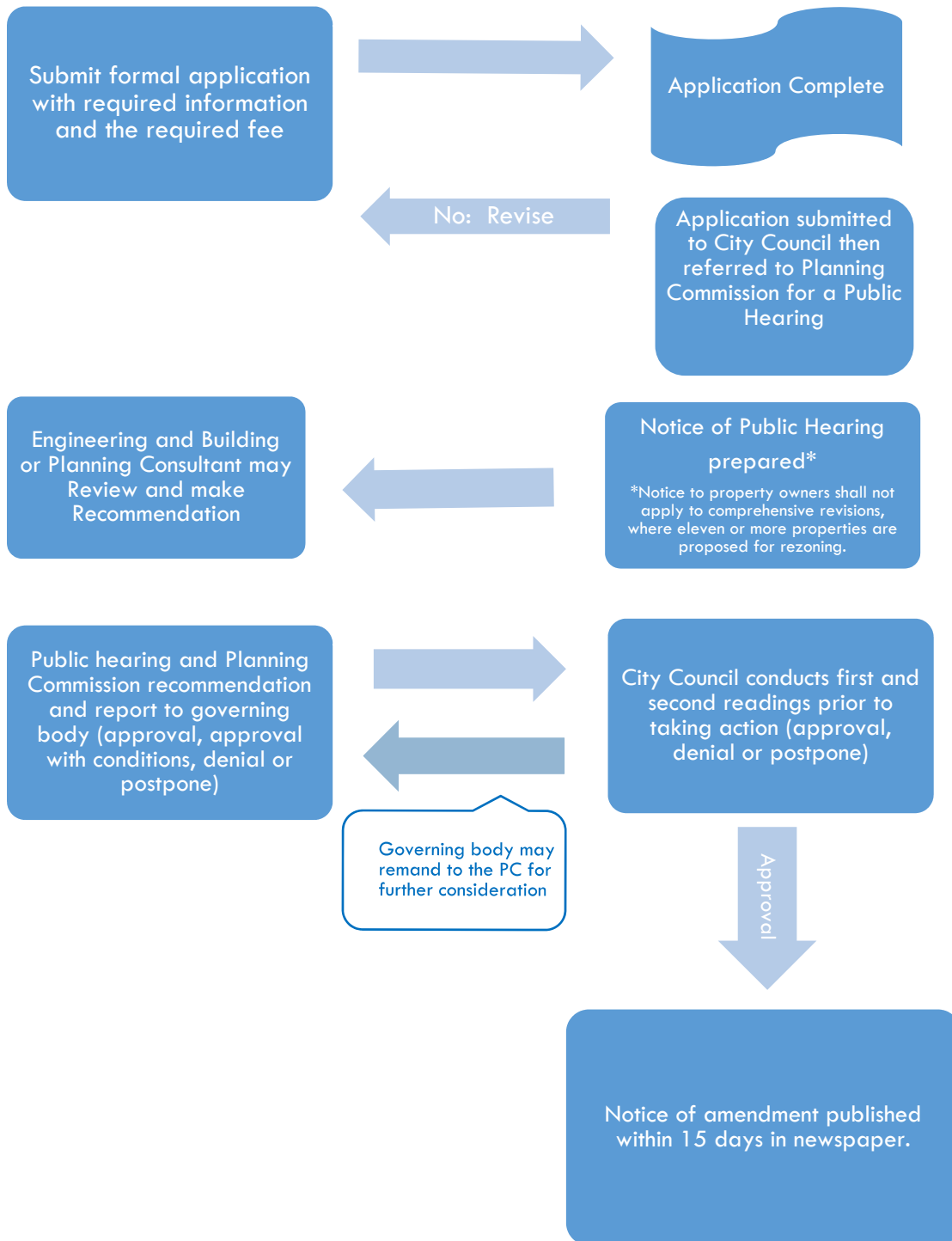
- Step 1.** Application Submittal. Applicants shall submit an application for a Special Land Use permit to the Engineering and Building Department. The information required for a Special Land Use review is listed in Section 2200 of the Ordinance. Review fees shall be enclosed as part of a completed Special Land Use Application.
- Step 2.** Notice of Public Hearing. Upon receipt of a completed application, Engineering and Building will make proper notification of the meeting (see Notification Procedures on Page 13).
- Step 3.** Staff Review. The Planner (and other staff as appropriate) will provide a review and recommendation based upon the required standards and findings outlined in section 2200 of the Ordinance. This review and recommendation will be presented during the public hearing being conducted at the Planning Commission meeting.
- Step 4.** Public Hearing and Planning Commission Recommendation. Upon hearing the staff review and conducting a public hearing, the Planning Commission will approve, approve with conditions, or deny the Special Land Use request. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of Section 2200 of the Ordinance. Note: If development is located in Planned Development (PD) District, site plan must go back to City Council for approval.

The Planning Commission's decision, the basis for the decision and all conditions imposed shall be described in a written statement and provided to the applicant.

Approval is issued if the application conforms to all applicable policies and regulations. Approval with conditions is issued to make certain the application complies with policies and regulations. Denial is issued if the application does not comply with local policies and regulations.

- Step 5.** Permit. After the Planning Commission grants a Special Land Use, an application for a building permit if applicable must be completed and received by the Engineering and Building Department.
- Step 6.** Appeal to the Circuit Court. Should the Planning Commission deny the Special Land Use request, the decision to deny the Special Land Use request can be appealed to the Circuit Court.

SPECIAL LAND USE FLOWCHART



Special Land Use process typically takes at least 1 month for final approval.

SITE PLAN REVIEW

Applicants should contact the Engineering and Building Department to arrange a meeting to discuss specific site plan proposals and review procedures. Furthermore, the requirements outlined in this document are not intended to limit requirements contained in the Zoning Ordinance or code. Site Plan Review and approval of all commercial development proposals with specific zoning districts is required to ensure that the City of Wyandotte develops in an orderly fashion in accordance with the Master Plan.

WHAT TYPES OF DEVELOPMENT PROJECTS MUST GO THROUGH THE SITE-PLAN REVIEW PROCESS?

- The construction of any structures or additions, including carports and outside mechanical equipment, other than single-family homes to be used as residence.
- Improvements to, modifications of or expansion of off-street parking areas.
- A change of use within an existing freestanding building or the interior modification of an existing use which results in an increase in off-street parking needs.
- Improvements to, expansion or extension of or abandonment of any public or private overhead or underground utility-related lines or easements.
- Establishment of any site condominium or condominium development.
- Proposed construction of public or private roads
- Revisions made to any previously approved site plan including, but not limited to: Approved landscape plans, modifying the location of or expanding the size of buildings, changes to the façade (including color or material changes), revisions in any construction phasing plan.
- Special Land Uses

A site plan of not less than one inch equals fifty (50) feet if the subject property is less than three (3) acres and one inch equals one hundred (100) feet if property is three (3) acres or more.

WHAT TYPES OF INFORMATION SHOULD BE INCLUDED ON A SITE PLAN?

1. Date, North arrow & scale
2. The name and address of the architect, planner, designer, engineer or person responsible for the preparation of the site plan
3. The dimensions of all lot and property lines, easements showing the relationship of the subject property to abutting properties
4. The location of all existing and proposed structures and site improvements on the subject property and all existing structures and improvements within one hundred (100) feet of the subject property
5. The location and right-of-way widths of all abutting streets and alleys
6. Typical floor plans and building elevation drawings including material finishes and colors
7. Service connections to and/or extensions of sanitary sewer and water mains.
8. Pedestrian and/or bicycle access and pathways
9. Location of driveways providing vehicular ingress and egress to the site
10. Parking spaces with handicapped parking spaces and islands noted
11. Landscape plans with plant materials, quantities and sizes noted
12. Points of access
13. Dumpsters and or mechanical units (ac/transformers/appliances) with screening noted
14. Loading area with screening noted
15. Fencing and/or gates

SITE PLAN REVIEW PROCESS

- Step 1.** Informal Pre-Application Meeting. While not required (in most cases), it is highly encouraged for the prospective applicant to request a pre-application meeting with Engineering and Building staff (and applicable departments). This meeting will include discussion with representatives of the Wyandotte Municipal Services Department (water, electrical, cable, and internet) to ensure compliance and coordination.
- Step 2.** Preliminary Site Plan Application Submittal. Applicants shall submit an application for Preliminary Site Plan Review to the Engineering and Building Department. The information required for Preliminary Site Plan Review is listed in the Ordinance. Review fees shall be enclosed as part of a completed Preliminary Site Plan review application.
- Step 3.** Preliminary Site Plan Review. Upon receipt of a completed application, staff (and other parties, agencies, etc. as applicable) will provide a review and recommendation of the Preliminary Site Plan based upon the required standards outlined in the Ordinance:
https://www.municode.com/library/mi/wyandotte/codes/code_of_ordinances
- Step 4.** Preliminary Site Plan Approval. Upon determination of the Planning Commission that a Preliminary Site Plan is in conformance with the Ordinance and other associated plans and regulations, the Preliminary Site Plan shall be granted approval, approval with conditions or denial by the Planning Commission.
- Step 5.** Final Site Plan Application Submittal. Following site plan approval, the Engineering and Building Department shall submit a Final Site Plan to the Planning Commission. The information required for Final Site Plan review is determined by the Engineering and Building Department. An application and review fees shall be enclosed as part of a completed Final Site Plan review application.
- Step 6.** Final Site Plan Review. Upon receipt of a completed application, staff (and other parties, agencies, etc. as applicable) will provide a review and recommendation of the Final Site Plan based upon the required standards outlined in the Ordinance and other associated plans and regulations, the Final Site Plan shall be granted approval, approval with conditions or denial by the Planning Commission.

Approval is issued if the application conforms to all applicable policies and regulations. Approval with conditions is issued to make certain the application complies with policies and regulations. Denial is issued if the application does not comply with local policies and regulations.

Administrative Site Plan Review: Less complex site plans and minor modifications to approved site plans may receive administrative approval from the Engineering and Building Department as outlined in the Ordinance. All codes and ordinances shall be met to gain approval. Applicable municipal departments and consultants may provide review and comment when necessary.

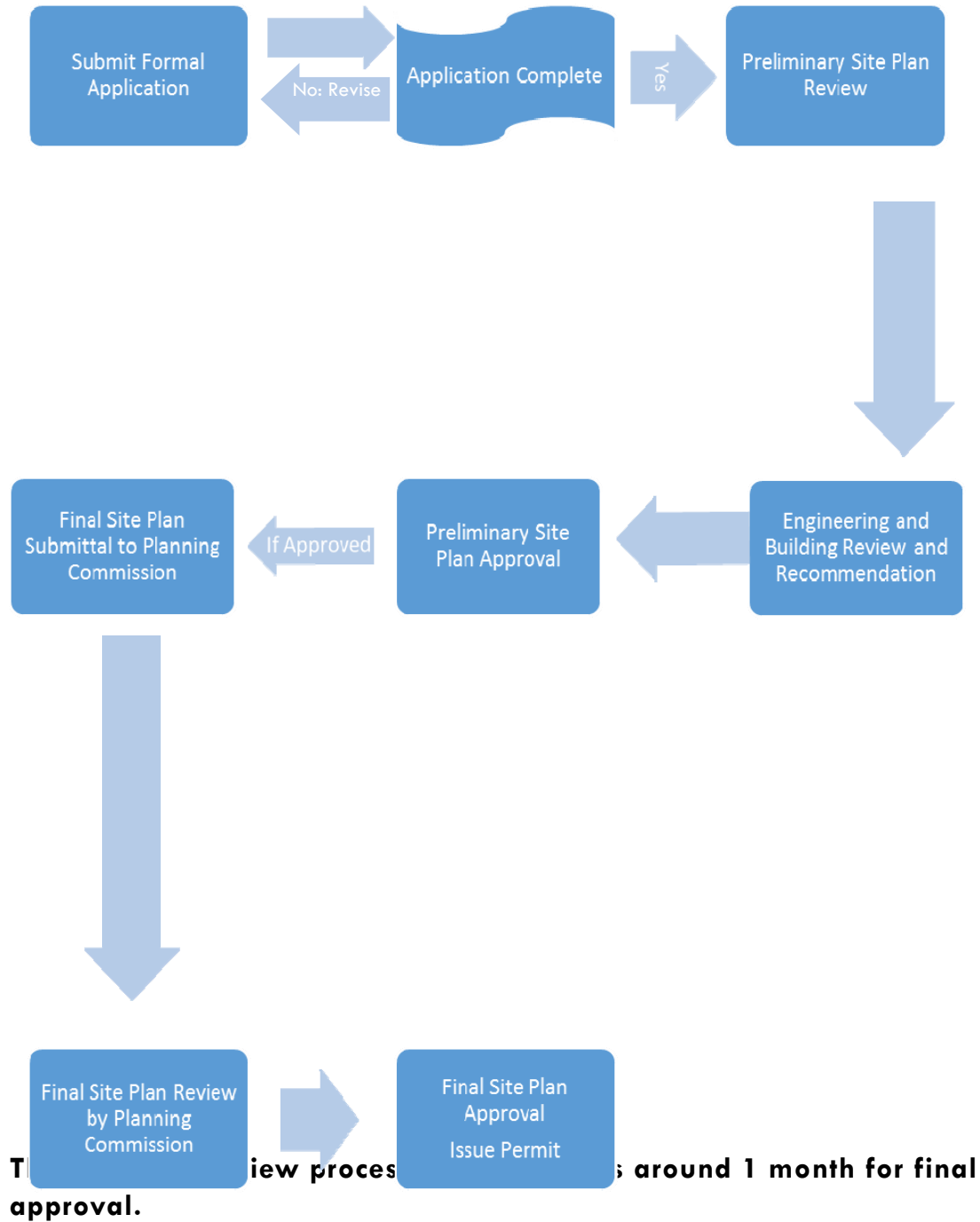
Revised Site Plans: A request to revise, modify or change an approved site plan that cannot be administratively approved shall be treated as a new application in accordance with the Ordinance.

Time Limit of Approval and Work Completion: A Final Site Plan approval remains valid for one (1) year from the date of approval. The Planning Commission or City Council may authorize an extension of the time limit provided in the Ordinance.

Site Plan Review Application:

<http://www.wyandotte.net/FrontDesk/Forms/SitePlanApplication.pdf>

SITE PLAN REVIEW FLOWCHART



PLANNED DEVELOPMENT DISTRICT

Planned Development Districts (PDs) is intended to permit the private or public development or redevelopment of areas throughout the city which shall be substantially in accord with the goals and objectives of the City of Wyandotte master plan in providing for a balanced land use pattern for homes, business, industry and condominium projects with the obligation of being developed for owner occupants.

- Step 1.** Pre-Application Meeting. Potential applicants shall meet with Engineering and Building and Wyandotte Municipal Services staff prior to submission of a Planned Development District application to discuss required information and review procedures as outlined in section 2000 of the ordinance.
- Step 2.** Preliminary PD Plan Submittal. Applicants shall submit an application for Preliminary PD Plan review to City Council. The information required for Preliminary PD review is listed in section 2000 of the ordinance. Review fees shall be enclosed as part of a completed Preliminary PD review application. Applications may be found on our website:
<http://www.wyandotte.net/FrontDesk/Forms/PlannedDevelopmentApplication.pdf>
- Step 3.** Preliminary PD Plan Review. Upon receipt of a completed application, staff (and other parties, agencies, etc. as applicable) will provide a review and recommendation of the Preliminary PD Plan based upon the required standards outlined in section 2000 of the ordinance.
- Step 4.** Public Hearing and Planning Commission Recommendation. Upon hearing the staffs' review and conducting a public hearing, the Planning Commission will recommend the City Council approve, approve with conditions, or deny the Preliminary PD Plan. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of section 2000 of the ordinance.
- Step 5.** Preliminary PD Approval. Once reviewed, reviewed with conditions or denial by Planning Commission will be referred to City Council for approval or denial.
- Step 6.** Final PD Application Submittal. Following Preliminary PD plan approval, the applicant shall submit a Final PD Plan to the Engineering and Building Department. The

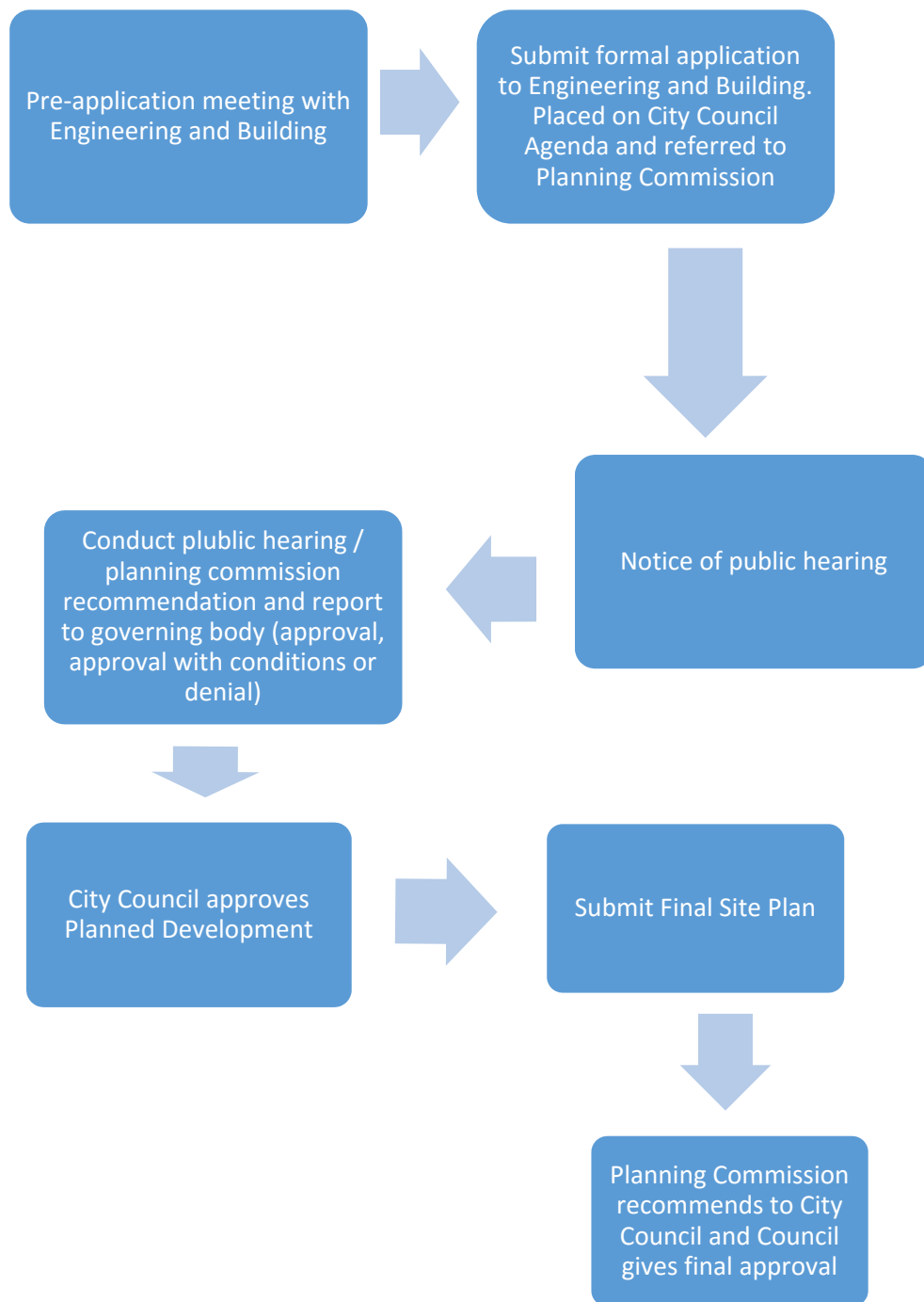
information required for Final Site Plan review is listed in section 2000 of the ordinance. An application and review fees shall be enclosed as part of a completed Final PD Plan review application.

- Step 7.** Staff Review. The Engineering and Building Department will provide a review and recommendation based upon the required standards and finding outlined in section 2000 of the ordinance. This review and recommendation will be presented to the Planning Commission for review.
- Step 8.** City Council Action. Upon receiving a recommendation from the Planning Commission, City Council will hold a first reading of the Final PD Plan request. At a following meeting the City Council will conduct a second reading and consider the Planning Commission's recommendation. The City Council will take action to approve, deny or postpone the Final PD Plan (after the second Ordinance reading).
- a. City Council Approval. Once the City Council approves the Final PD (amendment to the Zoning Ordinance), a Notice of Amendment must be published within fifteen (15) days in a newspaper of general circulations within the municipality.
- Step 9.** Approval. A Zoning Ordinance shall take effect fifteen (15) days after publication unless a referendum petition is filed within the fifteen day period after the publication is found to be adequate.

Modifications to Approved Plans: Approved PD plans may be modified subject to approval by the City Engineer or Planning Commission and to the standards outlined in section 2000 of the ordinance.

Time Limit of Approval and Work Completion: A PD Plan approval remains valid for one (1) year from the date of approval. The City Council may authorize an extension of the time limit provided a change of occupancy, a change of type of use, or the alteration of a building or the site in the in a previously approved district.

PLANNED DEVELOPMENT FLOWCHART



Planned Development District process typically takes around 3 to 4 months for final approval.

USE VARIANCES

A requested use not permitted in a zoning district must first request rezoning district must first request rezoning of the property for the use before a variance request may be submitted to the ZBA.

- Step 1.** Application Submittal. Applicants shall submit an application for a Use Variance to the Engineering and Building Department. All required information and fees shall be enclosed as part of a completed variance/appeal application.
- Step 2.** Notice of Public Hearing. Upon receipt of a completed application, staff will schedule a pre-hearing conference with the applicant and make required notification of the meeting (see Notification Procedures on Page 13).
- Step 3.** Staff Review. The Engineering and Building Department will provide a review and recommendation based upon the required standards and findings outlined in section 2000 of the ordinance. This review and recommendation will be presented during the public hearing being conducted at the Zoning Board Meeting.
- Step 4.** Public Hearing and Zoning Board of Appeals Decision. Upon hearing Engineering and Building Department's review and conducting the public hearing, the ZBA shall approve, approve with conditions, or deny the Use Variance request.

Each Use Variance granted under the provisions of the Zoning Code becomes null and void after one (1) year from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.

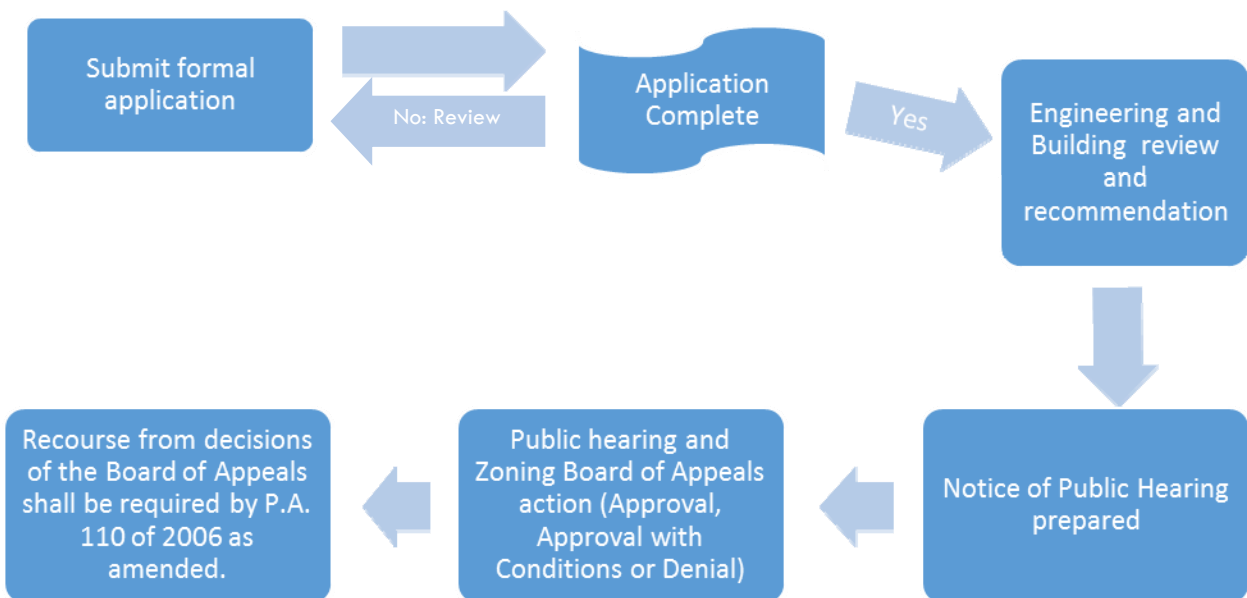
The Zoning Board of Appeals may grant an extension for a period not to exceed the amount of time determined by the board for an approved variance. The applicant must request an extension in writing to the Zoning Board of Appeals at least one month prior to the expiration date of the original approval. The ZBA will determine that the relevant facts of the appeal have not significantly changed. If the Board determines that relevant facts may have changed significantly, the request shall be treated as a new appeal and processed according to the provisions of the Zoning Ordinance.

After a variance has been denied in whole or in part by the board, then no application shall be resubmitted for a period of one (1) year from the date of the last denial; provided, however, that a denied variance may be reconsidered by the board when, in the opinion of the planning and zoning official, or the ZBA, newly discovered evidence or changed conditions warrant such reconsideration.

ZONING VARIANCE APPLICATION:

<http://www.wyandotte.net/FrontDesk/Forms/RezoningApplication.pdf>

USE VARIANCES FLOWCHART



Zoning Variances/Appeals typically take around 3 months for final approval.

ZONING VARIANCES AND APPEALS

The Zoning Board of Appeals (ZBA) is the legislatively appointed body that can permit variances from the Zoning Ordinance. The most common variances are dimensional such as lot area and width, building height, bulk regulations, setbacks, and off-street parking and loading requirements. The Zoning Board of Appeals can hear and answer questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps and zoning language.

- Step 1.** Application Submittal. Applicants shall submit an application for a Variance or Appeal Request to the Engineering and Building Department. All required information and fees shall be enclosed as part of a completed variance/appeal application.
- Step 2.** Notice of Public Hearing. Upon receipt of a completed application, staff will schedule a pre-hearing conference with the applicant and make required notification of the meeting (see Notification Procedures on Page 13).
- Step 3.** Staff Review. The Engineering and Building Department will provide a review and recommendation based upon the required standards and findings outlined in section 2000 of the ordinance. This review and recommendation will be presented during the public hearing being conducted at the Zoning Board Meeting.
- Step 4.** Public Hearing and Zoning Board of Appeals Decision. Upon hearing Engineering and Building Department's review and conducting the public hearing, the ZBA shall approve, approve with conditions, or deny the variance request.

In granting a variance, the board may grant a lesser variance or specify, in writing, conditions regarding the location, character, landscaping, or other treatment that will, in the board's judgment, be reasonably necessary to the furtherance of the intent of the Zoning Ordinance and the protection of the public interest. The breach of any condition shall automatically invalidate the permit granted.

Each variance granted under the provisions of the Zoning Code becomes null and void after one (1) year from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.

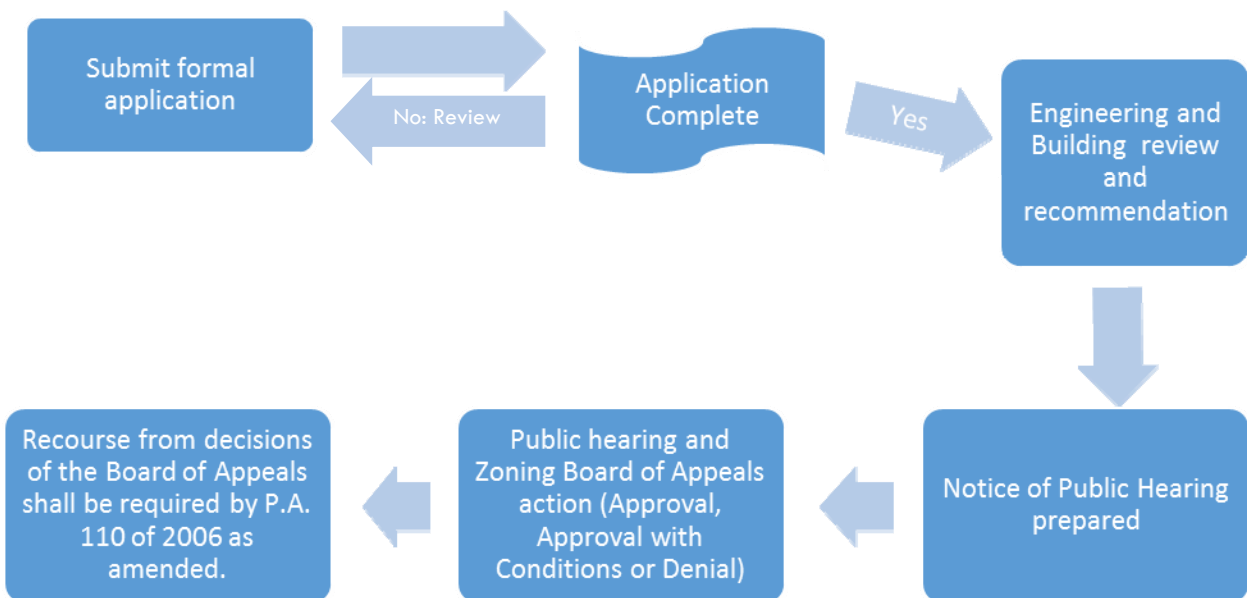
The Zoning Board of Appeals may grant an extension for a period not to exceed the amount of time determined by the board for an approved variance. The applicant must request an extension in writing to the Zoning Board of Appeals at least one month prior to the expiration date of the original approval. The ZBA will determine that the relevant facts of the appeal have not significantly changed. If the Board determines that relevant facts may have changed significantly, the request shall be treated as a new appeal and processed according to the provisions of the Zoning Ordinance.

After a variance has been denied in whole or in part by the board, then no application shall be resubmitted for a period of one (1) year from the date of the last denial; provided, however, that a denied variance may be reconsidered by the board when, in the opinion of the planning and zoning official, or the ZBA, newly discovered evidence or changed conditions warrant such reconsideration.

ZONING VARIANCE APPLICATION:

<http://www.wyandotte.net/FrontDesk/Forms/RezoningApplication.pdf>

ZONING VARIANCES AND APPEALS FLOWCHART



Zoning Variances/Appeals typically take around 1 month for final approval.

SINGLE-FAMILY HOME, SHED, FENCE, DECK AND POOL PROJECTS

A homeowner or contractor must apply for building, electrical, mechanical and/or plumbing permits for new homes, additions, demolitions, home remodeling/alterations, basement refinishes, roofs, windows that require structural changes, decks, accessory structures, pools, etc. A property owner may obtain permits in the owner's name; however, the person's name on the application must perform the work. If a contractor performs the work, the contractor must obtain the permit, have the appropriate license, and be registered in the municipality.

Step 1. Application Submittal: Applicants are required to submit an application denoting the type of improvement along with the required two (2) sets of building plans to the Engineering and Building Department. Residential plans exceeding 3,500 square feet must be sealed and signed by a licensed architect and/or engineer. The building official can advise prospective investors on additional projects requiring an architect or engineer seal.

Building plans must include all work to be performed and meet the following requirements: All dimensions must be shown. Plans shall contain the following information: site plan, project address or location, property owner address, architect/engineer name, address, phone number and license number, construction codes used, all design (live, dead, snow and wind loads), occupancy classification, type of construction, and total floor area and floor area for each use group classification and level. The building official may waive any or all of the requirements based on project complexity.

Step 2. Plan Review: The Engineering and Building Department will review the information for compliance with zoning ordinance, building code, electrical code, mechanical code and plumbing code. Safety of the intended inhabitants is essential. Approvals required from the City Council, Planning Commission, Zoning Board of Appeals and the Zoning Administrator (if applicable) must be received prior to issuance of permit by the Engineering and Building Department. The review of a completed plan submission is generally completed within 5 to 7 business days. Depending on the project, the applicant might need to apply for and receive a soil erosion permit through the Engineering and Building Department before a building permit is issued.

If application is incomplete, the reviewer will ask the applicant for additional information. A plan review letter will be issued citing approval, conditions imposed on approval or necessary corrections. Requested plan corrections require the applicant to submit new or revised plans for review.

Step 3. Permit Issuance: The applicant will be contacted to come to pick up the building permit and pay the permit fee. The building permit is issued when all required approvals have been obtained and applicable fees have been paid. The applicant must post a copy of the permit on the job site until final approval is issued.

Permits for new construction that require water service, electrical service and sanitary service must obtain permits for this work prior to submittal of the building permit.

Electrical, mechanical, and plumbing permits are generally not issued until the building permit is approved. Compliance may be determined at the time of the inspection for less complex projects. More complex projects may require review by the applicable trade inspector. An approved Certificate of Occupancy or Certificate of Approval is required prior to occupancy or use of such project.

MISS DIG System, a free service, 1-800-482-7171 must be contacted at least 3 working days before excavating to identify the location of underground utility lines. The MISS DIG System member utilities will mark the approximate location of their underground public utility lines at no charge. If Miss Dig is not notified and damage occurs, liability for repair costs may occur.

Permit Validity: Permits shall lapse and cease to be in effect when authorized work has not started within six (6) months following the date of issue or when work has been abandoned for a period of six (6) months as evidenced by failure to make substantial progress or lack of inspections.

Construction Progress: As construction progresses, the municipality inspects work to verify that the building plans are being followed. Permit holders are required to schedule

appropriate inspections throughout the process, and get appropriate approvals before moving on to the next construction phase. The permit holder is responsible to notify the Engineering and Building Department when the stages of construction that require an inspection are reached. A 24 hour notice is required to schedule all inspections.

Once a building permit is obtained, the work must be completed within twelve (12) months otherwise the approval becomes null and void. A request to extend the time limit can be requested of the building official and extensions may be granted for a good cause.

Final Inspections: Electrical, mechanical or plumbing permit final inspections must be completed before the final building inspection. The structure must be completed and ready for use and occupancy. After all of the above inspections have been approved and if final building inspection is approved, the certificate of occupancy or certificate of approval can be issued.

Temporary / Permanent Certificate of Occupancy: A temporary certificate of occupancy may be issued for projects with landscaping, soil or grading work that cannot be completed due to weather. In those cases, the temporary approval will take place only if all of the other components of construction are completed and temporary approvals are issued by the Engineering and Building Department. The building official may require that a cash deposit, certified check or irrevocable bank letter of credit in an amount equal to the engineer's estimated cost of uncompleted improvements be escrowed with the municipality. The building official will also set a date of completion. The escrow will be returned when the work is completed within the set date.

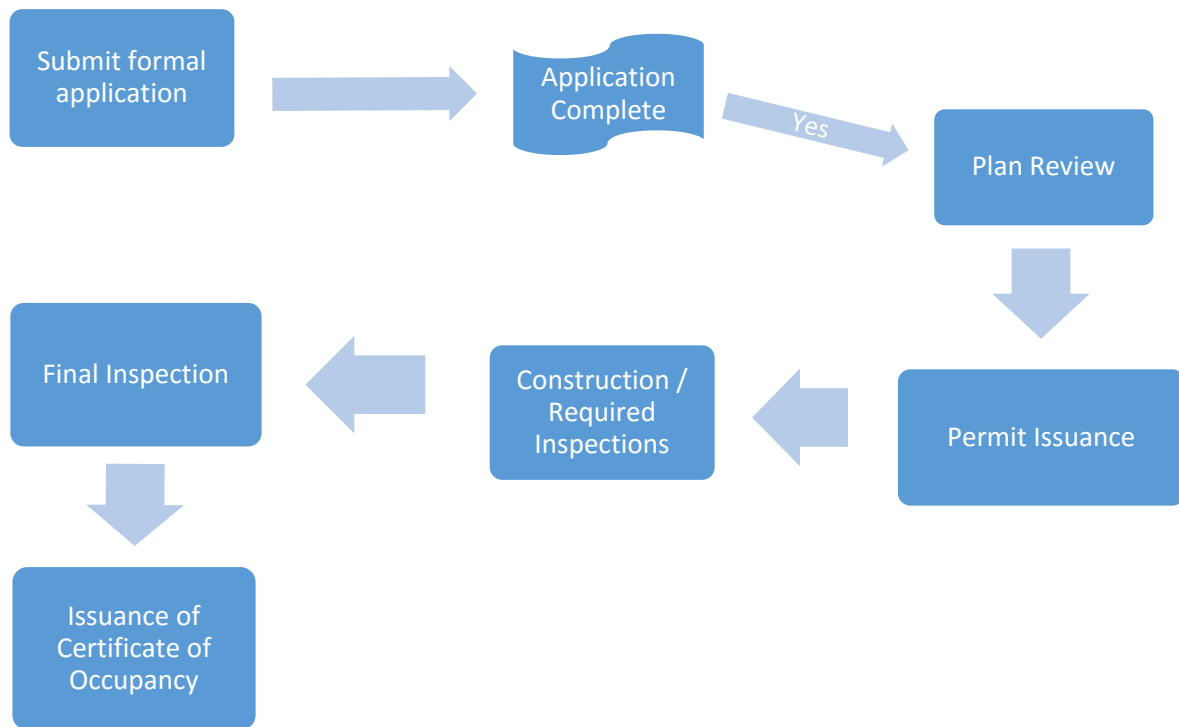
CERTIFICATE OF APPROVAL APPLICATION

<http://www.wyandotte.net/FrontDesk/Forms/CertificateofApprovalApplication.pdf>

GARAGE OR SHED APPLICATION

<http://www.wyandotte.net/FrontDesk/Forms/GarageShedPacket.pdf>

SINGLE-FAMILY IMPROVEMENTS FLOW CHART



Rezoning process typically takes around 2 months for final approval.

COMMERCIAL PROJECTS

Commercial projects, including multiple-family residential housing, require licensed contractors to perform construction and most repairs. A contractor must apply for a building permit for any of the following activities: new construction, additions, demolitions, interior/exterior alterations, or signs.

The Engineering and Building Department can assist with the process.

All required zoning approvals must be obtained prior to application and issuance of any construction permits.

Step 1. Application Submission: The applicant is required to submit two (2) sets of plans signed and sealed by a licensed architect or engineer with a completed application. Building plans must include all work to be performed and meet the following requirements: All dimensions must be shown. Plans shall contain the following information: site plan, project address or location, property owner address, architect/engineer name, address, phone number and license number, construction codes used, all design (live, dead, snow and wind loads), occupancy classification, type of construction, and total floor area and floor area for each use group classification and level.

Projects require height and area computations, allowable floor area, allowable area increases, maximum, height increases and automatic fire sprinkler increases, number of means of egress, capacity of egress calculations and travel distances, fire rated assembly details and fire resistive requirements, structural design calculations, and soil, footing, foundation, masonry and concrete minimum bearing capacities and design standards. Additional information may be required based on complexity or size of building project. The Building Official may waive specific requirements depending on need.

Step 2. Plan Review: Plans are reviewed by the Engineering and Building Department for compliance with building code, electrical code, mechanical code and plumbing code compliance. Safety of the intended inhabitants is essential. The review of a completed plan submission is generally completed within 5 to 7 days. Depending on the project, the applicant might need to apply for and

receive a soil erosion permit through the Engineering and Building Department before a building permit is issued.

If application is incomplete, the reviewer will ask the applicant for additional information. The letter will include any corrections or conditions imposed on the building permit. A plan review letter is issued citing approval, conditions imposed on approval or necessary corrections. Requested plan corrections require the applicant to submit new or revised plans for review.

Step 3. Permit Issuance: The applicant will be contacted to come to pick up the building permit and pay the permit fee. Building permits are issued when all required approvals have been obtained and applicable fees have been paid. The applicant must post a copy of the permit on the job site until final approval is issued. Electrical, mechanical, and plumbing permits are generally not issued until the building permit is approved. Compliance may be determined at the time of the inspection for less complex projects. More complex projects will require review by the applicable trade inspector. An approved Certificate of Conformity is required prior to occupancy or use of such project.

MISS DIG System, a free service, 1-800-482-7171 must be contacted at least 3 working days before excavating to identify the location of underground utility lines. The MISS DIG System member utilities will mark the approximate location of their underground public utility lines at no charge. If Miss Dig is not notified and damage occurs, liability for repair costs may occur.

Permit Validity: Permits shall lapse and cease to be in effect when authorized work has not started within six (6) months following the date of issue or when work has been abandoned for a period of six (6) months as evidenced by failure to make substantial progress or lack of inspections. Once a building permit is obtained, the work must be completed within twelve (12) months otherwise the approval becomes null and void. A request to extend the time limit can be requested of the City Engineer and they can grant an extension for good cause.

Construction Progress: As construction progresses, the municipality will inspect the work to verify that the building plans are being followed. Permit holders are required to schedule appropriate inspections throughout the process, and get appropriate approvals

before moving on to the next construction phase. The permit holder is responsible to notify the Engineering and Building Department when the stages of construction that require an inspection are reached. 24 hour notice is required for inspection.

Electrical, mechanical or plumbing permit inspections must be completed before the final building inspection. Similarly, Fire Marshal, Wayne County Health Department, and State and County Department of Transportation (if applicable), must review and issue their own final permits. The structure must be completed and ready for use and occupancy. After all of the above inspections have been approved and if final building inspection is approved, the certificate of occupancy or certificate of compliance can be issued.

Temporary/Permanent Certificate of Occupancy: A temporary certificate of occupancy may be issued for projects with landscaping, soil or grading work that cannot be completed due to weather. In those cases, the temporary approval (valid for 6 months) will take place only if all of the other components of construction are completed and temporary approvals are issued by the Engineering and Building Department may require that a cash deposit, certified check or irrevocable bank letter of credit in an amount equal to the engineer's estimated cost of uncompleted improvements be escrowed with the municipality. The building official will also set a date of completion. The escrow will be returned when the work is completed within the set date.

Business License: After the final occupancy permit is issued, the owner or representative agent can apply for other business licenses through the Clerk's Office (e.g., restaurant license).

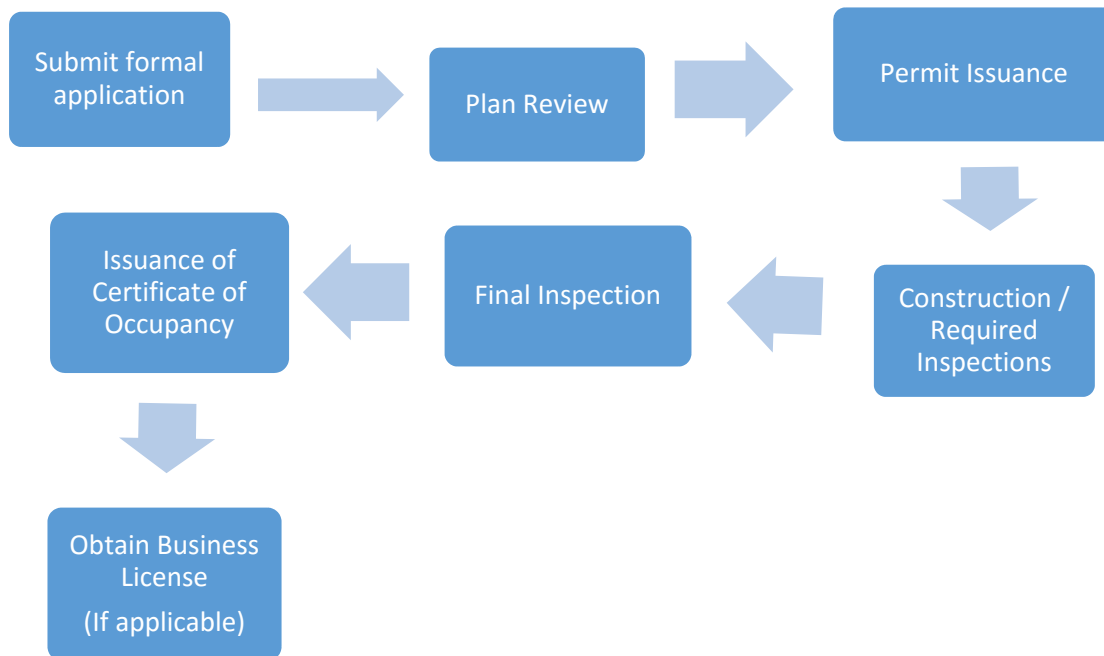
OTHER CONSTRUCTION PERMITS

Depending on the nature of the project, an applicant may need to apply for one or more of the following construction permits issued by other municipal, city, county or state departments:

- Occupation and Use of City Street/Alley Rights-of-Way (Engineering & Building)
- Occupation and Use of County Street/Alley Rights-of-Way (Wayne County)
- Sewer Connection (Engineering & Building)
- Grading & Soil Erosion & Sedimentation Control (Engineering & Building)
- Phone landline (AT&T)

- Gas service (DTE)
- Electrical underground service (Wyandotte Municipal Services)
- Water tap (Wyandotte Municipal Services)

COMMERCIAL CONSTRUCTION PERMIT FLOW CHART



The Commercial Construction Projects permit process typically takes around 2 weeks for final approval.

RESIDENTIAL RENTAL INSPECTION

Residential rental properties must be registered with the municipality and inspected. Registration is a one-time fee that remains until the property is sold. Inspections are conducted in five (5) year cycles. A Certificate of Compliance will be issued following approval by the inspectors. Contact the Engineering and Building Department for questions about rental license applications, renewal, fees, and inspections.

Rental licenses are renewed every five (5) years. Renewal reminders are sent to owners or managers with a renewal form. They are typically sent at least thirty (30) days prior to the expiration of the rental license to allow adequate time to submit the renewal application, schedule the required inspection and make necessary corrections. Owners are responsible for calling the office to schedule inspections; it is advisable to call 2 weeks prior to the license expiration date.

The Engineering and Building Department has an inspection guideline identifying safety items that the inspectors look for. For properties that have code violations a letter will be sent to the owner/manager that lists what the violations are and a date and time for the re-inspection. Owners are encouraged to have the violations corrected in time for the re-inspection so that another inspection is not necessary.

UPON-SALE INSPECTIONS

Residential and Commercial properties must be inspected prior to sale. Owners are responsible for calling the office to schedule inspections. Please allow five (5) to seven (7) days to schedule an inspection.

The Engineering and Building Department has an inspection guideline identifying safety items that the inspectors look for. For properties that have code violations a letter will be sent to the owner/manager that lists what the violations are and a date and time for the re-inspection. Owners are encouraged to have the violations corrected in time for the re-inspection so that another inspection is not necessary.

INSPECTION CHECKLIST

<http://www.wyandotte.net/FrontDesk/Forms/BuildingInspectionChecklist.pdf>

OUTDOOR CAFÉ SEATING

Permits are required for restaurants that wish to place Outdoor Café Seating in the City of Wyandotte on private property or in a public right-of-way. Outdoor Cafés are only permitted in the Central Business District (CBD), Business District (B-2) and Recreational District (RU). The Engineering and Building Department can help with the process. The steps are as follows:

RESTAURANTS NOT APPROVED TO SELL LIQUOR

- Step 1.** Application Submission: The applicant shall complete the outdoor cafe permit application with plans and submit to the Engineering and Building Department. Review fees shall be enclosed as part of the application.
- Step 2.** Staff Review: The Engineering and Building Department will review the application in accordance with the ordinance and review for compliance. If the outdoor café is located on private property, the application may be approved by the Planning Commission. If the outdoor café is located in a public right-of-way, the plan must be approved by City Council after recommendation from the Planning Commission. Wayne County (if located in the county right-of-way) must approve the outdoor café in their right-of-way.
- Step 3.** Planning Commission Review: The Engineering and Building Department will send the application to the Planning Commission for review and a recommendation to City Council (if in a public right-of-way) or for approval or denial if on private property.
- Step 4.** Approval: If the application and plan is in accordance with the ordinance and approval is given by City Council (if required), the Engineering and Building Department will issue a permit.

RESTAURANTS APPROVED TO SELL LIQUOR

- Step 1.** Liquor Control Commission (LCC): The applicant shall send a copy of the proposed plan to the LCC for review and approval. Prior to submission to the Engineering and Building, the applicant must receive a Compliance Form.
- Step 2.** Application Submission: The applicant shall complete the outdoor cafe permit application and submit it along with the LCC's Compliance Form to the Engineering and Building Department. Insurance and the completion of a Hold Harmless are

required as a part of the application process. Review fees shall be enclosed as part of the application.

- Step 3.** Staff Review: The Engineering and Building Department will review the application in accordance with the ordinance and review for compliance. If the outdoor café is located on private property, the application may be approved by the Planning Commission. If the outdoor café is located in a public right-of-way, the plan must be approved by City Council after recommendation from the Planning Commission. Wayne County (if located in the county right-of-way) must approve the outdoor café in their right-of-way.
- Step 5.** Planning Commission Review: The Engineering and Building Department will send the application to the Planning Commission for review and a recommendation to City Council (if in a public right-of-way) or for approval or denial if on private property.
- Step 6.** Approval: If the application and plan is in accordance with the ordinance and approval is given by City Council (if required), the Engineering and Building Department will issue a permit.

OUTDOOR CAFÉ APPLICATION

<http://www.wyandotte.net/FrontDesk/Forms/OutdoorCafeApplication.pdf>

MICHIGAN LIQUOR CONTROL COMMISSION

MLCC Main Number: 1-866-813-0011

General Questions: mlccinfo2@michigan.gov

<https://www.michigan.gov/lara/0,4601,7-154-10570---,00.html>

HEALTH DEPARTMENT

Wayne County Health Department, 734-727-2000

Food licensing information: <http://www.waynecounty.com/hhs/foodlicensing.htm>

SIGNAGE, TEMPORARY SIGNS AND BANNERS

Permits are required for all signage and banners temporary or permanent in the City of Wyandotte. The Engineering and Building Department can help with the process. The steps are as follows:

- Step 1.** Application Submission: The applicant shall complete the signage permit application and submit to the Engineering and Building Department. The information required varies depending on the type of signage proposed. Review fees shall be enclosed as part of the application.
- Step 2.** Staff and/or Design Board Review: The Engineering and Building Department will review the application in accordance with the ordinance and review for compliance. If the business is located in the Design Review District (the Design Review Map is located in article XXIII, section 2300 of the ordinance) it must be reviewed by the Design Review Committee.
- Step 3.** Approval: If the signage is in accordance with the ordinance and approval is given by the Design Review Committee (if required), the Engineering and Building Department will issue a permit.

A-FRAME SIGNAGE

One (1) small a-frame sign is permitted per business in the Central Business District (CBD) only. Applicants must file a Hold Harmless with the Engineering and Building Department to be permitted to place a sign on the public right-of-way. Signs may not block public sidewalks, ramps or parking spaces.

TEMPORARY SIGNS AND BANNERS

Temporary signs and banners are permitted, however signs may only be placed for a maximum of thirty (30) days. In order to apply for temporary sign or banner permit, the business owner must complete the signage application.

SAIL BANNERS/ATTENTION-GETTING DEVICES

Sail banners and attention-getting devices are NOT permitted in the City of Wyandotte.

SIGN/BANNER/BILLBOARD PERMIT APPLICATION

<http://www.wyandotte.net/FrontDesk/Forms/SignApplication.pdf>

RESTAURANT/BARS:

Prior to signing a lease or purchasing an existing bar, change in ownership of a restaurant or bar or establishing a new restaurant or bar, it is advisable to verify the following:

1. Verify the location is zoned to permit the operation of a restaurant or bar
2. The kitchen is up-to-code for serving food and/or drink. If the kitchen is not up-to-code the business owner will have to request a Design Review inspection through the Wayne County Health Department.

New restaurants or bars must work with the Wayne County Health Department to ensure that the following reviews are accomplished:

1. Contact Wayne County Health Department for guidance regarding requirements for building/occupying a commercial kitchen.
2. Contact the Engineering and Building Department for the required inspection. After completion of inspection items a certificate of conformity will be issued.

MICHIGAN LIQUOR CONTROL COMMISSION

MLCC Main Number: 1-866-813-0011

General Questions: mlccinfo2@michigan.gov

https://www.michigan.gov/lara/0,4601,7-154-35299_10570---,00.html

HEALTH DEPARTMENT

Wayne County Health Department, 734-727-2000

Food licensing information: <http://www.waynecounty.com/hhs/foodlicensing.htm>

LIQUOR LICENSES

Businesses must be approved for a Liquor License by City Council. The Engineering and Building Department and the City Clerk's Office can help with the process. The steps are as follows:

- Step 1.** Verification of Ordinance: Verify that location is zoned to permit businesses which sell alcohol.
- Step 2.** Liquor Control Commission (LCC) Application: The business owner must apply to the State of Michigan Liquor Control Commission for a new liquor license or a transfer license. Transfer licenses may be searched on the LCC's Escrowed Liquor License Search website.
- Step 3.** Wayne County Health Department Review (if applicable): If the business is serving food, the kitchen must be up-to-code according to Wayne County. See RESTAURANT/BARS section for more information.
- Step 4.** Staff Reviews: Submit LCC paperwork to City Clerk's office for the following departmental reviews:
- a. City Engineer (for Certificate of Occupancy)
 - b. Fire Chief (Plan review/Verify that building is up-to-code)
 - c. Police (Warrant/Record search)
 - d. City Attorney (General review)
 - e. Deputy Treasurer (Verify that personal property taxes are in good standing)
 - f. Municipal Services (Inquire about status of utility bills)
- City Clerk will assemble the information from all departments and submit to City Council for review and approval. Once City Council approval is obtained, the City Clerk's Office shall submit local government approval paperwork to Lansing. Review fees shall be enclosed as part of the application.
- Step 5.** Final approval from LCC: Business owner shall follow-up with the Michigan Liquor Control Commission for status of final approval and license issuance.

MICHIGAN LIQUOR CONTROL COMMISSION

MLCC Main Number: 1-866-813-0011

General Questions: mlccinfo2@michigan.gov

https://www.michigan.gov/lara/0,4601,7-154-35299_10570---,00.html

ESCROWED LIQUOR LICENSE SEARCH

<https://www.lara.michigan.gov/lliclist/>

LIQUOR LICENSE TRANSFERS

All Liquor license transfers must be approved by City Council.

HEALTH DEPARTMENT

Wayne County Health Department, 734-727-2000

Food licensing information: <http://www.waynecounty.com/hhs/foodlicensing.htm>

BUSINESS LICENSES

The following types of businesses are required to apply for a business license through the City Clerk's office:

1. Businesses with Amusements (video games, pool tables, jukeboxes)
2. Arcades *
3. Auctions
4. Circus
5. Dance (Including Bars and Halls)
6. Fumigator
7. Junk
8. Massage Parlor
9. Motor Bus
10. Pawnbroker
11. Peddler (Truck, walking and transient merchants)
12. Precious Metal and Gem Dealer
13. Restaurant *
14. Secondhand Dealer
15. Solicitor/Canvasser
16. Tattoo Parlor*
17. Taxi Cab
18. Theater
19. Used Car Lot

*All business licenses denoted with an asterisk require City Council approval prior to issuance.

Please note that additional insurance, bonds, County and City reviews and approvals are required for other types of businesses. Forms for these licenses must be obtained at City Clerk's Office, 3200 Biddle Avenue, 1st Floor, Wyandotte, Michigan 48192 and the Clerk's Office will be able to assist you with the business license process.

DEVELOPMENT AND FINANCE INCENTIVE TOOLS

A general description of development and finance incentive tools used by the City of Wyandotte is provided within this section. The intent is to provide important information to a potential investor to assist in making an initial decision to proceed with an investment. The intent is not to describe how a district or program was initiated or identify the operations of a board or authority. Each economic incentive listed below, provides a general description, investor incentive, eligible activities or projects, application process (if required) and contact information.

Finance Authorities

- Brownfield Redevelopment Authority (BRA) and Brownfield Development Plans
- Downtown Development Authority (DDA) and Building Façade Grants
- Tax Increment Financing Authority (TIFA)

Tax Incentives: Tax Exemptions/Abatements and Grants

- ☐ Commercial Facilities Tax Exemption Certificate (CFEC) & Commercial Redevelopment District
- ☐ Commercial Rehabilitation Tax Exemption Certificate (CREC) & Commercial Rehabilitation District
- ☐ Commercial Rehabilitation Tax Exemption Certificate (CREC) & Commercial Rehabilitation District
- ☐ Neighborhood Enterprise Zone (NEZ) Tax Exemption Certificate & NEZ District
- ☐ Obsolete Property Rehabilitation Act (OPRA) Tax Exemption Certificate & Obsolete Property Rehabilitation District
- ☐ Personal Property 100% Tax Abatement
- ☐ Industrial Property/Facilities Tax Exemptions (IFE) & Industrial Development District/Plant Rehabilitation District
- ☐ Michigan Community Revitalization Program (MCRP) Grants & Loans

Other Business & Development Tools & Assistance

- Detroit SCORE
SCORE Chapter 18 DETROIT is a nonprofit association dedicated to entrepreneur education and the formation, growth and success of small business in Southeast Michigan. SCORE is a resource partner of the U.S. Small Business Administration (SBA). SCORE provides mentoring, workshops, templates and tools to small businesses.
www.detroit.score.org
- Downriver Community Conference
Downriver Community Conference (DCC) is a nonprofit organization dedicated to enhancing the quality of life for area residents, workers and businesses. The DCC provides workforce development and small business start-up resources for businesses.

Partial grants for Phase I Environmental Assessments via Brownfield Consortium of Downriver Community Conference (DCC) Wyandotte is a member and applications are submitted by the City Engineer. More information at www.dccwf.org

- Michigan Economic Development Corporation
The Mission of the Michigan Economic Development Corporation (MEDC) is to market Michigan and provide the tools and environment to drive job creation and investment. The MEDC offers technical assistance, resources, business grants and loans to businesses and communities in Michigan.
- www.michiganbusiness.org
- Wayne County One Stop Business Resource Center
The Michigan Small Business Development Center (SBDC) enhances Michigan's economic well-being by providing counseling, training, secondary market research for new ventures, existing small businesses and advanced technology companies.
www.sbdcmichigan.org

The City of Wyandotte uses the aforementioned state legislated financial and/or tax assistance programs and non-profit organizations to encourage new development and rehabilitation. These program summaries are intended to provide key general information for an investor's decision to proceed with an investment. Additional detailed information on many of the programs is provided under the 'website links' section. The City of Wyandotte is open to exploring, creating and partnering on public/private grant opportunities and funding for unique and innovative projects. Please contact the Engineering and Building Department, the City Administrator, the Mayor's Office or the Downtown Development Authority for more information.

BROWNFIELD REDEVELOPMENT AUTHORITY

PA 381 OF 1996

A BRDA provides a municipality with the opportunity to create a local Brownfield financing resource in order to enhance local economic development capacities and assist with redeveloping difficult sites. It encourages redevelopment of contaminated, functionally obsolete and blighted property by providing financial and tax incentives.

The Brownfield Redevelopment Authority (BRDA) reviews and recommends approval of preliminary funding requests, Brownfield Plans, Development Agreements, and requests for TIF reimbursement upon project completion. The Mayor and City Council provide final approval at the local level. Approvals from other state agencies may also be necessary, such as the Michigan Economic Development Corporation (MEDC), Michigan Department of Environmental Quality (MDEQ), and Michigan Strategic Fund (MSF).

INVESTOR INCENTIVE: Tax increment finance funds may reimburse a developer for the eligible costs pursuant to a Brownfield Redevelopment Plan and as approved by the Authority and Mayor and City Council. The length of tax increment capture will not exceed the number of years required to reimburse eligible expenses or 30 years, whichever comes first.

ELIGIBLE ACTIVITIES:

- ☐ Environmental assessments and testing and remediation of environmental contamination
- ☐ Building demolition, site demolition or selective interior demolition
- ☐ Lead or asbestos abatement
- ☐ Public infrastructure improvements including but not limited to utilities and underground or vertical parking
- ☐ Private parking decks may be eligible
- ☐ Site preparation
- ☐ Brownfield Plan and Work Plan preparation
- ☐ Site acquisition may be eligible if the site is purchased by the City

APPLICATION PROCESS:

The BRDA first reviews an initial request from a prospective developer for financial assistance to re-develop eligible property and determines whether or not to authorize the preparation of a Brownfield Plan for a project. If authorized to prepare a Plan, the prospective developer may then prepare a Plan that identifies the eligible property, the eligible activities, the TIF approach to be taken and other issues related to the subject parcels. The Authority, with the assistance of City personnel, then reviews the Plan, recommends to approve or deny and then schedules a

public hearing before the Mayor and City Council so they may approve, modify or deny the Plan.

- Step 1.** The developer of a proposed brownfield project should contact the Engineering and Building Department to introduce the proposed project and request financing assistance. Prior to preparing a Brownfield Plan, the developer will first submit a request for financial assistance to the Authority that summarizes the project, the proposed eligible activities for which reimbursement will be requested, estimated costs and other required information. If the Authority authorizes the preparation of a Brownfield Plan, the developer may then work with an Environmental/Engineering/Brownfield Consultant to prepare the Brownfield Redevelopment Plan, a Development & Reimbursement Agreement, and also an Act 381 Work Plan if required (if the capture of school taxes is requested). An application fee is required to submit a Brownfield Plan.
- Step 2.** If possible, required site plan and special use approvals are received from the appropriate local authority, such as the Planning Commission and/or the Mayor and City Council.
- Step 3.** The Brownfield Redevelopment Authority reviews and recommends approval of the Brownfield Plan and the Development & Reimbursement Agreement to the Mayor and City Council. The Authority also recommends and/or authorizes scheduling a public hearing according to provisions of PA 381.
- Step 4.** The Mayor and City Council will hold the public hearing to consider the request from the Authority and approval of the Plan and associated documents and/or agreements. After the public hearing, a resolution may be issued to approve, deny, or modify the Plan and associated documents and agreements.
- Step 5.** The Brownfield Redevelopment Authority and Mayor and City Council may then execute the Brownfield Development & Reimbursement Agreement specifying the terms and conditions associated with the reimbursement of costs associated with the eligible activities. At this point, the Brownfield Plan approval process is completed unless the project is proposing the capture of school taxes.
- Step 6.** Note: If school taxes are proposed for capture as part of the Brownfield Plan to reimburse the cost of certain eligible activities, approval of a Public Act 381 Work Plan by the MDEQ and/or Michigan Strategic Fund MSF/MEDC and/or MDEQ approves the Work Plan.

CONTACT: Engineering and Building Department at 734-324-4551.

Joseph M. Voszatka, SMOOTH Development, LLC, Economic Development Brownfield Consultant, 734-301-1282, jmvoszatka@smoothdevelopment.com, jmvoszatka@wyan.org

WEBSITE LINKS:

Brownfield Program Summary at Michigan Economic Development Corporation:

<http://www.michiganbusiness.org/cm/Files/Fact-Sheets/BrownfieldProgramProcess.pdf>

Detailed Brownfield Information:

<http://www.michiganbusiness.org/cm/files/factsheets/brownfieldredevelopmentauthoritypa381.pdf>

DEQ Brownfield Information:

https://www.michigan.gov/deq/0,4561,7-135-3311_29262---,00.html

DOWNTOWN DEVELOPMENT AUTHORITY

PA 197 OF 1975

The Mayor and City Council finds it necessary for the best interests of the public to halt property value deterioration, increase property tax valuation, eliminate causes of deterioration, and promote economic growth in the downtown area. A Downtown Development Authority (DDA) is created to administer improvement programs and use a range of funding options including tax increment financing to fund public improvements.

The DDA reviews and recommends approval of an annual budget to the legislative body for final approval. Activities provided for in the approved budget can be funded by the DDA. The DDA reviews and recommends approval of an annual budget to the legislative body for final approval. Activities provided for in the approved budget can be funded by the DDA.

INVESTOR INCENTIVE:

The Wyandotte Downtown Development Authority (DDA) was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA District. Our grant program provides funding to owners of businesses within the city's DDA District who wish to make improvements to their existing buildings' façades and provides funding to new businesses and businesses relocating to the district.

DDA GRANT PROGRAM

The Wyandotte Downtown Development Authority (DDA) was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA District. Our grant program provides funding to owners of businesses within the city's DDA District who wish to make improvements to their existing buildings' façades and provides funding to new businesses and businesses relocating to the district.

CONTACT

Joseph Keller Gruber, DDA Director, 734-324-7298, jgruber@wyandotte.net

WEBSITE LINKS:

DDA Grants: www.wyandotte.net/ddagrants

DDA Information: www.wyandotte.net/dda

TAX INCREMENT FINANCING AUTHORITY

PA 197 OF 1975

In accordance with Public Act 450 of 1980, the Tax Increment Financing Authority (TIFA) was created to prevent urban deterioration and encourage economic development, neighborhood revitalization, and historic preservation. The board is comprised of nine (9) members who also constitute the membership of the Economic Development Corporation (EDC), a development entity utilized in the 1980s and early 1990s but is now primarily inactive. These members also serve as the board for the Brownfield Redevelopment Authority, an entity created by the Mayor and City Council in 1997 in accordance with Public Act 381 of 1996. The Authority is responsible for reviewing and adopting Brownfield Redevelopment Plans to promote the revitalization of properties that are functionally obsolete, blighted or environmentally distressed throughout the city.

The TIFA board may consider public improvements to be built by the City or reimbursed to developer to assume a development may be completed. Examples include installing new public infrastructure to provide for new development such as watermains, sewers, relocation of electrical system or similar type infrastructure improvements.

CONTACT

Paul LaManes, 734-324-7194, plamanes@wyandotte.net

WEBSITE LINKS:

TIFA History in Wyandotte:

<http://www.wyandotte.net/Departments/CommunityDevelopment/TIFAHistory.asp>

COMMERCIAL REDEVELOPMENT DISTRICT

PA 255 OF 1978 / 227 OF 2008

The City of Wyandotte encourages replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years. As defined, commercial property means land improvements, the primary purpose and use of which is the operation of a commercial business enterprise, including office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities.

INVESTOR INCENTIVE:

A private investor may receive a property tax abatement known as a Commercial Facilities Exemption Certificate for up to 12 years on new investment. The property owner pays a Commercial Facilities Tax rather than the normal property tax. A certificate will be issued for a period between one year and 12 years as determined by the Mayor and Council.

For a 'restored facility': The Taxable Value of the building freezes at its value prior to restoration. The Local School Operating (LSO) tax and the State Education Tax (SET) are also frozen.

For a 'new' or 'replacement facility': A 50 percent reduction in the number of mills levied as ad valorem taxes, excluding the State Education Tax (SET), is provided. Within 60 days after granting a Commercial Facilities Exemption Certificate (CFEC), the State Treasurer may also exempt 50 percent of the SET mills for a period not to exceed six years. The State Treasurer will not grant more than 25 of these SET exclusions each year.

ELIGIBLE PROJECTS:

- ☐ A property must first be included within a Commercial Redevelopment District (CRD) in order to be eligible to apply for a CFEC. If construction activity starts before the establishment of a CR, the project isn't eligible to apply. If the property is within a CRD, a CFEC application must be submitted to the City within 45 days of the start of the construction activity.
- ☐ A commercial business enterprise, including office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development and other commercial facilities.

- ☐ A mixed-use building, but only for the non-housing portion of the building; the housing portion isn't eligible for a CFEC, but may be eligible for another exemption, such as a Neighborhood Enterprise Zone (NEZ) or Obsolete Property Rehabilitation Act (OPRA) Exemption.
- ☐ Obsolete commercial property or cleared or vacant land which is part of an existing, developed commercial or industrial zone which has been zoned commercial or industrial for 3 years before June 21, 1978, and the area is or was characterized by obsolete commercial property and a decline in commercial activity.
- ☐ Land which has been cleared or is to be cleared as a result of major fire damage, or cleared or to be cleared as a blighted area under Act No. 344 of the Public Acts of 1945.
- ☐ Property which was owned by a local governmental unit on June 21, 1978, and subsequently conveyed to a private owner and zoned commercial.
- ☐ Does not include a casino and associated parking lot, hotel, motel, or retail store owned or operated by a casino, an affiliate, or an affiliated company.
- ☐ Land and personal property are not eligible for abatement under this act.

Note 1:

“Replacement facility” means commercial property to be acquired, constructed, altered, or installed for the purpose of being substituted for obsolete commercial property. Property impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect shall be considered obsolete. All other new commercial property is considered a ‘new facility’.

Note 2:

A “restored facility” means changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Restoration must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the restoration. Restoration includes major renovation including, but not limited to, the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to one or two stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes.

APPLICATION PROCESS:

- Step 1.** The Mayor and City Council at the request of the property owner or on their own initiative, establishes a Commercial Redevelopment District by resolution. A public hearing is conducted prior to approving the resolution. An application fee is required.
- Step 2.** A property owner files an application with the local clerk for a Commercial Facilities Exemption Certificate. An application fee is required. *Note: Applications are available from the Michigan Department of Treasury website at:*
http://www.michigan.gov/taxes/0,4676,7-238-43535_53197-222387--,00.html
- Step 3.** The Mayor and Council conducts a public hearing on the application. The application must be approved or disapproved not more than 60 days after its date of receipt.
- Step 4.** An approved application is sent to the State Tax Commission for filing purposes if the additional exemption of 50% of the State Education Tax (SET) millage isn't requested; if the additional exemption is requested, final approval from the State Tax Commission and/or Treasury Department is required.

CONTACT:

City Administrator, Todd A. Drysdale, 734-324-4566, tdrysdale@wyan.org

MEDC Customer Contact Center at 517-373-9808

WEBSITE LINKS:

Program Summary at MEDC Website:

http://www.michiganbusiness.org/cm/files/fact-sheets/com_redev_act-255.pdf

Detailed Information at Michigan Department of Treasury:

http://www.michigan.gov/taxes/0,4676,7-238-43535_53197-222387--,00.html

COMMERCIAL REHABILITATION DISTRICT

PA 210 OF 2005

The Commercial Rehabilitation District encourages rehabilitation of commercial property by abating the property taxes generated from new investment for a period up to 10 years.

INVESTOR INCENTIVE:

A private investor may receive a property tax abatement, known as the Commercial Rehabilitation Exemption Certificate (CREC) for up to 10 years on new investment. A certificate will be issued for a period between one year and 10 years.

The Commercial Rehabilitation Tax freezes the Taxable Value of the building at its pre-restoration value and exempts the new investment from local taxes. The Local School Operating (LSO) tax and the State Education Tax (SET) are still levied on the new investment. Land and personal property cannot be abated under this act.

ELIGIBILITY:

- ☐ A property must first be included with a Commercial Rehabilitation District in order to be eligible to apply for a CREC. If construction activity starts before the establishment of a Commercial Rehabilitation District, the project isn't eligible to apply. If the property is within a Commercial Redevelopment District, a CREC application must be submitted to the City within six (6) months of the start of a rehabilitation/construction activity.
- ☐ Multiple-family housing (5 units or more) or commercial buildings 15 years or older and on property at least three acres in area, unless the property is within a downtown or business area or contains a qualified retail food establishment (as defined in the Act).
- ☐ Vacant property or other commercial property that was commercial property within the immediately preceding 15 years.
- ☐ Commercial business enterprise, including office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities.
- ☐ Qualified retail food establishments including a retail supermarket, grocery store, produce market, or delicatessen that offer unprocessed USDA-inspected meat and poultry products or meat products that carry the USDA organic seal, fresh fruits and vegetables, and dairy products for sale to the public.
- ☐ Commercial property does not include property that is to be used as a professional sports stadium or a casino.

Note:

Rehabilitation is defined as changes that are required to restore or modify the property, together with all appurtenances, to an economically efficient condition. The new investment in the rehabbed property must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the rehabilitation of the qualified facility. Rehabilitation includes the following:

- ☐ Improvement of floor loads, correction of deficient or excessive height, new or improved fixed building
- ☐ Equipment including heating, ventilation, and lighting,
- ☐ Reducing multistory facilities to one or two stories, improved structural support including foundations,
- ☐ Improved roof structure and cover, floor replacement, improved wall placement, improved exterior and
- ☐ Interior appearance of buildings, and other physical changes required to restore or change the property to an economically efficient condition. Rehabilitation also includes new construction on vacant property from which a previous structure has been demolished and if the new construction is an economic benefit to the local community as determined by the qualified local governmental unit. Rehabilitation for a qualified retail food establishment also includes new construction.

Note:

Commercial property is a qualified facility that includes a building or group of contiguous buildings of commercial property that is 15 years or older, of which the primary purpose is the operation of a commercial business enterprise or multifamily residential use. Multifamily residential is housing that consists of five or more units.

APPLICATION PROCESS:

- Step1. At the request of the applicant, or on their own initiative, the Mayor and City Council considers establishing a Commercial Rehabilitation District. A public hearing is conducted prior to approving or denying a resolution to establish a District. An application fee is required.

- Step 2.** The resolution is provided to the County where the district is established. Within 28 days, the county may accept or reject the establishment of the district. If establishment of the District isn't rejected, an application may then be considered by the Mayor and City Council.
- Step 3.** A property owner files an application with the local clerk for a Commercial Rehabilitation Exemption Certificate. An application fee is required. Note: Applications are available from the Michigan Department of Treasury website at http://www.michigan.gov/taxes/0,1607,7-238-43535_53197-213167--,00.html
- Step 4.** The Mayor and City Council conducts a public hearing on the application. The application must be approved or disapproved not more than 60 days after its date of receipt.
- Step 5.** An approved application is sent to the State Tax Commission for approval. A resolution is not effective unless approved by the State Tax Commission.
- Step 6.** Upon approval by the State Tax Commission, a Commercial Rehabilitation Certificate is issued.

Note:

The application shall contain or be accompanied by a general description of the qualified facility, a general description of the proposed use of the qualified facility, the general nature and extent of the rehabilitation to be undertaken, a descriptive list of the fixed building equipment that will be a part of the qualified facility, a time schedule for undertaking and completing the rehabilitation of the qualified facility, a statement of the economic advantages expected from the exemption, including the number of jobs to be retained or created as a result of rehabilitating the qualified facility, including expected construction employment.

CONTACT:

City Administrator, Todd A. Drysdale, 734-324-4566, tdrysdale@wyan.org

MEDC Customer Contact Center at 517.373.9808.

WEBSITE LINKS:

Program Summary at Michigan Economic Development:

<http://www.michiganbusiness.org/cm/files/fact-sheets/commercialrehabilitationact.pdf>

Also at Michigan Municipal League:

http://www.mml.org/pdf/opp/opp_commercialrehab.pdf

NEIGHBORHOOD ENTERPRISE ZONE

PA 147 of 1992

A Neighborhood Enterprise Zone (NEZ) Exemption Certificate provides a tax incentive for the development and rehabilitation of residential housing and to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. A NEZ promotes neighborhood revitalization, encourages owner occupied and rental housing and new investment by lowering property taxes.

INVESTOR INCENTIVE:

Taxes may be reduced for up to 12 years on new construction, and for up to 15 years for a rehabilitation project. NEZ approval must be received prior to starting construction. An interested investor should speak with the City's representative for program specifics.

A certificate expires if an owner fails to complete the filing within two years after the certificate is issued. It can be automatically revoked if any one of the following exists:

- ☐ The new facility is no longer a homestead or residential facility.
- ☐ The NEZ tax is not paid or property tax is not paid.
- ☐ The structure is not in compliance with local construction, building or safety codes.
- ☐ Requests for certificate revocation must be made to the State Tax Commission.

The NEZ tax is levied certificate holders in place of ad valorem real property taxes on the new or rehabilitated facility (not on the land on which the facility is located). Until paid, the NEZ tax is a lien on the real property. The NEZ tax on new construction attached to an existing facility will only apply to the addition.

The rest of the facility will continue to be assessed regular property taxes.

ELIGIBLE PROJECTS:

- ☐ A property must be included within a Neighborhood Enterprise Zone (NEZ) in order to be eligible to apply for an NEZ. If construction activity starts before the establishment of an NEZ, the project isn't eligible to apply. If the property is within an NEZ, a NEZ application must be submitted to the City prior to the issuance of any building permits/the start of any construction activity.
- ☐ One or two-unit residential buildings.
- ☐ Mixed-use buildings

Notes:

1. A building permit for improvement cannot be issued prior to application for an NEZ Exemption Certificate.
2. A rehabilitated facility is defined as an existing structure or a portion of an existing structure with a current true cash value of \$80,000 or less per unit that has or will have as its primary purpose residential housing consisting of 1–8 units.
3. A new facility is defined as a new structure or portion of a new structure that has as its primary purpose residential housing consisting of one or two units, one of which will be owner occupied as a principal residence. This definition includes a new individual condominium unit, in a structure with one or more condominium units, that has as its primary purpose residential housing which will be owner-occupied as a principal residence. A new facility does not include apartments, except when all of the following criteria are met:
 - ☐ Rented or leased or is available for rent or lease.
 - ☐ A mixed-use building or located in a mixed-use building that contains retail business space on street level floor.
 - ☐ Located in the City's qualified downtown district or boundaries identified by the City in an area zoned and primarily used for business.

APPLICATION PROCESS:

- Step 1.** Once it is determined that the property is within a Neighborhood Enterprise Zone (NEZ) and eligible for an Exemption Certificate an owner/developer of a proposed new facility or rehabilitated property files an application for an NEZ certificate with the City. Applications are available from the Michigan Department of Treasury's website at http://www.michigan.gov/documents/treasury/4775_330888_7.pdf

The NEZ application must be filed before a building permit is issued.

- Step 2.** An owner/developer obtains a building permit and submits a copy to the City.
Note: The NEZ application must be filed before a building permit is issued.

- Step 3.** Upon project completion, the property owner submits to the City one of the following:
1. New Facility/Homestead Facility — Certificate of Occupancy and/or an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence.

- Step 4.** Rehabilitated Facility - information required on the NEZ application and/or by the NEZ Act. Please see the Application for additional details.
- Step 5.** The City Engineer forwards the application, approved resolution and the appropriate documentation (Nez Application, building permit, resolution, Warranty Deed, legal description and parcel number) to the State Tax Commission within 60 days of receipt.
- Step 6.** Once Developer/Owner is issued the Certificate of Occupancy/Approval and the Engineering Department will forward said Certificate to the State Tax Commission.
- Step 7.** Within 60 days of the receipt of the completed application, the State Tax Commission will issue a certificate to the applicant if it is determined that the facility complies with the NEZ program requirements within 60 days of receipt of the completed application. Copies of the certificate are sent to the applicant, assessor's office and each affected taxing unit.

CONTACT:

Engineering and Building Department, Kelly Roberts, 734-324-4555, kroberts@wyan.org

MEDC Customer Contact Center at 517.373.9808.

WEBSITE LINKS:

Program Summary at Michigan Economic Development Corporation

<http://www.michiganbusiness.org/cm/files/fact-sheets/neighborhoodenterprisezone.pdf>

Detailed information at Michigan Department of Treasury:

http://www.michigan.gov/documents/treasury/4775_330888_7.pdf

Information on the City of Wyandotte website:

<http://www.wyandotte.net/departments/communitydevelopment/neighborhoodenterprisezone.asp>

OBSOLETE PROPERTY REHABILITATION EXEMPTION

PA 146 OF 2000

The Obsolete Property Rehabilitation Act (OPRA) provides a tax incentive to encourage the redevelopment of obsolete and older buildings into vibrant commercial and mixed-use projects. The tax incentive is designed to assist in the redevelopment of older buildings in which a facility is contaminated, blighted or functionally obsolete.

INVESTOR INCENTIVE:

The advantage to the developer is savings on property taxes. The tax incentives freeze local property taxes at the building's pre-rehabilitation Taxable Value for up to 12 years. In addition, the State Treasurer has the ability to exempt one-half of the school millage(the Local School Operating and State Education Tax) for up to six years on 25 projects per year.

ELIGIBLE PROJECTS:

- ☐ Commercial Building
- ☐ Mixed-Use Residential Building

APPLICATION PROCESS:

1. The Mayor and City Council at the request of the property owner or on their own initiative considers establishing an Obsolete Property Redevelopment Act (OPRA) District by resolution. A public hearing is conducted prior to approving the resolution. An application fee is required if action is initiated by the property owner.
2. If the District is established, an owner of an obsolete property within the district files an application for an OPRA certificate with the City Clerk. Applications are available from the Michigan Department of Treasury website at:
http://www.michigan.gov/documents/3674f_2640_7.pdf An application fee is required.
3. The City Clerk schedules a public hearing and notifies the Assessor and each taxing unit that levies property taxes.
4. The Mayor and City Council holds a public hearing prior to acting on the application for an OPRA Certificate.
5. Within 60 days of receipt of application, the Mayor and City Council approves or disapproves the application and sets the number of years for the Certificate by resolution. The decision is completed within 60 days of the City receiving the application.

An approved application and resolution is sent to the State Tax Commission (STC). The STC has 60 days to approve or disapprove the application.

CONTACT:

City Administrator, Todd A. Drysdale, 734-324-4566, tdrysdale@wyan.org

MEDC Customer Contact Center at 517.373.9808.

WEBSITE LINKS:

Program Summary at Michigan Economic Development Corporation:

<http://www.michiganbusiness.org/cm/files/fact-sheets/obsoletepropertyrehabilitationact.pdf>

Detailed information at Michigan Department of Treasury:

http://www.michigan.gov/taxes/0,1607,7-238-43535_53197-213167--,00.html

PERSONAL PROPERTY TAX ABATEMENT

PA 328 OF 1998

The Personal Property Tax Abatement Act allows the Mayor and City Council to exempt new personal property tax of an eligible business as an economic development incentive and to support the expansion of qualified businesses. Personal property eligible for abatement includes equipment, furniture, computer systems and other taxable business assets other than real property. The City Council will consider the merits of each individual project and the overall benefits that result from granting the exemption.

New personal property is defined as property not previously subject to property taxes in any other jurisdiction in this state. This includes personal property already in Michigan, but exempt for another reason.

INVESTOR INCENTIVE:

The City Council may provide up to 100 percent abatement of new personal property taxes for a period of up to 12 years for a businesses. The City determines the number of years granted and may grant any number of years for the exemption.

ELIGIBLE PROJECTS:

An eligible business is a business engaged primarily in manufacturing, mining, research and development, wholesale trade or office operations. Eligible business does not include a casino, retail establishment, professional sports stadium, or that portion of an eligible business used exclusively for retail sales.

APPLICATION PROCESS:

- Step 1.** An Application for an Exemption of New Personal Property by the business owner is filed with the City Council.
- Step 2.** City personnel will meet with the applicant, review the application, work with the applicant on finalizing the application, and then prepare materials necessary for the Mayor and City Council to consider the application for approval.
- Step 3.** The Mayor and City Council adopts a resolution scheduling a public hearing on the application.
- Step 4.** The Mayor and City Council holds a public hearing, after which the Mayor and City Council may adopt a resolution to approve, deny or modify the application.

Step 5. The approved application and adopted resolution are sent to the Michigan Department of Treasury/State Tax Commission for final approval. The State Treasurer is responsible for final approval of the exemption. The application must be approved or denied within 60 days.

CONTACT:

City Assessor, Thomas Woodruff, 734-324-4512, assessor@wyan.org

MEDC Customer Contact Center at 517.373.9808.

WEBSITE LINKS:

Program Summary at Michigan Economic Development Corporation:

<http://www.michiganbusiness.org/cm/files/fact-sheets/personalproptax328.pdf>

Detailed information at Michigan Department of Treasury:

http://www.michigan.gov/taxes/0,1607,7-238-43535_53197-213167--,00.html

INDUSTRIAL FACILITIES TAX EXEMPTIONS: PLANT REHABILITATION AND INDUSTRIAL DEVELOPMENT

PA 198 OF 1974

The City of Wyandotte provides tax abatements to eligible manufacturers to enable renovation and expansion of aging facilities, assist in the building of new facilities, and to promote the establishment of high-tech facilities. Industrial property tax abatements provide incentives for eligible businesses to make new investments. Industrial property is defined as land improvements, buildings, structures, and other real property and machinery, equipment, furniture, and fixtures or any part or accessory whether completed or in the process of construction comprising an integrated whole.

An Industrial Facilities Tax Exemption (IFT)/Industrial Facilities Exemption Certificate (IFEC) can be granted in an Industrial Development District (IDD) and a Plant Rehabilitation District (PRD). The IDD is applied in areas for new construction. A PRD is applied in areas for rehabilitation of obsolete facilities. The City Council will consider the merits of each individual project and the overall benefits that result from granting the exemption.

INVESTOR INCENTIVE:

An Industrial Facilities Tax Exemption certificate entitles the facility to exemption of approximately 50% of ad valorem real and/or personal property taxes for a term of up to 12 years, as determined by the Mayor and City Council. As part of the approval process, the application and City are required to enter into a contract memorializing the terms and conditions of the Abatement, commonly known as a 'Letter of Agreement'.

Notes:

1. Any buildings and equipment that existed prior to construction of a new facility are not exempt.
2. If the project is for rehabilitation, the value of any pre-existing obsolete property is exempt from ad valorem property taxes, but will be used as the base for the IFT.
3. Similarly, any structures or equipment added after completion of the project are fully taxable.
4. Land is specifically excluded from the benefits of the act and is fully taxable.

ELIGIBLE PROJECTS:

- ☐ A property must either be included within an Industrial Development District (IDD) or Plant Rehabilitation District (PRD) in order to be eligible to apply for an IFT/IFEC, or an applicant must submit a written request to establish a District to the City Clerk, and have the request date-and-time-stamped upon submittal. If construction activity starts before the establishment of an IDD/PFD or the submittal of a written request to establish a District, the project isn't eligible to apply. An IFT/IFEC application must be submitted to the City within six (6) months of the start of construction activity/issuance of any building permits.
- ☐ Industrial plants that primarily manufacture or process goods or materials by physical or chemical change.
- ☐ Related facilities of Michigan manufacturers such as offices, engineering, research and development, warehousing or parts distribution.
- ☐ Research and development laboratories, high-tech facilities and large communications centers can qualify throughout Michigan.
- ☐ The applicant is a qualifying business as outlined in MCL 207.552.

APPLICATION PROCESS:

- Step 1.** A Plant Rehabilitation or Industrial Development District must be created, or its establishment formally requested in writing, prior to initiating a project. A District may be established at the request of the applicant, or at the initiative of the Mayor and City Council. A public hearing is conducted prior to approving or denying a resolution to establish a District. An application fee is required if the District request is initiated by the applicant.
- Step 2.** The application is filed with the City Clerk. An application fee is required. Applications are available from the Michigan Department of Treasury website: http://www.michigan.gov/documents/1012f_2637_7.pdf
- Step 3.** The Mayor and City Council reviews and approves or disapproves the application along with the 'Letter of Agreement' within 60 days of the clerk's date of receiving the completed application. A public hearing is conducted as part of the review process.
- Step 4.** The application, resolution of approval and executed contract are forwarded to the State Tax Commission for final approval and issuance of certificates. An exemption is not effective until approved by the State Tax Commission.

CONTACT:

City Administrator, Todd A. Drysdale, 734-324-4566, tdrysdale@wyandotte.org

MEDC Customer Contact Center at 517.373.9808.

WEBSITE LINKS:

Program Summary at Michigan Economic Development Corporation:

<http://www.michiganbusiness.org/cm/Files/Fact-Sheets/IndustrialProptaxAbatePA198.pdf>

Detailed information at Michigan Department of Treasury:

http://www.michigan.gov/taxes/0,1607,7-238-43535_53197-213175--,00.html

MICHIGAN COMMUNITY REVITALIZATION PROGRAM (MCRP)

PA 2252 OF 2011

The Michigan Community Revitalization Program (MCRP) is an incentive program available from the Michigan Strategic Fund (MSF), in cooperation with the Michigan Economic Development Corporation (MEDC). The program is designed to promote community revitalization through the provision of grants, loans or other economic assistance for eligible investment projects. MCRP funds can be used along with ACT 381/Tax Increment Financing (TIF) to fund projects. Projects must be located on an Eligible Property, meaning property meeting one or more of the following conditions:

- ☐ A contaminated facility/building/land
- ☐ Historic resource
- ☐ Blighted
- ☐ Functionally obsolete
- ☐ Adjacent or contiguous to a property described above, if the development of the adjacent and contiguous property is estimated to increase the taxable value of the property described above.

MSP support will be determined based on a needs analysis; however, under no conditions will the MSF support exceed 20% of the total eligible investment for a single non-historic project (and 25% for a historic project). As part of the needs analysis, four (4) different criteria are reviewed for each project to determine the appropriate level of MSF support.

- Project cash flow and ability to support debt
- Project loan to value
- Project costs
- The owner's equity contribution

Generally, no funds will be disbursed until the project is verified as complete.

INVESTOR INCENTIVE:

A private investor may receive a property tax abatement, known as the Commercial Rehabilitation Exemption Certificate (CREC) for up to 10 years on new investment. A certificate will be issued for a period between one year and 10 years.

CONTACT

Joseph Keller Gruber, DDA Director, 734-324-7298, jgruber@wyan.org

MEDC Customer Contact Center at 517.373.9808.

WEBSITE LINKS:

Program Summary at Michigan Economic Development Corporation:

<http://www.michiganbusiness.org/cm/files/fact-sheets/communityrevitalizationprogram.pdf>

Detailed Information at Michigan Economic Development Corporation

<http://www.michiganbusiness.org/community/development-assistance/>

SPECIAL EVENTS

The City of Wyandotte hosts many special events in and around the Central Business District throughout the year and opportunities for business involvement in these events. Our Special Event Coordinator works closely with the Wyandotte Museums, The Downtown Development Authority (DDA), The Recreation, Leisure & Culture Department, the Wyandotte Business Association (WBA) and other third party organizations to coordinate Special Events in the City. Noteworthy events handled by the Special Event Coordinator include: The Wyandotte Street Art Fair, The Holiday Parades, Wyandotte Fishing Derby, Music in the Park and the Flicks on Bricks outdoor movie nights. The Special Events Office also oversees the rental of the Wyandotte Trolley and Showmobile (a portable stage). The Wyandotte Business Association (a volunteer-run non-profit) hosts Third Friday events in Downtown Wyandotte each month which are funded by the Downtown Development Authority.

HOSTING A SPECIAL EVENT IN WYANDOTTE

Many merchants desire to host events or activities adjacent to their business and this requires city approval. The below are the steps to apply for special event approval with the Special Events Office in the City of Wyandotte.

Merchants who would like to utilize city property must complete a City of Wyandotte Special Events Application. This form has all the information needed to host an event in our city. Once the application is filled out and sent to the Special Events Coordinators office, it is reviewed by the office and sent along to all other city service departments, then our Legal Department and finally our Mayor and City Council. Typically, we require a signed hold harmless on file with the potential for adding the City as additional insured.

Any questions regarding this application/process may be answered by the Special Events Coordinator at hthiede@wyan.org or 734-324-4502.

BUSINESS PARTICIPATION IN THE WYANDOTTE STREET ART FAIR

As one of the largest fine art fairs in the State of Michigan, the Annual Wyandotte Street Art Fair attracts fine artists from across the state, region and nation to showcase their work, and offers a platform to expand community awareness of the creative arts through a quality event that provides cultural enrichment to all ages in a fun and festive environment. The Special Events Office in the City of Wyandotte organizes the Wyandotte Street Art Fair as well as many other special events in the city. In an effort to maintain a high level of quality and public confidence we

provide simple rules that benefit both the public and participants alike. The details about participation are outlined below:

1. The Special Events Offices will allocate space using 3 selection criteria:
 - a. Merchants/restaurants located within the footprint of the art fair are given first-priority and the use of their business store front footage. There is no booth charge to participate in the fair for these businesses only. Other charges (electrical, etc.) may be applicable.
 - b. Wyandotte businesses/restaurants who have commercial storefronts are given second priority and a 10 x 10 space.
 - c. Wyandotte home-based businesses and restaurants located outside of the city are given third-priority.
2. All Merchant applications are emailed or mailed out in January and are available by emailing the Special Events Office at hthiede@wyan.org.
3. Merchants are required to add the City of Wyandotte as additional insured to their insurance, sign a hold harmless agreement, abide by all city laws/ordinances, fire codes, rules and regulations of the fair and pay all necessary fees in order to participate.
4. Applications are processed after the deadlines for each category. Booth information is sent via email from the Special Events Office.

Booth rental and other charges are applicable for businesses who wish to participate in the fair. Please remember, space in the WSAF is not guaranteed; we use a first-come first-served system when processing rounds two and three.

SPECIAL EVENTS OFFICE INFORMATION

General Office Hours of the Special Events Office: Monday thru Friday 8:00 to 5:00. The Special Events Office is closed on holidays and when other city offices are closed. It is located at 2624 Biddle Avenue, Wyandotte, MI. 48192. Contact: Heather Thiede, 734-324-4502 or hthiede@wyan.org

SPECIAL EVENTS APPLICATION

<http://www.wyandotte.net/FrontDesk/Forms/SpecialEventPacketAndApplication.pdf>