

INTERNAL PZE Procedure

Community Development CITY OF ECORSE, MICHIGAN

Albert B. Buday Civic Center
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The Planning, Zoning or Engineering (PZE) procedure is a document or online process that dictates the manner in which community development applications are received, reviewed, and decided upon. The PZE procedure consists of:

- 1) The PZE instructional document (this PDF)
- 2) The PZE transmittals and other materials (available in online repository)
- 3) Updates in BS&A in the “Notes” box

Helpful links:

- The current fee schedule (not yet available)
- [Zoning Ordinance and Map](#)
- [Applications and Forms](#)
- [List of Planning Commission and Zoning Board of Appeals meeting dates, times, and submission deadlines](#)



Applications Involving PZE

The following applications have a specific PZE procedure, as laid out by the [Zoning Ordinance](#). These applications will require review by more than one department, including but not limited to Building, Planning and Zoning, Engineering, Fire, and Public Safety.

- Site Plan
- Special Land Use
- Rezoning
- Planned Unit Development (PD/PUD)

The following applications do not have a formal PZE procedure in the ordinance, but still require review by both Building and Planning:

- Signs
- Fences
- Variances

All other applications not listed above (mechanical, demos, electrical, etc.) require review by the Building Department only, and do not have a PZE procedure. However, the Building Department may ask other departments to weigh-in as needed, and such services are considered hourly professional services.



General Overview

The PZE process generally proceeds as follows for a site plan:

A. Pre-Application Meeting

- 1) A person contacts a City department with an interest in developing a certain parcel
- 2) The department alerts all other relevant departments of the need for a pre-application meeting - Planning, Engineering, Building, Community Development, Public Safety, the Administrator, and the Mayor
- 3) The Community Development Director collects everyone's availability and schedules a meeting
- 4) The City holds the pre-application meeting and gives direction on the proposed project

B. Application Intake & Distribution

- 1) The applicant submits a formal Application and pays all necessary fees to the Building Department (1.5 times the fee should be collected to account for future revisions)
- 2) The Building Department reviews the application for completeness, and requests missing pieces from the applicant if it is found to be incomplete
- 3) The Building Department records the paid fees and uploads all application documents in BS&A
- 4) The Building Department distributes the complete application and plans to all relevant departments

C. Review

- 1) Each department performs a technical review within 14 days of receiving the complete application materials and returns their review to the Building Department

D. Collection of Findings

- 1) The Building Department collects all the department reviews and any other reviews required by outside agencies (Wayne County Road Commission, MDOT, EGLE, etc.)
- 2) Based on the reviews, the Building Department tells the applicant if they need to re-submit with revisions. If the applicant re-submits, the process returns to "B" above. When the application is found to be complete, the Building Department moves to "E" below

E. Meeting Scheduling (if required) & Recording Outcome

- 1) If the project needs to be reviewed by a commission or council, the Building Department tells the Community Development Director, who then schedules the meeting, sends out notices (if required), and alerts the applicant and departments of the time and date
 - a. The commission and/or council reviews and makes a decision on the project
 - b. The Community Development Director sends the minutes to all departments
 - c. The Building Department records the commission/council decision in BS&A
- 2) If the project is to be approved administratively, the process jumps to item "F" below

F. Final Stamp

- 1) The applicant submits two (2) sets of plans to the City, through the Building Department, for final stamp and sign-off. The plans incorporate all detail sheets that were submitted to the commission/council and the City Engineer for final review, as well as all the information required in the Application Completion Checklist. If and any changes were required conditionally by the commission or council, they must also be incorporated.

General Overview



Community Development Department City of Ecorse, Michigan

- 2) The Building Department gathers signatures in the following order:
 - a. Planning and Zoning Department
 - b. Planning Commission Chair/Council Chair (if applicable)
 - c. Public Safety Department (if applicable)
 - d. Administrators Office (if the property is city-owned)
 - e. Engineering
- 3) Engineering sends the signed plans back to the building Department when completed
- 4) The Building Department uploads the final stamped plans to BS&A and notifies the applicant to submit for construction
- 5) The Building Department reviews and approves the construction plans and issues permits

G. Inspections

- 1) Post-construction the following departments perform scheduled inspections:
 - a. Engineering
 - b. Building
 - c. Planning (Landscape Inspection)

General Overview

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A. Pre-Application Process

I) INFORMING DEPARTMENTS

When **any department** is approached by someone interested in a development project, they shall:

- 1) Inform the individual that pre-application meetings with City staff are available at no-cost and ask if they would be interested in scheduling a meeting (either over zoom, phone, or in-person)
- 2) Collect the phone and email of the individual
- 3) Collect the address of the property in question
- 4) Email the following departments, notifying them of the need for an upcoming pre-ap meeting and providing the collected contact/property information
 - a) Planning and Zoning
 - b) Engineering
 - c) Building
 - d) City Administrator
 - e) Community Development
 - f) Mayor
 - g) Public Safety

For Site Plans, Special Land Uses, and PUDs, applicants are **required** to hold a pre-application conference with the Building Official and City Planner to discuss in general the substantive requirements for the application prior to submittal

II) SCHEDULING

The Community Department shall then:

- 1) Schedule the meeting and let all the departments and the applicant know of the date, time, and location
- 2) Disseminate any information provided by the applicant at least two (2) business days in advance of the pre-ap meeting to all the participating departments

III) MEETING & FOLLOW-UP

- 1) The City holds the pre-ap meeting
- 2) Any departments that promised to the individual follow-up via email and CC all other departments

A. Pre-Application Process



B. Application Intake and Distribution

I) APPLICANT QUESTIONS

If an applicant has questions pre-submission, the Building Department shall help answer the questions or contact other necessary departments to obtain the answers. Two common questions “Do I need site plan review, or can I go straight to Building permits?” and “Will I have to go before a board or commission?” are answered in the box below.

SITE PLAN REVIEW NOT REQUIRED

Site plan review and approval is not required for:

- A. Construction, moving, relocating, or structurally altering a principal residential structure in the SFT, SFC, and FR districts, including any customarily incidental accessory structures.
- B. Excavating, filling, or otherwise removing soil, provided that such activity is normally and customarily incidental to single family uses described in this subsection for which site plan approval is not required.
- C. A change in the ownership of land or a structure.
- D. A change in the use of a structure to a similar use allowed by right in the zoning district in which it is located, provided that no modification to the site is proposed or required by the standards of the regulations and that the site maintains full and continuing compliance with these regulations.
- E. Residential developments that will include four (4) or fewer dwelling units.
- F. Permitted home occupations.

ADMINISTRATIVE REVIEW PERMITTED

A site can be administratively reviewed if it meets **ALL** of the following:

- A. The use is permitted by right in the established zoning district.
- B. Will result in less than one thousand (1,000) square feet of new development or construction.
- C. Will generate less than five hundred (500) trip ends per day as determined by the proposed land use activity based on the most recent edition of the Trip Generation Manual published by the Institute of Transportation Engineers. *The 10th edition is available in the PZE online materials repository.*



II) APPLICATION INTAKE

The Building Department shall be responsible for the intake of all community development applications. The following procedure applies:

- 1) The Building Department receives an application and **confirms with the applicant** that the following elements have been included:
 - a) Application Form
 - b) Application Checklist
 - c) Plan Sets (one (1) digital set on a USB or emailed and at least twelve (12) print sets on 24" x 36 sheets, drawn to the following scales depending on the property acreage:
 - i. < 1 acre: One (1) inch = twenty (20) feet
 - ii. 1-3 acres: One (1) inch = thirty (30) feet
 - iii. > 3 acres: One (1) inch = fifty (50) feet
 - d) Check covering 1.5 times the calculated fee to include revision costs
- 2) The Building Department collects the fees and **informs the applicant**
 - a) That all unused fees will be returned
 - b) Whether or not their submission will be administratively reviewed (see above)
 - c) Whether or not their submission will require a public hearing (required for all special land uses, rezonings, and PUDs)
 - d) That the applicant will know within approximately two weeks whether revisions are necessary, and after those are resolved scheduling before council/commissions may proceed
- 3) The Building Department completes the city intake box at the bottom of the application and assigns the project a number. Numbers are a four-digit number, established in order of the application received, followed by the month and year, each abbreviated to two digits.

For example, if we received the first project to ever use the numbering system in March of 2022, the number should be Project # 0001-0322
- 4) The building Department **reviews the application for completion within two (2) business days** by verifying that the applicant included everything that was "checked off" on their completion checklist, as well as any other outstanding items
- 5) If the application is incomplete, the Building Department notifies the applicant immediately and requests the additional information

B. Application Intake and Distribution



III) APPLICATION DISTRIBUTION

When the application has been deemed complete and paid by the Building Department, the following procedure commences within two (2) business days:

- 1) The Building Department identifies which departments need to be involved with the review. At a minimum, the following departments should be contacted for reviews:
 - a) **Site Plan:** Planning, Engineering, Public Safety
 - b) **Special Land Use:** Planning, Engineering, Public Safety
 - c) **Rezoning:** Planning, Engineering
 - d) **Planned Unit Development (PD/PUD):** Planning, Engineering, Public Safety

Additionally, the Administrator's Office should be contacted for any properties owned and leased by the city.

- 2) The Building Department sends the following out to all relevant departments via email:
 - a) The complete application (form, checklist, and digital plan set)
 - b) The "Application Received" Transmittal document (available in online repository)
- 3) If a department specifically requests a physical plan copy, they shall coordinate with the Building Department to pick-up or mail the plans
- 4) The Building Department uploads the complete application and "Application Received" Transmittal to BS&A

B. Application Intake and Distribution



C. Review

An application determined to be complete will undergo a technical review by all relevant departments to determine compliance with applicable standards. This review may include the Building Department distributing the plan to other local agencies or departments with jurisdiction for comment on any problems the plans might pose. The final result is a collection of each departmental review, gathered by the Building Department, which will either be submitted to the commission/council for review or used to make an administrative decision on the submission.

I) INTERNAL REVIEW

The following procedure applies after the distribution of a completed application:

- 1) Each department reviews the application against the criteria in the [Zoning Ordinance](#) over which their department has purview. The **overarching evaluation criteria** for each type of community development application can be found in the following locations:
 - a) **Site Plan:** Section 8.5 (p. 110)
 - b) **Special Land Use:** Section 9.5 (p. 117) and Section 8.5 (p. 110)
 - c) **Rezoning:** Section 13.1.3 (p. 146)
 - d) **Planned Unit Development (PD/PUD):** Section 10.3 (p. 126)

Each criteria should be:

- Evaluated generally, to determine if the intent of the ordinance is being met AND
 - Evaluated specifically, to determine if it meets the discrete requirements of the ordinance (dimensions, landscaping, turning radii, etc.) or other professional standards (e.g. Engineering or Fire code)
- 2) Each department emails a report back to the Building Department containing their review, CC-ing all the other involved departments, within 14 days (two weeks) of receiving the "Application Received" Transmittal from the Building Department.

II) EXTERNAL REVIEW

The applicant is responsible for obtaining and providing other reviews required by outside agencies (Wayne County Road Commission, MDOT, EGLE, etc.) to the Building Department. Each city department is responsible for telling the Building Department which external reviews they need in order to complete their internal review. If any department receives information from the applicant on an external review, they shall share said information with all the reviewing departments

B. Application Intake and Distribution



D. Collection of Findings

Some external reports, such as EGLE reports, may not be immediately available by the time the internal reports are ready. **Engineering and Planning must notify the Building Department and applicant if the process must be put on hold due to the absence of one or more external report**, or if the PZE process may continue

I) INFORMING DEPARTMENTS

Once the Building Department has received all the internal department reports, the following procedure commences:

- 1) The Building Department sends the following out to all the departments and the Administrator's Office:
 - a. The "All Reports Received" Transmittal (available in the online repository)
 - b. A zip file containing all the collected reports to the involved departments and the Administrator's Office

II) NOTIFYING APPLICANT OF REVISIONS

Following the receipt and distribution of all reports, the Building Department shall:

- 1) Inform the applicant if they need to re-submit with revisions and send the applicant any reports that list either incorrect, missing, or non-compliant items
 - a. If the applicant withdraws, all unused fees shall be returned
 - b. If the applicant refuses to make revisions but does not wish to withdraw (in the case of an administrative review), the jumps to denial under item "F" below
 - c. If the applicant refuses to make revisions and still wishes to go before the commission/council (in the case of a non-administrative review) they are permitted to do so
 - d. If the applicant wishes to go before the Zoning Board of Appeals to petition for a variance on any applicable non-compliant item, the site plan review process will pause until the ZBA process and decision is complete as specified in Article 11 of the Zoning Ordinance

D. Collection of Findings



Community Development Department City of Ecorse, Michigan

- 2) Receive the new submission from the applicant and confirm that the remaining fee will cover the second review. If the application is entirely different from the first submittal, rather than a revision, then another complete (1x) fee shall be collected

III) DISTRIBUTING REVISED PLANS

- 1) The Building Department shall draft a second "Application Received" Transmittal and send it, as well as the revised materials, on to the departments
- 2) The departments shall conduct a second review as outlined in item "C" above and the Building Department shall once again collect and distribute all the reports
- 3) When an application has been reviewed by all departments, all external reports have been received, and most outstanding items* have been revised (or the applicant insists on appearing without having made revisions) a public meeting or hearing shall be scheduled per item "F" below

**Items that require more than just a conditional approval by the commission/council*

D. Collection of Findings



E. Scheduling Meeting(s) & Recording Outcomes

Meeting scheduling is not a necessary step for administrative site plan reviews. For all admin reviews, move to item "F" below.

I) SCHEDULING

The Building Department shall notify the Community Development Director that the application is ready to proceed before the Planning Commission (and City Council, if applicable), and the following procedure commences:

- 1) The Community Development Department determines whether the application will require one or more public hearings that involve advance notice to surrounding residents
- 2) Accounting for any notice requirements, the Community Development Department places the application on the soonest available agenda and **notifies the applicant, department heads, Administrator's Office, and Mayor of the date, time, and location** at which the application will be discussed
- 3) The Community Development Department coordinates with the Clerk's office to send out any notices, as specified in Article 12 of the Zoning Ordinance and required by the [Michigan Zoning Enabling Act](#)
- 4) The Community Development Department coordinates with the City Administrative Assistant to post the meeting agenda and meeting packet on the [Agendas and Minutes](#) webpage.

II) HOLDING MEETING(S)

All necessary meetings shall be held in compliance with state law and local ordinance

Type of Application	Site Plan	Special Land Use	Rezoning	Planned Unit Development (PUD)
Hearing Needed	No	Yes	Yes	Yes
Final Approval Body	Planning Commission	Planning Commission	City Council	City Council
Notes		<i>Condominium developments are considered special land uses</i>	<i>Planning Commission Hearing on Recommendation and City Council Hearing on Final Decision</i>	<i>Planning Commission Hearing on Recommendation and City Council Hearing on Final Decision</i>

E. Scheduling Meeting(s) & Recording Outcomes



III) RECORDING OUTCOMES

- 1) The Clerk (or the Community Development Department, depending on which staff member is available for a given meeting) records the outcome of all relevant meetings and relay those outcomes to the Clerk's Office and the Wayne County Clerk (where applicable) in compliance with state law and local ordinance timelines and procedures.
- 2) The Community Development Department notifies the relevant departments about the decision made by the Planning Commission (and Council, where applicable) and emails them the minutes (or a link to the minutes)
- 3) The Building Department records the final decisions made by the commission/council, and any conditions attached to the decision, in BS&A

POSSIBLE PLANNING COMMISSION ACTIONS FOR SITE PLANS AND SPECIAL LAND USES

Approval

A site plan/special land use shall be approved upon determination that it is in compliance with the standards of this Ordinance, other City planning documents, other applicable ordinances, and state and federal statutes.

Conditional Approval

The Planning Commission may approve a site plan/special land use, subject to any conditions to address necessary modifications, obtain variances, or approvals from other agencies. Conditions imposed shall meet each of the following objectives:

- a) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole;
- b) Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity;
- c) Be necessary to meet the intent and purpose of the zoning requirements, be related to the standards established in the zoning ordinance for the land use or activity under consideration, and be necessary to ensure compliance with those standards.

Denial

If the Planning Commission determines that a proposed site plan/special land use does not meet the standards of this Ordinance, or otherwise will tend to be injurious to the public health, safety, welfare, or orderly development of the City, it shall deny the application by a written endorsement which clearly sets forth the reason for such denial.

E. Scheduling Meeting(s) & Recording Outcomes

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F. Final Stamp

Provided an applicant does not withdraw mid-process, each application (both administrative and non-administrative) will receive either final approval or denial.

I) FINAL PLAN SUBMISSION

- 1) The Building Department shall direct the applicant to submit two (2) sets of plans to the City for final stamp and sign-off. The plans must incorporate all detail sheets that were submitted to the commission/council and the City Engineer for final review, as well as all the information required in the Application Completion Checklist. If and any changes were required conditionally by the commission or council, they must also be incorporated.
- 2) Within 14 days (two weeks), the Building Department gathers signatures on both sets in the following order:

- a) Planning and Zoning Department and/or the Planning Commission Chair/Council Chair (if applicable)

Approved site plans shall include any required revisions and the date of the revisions. The print set shall be marked "Approved" and signed and dated by the Applicant and Planning Commission Chair if approved by the Planning Commission, or the Zoning Administrator if administratively approved.

Denied site plans shall be marked "Denied" and signed and dated by Planning Commission Chair if denied by the Planning Commission, or the Zoning Administrator if administratively denied.

- b) Public Safety Department (if applicable)
- c) Administrators Office (if the property is city-owned)
- d) Engineering

- 2) Engineering scans the plans and sends the signed plans (digital and print) back to the building Department when completed, thereby completing the final stamp process

- 3) The Building Department uploads the scanned final stamped plans to BS&A

No application for a site plan review approval which has been denied wholly or in part by the Planning Commission shall be resubmitted until the expiration of **one (1) year or more from the date of such denial**, except on the ground of newly discovered evidence or proof of changed conditions.

F. Final Stamp



Community Development Department City of Ecorse, Michigan

- 4) The Building Department returns one (1) copy of the print plans to the applicant and emails the applicant the scanned copy of the plans

Site Plan approval is valid for one (1) year after the date of approval. The applicant must obtain all the signature necessary to grant approval before the one (1) year timer begins. The Planning Commission may grant an extension for a period of up to one (1) year. If the applicant fails to submit an application for a building permit to the City for the approved site plan review in that time period, then the site plan review approval shall automatically expire.

II) CLOSEOUT

- 1) The Building Department gathers the following:
 - a) The scanned final site plans
 - b) The scanned application
 - c) The scanned application checklist
 - d) All applicable meeting minutes
 - e) All applicable findings of fact
 - f) All final department reports
 - g) The project development agreement (if established)
 - h) All project transmittals
 - i) Records of any variances or conditions applied to the project
- 2) The Building Department attaches all of the above documents to the project in BS&A
- 3) The Building Department prints out a copy of each of the above documents (if not yet already printed) and gathers them in one folder and delivers them to the Clerk's office
- 4) The Building Department sends the "Closeout" Transmittal to Planning, Engineering, Community Development, Public Safety, the Administrator's Office, and the Clerk's office. This step is to notify the departments that the project has been closed and is available in BS&A, and to alert the Clerk that all items are now ready to be officially recorded and distributed to Wayne County (if required)
- 5) The Administrator's Office calculated and returns any unused fees to the applicant

III) REVOCATION

If a violation of any of the conditions or standards imposed on an approved site plan review is found to exist following inspection, the Zoning Administrator or Building Official shall notify the owner of the premises, the applicant of the site plan review, and the Planning Commission that such violation exists and that the site plan review approval will be revoked within fifteen (15) days of such notification.

If said violation is not corrected within fifteen (15) days, the Planning Commission may revoke the permit. Furthermore, such a violation is hereby declared a violation of this Ordinance, subject to all the remedies and penalties provided for within this Ordinance.

F. Final Stamp



IV) AMENDMENTS

Amendments to site plans are governed by Section 8.9 of the Zoning ordinance.

- 1) **Insignificant Deviations:** The Building Official may authorize insignificant deviations in an approved site plan if the resulting use will still meet all applicable standards and requirements of this Ordinance, and any conditions imposed. A deviation is insignificant if the Building Official determines it will result in no discernible changes to or impact on neighboring properties, the general public, or those intended to occupy or use the proposed development and will not noticeably change or relocate the proposed improvements to the property.
- 2) **Minor Amendments:** The Planning Commission may permit minor amendments to an approved site plan if the resulting use will still meet all applicable standards and requirements of this Ordinance, and any conditions imposed unless otherwise requested to be modified, and do not substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, demand for public services, or vulnerability to hazards. The Planning Commission may make a decision on minor amendments upon receipt of an application. Minor amendments are those modifications the Zoning Administrator determines will have no substantial impact on neighboring properties, the general public, or those intended to occupy or use the proposed development, but exceed the extent to which can be approved as an insignificant deviation.
- 3) **Major Amendments:** All other requests for amendments to an approved site plan shall be processed in the same manner as a new site plan review application. The Planning Commission may impose new conditions on the approval of an amendment request if such conditions are warranted as described in the zoning ordinance.

A holder of a special land use permit may reject such additional conditions by withdrawing the request for an amendment and proceeding under the existing special land use permit.

All major amendments shall comply with the public hearing and notice requirements of Article 12 of the Zoning Ordinance.

F. Final Stamp



G. Inspections

I) INSPECTIONS

The following departments shall perform their respective scheduled inspections and email the inspection results to one another when completed:

- 1) Engineering
- 2) Building
- 3) Planning (Landscape Inspection)