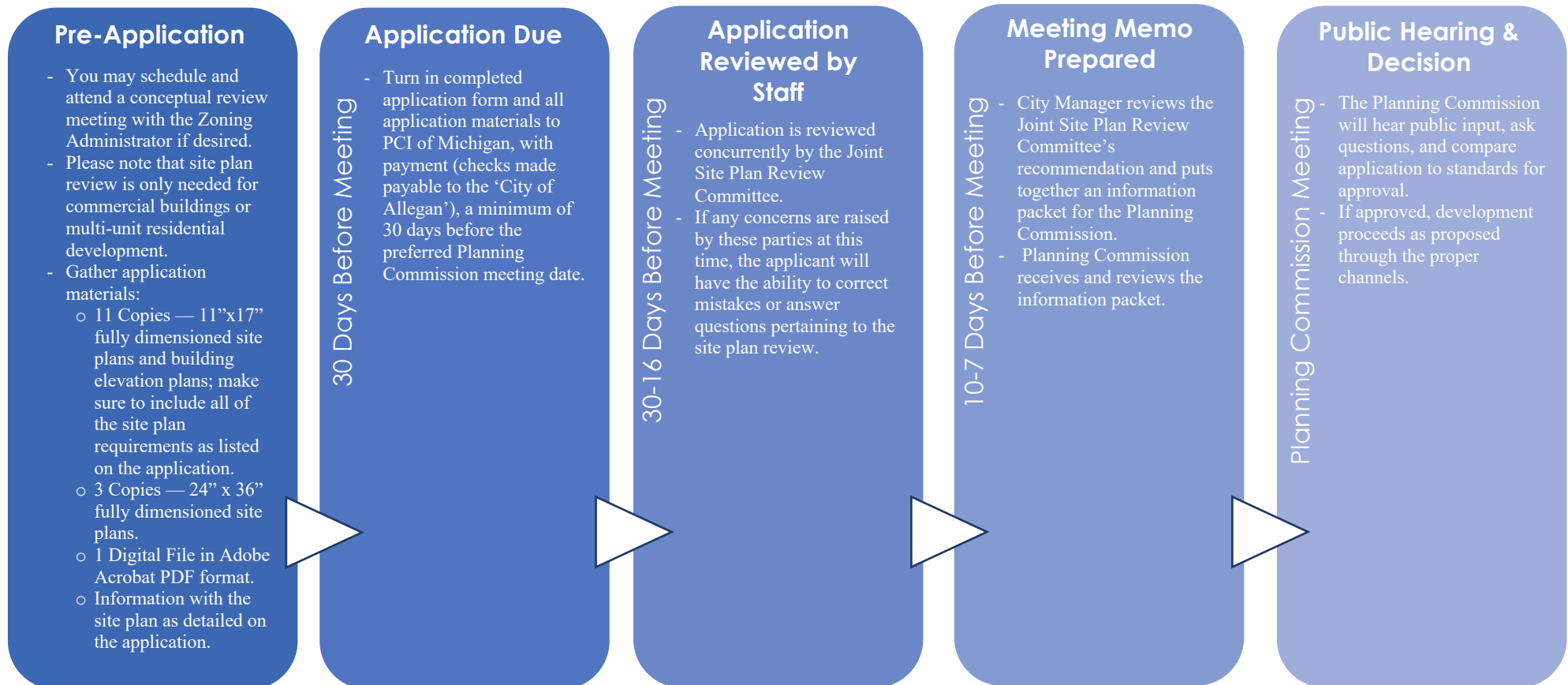




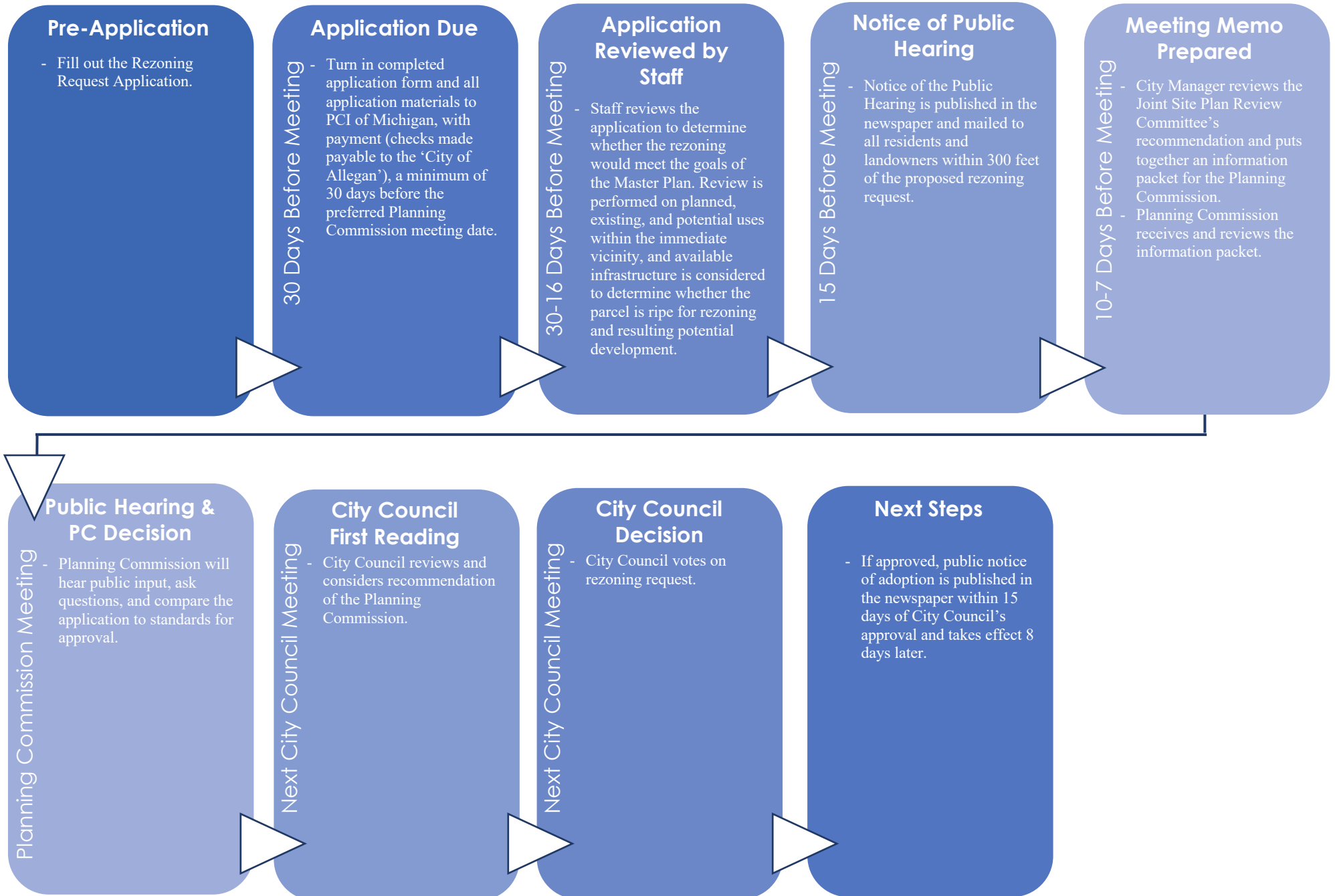
City of Allegan Development Review Process Flowcharts

The following Development Process Flowcharts have been provided to assist developers and other stakeholders as they undertake development projects. These flowcharts provide information on the steps that must be followed and provide estimated timelines regarding the duration of these processes.

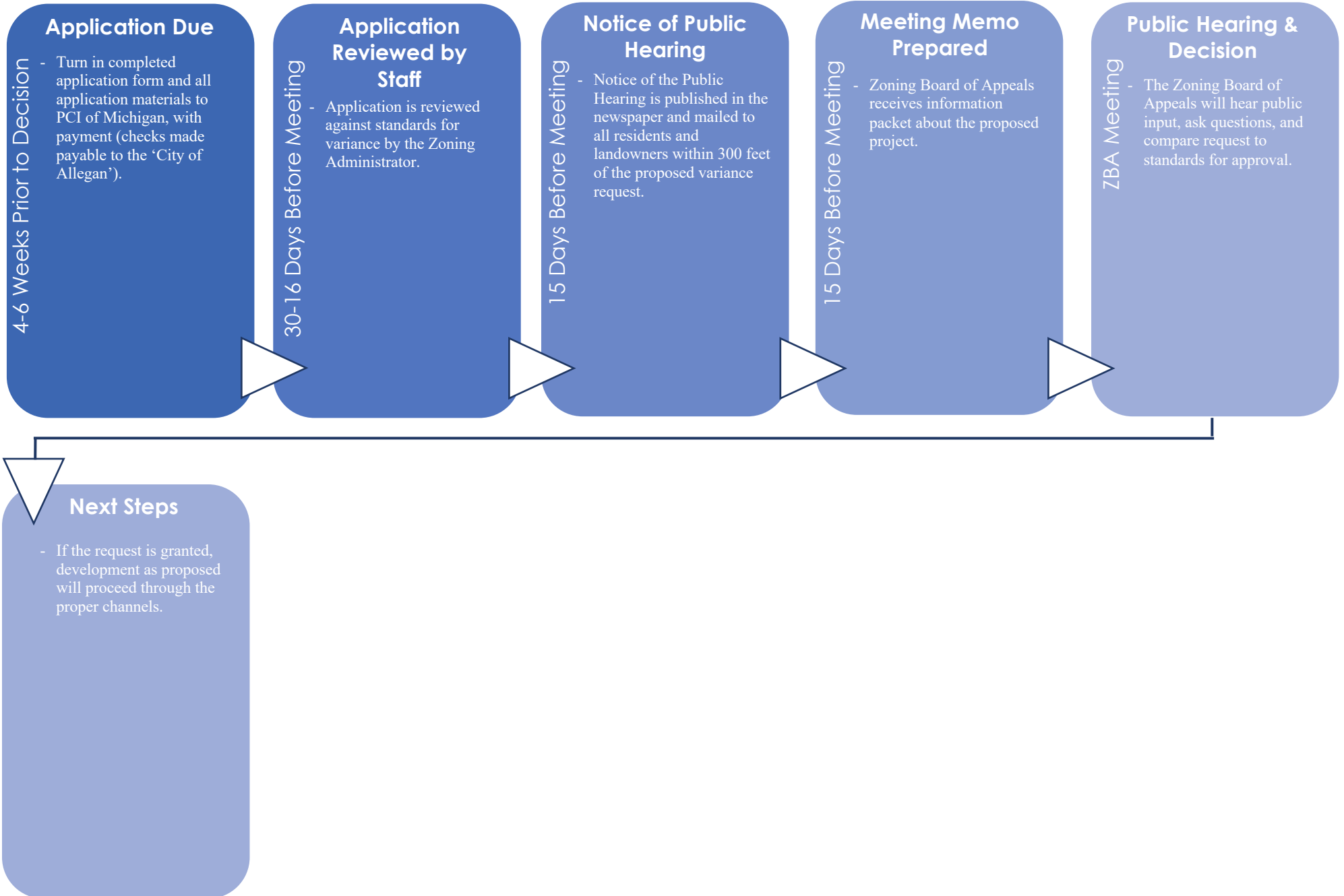
Site Plan Review Timeline



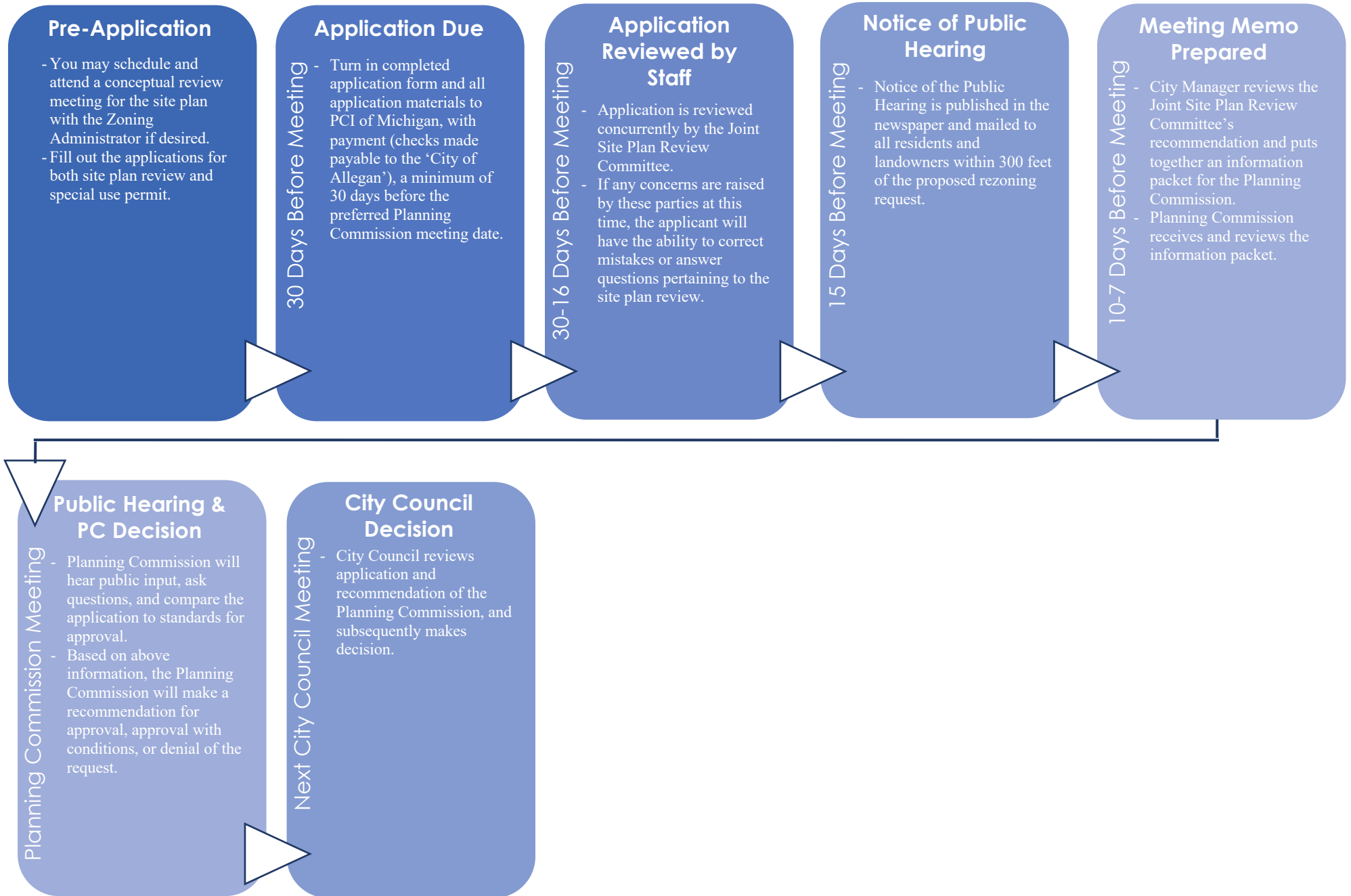
Rezoning Request Timeline



Variance Request Timeline



Special Use Permit Timeline



Building Permit Timeline

Pre-Application

- You may call the PCI office with questions about the timeline, or if you are doing a commercial project and would like more guidance, you may schedule a conceptual review meeting with the Zoning Administrator.
- Please note that not all projects will need a building permit. New structures will, and some existing structures. Residential structures over 200 sf or additions to structures that will make the combined total floor area over 200 sf (120 sf for commercial structures) require permits. In addition, there are many types of projects that may be considered maintenance. Call the PCI office for questions relating to this.

Gather Information for Building Permit

- A full checklist can be found at: <http://pcimi.forms/dorr-office/allegan-county>.
- Gather the following:
 - o 3 Sets of Plans or Blueprints for All Building Projects.
 - o A Site Diagram (See the application for all requirements).
 - o Legal Description of Property — deed or survey (Indicate recent property splits if any).
 - o Copy of Paid Utility Fees (Call the City at 269-673-5511 for assistance on this).
 - o All commercial projects require 3 sets of sealed plans.

Gather Information for Other Permits

- Electrical permit needed if electrical work is to be done as part of the construction or alteration.
- Plumbing permit needed if plumbing work is to be done as part of the construction or alteration.
- Mechanical permit needed if mechanical work is to be done as part of the construction or alteration (air conditioning, furnace, etc.)

Application Submittal & Review

- The building department will review completed applications within 10 days and either approve work to begin or contact applicant to adjust plans before beginning work.
- All application materials must be submitted before the review process can begin.