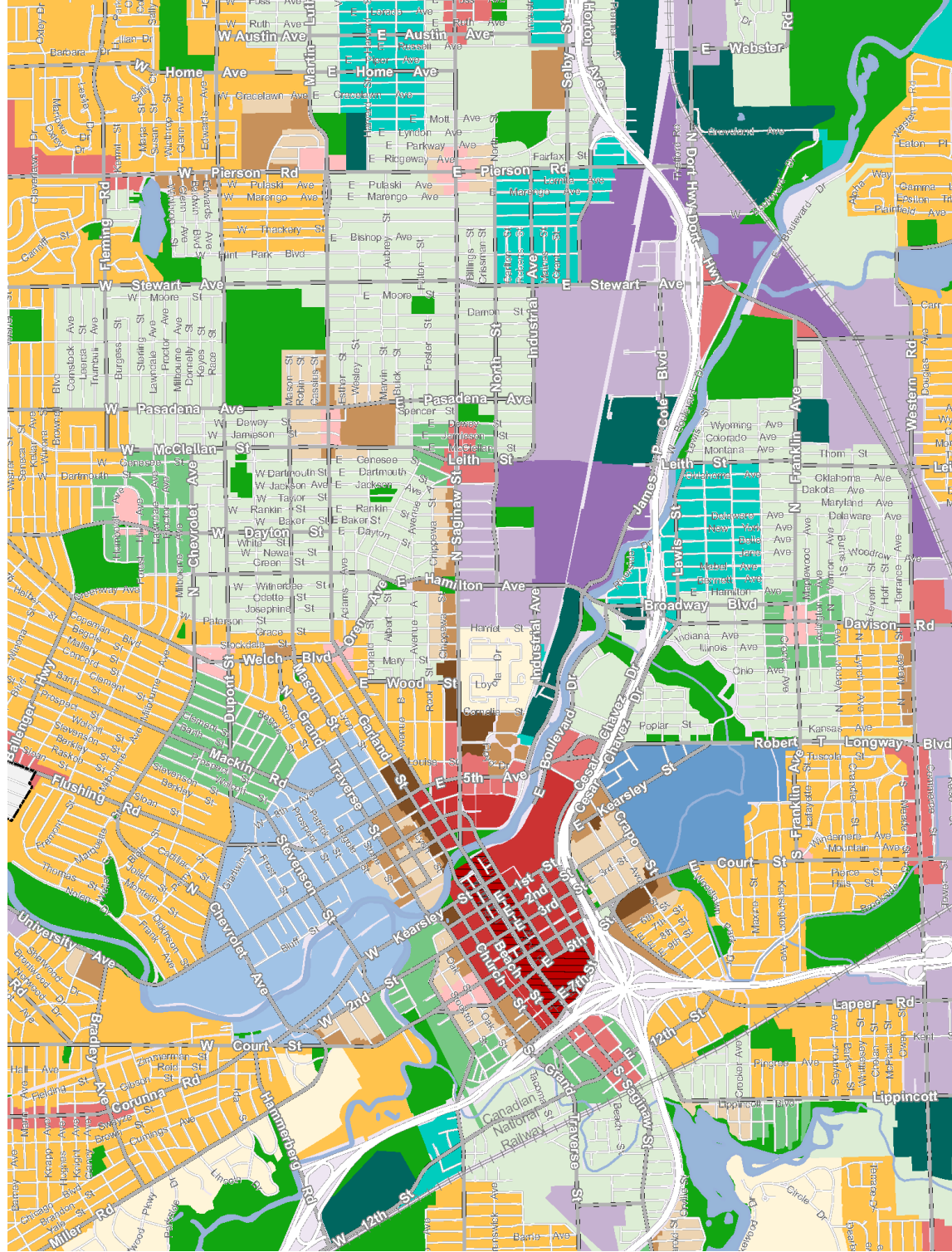


# CITY OF FLINT



# GUIDE TO DEVELOPMENT

PREPARED BY THE DEPARTMENT OF PLANNING + DEVELOPMENT



# INTRODUCTION

The Department of Planning and Development is committed to ensuring the public safety, health, and well-being of Flint's residents, businesses, and visitors through targeted investment and rational, well-designed, and physically integrated land use and development that advances economic prosperity, eliminates blight, stabilizes neighborhoods, protects the environment, and promotes a better quality of life in the City.

Planning and Development's vision is to partner with residents, businesses, and visitors to implement the Master Plan and help transform Flint into a safe, vibrant, sustainable, and healthy city. In order to achieve this vision, the department understands the importance of providing a Guide to Development that includes an accessible snapshot overview of the City of Flint's development review processes for applications that are carried out in the Planning and Zoning Divisions.

The Planning Division works with current land use planning, future land use planning, and future zoning. Using Imagine Flint, the city's Master Plan, Planning Staff directs neighborhood stabilization, future growth, and revitalization efforts towards becoming a green, sustainable and healthy 21st Century Sustainable Community. By respecting the overall views and interests of the community and people who are impacted by specific projects or changes, Planning believes in working with people to build consensus solutions that improve the quality of life for Flint residents and community members.

The Planning Division supports the work of the Planning Commission, Master Plan Steering Committee, Historic District Commission, and the Zoning Board of Appeals.

The Zoning Division provides site plan review, zoning information, property disposition and other services to the public. Zoning staff also work closely with the Planning Commission, Zoning Board of Appeals and

Historic District Commission in interpreting the code, creating new ordinances and implementing the Master Plan.

A prospective applicant, prior to submitting a formal application and site plan for Zoning Coordinator review, may meet for a pre-filing conference(s) with the Zoning Coordinator and any other City official or employee designated by the Zoning Coordinator. The purpose of the conference(s) is to help the applicant understand the Master Plan, the Zoning Ordinance, the site development allowances, the standards by which the application will be evaluated, and the application requirements. At the conference, the applicant is expected to outline the project in terms of land uses, anticipated building arrangements and site design, and proposed construction timetable. Please contact the Zoning Coordinator or Lead Planner for more information.

Additional entities within the Division include the Planning Commission, Zoning Board of Appeals, and the Historic District Commission.

The Planning Commission creates the Master and Capital Improvement Plans for the development of the City. It reviews rezoning requests, site plans, subdivisions, special use, and other land use applications while also developing new zoning standards. The meeting is typically held in the Dome Auditorium or Council Chambers and the meeting location will always be stated on the public notice and agenda for the meeting. The Public is welcome to attend. The Zoning Board of Appeals grants variances and interprets provisions of the City's zoning ordinance, as well as resolves disputes regarding decisions of the zoning official. The Historic District Commission reviews proposals for additions, alterations, or other changes to structures within the City's historic districts.

Details on when and where these entities meet can be found on page 4 of this guide.



# TABLE OF CONTENTS

<b>General Information</b>	<b>4</b>
Entities Involved	4
Entity Responsibilities and Contact Information	5
<b>Planning Commission Applications</b>	<b>6</b>
Special + Additionally Regulated Uses	6
Site Plan Review	11
Street and Alley Vacations	13
Rezoning Request	15
Conditional Rezoning	16
<b>Zoning Board of Appeals Applications</b>	<b>17</b>
Zoning Appeal	17
Non-Use Variance	19
Use Variance	20
Temporary Use	21
<b>Historic District Commission Applications</b>	<b>23</b>
Certificate of Appropriateness and Notice to Proceed	23
<b>Zoning Division Applications</b>	<b>24</b>
Zoning Permit Review	24
Property Disposition	25
Signs	26
Lot Splits and Combinations	27
Zoning Confirmation and Verification	28
Marihuana Ordinance	29



# ENTITIES INVOLVED

## Planning and Zoning Division

Planning-focused team members use [Imagine Flint Master Plan](#) to direct neighborhood stabilization, future growth, and revitalization efforts. By respecting the views and interests of those impacted by specific projects or changes, the Division believes in working with residents to find solutions that improve the quality of life for Flint community members.

Zoning team members provide site plan review, zoning information, property disposition, and other services to the public. Zoning staff also work closely with the Planning Commission, Zoning Board of Appeals, and Historic District Commission in interpreting the code, creating new ordinances, and implementing the Master Plan.

[Planning and Zoning Division Webpage](#)



### Planning Commission

Meeting Date  
2nd & 4th Tuesday of the month

Meeting Time  
5:30pm

Meeting Location  
Flint City Hall  
City Council Chambers  
Committee-of-the-whole-room  
1101 South Saginaw Street  
Flint, MI 48502

Alt. Meeting Location  
Flint City Hall  
Dome Auditorium  
South Building  
1101 South Saginaw Street  
Flint, MI 48502

[2023 Meeting Schedule](#)

Public is welcome

### Zoning Board of Appeals

Meeting Date  
3rd Tuesday of the month

Meeting Time  
6:00pm

Meeting Location  
Flint City Hall  
City Council Chambers  
Committee-of-the-whole-room  
1101 South Saginaw Street  
Flint, MI 48502

Alt. Meeting Location  
Flint City Hall  
Dome Auditorium  
South Building  
1101 South Saginaw Street  
Flint, MI 48502

[2023 Meeting Schedule](#)

Public is welcome

### Historic District Commission

Meeting Date  
1st Thursday of the month

Meeting Time  
5:30pm

Meeting Location  
Flint City Hall  
City Council Chambers  
Committee-of-the-whole-room  
1101 South Saginaw Street  
Flint, MI 48502

Alt. Meeting Location  
Flint City Hall  
Dome Auditorium  
South Building  
1101 South Saginaw Street  
Flint, MI 48502

[2023 Meeting Schedule](#)

Public is welcome



## ENTITY RESPONSIBILITIES

	Planning Commission	Zoning Board of Appeals	Historic District Commission	Zoning Division	GIS
Zoning Standards	X				
New Zoning Ordinances	X	X	X	X	
Zoning Information Requests				X	
Zoning Interpretations	X	X	X	X	
Zoning Variances		X			
Rezoning Requests	X				
Zoning Decision Disputes		X			
Property Dispositions				X	
Site Plans	X			X	
Subdivisions	X				
Special and other Land Use	X				
Location Confirmations					X
Maps					X
Historic District Additions/Changes			X		
Master Plan	X	X	X	X	
Capital Improvement Plan	X				

## CONTACT INFORMATION

	Title	Phone	Email
Emily Doerr	Planning and Development Director	(810) 766-7426 ext. 3001	edoerr@cityofflint.com
Roy Lash	Lead Planner	(810) 766-7426 ext. 3009	rlash@cityofflint.com
Max E. Lester	Int. Zoning Coordinator	(810) 766-7426 ext. 3060	mlester@cityofflint.com
Vacant	Zoning Coordinator		
DeQuan Allen	Neighborhood Planner	(810) 766-7426 ext. 3006	dallen@cityofflint.com
Gavin Bodnar	Parks Planner	(810) 766-7426 ext. 3005	gbodnar@cityofflint.com



# SPECIAL + ADDITIONALLY REGULATED USES

## Purpose

In the development of a community, it is recognized that there are some uses which, because of their very nature, are recognized as having serious, objectionable operational characteristics, particularly when several of them are concentrated under certain circumstances, thereby having a deleterious effect upon the adjacent areas.

Additional regulation of these uses is necessary to ensure that these adverse effects will not contribute to the blighting or downgrading of the surrounding neighborhood. These additional regulations are itemized in this article. The primary control or regulation is for the purpose of preventing a concentration of these uses in any one area to mitigate the secondary effects of such a concentration on the community.

Allowable uses are subject to review and approval by the Planning Commission in accordance with Article 17 and with all other applicable requirements of this Chapter, including limiting conditions specified in Article 9. These uses are identified as "ARU".

## Fees + Timeline

\$1002 check with application

## Key Individuals

Zoning Coordinator  
Zoning Support - Planner I  
Building Safety and Inspection  
Fire Department  
DPW

## Additionally Regulated Uses Group A

Adult bookstore; Adult motion picture theater; Adult mini motion picture theater; Massage establishments; Establishments for consumption of beer or intoxicating liquor on the premises and having adult entertainment; Steam baths; Strip clubs; Any other use, including a group B special regulated use, which provides goods or services which are distinguished or characterized by their emphasis on matters depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas."

## Additionally Regulated Uses Group B

Pawnshops; Package Goods Store/Liquor Store/Party Store; Tattoo establishments; Bingo halls, Charity gaming

## Relevant Documents

[Master Use Table](#)  
[Zoning Code Article 9 Section 50-80](#)  
[Zoning Code Article 15 Section 50-171](#)  
[Zoning Code Article 17 Section 50-189, 190, 193, 194](#)  
[Application for Additionally Regulated Uses](#)



# SPECIAL + ADDITIONALLY REGULATED USES

## Process

### Optional conference with the applicant to review the ARU application

A prospective applicant, prior to submitting a formal application for a Special Land Use or Additionally Regulated Use Permit, may meet for a pre-filing conference(s) with the Zoning Coordinator and any other City official or employee designated by the Zoning Coordinator. The purpose of the conference(s) is to help the applicant understand the Master Plan, the Zoning Ordinance, the site development allowances, the standards by which the application will be evaluated, and the application requirements. At the conference, the applicant is expected to outline the project in terms of land uses, anticipated building arrangements and site design, and proposed construction timetable.

### Applications for Special Land Use or Additionally Regulated Use Permit

All applications for Special Land Use or Additionally Regulated Use Permit review shall be submitted in accordance with the minimum submission requirements in Article 17 Section 50-193. Application must contain all of the information (statements, plans, evidence, material, and documentation) necessary to demonstrate that the development as proposed will comply with the applicable ordinance requirements:

- Proof of ownership
- Property owner endorsement, and filing fee
- Filing fee
- Statement of Master Plan compliance
- Business Plan if application is for Group C

### Applications that require a Special Land Use Plot Plan

Applications for a change in an existing structure, Special Land Use, or other procedures specifically calling for a Special Land Use Review and a Special Land Use Plot Plan follow the requirements below:

- A Special Land Use Plot Plan must be developed by an architect, engineer, or surveyor licensed in the State of Michigan and must include:
  - Actual shape, location, and dimensions of the lot
  - Shape, length, width, height, and location of all buildings or structures to be erected, altered, or moved and of any building or other structures already on the lot
  - Existing and intended uses of the lot and all such structures upon it, including the number of dwelling units if applicable
  - All parking spaces
  - Landscaping and fencing
  - Signage details
  - Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Chapter are met



# SPECIAL + ADDITIONALLY REGULATED USES

## Process

### Applications for Additionally Regulated Use

All Additionally Regulated Use Applications include:

- Scaled site plan in accordance with the requirements of of Section 50-190
- Scaled site plan containing a map showing all parcels within a 2,100 ft. radius of the project's parcel lines to demonstrate that it meets all of the locational standards in Article 9 Use Regulations
- Site plans for Group C must show security details on their floor plans, including cameras, secured storage of marijuana products, and growing areas if applicable.

### Preliminary Review

- Applicant submits six (6) copies of the application, site plan/plot plan, and required fee shall be submitted
- Applicant submits the required fee
- Zoning Coordinator has 15 business days to review the site plan and provide feedback to the applicant

### Action by Zoning Coordinator

Upon submission of a complete application, the Zoning Coordinator:

- Reviews the application for compliance with Paragraph H of this section and other applicable requirements
  - *Paragraph H: The proposed use or activity shall:*
    - *Comply with this ordinance and other applicable local, state, and federal laws*
    - *Be consistent with and promote the intent and purpose of this chapter, the Master Plan and other adopted plans*
    - *Be compatible with adjacent uses of land*
    - *Be compatible with the natural environment*
    - *Be consistent with the capabilities of public services and facilities affected by the proposed use*
    - *Protect the public health, safety and welfare.*
- Prepares a written report

### Publish Notice of Hearing (Legal Ad and Mailers)

- After receiving feedback on the preliminary review, the applicant must supply the City with twelve (12) copies of the revised site plan/plot plan, three (3) of which are signed and sealed by a registered engineer architect or surveyor, for review by the Planning Commission
- The Planning Commission fixes a reasonable time for the hearing of the application. All required hearings and notice must be in accordance with the requirements of Section 50-189
  - *Section 50-189: Notice of the time and place of such hearing shall be given in accordance with the laws of the State of Michigan. Public hearings are required for all Planned Unit Development, Special Land Use Review, Additionally Regulated Use Review applications, and Zoning Coordinator Review applications referred to the Planning Commission by the Zoning Coordinator.*
- The Zoning Coordinator or designee publishes notice of the request for hearing in a newspaper of general circulation in the City of Flint not less than 15 days before the date of the hearing





# SPECIAL + ADDITIONALLY REGULATED USES

## Process

### **Publish Notice of Hearing (Legal Ad and Mailers) *continued***

- Notice is also sent by mail or personal delivery to the owners of the property for which approval is being considered
- Notice is also sent to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located in the City of Flint
- The notice is given not less than 15 days before the date the application will be considered for approval
- The notice is considered given when deposited during normal business hours for delivery with the United States Postal Service or other public or private delivery services. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection.
- The notice must:
  - Describe the nature of the request
  - Indicate the property that is the subject of the request
  - Include a listing of all existing street addresses within the property. Street addresses don't need to be created and listed. If no such addresses exist within the property, other means of identification may be used.
  - State when and where the request will be considered
  - Indicate when and where written comments will be received concerning the request
  - State when and where a copy of the application may be inspected

### **Planning Commission Hearing:**

- The Planning Commission decides all applications and appeals within 30 days after the final hearing. These decisions are binding upon the Zoning Coordinator, and observed by them, and they will incorporate the terms and conditions of the same in the permit to the applicant, whenever a permit is authorized by the Planning Commission.
- At the hearing, any party may appear in person or by agent or by attorney

### **Conditions of Approval:**

- In approving a Special Land Use, the Planning Commission may impose reasonable conditions which serve to assure that the required findings are upheld. Such conditions may include, but are not limited to, right-of-way or easement dedication; recreation, open space, or buffer provision; limitation in scale, intensity, or hours of operation; and other reasonable restrictions. Such conditions must be limited as to pass the rational nexus and rough proportionality tests. Any conditions approved by the Planning Commission shall become a part of the permit and be of equal importance in the responsibility of the applicant or subsequent assigns to adhere to its terms.



# SPECIAL + ADDITIONALLY REGULATED USES

## Process

### Effect of Decision:

- If the Planning Commission denies an application, there may be no subsequent application for the same or similar use submitted by any party for any part of the subject property until 12 months have elapsed from the date of denial.
- Special Land Use permits, including any conditions of approval, shall run with the land and shall be binding on the original applicant as well as any successors, assigns, and heirs so long as the conditions of approval are maintained.
- Approval of Special Land Use permits may be withdrawn by the Planning Commission when the conditions of approval are not being followed provided there is a public hearing with notice given in accordance with Section 50-171 that specifies which condition or conditions are not being followed. At the hearing the permit holder shall have the opportunity to demonstrate that they are still in adherence to the condition or conditions. If the Planning Commission finds that the permit holder is no longer in adherence they may withdraw the approval or give the permit holder a specific amount of time in which to comply which shall not be less than two months. If the permit holder has not adhered within the specified time the approval shall be withdrawn.
- Approval of Special Land Use permits may be withdrawn by the Planning Commission when the conditions of approval are not being followed provided there is a public hearing with notice given in accordance with Section 50-171 that specifies which condition or conditions are not being followed. At the hearing the permit holder shall have the opportunity to demonstrate that they are still in adherence to the condition or conditions. If the Planning Commission finds that the permit holder is no longer in adherence they may withdraw the approval or give the permit holder a specific amount of time in which to comply which shall not be less than two months. If the permit holder has not adhered within the specified time the approval shall be withdrawn.

### Notice of Decision if PC/SPR case received approval or the conditions were met:

- A certified copy of the Planning Commission's decision shall be transmitted to the applicant and to the Zoning Coordinator.

### If there are Minor Amendments to Approved Plans:

- Minor changes to or deviations from an approved site plan may be approved by the planning official.
- The Planning Commission shall be notified of any such changes at its next regularly scheduled meeting
- If the planning official concludes that the proposed changes are so substantial as to necessitate review by the Planning Commission, then another appropriate plan review application shall be submitted to the Planning Commission with the appropriate fee.



# SITE PLAN REVIEW

## Purpose

To ensure that the proposed projects are within the Zoning Code as well as in accordance with Building, Fire, Water, Sewer, and Traffic and City Engineering Departments standards

## Fees + Timeline

\$1002 check with application  
Deadlines to be determined collectively

## Key Individuals

Planning Staff  
City Engineer  
Traffic Engineer  
Building Inspector  
Fire Marshall  
Water Department  
Sewer Department

## Process

### Step 1: Preliminary Discussion/Zoning Compliance

Applicant confirms zoning compliance with staff. Applicant receives application, site plan checklist

### Step 2: Application and Preliminary Site Plan Submittal

Applicant submits completed application and non-refundable fee. Applicant submits site plan checklist  
Applicant submits 7 copies of preliminary site plans created by a licensed engineer/architect.

### Step 3: Preliminary Review

The application and site plans will be reviewed by staff or consultant and routed to various City departments.  
Per City Code, staff has a minimum of 15 business days to complete preliminary review.

### Step 4: Return Staff Findings

Staff returns comments on preliminary site plans. Staff may request additional information or advise the applicant on changes or revisions to the submittal.

### Step 5: Final Submittal

Applicant submits 12 final site plan sets, folded, with 3 of the sets signed and sealed by a licensed engineer/architect. The case will be assigned to a meeting date and placed on the Planning Commission Agenda. The completed final sets must be submitted at least 9 business days prior to the desired meeting date.



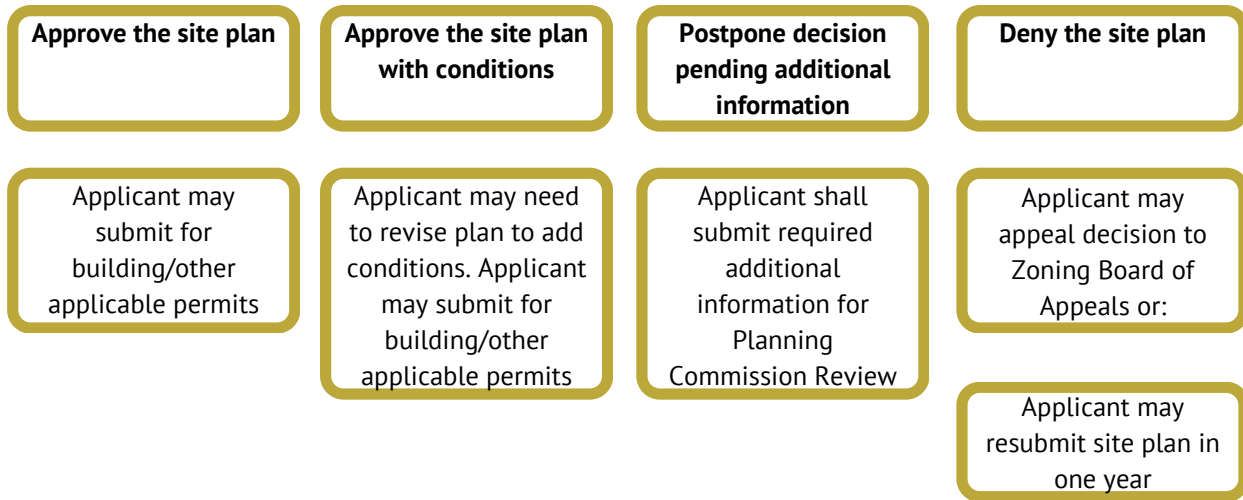
# SITE PLAN REVIEW

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## Process

### Step 6: Planning Commission Site Plan Review

Planning Commission reviews the site plan to determine its compliance with the requirements of the Zoning Ordinance and standards. The Planning Commission shall either:



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## Relevant Documents

- [Zoning Code Article 17 Section 50-190](#)
  - [Zoning Code Article 17 Table 50-190](#)
  - [Zoning Code Article 17 Section 50-191](#)
  - [Flowchart for Site Plan Review](#)
  - [Site Plan Review Checklist](#)
  - [Application for Site Plan Review](#)
-



# STREET AND ALLEY VACATIONS

## Purpose

A type of easement in which a government transfers the right-of-way of a public street, highway, or alley to a private property owner

## Fees + Timeline

\$1002 check with application  
Applications and materials needs to be submitted 1 month prior to meeting date

## Key Individuals

Planning Staff  
Traffic Engineering Department

## Process

### Step 1

Prior to application, applicant should request a discussion with the Planning and Zoning Office to ensure that they are aware of the effects the vacation may have and any responsibilities that may apply to the applicant should the vacation be approved.

### Step 2

Application submission to Planning and Zoning Office. Include with the application: the associated fee, a sketch of the property indicating the requested vacation, and any other information necessary for the Planning Commission to review the request.

### Step 3

The Planning and Zoning staff prepares a public notice to be published in the Flint Journal giving notice of the public hearing and outlining the applicant's request. In addition, a notice is sent to property owners within 300 feet of the subject site to inform them of the request and when and where the public hearing will take place.

### Step 4

The Planning and Zoning staff reviews the application and any additional materials submitted, and conducts a site visit. A staff review is generated and submitted to the Planning Commission on the merits of the application, planning principals, input from various City departments, utility companies, transportation agencies, and any other relevant background information.

### Step 5

Prior to the public hearing, the Planning Commission reviews all application materials, the staff review, and conducts a site visit of the subject site. The Zoning Coordinator is the final approving authority for site plans.



# STREET AND ALLEY VACATIONS

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## Process

### Step 6

The Zoning Coordinator may decide to forward site plans to the Planning Commission. Site plans attached to Special and Additionally Regulated Uses always go to the Planning Commission for final submittal.

### Step 7

At the Planning Commission public hearing meeting, the applicant has the opportunity to address the Board regarding the application request. In addition, anyone with interest in the case is also given an opportunity to address the Board, either for or against the requested vacation. The Planning Commission considers all public input prior to rendering a recommendation.

### Step 8

After public comment is given, the Board Members will deliberate on the merits of the case and vote on a recommendation to forward to the Flint City Council. The application is then forwarded to City Council with the Planning Commission's recommendation.

### Step 9

The Flint City Council will schedule a public hearing, publish a notice of said public hearing and hold the public hearing at one of their regularly scheduled meetings. The Flint City Council renders the final decision to approve or deny the application for the requested vacation and the new owner's responsibility to maintain the property they have acquired.

### Step 10

A vacation and discontinuance of street, alley, or public ground requires approval of City Council and adoption by Resolution. Should the vacation be approved, the city property shall cease to be part of the city public system and the land will become the property of the adjoining land owner and placed on the assessment rolls for the purpose of taxation. The city may reserve an easement for public utility purposes. It becomes the new owner's responsibility to maintain the property they have acquired.

### Step 11

Upon approval, within 30 days the City Clerk shall record a certified copy of the resolution with the Register of Deeds for Genesee County and forward a certified copy of the resolution to the State Treasurer.

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## Meeting Packet Checklist

- Application
- Staff Report
- Aerial Map

## Relevant Documents

[Application for Street and Alley Vacations](#)



# REZONING REQUEST

## Purpose

To accommodate property owners wanting to develop parcels for a business that is not currently allowed in a given area of the city.

## Fees + Timeline

\$1253 check with application  
Deadlines are 30 days before the scheduled Planning Commission meeting

## Key Individuals

Planning Staff  
City Council

## Process

### Step 1

Application submitted with fee

### Step 2

Staff indicates date received on the application and gives it a Planning Commission case number. Application is scheduled for a Planning Commission meeting. Staff indicates scheduled Planning Commission meeting date on the application. Application will be scanned into the shared drive and stored within the appropriate folder. Hard copy of application will be filed into a Planning Commission Case Folder. Legal notice will be published in the newspaper 15 days before the scheduled Planning Commission meeting. Proof added to physical and digital case folder.

### Step 3

Legal notices mailed to residents and property owners within 300 feet of the parcel 17 days before the scheduled Planning Commission meeting. Proof added to case folder. Proof added to physical and digital case folder.

### Step 4

If rezoning is approved, prepare a draft resolution to be submitted to City Council for approval. If rezoning is denied, prepare a draft resolution to be submitted to City Council for denial

### Step 5

Complete action notification letter and mail to applicant's home address, which will be listed on application.

## Meeting Packet Checklist

- Application
- Staff Report  
*Staff will provide an overview of the request and identify any issues such as spot zoning and locational requirements if the request is to accommodate an Additional Regulated Use.*
- Current Parcel Zoning Map
- Proposed Parcel Zoning Map

## Relevant Documents

[Zoning Code Article 17 Section 50-191](#)  
[Application for Rezoning](#)



# CONDITIONAL REZONING

## Purpose

No City of Flint process included in Zoning Ordinance

## Fees + Timeline

\$1002 check with application  
Deadline: 30 days before scheduled meeting

## Key Individuals

Planning Staff  
City Engineer  
Traffic Engineer  
Building Inspector  
Fire Marshall  
Water Department  
Sewer Department

## Process

### Step 1: Optional Pre-filing Conference

Prior to submitting a formal application, the applicant(s) may meet for a pre-filing conference(s) with the Zoning Coordinator and any other City official or employee designated by the Zoning Coordinator to understand the Master Plan, Zoning Ordinance, site development allowances, standards by which the application will be evaluated, and the application requirements. Applicant is expected to outline the project in terms of land use, anticipated building arrangements and site design, and proposed construction timetable.

### Step 2: Initiation (Application)

All minimum submission requirements; Statement indicating compliance of the proposed Special Land Use with the Master Plan; Applications for Group C additionally regulated uses must include a business plan; Application for a change in an existing structure to a Special Land Use shall include a Special Land Use Plot Plan Site plans

### Step 3: Preliminary Review

Zoning Coordinator shall have a minimum of 15 business days to review the site plan and provide feedback to the applicant.

### Step 4: Action by Zoning Coordinator

Upon submission of a complete application, Zoning Coordinator shall review the application for compliance with Paragraph H Notice of Hearing Planning Commission Hearing

## Meeting Packet Checklist

- Application
- Staff Report

## Relevant Documents

[Application for Conditional Rezoning](#)





# ZONING APPEAL

## Purpose

For any person aggrieved by a decision of the Zoning Coordinator, any action taken under this chapter by any of the administrative officials of the City charged with enforcement of the same, or by any officer, department, board or bureau of the City affected by any decision of the Zoning Coordinator.

## Fees + Timeline

Residential: \$626  
Commercial: \$1002

Application must be submitted within 20 days of decision unless an extension is requested

## Key Individuals

Planning Commission  
Zoning Board of Appeals

## Process

### Step 1

Applicants must submit an application within 20 days after the decision by filing a notice of appeal, specifying the grounds thereof, with the Zoning Coordinator. An extension may be provided if conditions in Section 50-194(l) are met.

### Step 2

An administrative appeal shall be made by filing a written notice of appeal specifying the grounds for the appeal. Such notice of appeal shall be considered filed when a complete notice is delivered to the Zoning Coordinator, who shall enter the date and time of filing on the notice. Such appeal shall be taken within 20 days after the decision by filing. All required hearings and notice shall be in accordance with the requirements of Section 50-189.

### Step 3

Upon receipt of an administrative appeal, the Zoning Coordinator shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from is taken. The Zoning Coordinator shall also investigate the appeal and submit a report to the Zoning Board of Appeals.

### Step 4

The Board of Appeals has the power to hear and decide appeals filed as provided in this article, where it is alleged by the appellant that there is error in any order, requirements, decision, determination, grant or refusal made by the Zoning Coordinator or other administrative official in the enforcement and interpretation of the provisions of this chapter.



# ZONING APPEAL

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## Process

### Step 5

The Zoning Board of Appeals shall, within its prescribed authority, have the power to make its own, or reverse, affirm, or modify, either in whole or in part, any order, requirement, decision or determination made by the Zoning Coordinator or other administrative official that is before it.

### Step 6

An appeal shall stay all proceedings regarding the action on appeal, unless the entity or officer from which the appeal is taken certifies to the Zoning Board of Appeals that a stay would cause imminent peril to life or property. The entity or officer described above shall state the factual basis for the opinion provided in a certificate provided to the Board of Appeals. Otherwise, proceedings shall only be stayed by a restraining order granted by the Zoning Board of Appeals or Circuit Court.

### Step 7

A certified copy of the Board of Appeals' decision shall be transmitted to the applicant and to the Zoning Coordinator.

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## Meeting Packet Checklist

- Application
- Staff Report
- Applicant additional materials
- Planning Commission meeting minutes, if applicable
- Staff report submitted to the Planning Commission, if applicable
- Action notification from Planning Commission, if applicable

## Relevant Documents

- [Zoning Code Article 17 Section 50-189](#)
  - [Zoning Code Article 17 Section 50-194\(l\)](#)
  - [Application for Administrative Appeal](#)
-



# NON-USE VARIANCE

## Purpose

Relates to the construction, structural changes, or alterations of buildings or structures, Zoning Ordinance dimensional requirements, or any other nonuse related standard. Demonstrated “practical difficulty” is required

## Fees + Timeline

Residential: \$626  
Commercial: \$1002

Deadlines to be determined by staff

## Key Individuals

Zoning Board of Appeals

## Process

### Step 1

Application is filed with the Zoning Coordinator. The application is reviewed based on Section 50.17.03. The application must specify the grounds for the variation. *Hearings and Notices are in accordance with the requirements of Section 50.17.05.*

### Step 2

The Zoning Coordinator investigates the application and submits a report to the Board of Appeals.

### Step 3

The Board decides on all applications and appeals within 30 days after the final hearing. A copy of the Board’s decision is transmitted to the applicant or appellant and the Zoning Coordinator.

*The decision is binding upon the Zoning Coordinator and observed by them, and they incorporate the terms and conditions of the same in the permit to the applicant or appellant, whenever a permit is authorized by the Board. The decision of the Board is not final until the expiration of five days from the date of entry thereof, unless the Board finds the immediate taking effect of such decision is necessary for the preservation of property or personal rights and shall so certify on the record.*

## Review Standards

Exceptional or Extraordinary Circumstances or Conditions applying to the property that do not apply generally to other properties in the same zoning district or in the general vicinity. These conditions may include:

- *Exceptional narrowness, shallowness or shape of a specific property in existence on the effective date of this Chapter or amendment*
- *Exceptional topographic or environmental conditions or other extraordinary situations on the land, building or structure*
- *The use or development of the property immediately adjacent to the subject property would prohibit the literal enforcement of the requirements of this Chapter or would involve significant practical difficulties.*

## Meeting Packet Checklist

- Application
- Staff Report/Review Standards form

## Relevant Documents

[Zoning Code Article 17 Section 50-196 Application for Non-Use Variance](#)



# USE VARIANCE

## Purpose

Allows a use in a zoning district that is otherwise not allowed in that district under the terms of the Zoning Ordinance. An applicant must show “undue hardship.”

## Fees + Timeline

Residential: \$626  
Commercial: \$1002

Deadlines to be determined by staff

## Key Individuals

Zoning Board of Appeals

## Process

### Step 1

Application is filed with the Zoning Coordinator. The application is reviewed based on Section 50-187. The application must specify the grounds for the variation. *Hearings and Notices are in accordance with the requirements of Section 50-189.*

### Step 2

The Zoning Coordinator investigates the application and submits a report to the Board of Appeals.

### Step 3

The Board decides on all applications and appeals within 30 days after the final hearing. A copy of the Board’s decision is transmitted to the applicant or appellant and the Zoning Coordinator. *The decision is binding upon the Zoning Coordinator and observed by them, and they incorporate the terms and conditions of the same in the permit to the applicant or appellant, whenever a permit is authorized by the Board. The decision of the Board is not final until the expiration of five days from the date of entry thereof, unless the Board finds the immediate taking effect of such decision is necessary for the preservation of property or personal rights and shall so certify on the record.*

## Review Standards

### Undue Hardship

*That the condition, location, or situation of the specific property or intended use of the property that creates an undue hardship is unique to that property and the zoning district.*

### Not Self-Created

*That the need for the variance was not created by the applicant or the applicant’s predecessors in title.*

### No Substantial Detriment

*That the use variance shall not alter the essential character of the neighborhood, nor be a detriment to adjacent properties.*

### Cannot be Reasonably Used

*That the land, building or structure cannot be reasonably used for the permitted uses in the zoning district.*

### Consistency with Master Plan/Zoning Ordinance

*That the variance shall be consistent with, and not materially impair, the purpose and intent of the Master Plan and Zoning Ordinance including the zoning district*

## Meeting Packet Checklist

- Application
- Staff Report/Review Standards form

## Relevant Documents

[Zoning Code Article 17 Section 50-187, 189, and 196 Application for Use Variance](#)



# TEMPORARY USE

## Purpose

The Board of Appeals may authorize upon application such exceptions from the terms of this ordinance as will not be contrary to the public interest, when the strict application of the dimensional regulations of this ordinance would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property, and where a property owner can show that:

- *To permit the reconstruction of a nonconforming building which has been destroyed, or partially destroyed, by fire or Act of God where the board shall find some compelling public necessity requiring a continuance of the nonconforming use.*
- *To permit the erection and use of a building or the use of premises in any location for a public service corporation for public utility purposes which the board deems reasonably necessary for the public convenience or welfare. Such uses lawfully existing on the effective date of this ordinance, shall be deemed to have received such a permit, shall be provided with such a permit by the Zoning Coordinator upon request, and shall not be nonconforming uses; provided, however, that a permit shall be required for the enlargement, extension or relocation of any of these existing uses.*

## Fees + Timeline

Residential: \$626  
Commercial: \$1002

Deadlines to be determined  
by staff

## Key Individuals

Zoning Board of Appeals

## Process

### Step 1

An owner of land within the city, or such owner's duly authorized agent or representative, may submit an application for an exception to the Zoning Coordinator and Board of Appeals.

### Step 2

An application for exception shall be made by filing a written request specifying the grounds for the exception. Such application shall be considered filed when a complete application is delivered to the Zoning Coordinator, who shall enter the date and time of filing on the notice.

*All required hearings and notice shall be in accordance with the requirements of Section 50-189.*

### Step 3

Upon receipt of a complete application, the Zoning Coordinator shall forthwith transmit the application and all relevant materials pertaining to the application to the Board of Appeals. The Zoning Coordinator shall review the application, prepare a written report and make a recommendation.



# TEMPORARY USE

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## Process

### Step 4

The Board of Appeals shall consider application in a public hearing.

### Findings of Fact

Every exception granted or denied by the board of appeals shall be accompanied by a written finding of fact, based on sworn testimony and evidence, specifying the reason for granting or denying the exception.

The Board of Appeals shall, before making any finding in a specific case, first determine that the proposed change will not constitute a change in the district map and will not impair an adequate supply of light and air to adjacent property, or increase the congestion in public streets, or increase the public danger of fire and safety, or materially diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, comfort, morals or welfare.

### Step 5

A certified copy of the Board of Appeals' decision is transmitted to the applicant and to the Zoning Coordinator.

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## Meeting Packet Checklist

- Application
- Staff Report

## Relevant Documents

- [Zoning Code Article 9 Section 50-118](#)
- [Zoning Code Article 17 Section 50-189](#)
- [Application for Temporary Use](#)



# CERTIFICATE OF APPROPRIATENESS AND NOTICES TO PROCEED

## Purpose

HDC approval of work on  
non contributing HD properties

## Fees + Timeline

No associated fees  
Applications due 16 days  
before HDC meeting

## Key Individuals

Planning staff  
Historic District Commission

## Process

### Step 1

Applicant submits applications prior to the  
deadline of the monthly meeting. Deadlines  
are listed on the meeting schedule

### Step 2

Staff ensures the application has all required  
information filled out and that renderings  
are submitted

### Step 3

Staff indicates date received on application

### Step 4

Staff indicates review date on application

### Step 5

Staff files application on the shared drive

### Step 6

Staff adds application to the appropriate  
HDC meeting agenda

## Relevant Documents

[Certificate of Appropriateness Application](#)

## Meeting Packet Checklist

- Meeting Agenda
- Previous Meeting Minutes
- Applications to be heard

## Meeting Email\*

**To:** Chairperson  
**CC:** Relevant Planning staff  
**BCC:** All Historic District Commissioners  
**Subject:** Flint Historic District Commission  
[Meeting Date] Meeting Materials

**Body Text:**  
Commissioners,  
Please find attached the agenda, minutes of  
previous meeting, and applications to be heard  
during the [Meeting Date] meeting.

\*Certificates of Appropriateness and Notices to Proceed are filled out during in-person meetings. If the meeting is being held remotely, fill out the Certificate of Appropriateness or Notice to Proceed the day after the meeting. Contact the Chairperson to coordinate a time to have the document signed. Forward the documents to the applicant once they are signed.



# ZONING PERMIT REVIEW

## Purpose

To insure that a proposed use conforms to the requirements of the Zoning Ordinance and Master Plan.

## Fees + Timeline

No fees are related for residential uses. There is a \$375 fee for commercial properties.

Approval emails and mail are sent out on Wednesdays that approval occurs

## Key Individuals

Building and Safety Inspection  
Planner I  
Zoning Coordinator

## Process

### Step 1: Intake Application

Building and Safety Inspection adds application and other relevant info to BSA

### Step 2: Planner I Review

Planner I reviews application and additional information is obtained (setbacks, proposed and existing structure heights, widths and depths, zoning district, PID#, lot perimeter, street names, and location of sidewalks)

### Step 3: Zoning Coordinator Review

The Zoning Coordinator reviews the application with the Planner I and either:

Approves and signs application

Requests additional information

Once approved, signed application is scanned and emailed to applicant, copy is saved for staff records

## Relevant Documents

### Structures

- Note which district the property is located in
- Percentage of build out, structure height, etc. can depend on which zoning district the property is in.
- Relevant Zoning Ordinance Sections:
  - [Zoning Code Article 3](#)
  - [Zoning Code Article 8 Section 50-60](#)
  - [Zoning Code Article 11](#)

### Fences

- Relevant Zoning Ordinance Sections:
  - [Zoning Code Article 3](#)

### Decks

- Relevant Zoning Ordinance Sections:
  - [Zoning Code Article 3](#)





# PROPERTY DISPOSITION

## Purpose

Facilitation and regulation of the sale of City-owned properties.

## Fees + Timeline

Side lot: \$501, \$30 recording fee  
All other lots determined by Assessing

Payment due December 31 of current year for approval.  
Application is due no later than October 30th of current year.

## Key Individuals

Zoning Division  
Assessing  
Legal Department  
Department of Finance

## Process

### Step 1

The Zoning Coordinator accepts, analyzes, and processes applications for property acquisition. The Zoning Coordinator communicates with the applicant and coordinates with other City departments

### Step 2

All requests are evaluated by the Department of Planning and Development Staff for compliance with the Master Plan, the Zoning Ordinance, long-term interests of the City, and qualifications of the applicant

### Step 3

Planning and Development prepares an analysis and resolution for the Mayor's review. If approved, Council votes on the resolution. If it receives final approval, Planning and Development and the City Attorney activate the conveyance of property through quit claim deed or other method.

## Relevant Documents

- [City Charter Section 4-501](#)
- [City Code of Ordinances Chapter 18-21.14](#)
- [City of Flint Property Disposition Procedures](#)



# SIGN PERMITS

## Purpose

When signage is otherwise erected, enlarged, expanded, altered, or relocated, a separate application for a Sign Zoning Permit is required

## Fees + Timeline

\$375 fee with application

## Key Individuals

Zoning Coordinator  
Planning and Development Staff  
designated by the Zoning  
Coordinator

## Process

### Step 1

Review of an application for a Sign Zoning Permit completed within 15 days of receipt of all materials and appropriate payment.

### Step 2

If the application is missing materials necessary to determine if the proposed signage satisfies all necessary regulations the review timeframe will pause until the outstanding materials are provided.

### Step 3

Once the outstanding materials are submitted the timeframe will resume but reviewing officials shall have an extra seven (7) days to complete the review.

### Step 5

If the proposed signage satisfies all the requirements, the reviewing official approves the applications and issues a Sign Zoning Permit

## Relevant Documents

[Zoning Code Article 15 Section 50-169  
Application for Sign Permit](#)



# LOT SPLITS AND COMBINATIONS

## Purpose

Elimination or creation of the boundary line between two or more lots

## Fees + Timeline

\$50 for 2 or fewer platted parcels  
\$50 for each additional parcel, combined or created

## Key Individuals

Planning and Zoning Staff  
Department of Public Works  
Assessor's Office  
Building and Safety Inspection

## Process

### Splits

Assessed by zoning classification standards  
All setbacks and zoning requirements must be met so an existing structure does not become a nonconforming use, or increase the setback nonconformity if one exists. The rest of process is completed in GIS.

### Combinations

Check that all parcels have same zoning code (both current and future zoning)  
The uses and structures involved have to comply with the zoning code. No accessory structure can become the standalone structure on a resultant parcel. Two primary structures cannot be on one parcel. The rest of the process is completed in GIS.

## Relevant Documents

[Land Division and Combination Application](#)  
[Zoning Code Article 8 Section 50-53](#)  
[Zoning Code Article 8 Section 50-57](#)



# ZONING CONFIRMATION AND VERIFICATION

## Purpose

To inform a requester of the current zoning information regarding a specified parcel(s) and any relevant information (i.e. previous violations, current and future zoning districts).

## Fees + Timeline

\$125 fee per parcel with application

## Key Individuals

Planner I  
Zoning Coordinator

## Process

### Step 1

Intake request is received for information regarding a certain property

### Step 2

Planner I researches the property for relevant zoning information

### Step 3

All available information is sent to the requester

### Step 4

Zoning Coordinator signs off on the Verification Letter

## Relevant Documents

[Application for Zoning Confirmation Letter](#)



## CITY OF FLINT MARIHUANA ORDINANCE

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Another class of additionally regulated uses recognized by the City of Flint are marihuana-related and require their own unique processes. Briefly, marihuana uses are: [Group E](#) (Medical marihuana provisioning centers, retail facilities, and commercial marihuana secure transport facilities); [Group F](#) (Commercial marihuana growing centers, commercial marihuana processing center, commercial marihuana safety compliance facilities); and [Group G](#) (Microbusinesses, Class A marihuana microbusinesses). Please refer to the [Permanent Marihuana Ordinance](#) for more information.