



Guide to Development

City of Hamtramck

Updated Spring 2020





Introduction

This guide provides a general overview of the City of Hamtramck's development approval process. Its intent is to help residents/developers/investors understand the review and approval process for any size project from concept through completion. The guide is written from an investor's viewpoint, whether a single-family homeowner or a professional developer. Contact information is prevalent throughout. This guide is general and does not remove the responsibility of an investor to speak with staff or retain professional guidance. Each case is unique and may require modification of the general process. The City of Hamtramck's website is available to provide accessible forms and documents, program descriptions and links to outside sources that an applicant would find helpful.

How to use the Guide to Development

The City of Hamtramck presents the Guide to Development to assist residents, developers, and businesses in understanding the City's policies, goals, and timelines to have a clear view of the community's expectations regarding physical growth and development. This guide is to be used as a tool for the planning of activity and structural growth within the city. It is an outline of the review process and expectations when planning new construction or operation. It provides a general overview of the development approval processes. Contact information, website links, and related documents will be indicated throughout the document for further information. The City of Hamtramck is here to help you and is looking forward to your development. This document is not intended for the use of City Ordinances and Codes nor is it a replacement for city, county, state, or federal laws and ordinances. Consultation with staff and/or outside professionals is recommended for most projects. Requirements and guidelines from other levels of government, such as the state, may also apply to projects but are not included in this guide. Developers and businesses should contact the appropriate staff with additional questions.



Contents

- Contact and Schedule Information..... 5
- Boards and Commissions 6
- Master Plan 6
- Zoning Ordinance / Map 7
- Notification Procedures..... 7
- Incentives 7
- Land Use Applications 8
- Zoning Compliance 8
- Pre-Application Meeting 8
- Conceptual Review Meetings 9
- Residential Rental Inspection 9
- Business Licenses 9
- Land Use Table 10
- Site Plan Review - Process 13
- Preliminary Site Plan Review Information + Timeline..... 14
- Final Site Plan Review Information + Timeline 15
- Special Land Use Information + Timeline 18
- Zoning Changes and Amendments..... 21
- Zoning Changes and Amendments Information + Timeline 21
- Zoning Variances and Appeals..... 23
- Zoning Variance and Appeals Information + Timeline..... 23
- Residential and Commercial Construction Projects 27
- Submit Construction Project 27
- Codes Currently in Effect..... 28
- Planning and Zoning Applications.....30



Zoning

Hamtramck simplified the zoning categories and remapped the City in 2003. The zoning and land uses are closely aligned. The commercial corridors are clearly marked as Commercial zones, and most of the city is zoned Residential, with the Colonel Hamtramck Homes and Senior Plaza zoned Residential Multiple. The industrial-zoned land is underutilized, however, as it hosts the largest vacancies, especially along the rail corridor.



2009 Zoning. Source: City of Hamtramck.

ZONING

- R: residential
- RM: residential multiple
- C2: commercial
- CBD: central business district
- I: industrial

**Please see city website or CED Department for official maps*



Contact and Schedule Information

The first step to investing in our community is to speak with key staff. The staff person may vary from project to project or during the course of a project. The following chart lists key staff, contact information, and description of responsibilities related to the development process.

Department Name	Key Contact	Title	Telephone #	Email	Primary Responsibilities
Community & Economic Development (CED)	Alex Iseri	Community and Economic Development Manager	(313) 800-5215	aiseri@hamtramckcity.com	Community and Economic Development projects
CED	Grace Stamper	Economic Development Associate	(313) 800-5233 ext. 307	gstamper@hamtramckcity.com	Economic Development/Zoning administration
CED	Casey Copp	Community Development Associate	(313) 800-5233 ext. 332	ccopp@hamtramckcity.com	Community Development related projects
Building Department	Renata White	Permit and Application Technician	(313) 800-5233 ext. 296	rwhite@hamtramckcity.com	Permit applications & processing
Building Department	Tony Passalacqua	Rental Inspector / Code Enforcement	(313) 800-5233 ext. 315	APassalacqua@hamtramckcity.com	Residential inspections
Building Department	Bruce Eck	Building Official	(313) 800-5233 ext.	beck@mcka.com	Non-residential inspections
Fire Department	Bill Diamond	Fire Marshall	(313) 305-4503 ext. 225	wdiamond@hamtramckcity.com	Development related to Fire Code

Although staff is willing to assist with a review process, the final decision on a project may be the responsibility of a board or commission, such as the Plan Commission or Zoning Board of Appeals. In some cases, especially those anticipating substantial community impacts, more than one (1) board may be involved in the decision process.



Boards and Commissions

The Zoning Ordinance specifies the procedures for development applications. However, depending on the nature and location of the project, more than one (1) board or commission may review the project. Some groups are advisory and provide recommendations, while others have final decision-making authority. A commission may have dual roles depending on the process type. Individuals should check with the City Clerk's office to ensure a meeting for each board/commission is scheduled on their reported date.

Board/Commission	Responsibility	Meeting Date/Time/Location
City Council	Governing body with authority over development incentives and site plans, ordinance amendments, development policies, etc.	2 nd & 4 th Tuesdays; 7:00pm; City Hall *Special meetings may be called by the mayor, city manager, or 2+ council members
Downtown Development Authority (DDA)	Develops programs and projects which are aimed at improving the downtown district including new business development, business recruitment and retention, downtown beautification and public improvements.	3 rd Wednesday; 6:05pm; City Hall
Plan Commission (PC)	Creates and updates the Master Plan and reviews rezoning requests, subdivisions, special use permits and other land use applications.	1 st Wednesday; 6:30pm; City Hall *Special meetings may be called by the chairperson
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.	2 nd Wednesday; 6:00pm; City Hall

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.

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. The Master Plan document is available for download on the city website or by using the following link:

Master Plan

[City of Hamtramck Master Plan](#)



[Zoning Ordinance / Map](#)

The Zoning Ordinance regulates the use and development of land within the City of Hamtramck. Standards are in place that apply both citywide and in each specific zoning district. You are encouraged to review the zoning ordinance and consult with staff before initiating any change of use or construction project within the City. The Zoning Ordinance and Zoning District Map can be accessed on the city website or by using the following link:

[Zoning Ordinance and Zoning Map](#)

[Notification Procedures](#)

The City of Hamtramck meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended).

The City of Hamtramck publishes notices in The Hamtramck Review (<http://www.thehamtramckreview.com/>), posts them in city hall, and mails notices to all persons owning and occupying property within 300 feet of the boundary of the subject property at least fifteen (15) days before the hearing.

[Incentives](#)

A broad range of resources are available to help make your project a reality. If development is taking place in the Downtown Development Authority (DDA) borders, funds may be available for sign updates. Outside of the DDA boundary, funds may be available through Brownfield Redevelopment funds or resources from the Michigan Economic Development Corporation. Those looking for further incentives may contact Alex Iseri, the City's Community and Economic Development Manager, for more information (313) 800-5233 ext. 316, aiseri@hamtramckcity.com, or the Community Assistance Team member for Hamtramck, Dominic Romano (313) 418-7568, romanod@michigan.org.



Land Use Applications

This section is designed to provide a comprehensive overview of each type of land use application. This overview does not preempt or supersede any regulations contained within the City of Hamtramck Zoning Ordinance.

[Site Plan Review Application](#)
[Building Department Permits](#)

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

	Makes Recommendation	Approves			
	Plan Commission (PC)	Plan Commission (PC)	City Council	Zoning Board of Appeals (ZBA)	Administrative (Staff)
Site Plan			X		X
Special Land Use		X			
Rezoning / Conditional Rezoning	X		X		
Text Change / Ordinance	X		X		
Zoning Compliance					X
Variance				X	
Appeal				X	

Zoning Compliance

Prior to considering any alterations to an existing structure or use, you are strongly encouraged to consult with the Community and Economic Development Department to confirm that the structure and/or use proposed conform to the requirements of the zoning ordinance. Upon request, the City will provide a Zoning Compliance letter.

Pre-Application Meeting

A pre-application meeting with City staff is encouraged prior to submitting any application to the PC. This will allow staff an opportunity to provide a preliminary review of a site plan, explain zoning requirements, and discuss project timelines. Preapplication meetings often address circumstances that would otherwise result in an application being postponed. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (313) 800-5233 ext. 307, or email gstamper@hamtramckcity.com to schedule an appointment.



Conceptual Review Meetings

Prior to beginning any development process in the City of Hamtramck, applicants are encouraged to meet with city staff for a conceptual review meeting. This meeting can help promote a smooth approval process once a formal application is submitted. In order to request a conceptual review meeting, please contact Grace Stamper at (313) 800-5233 ext. 307, or at gstamper@hamtramckcity.com

In order to get the most value out of the meeting, the following should be known/available:

- Location
- Existing use
- Intended development (residential, office, retail, manufacturing, etc.)
- Preliminary sketches (hand drawn are enough)
- Surrounding land uses

Any other additional information such as professional service providers, flood zone status, expected parking, etc. are helpful but not required.

At the meeting, city staff will cover the following:

- Review the proposed use for general conformance with existing zoning
- Provide initial feedback on design (if applicable)
- Identify the correct process (site plan review, special land use, variance, etc.) and walk the applicant through what to expect
- Cover potential options for incentives through local, county or state programs
- Answer any additional question you may have pertaining to development in Hamtramck.

Residential Rental Inspection

[Click here to see the non-owner-occupied certificate checklist.](#)

Residential rental properties are licensed by the City of Hamtramck. Inspections are conducted every two years **prior to the recertification of a property's rental license to ensure compliance** with all applicable licensing codes. **The City's Building Department manages the rental housing program.**

Business Licenses

[Click here to learn more about business licenses.](#)

Certain businesses are required to obtain a license from the City Clerk prior to initiating operations. These licenses can be obtained Monday through Friday 8:00 am to 4:00 pm from the City Clerk's Office, located in Hamtramck City Hall, 3401 Evaline.

August Gitschlag, City Clerk (313) 800-5233 ext. 821 agitschlag@hamtramckcity.com



Land Use Table

The land use table below is a broad overview of permitted uses in each zone. While the table below is thorough, please refer to the Zoning Ordinance to ensure a development is allowed in each area. Some items are purposefully omitted on the table below due to space requirements, so developers should check the Zoning Ordinance in full to ensure their specific needs are met. If it is not, and zoning may prove a challenge for development, please see below some options on how to request changes so one may move forward in the development process.

x = Permitted. y = Special land use required.

R = Residential. RM = Multiple family residential district. C2 = Multi-Use District. CBD = Central business district. I = Industrial.

Land Use Table Identifiers:

¹more than four unrelated people residing in one dwelling unit

²single-family detached, more than four unrelated people residing in one in one dwelling unit

³two family detached, more than four unrelated people residing in one in one dwelling unit

⁴Unless specifically addressed as a special land use in this district or specifically prohibited by the Ordinance

⁵Permitted as an accessory building

⁶Shall be permitted as an accessory use for special land uses

Use	R	RM	C2	CBD	I
Accessory living quarters	x ⁵				
Amusement Centers			x	x	
Apartment houses	y	x			
Automotive service stations					y
Automobile repair, major					x
Automobile repair, minor					x
Automotive self-service stations					y
Bakeries			x	x	
Bars	y		x	x	
Boarding houses	y	x			
Business or financial services ⁴			x	x	
Butchers that do not process live farm animals			x	x	
City-owned parking lots				y	
Clothing stores				x	
Coffee houses				x	
Commercial retail sales and services ⁴			x	x	
Commercial, heavy					x
Commercial schools			x		x
Condominiums		x	x		
Condominiums ¹	x				



Confectionaries	y		x	x	
Congregate residences	x		x		
Courts		X ⁵	x ⁵	x ⁵	
Day care, family	y	x			
Day care, group	y	x			
Delicatessens			x	x	
Dwellings, single-family detached			x		
Dwellings, two family			x		
Dwellings ²	x				
Dwellings ³	x				
Establishments with sidewalks cafes on public sidewalks			x	x	
Fabric stores				x	
Florists				x	
Fruit and Vegetable stores				x	
Garage, private	x ⁵	x ⁵	x ⁵	x ⁵	
Gazebos or arbors	x ⁵	x ⁵			
Grocery stores	y		x	x	
Hardware stores				x	
Home occupations	x				
Hotel		y	x		
Household pets	x ⁵	x ⁵			
Industrial or research park					x
Laboratory				x	x
Laundromats			x		
Light manufacturing plants			y		
Manufacturing, heavy					x
Manufacturing, light					x
Manufacturing, medium					x
Medical and dental clinics	y				
Mortuary, funeral homes	y		x		
Motel			x		
Museums			x		
Open space	x		x		
Open storage yards of construction contractor's equipment and supplies, building materials, sand, gravel, or lumber					y
Outdoor recreations facilities	x		x		
Parking lots	y ⁶	y	y / x ⁵	x ⁵	



Parochial, private, public, or charter elementary, junior high, and high schools	x		x		
Private swimming pools	x ⁵	x ⁵	x ⁵		
Professional offices (such as medical and dental clinics, accountants, and attorneys at law)			x		
Public owned and operated parks	x		x		
Public services	x		x		x
Public utility station	x				x
Recreation, indoor					x
Recreation, outdoor		x			
Recycling facility					x
Religious, cultural, and fraternal activities	x		x		
Restaurants			x	x	
Restaurants, take-out			x	x	
Sheds	x ⁵	x ⁵			
Specialty gift stores				x	
State licensed residential facilities	y		x		
Theatres			x	x	
Towers (e.g. cell phone, radio, transmitting)					y
Townhouses	x	x	x		
Warehouse, wholesale, or storage					x



Site Plan Review - Process

[Click here to review the Site Plan Review application.](#)

Site Plan Review and approval of all development proposals is required to ensure that the City of Hamtramck develops in an orderly fashion in accordance with the zoning ordinance and Master Plan. It is recommended that all potential applicants consult with the Community and Economic Development Department regarding compliance with the zoning ordinance. Most applications for site plan review are reviewed and approved by City Council. City staff is available for pre-application meetings. They are here to assist developers throughout the process.

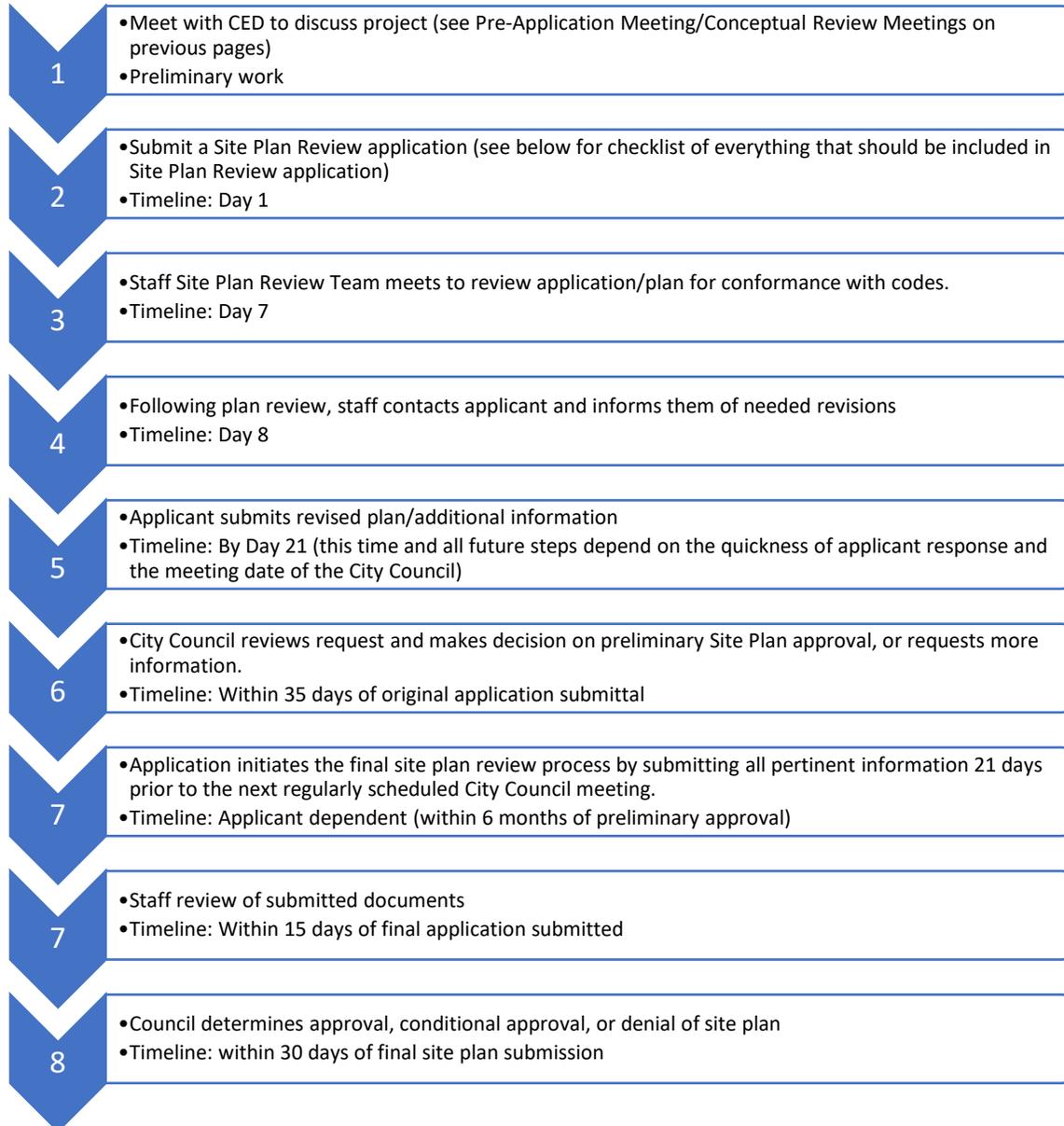
In the case of smaller residential projects, site plans may go through administrative review rather than submission to City Council. A pre-application meeting should take place prior to submitting the application to see if application may be approved through administrative review.

The City of Hamtramck has a two-tier Site Plan Review process: preliminary site plan review and final site plan review. This process has been established so that an applicant can receive City comments on the general conformity of a proposed site plan to City requirements before preparing a complete package of engineering, drawings, landscape plans, construction details, etc. Questions regarding this process may be directed to the Zoning Administrator.

Note: The applicant or their representative(s) shall attend all meetings at which the development is scheduled for discussion or action. Failure to appear at the meeting may cause the item to be tabled to the next meeting.



Site Plan Review Timeline



Preliminary Site Plan Review Information + Timeline

A site plan shall submit the following information to the Zoning Administrator twenty one (21) days prior to the next regularly scheduled City Council meeting:

- Ten (10) copies (please fold) of the site plan;
- Ten (10) copies of the site plan application form;
- Ten (10) copies of the completed preliminary site plan data checklist;
- Payment of all applicable fees

Adequate engineering data to establish engineering feasibility of utilities proposed is required, however, detailed engineering plans and detailed landscaping plans are optional at this stage in the process.



Approval

If the preliminary site plan follows the Zoning Ordinance, as amended, and other applicable standards and requirements, approval shall be granted and shall be indicated in the plan. The applicant may then proceed to the final site plan review process.

Conditional Approval

Upon determination by the City Council that a plan complies except for minor required revisions, preliminary site plan approval, conditional upon such revisions being made, shall be granted and that the required changes shall be stated in writing. The applicant may then proceed to the final site plan review process, provided that the required changes are incorporated in the final site plan.

Denial

If extensive revisions to the preliminary site plan are necessary to meet applicable standards and requirements, preliminary site plan approval shall be denied, and the applicant requested to provide an alternative site plan. In this case, "DENIED" shall be written on the plan and the reasons for denial indicated in writing. If the applicant desires to prepare an alternative plan, the same procedures as outlined above beginning with submittal to the Building Code Official shall be followed.

Approval of preliminary site plans shall expire and be consider revoked six (6) months after the date of such approval, unless final site plan approval has been granted or is in an active stage of review.

Final Site Plan Review Information + Timeline

Within six (6) months of the granting of the preliminary site plan approval, the applicant may initiate the final site plan review process by submitting the following information to the Zoning Administrator twenty one (21) days prior to the next regularly scheduled City Council meeting:

- Ten (10) copies (please fold) of the site plan;
- Ten (10) copies of the site plan application form;
- Ten (10) copies of the completed preliminary site plan data checklist;
- Payment of all applicable fees.

Once all required documents are submitted, and within sixty (60) days after the completion of the review and recommendation by proper departments and agencies, the application shall be placed on the regular agenda of a City Council meeting to consider the final site plan approval. The applicant shall be notified of the date, time, and place of said meeting. The City Council shall determine whether the site plan is following the Zoning Ordinance and all applicable standards and requirements.



After receipt and review of a final site plan, the City Council shall establish a public hearing in any of the following events:

- When at least three (3) members of the City Council deem it necessary;
- When requested by the applicant seeking site plan review and approval;
- When the PC receives a petition signed by twenty percent (20%) of the property taxpayers, within three hundred (300) feet.

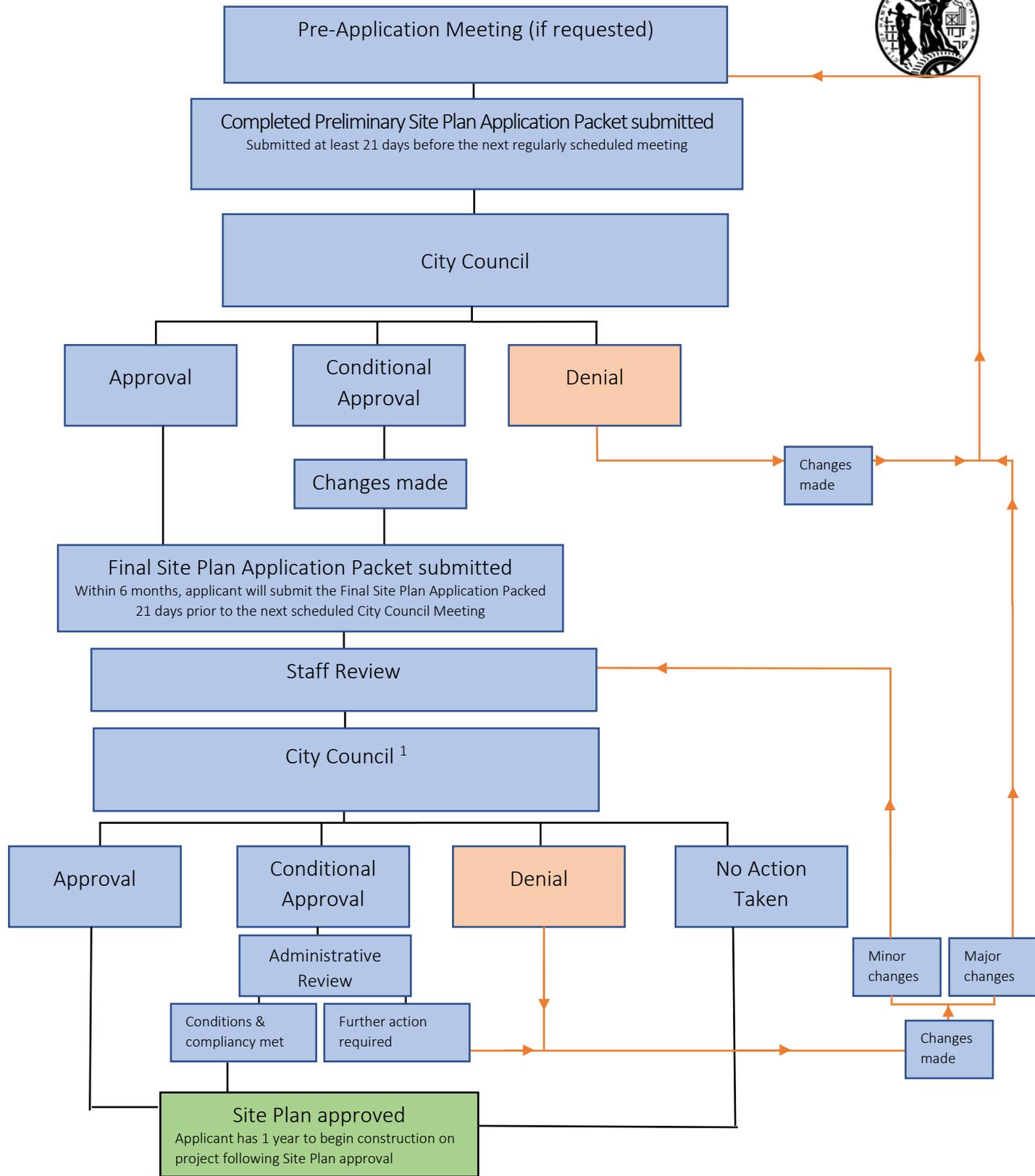
The application shall be placed on an agenda for City Council review if it has been forwarded for review and action. The applicant shall be notified of the time, date, and location where the City Council shall consider the application. A decision for approval, conditional approval, or denial of approval of the final site plan shall be made within thirty (30) days after the City Council has reviewed the plans. A majority vote of the City Council will determine if the final site plan is following the Zoning Ordinance, as amended, and other applicable standards and regulations.

If revisions to the final site plan are necessary to meet Ordinance requirements and standards, approval of the final site plan shall be denied, and the applicant requested to prepare an alternative site plan. If the applicant desires to prepare an alternative plan, the same procedure as outlined above beginning with submittal to the Zoning Administrator shall be followed.

Approval of any final site plan shall expire and be considered revoked one (1) year after the date of approval unless actual construction has commenced in accordance with the issuance of a valid building permit.

Full Site Plan Review Flowchart

The City has established a two-tier site plan review process: preliminary site plan review and final site plan review. This process has been established so that an applicant can receive City comments on the general conformity of a proposed site plan to City requirements before preparing a complete package of engineering, drawings, landscape plans, construction details, etc. Questions regarding this process may be directed to the Zoning Administrator.



¹City Council will establish a public hearing in any of the following events: 1) When at least three (3) members of the Council deem it necessary; 2) When requested by the applicant seeking site plan review and approval; 3) When the Commission receives a petition signed by twenty percent (20%) of the property taxpayers, within three hundred (300) feet



Special Land Use Permits

[Click here to review the Special Land Use Permit application.](#)

A land use designated as a 'special use' in a particular zoning district is one that, because of its inherent nature, extent, or external effects, generally is not permitted in the district but could be if subject to standards and restrictions to ensure the use is located, designed, and operated in a manner harmonious with neighboring

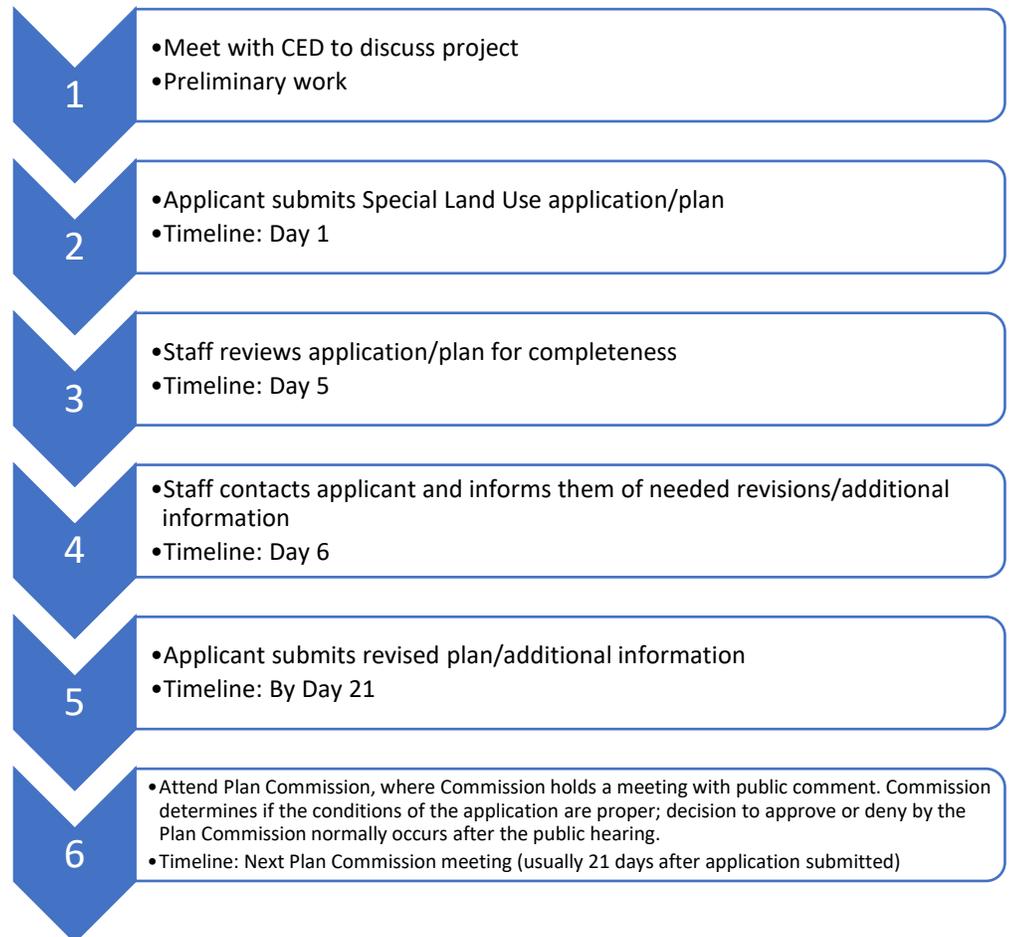
development and does not adversely affect the public health, safety, and general welfare. No special land use is permitted without a Special Use Permit issued in accordance with the zoning ordinance.

All applications for special use permits (and associated site plan reviews) are reviewed and approved by the Plan Commission.

Appeals: Any person who is denied a special land use request by the PC may appeal the decision to the Zoning Board of Appeals (ZBA).

Applications should be submitted to the Building Department.

Special Land Use Permit Timeline



Special Land Use Information + Timeline

An applicant who requests an approval of a special land use shall be one of the following:

- Property owner;
- Lessee;
- Other person with a legal interest in the property and who has the owner's consent to file the application.

For the City to consider an application as received, the applicant shall submit necessary fees, color photograph, existing front elevation for each special land use, and requisite number of



folded site plans. It shall not be considered received by the city until all required application conditions are met.

Once an application has been properly submitted, the City shall send the newspaper of record a notice of a requested special land use. This notice, given not less than five (5) and not more than fifteen (15) days before the application will be considered, will be sent by mail/personal delivery to the following:

- Owners of the property for which approval is being considered;
- All persons whose real property is assessed within 300 feet of the boundary of the property in question;
- The occupants of all structures within 300 feet.

The PC, before approving a special land use request, will determine that the conditions set for the special land use have been satisfied unless the ZBA has granted a variance for such conditions. They may deny, approve, or approve with conditions a special land use.

Approval

If approved, the applicant will submit a site plan. Subsequent amendments to an approved site plan for special land use shall not require PC approval unless the amendments significantly impact factors considered by the PC in approving the special land use, determined by the Zoning Administrator. Thereafter, the Building Code Official shall issue a building permit in conformity with the approved special land use. **This shall be done within one year after approval, or else such approval will be revoked.** The Zoning Administrator may grant an extension for good cause for a period not exceeding six months (as is determined necessary and appropriate). **Any special land use that is discontinued or abandoned for a period exceeding one year shall have its approval revoked.**

Approval with conditions

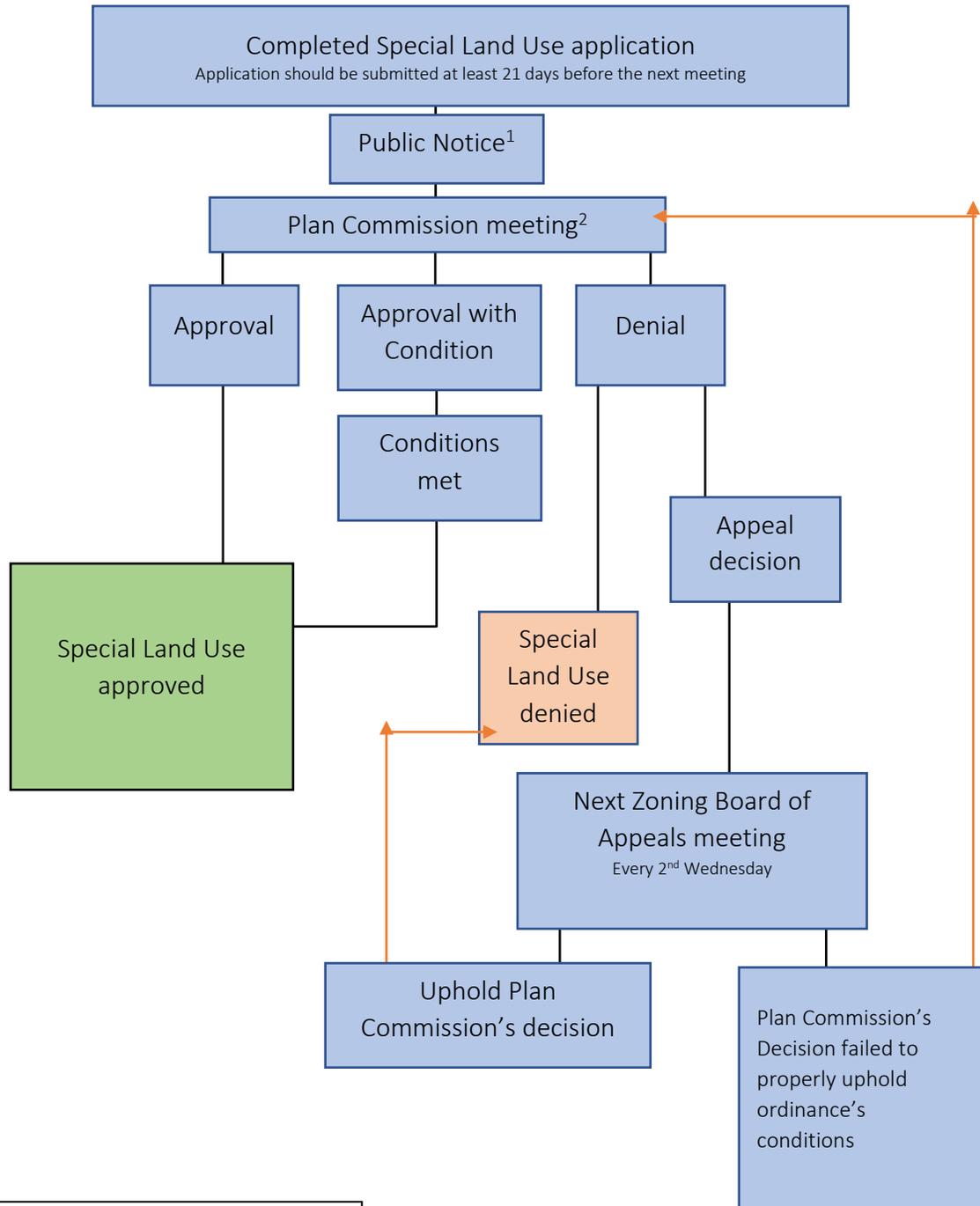
If the Commission approves the special land use with conditions, the applicant may proceed if the set conditions are met.

Denial

If the Commission shall determine that the particular special land use(s) requested does not meet the standards of this Ordinance or otherwise shall tend to be injurious to the public health, safety, welfare or orderly development of the City, the Commission shall deny the application in writing which clearly sets forth the reason(s) for such denial in its minutes.

Appeal

Any person who is denied a special land use request by the PC may appeal the decision to the ZBA. In hearing the appeal, the ZBA shall examine the record of the PC and determine if the PC properly applied the conditions established by this Ordinance.



¹The city will publish a public notice in the newspaper of general notice, property owners of property in question, property owners within 300 feet of the boundary of the property in question, and to the occupants of all structures within 300 feet.

²A property owner within 300 feet of the land in question may request for a public hearing. An applicant/the Plan Commission may also request a public hearing.



Zoning Changes and Amendments
[Click here to review the Rezoning application](#)

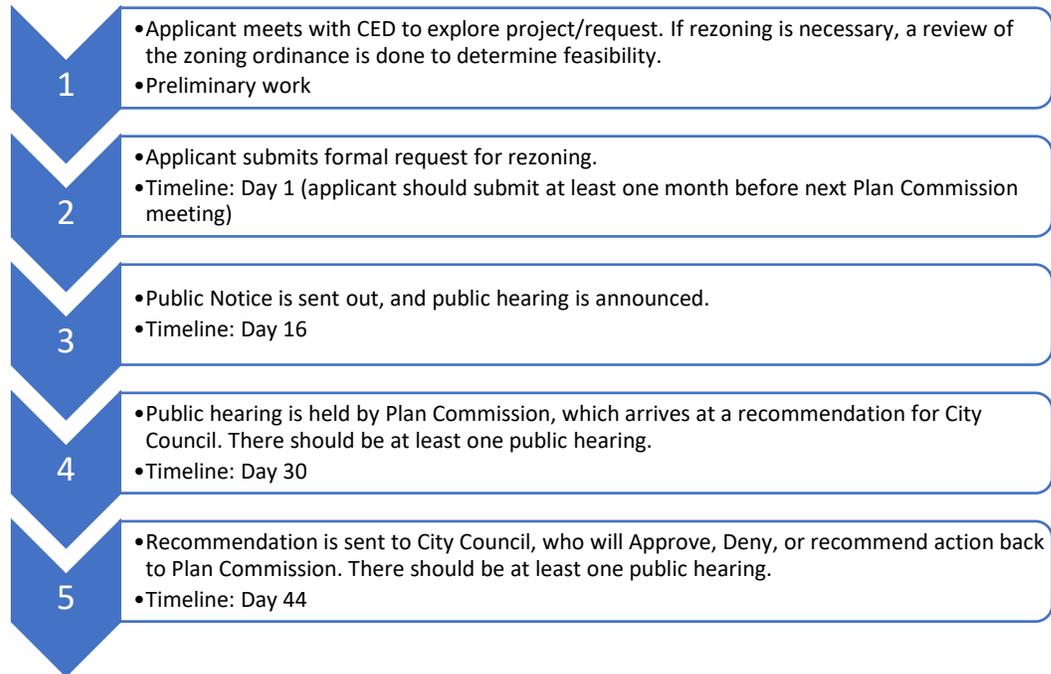
Zoning divides land into categories according to their use and sets regulations for these categories. When a property owner wants to use land in a way that is not permitted by the zoning of the property, the owner must request to rezone the property to a classification which permits the desired use.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

Zoning Changes and Amendments Information + Timeline

A property owner may request the PC to recommend the rezoning of their parcel. This request shall be filed with the code official along with any other documents that the PC or code official deems necessary. Payment of all applicable fees should be paid at the time the rezoning request is filed.

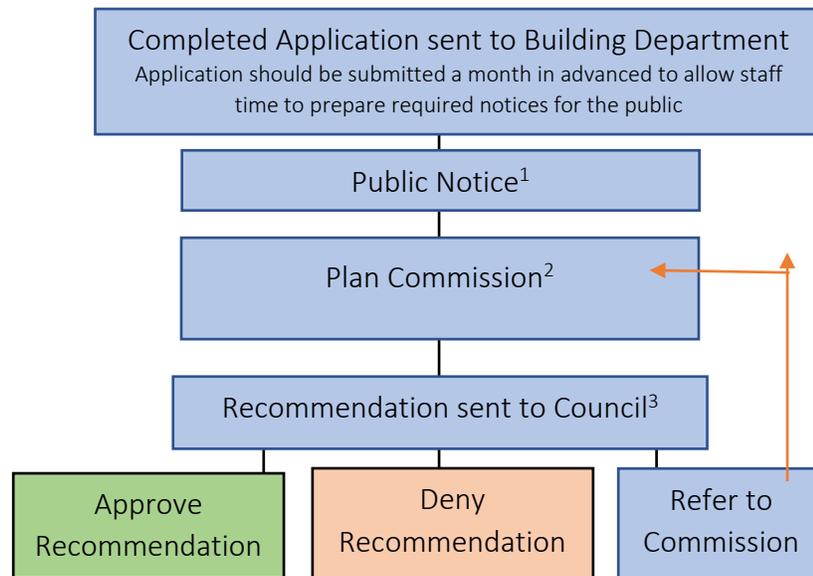
Zoning Changes & Amendments Timeline

The request shall move to the PC, who will hold at least one public hearing before passing their report along to the City’s City Council, where the ordinance may be adopted. The notice of public hearing for these changes will be posted at least fifteen days in



newspaper of general circulation and sent to utility companies, railroad companies, and any airports located within the city. All owners of properties proposed for rezoning shall also be notified at least fifteen days before the hearing.

The PC shall recommend action to the Council after at least one public hearing. Upon receiving the PC’s report, at the next available meeting the Council may adopt the ordinance or add amendments and refer the ordinance back to the PC.



¹A public notice shall be placed in the newspaper of general circulation notifying the public of the time and place for a public hearing in regards to the parcel going through the rezoning process.

²At least one public hearing shall take place.

³If protest petition against the requested zoning changes meets the one of the following, then the object of the protest petition shall be put to a vote and will require a 2/3rds majority: 1) The owners of not less than twenty percent (20%) of the area of land included in the proposed change. 2) The owners of not less than twenty percent (20%) of the area of land included within an area extending outward one hundred (100) feet from any point on the boundary of the land included in the proposed change.

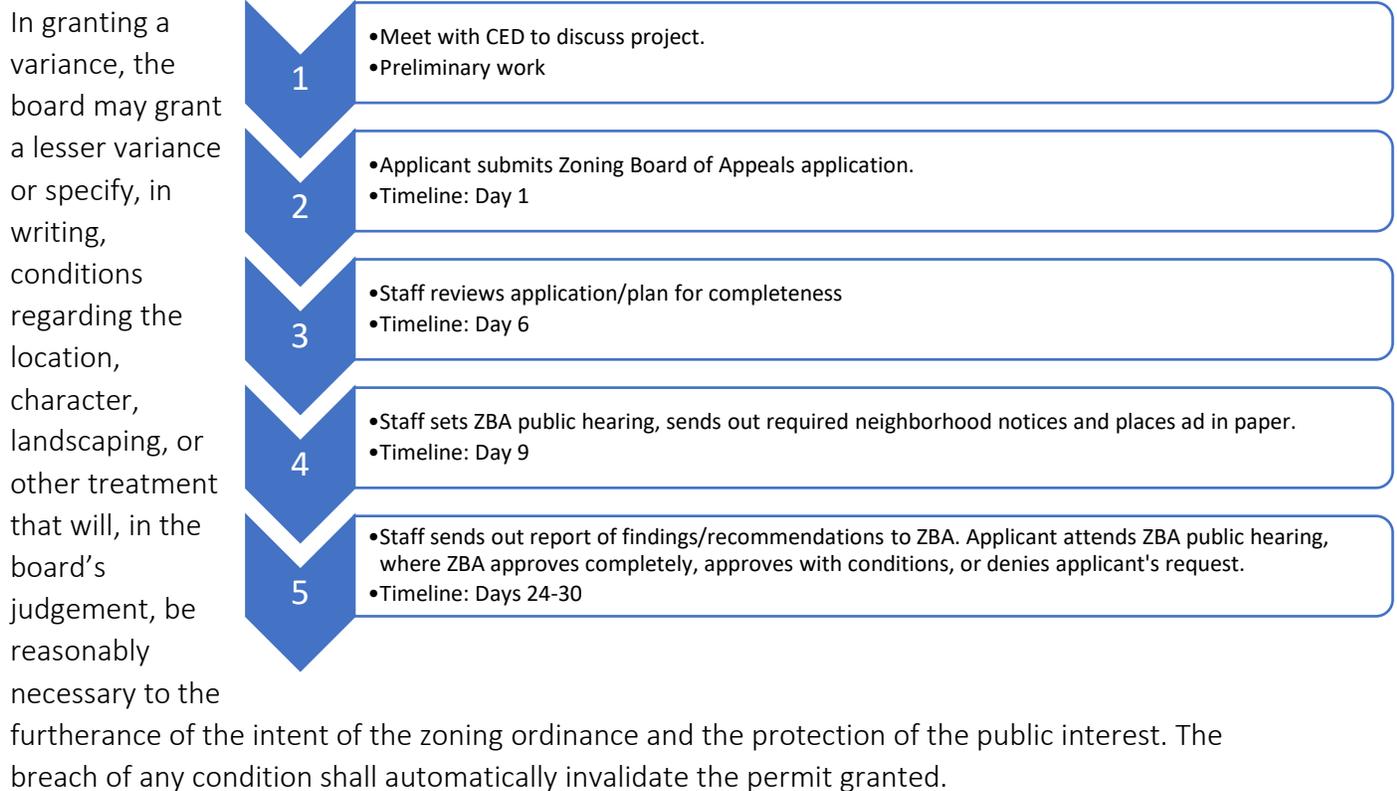


Zoning Variances and Appeals

[Click here to review the Variance and Appeal application.](#)

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 ZBA can also consider special uses of land and hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps and zoning language. An applicant or any other aggrieved party may file an application to the ZBA.

Variance Timeline



Zoning Variance and Appeals Information + Timeline

When applicant submits all required documents and fees paid, they will receive a notice of public meeting in the mail. Application deadlines are normally three weeks and three days prior to the meeting. Once submitted, the person indicated on the application will receive a notice of the public meeting in the mail. Notices are also sent to all property owners within 300 feet of the subject property. The applicant should receive the notice at least 10 days before the public meeting. If this applicant does **NOT** receive the notice, please contact the Building Department.

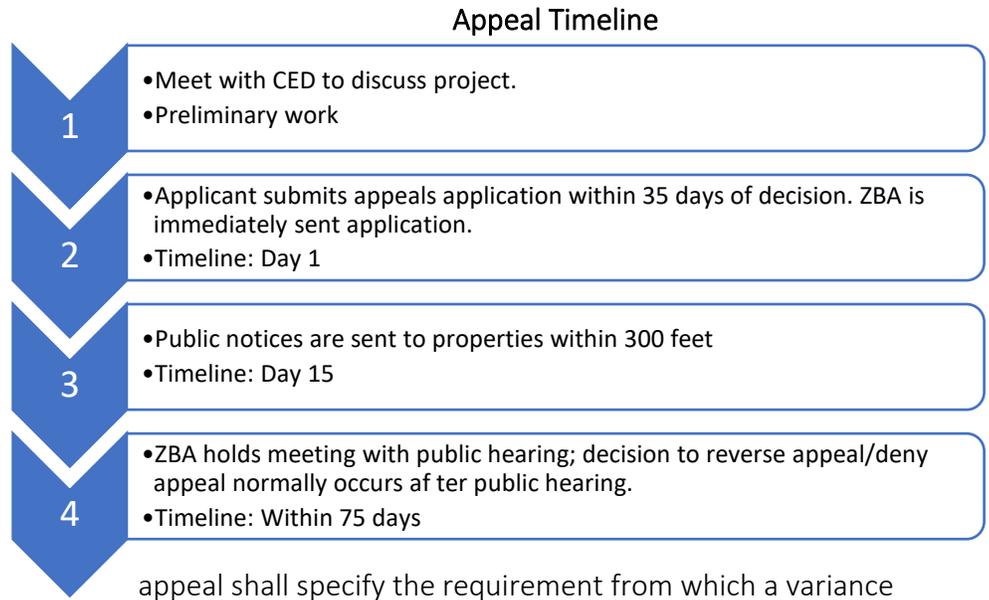
The applicant or their designated representative should attend the meeting to briefly explain the request and answer questions by the ZBA. A public hearing should take place to allow speakers



to express their opinions for or against the applicant’s request. **It is important for the applicant or their representative to attend the meeting, as the request may be tabled to the next meeting if the applicant or their representative do not attend.**

Non-use variances require a simple majority of the board’s approval/approval with conditions. Use variances shall be permitted only by a two-thirds approval/approval with conditions. If the ZBA approves a variance, it shall remain in effect only if the conditions attached to the approval are satisfied and maintained. The variance must be exercised within twelve (12) months from the date it is granted (unless the ZBA establishes a different time period as a condition).

An appeal shall be commenced by a person filing notice of appeal/petition within thirty-five (35) days. The appropriate filing fee shall accompany the filing. The notice of appeal shall specify the specific grounds upon which the appeal is based and shall be signed by the applicant and property owner. The

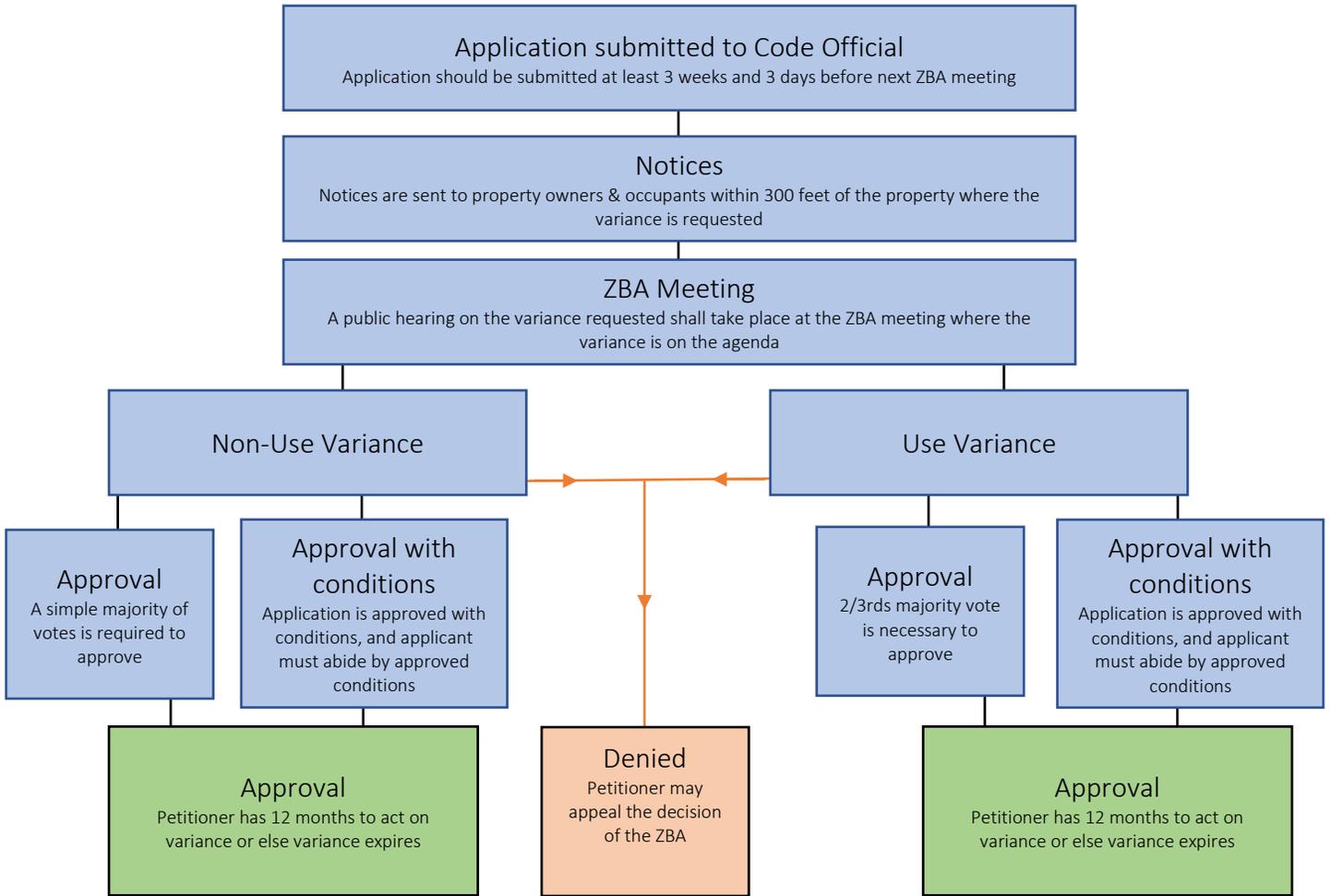


appeal shall specify the requirement from which a variance is sought and the nature and extend of such variance. The appeal shall be accompanied by a fully completed application along with any other information required by the ZBA. The code official shall immediately send to the Board all the papers constituting the record upon which the action appealed from was taken. **No appeal shall be taken if such applicant is in default to the City and is not eligible to be issued a permit under the Zoning Ordinance.**

The ZBA will find reasonable time for the appeal hearing and give notice to individuals whose property is within 300 feet of the premises in question. The ZBA shall decide on the appeal within seventy-five (75) days. The decision of the ZBA is final; a person having an interest affected by the Zoning Ordinance may appeal to the circuit court. If the court finds the ZBA record inadequate than the court shall order further proceedings before the ZBA on conditions that the court considers proper. The ZBA may modify its findings/decision as a result of the court proceedings or affirm the original decision.

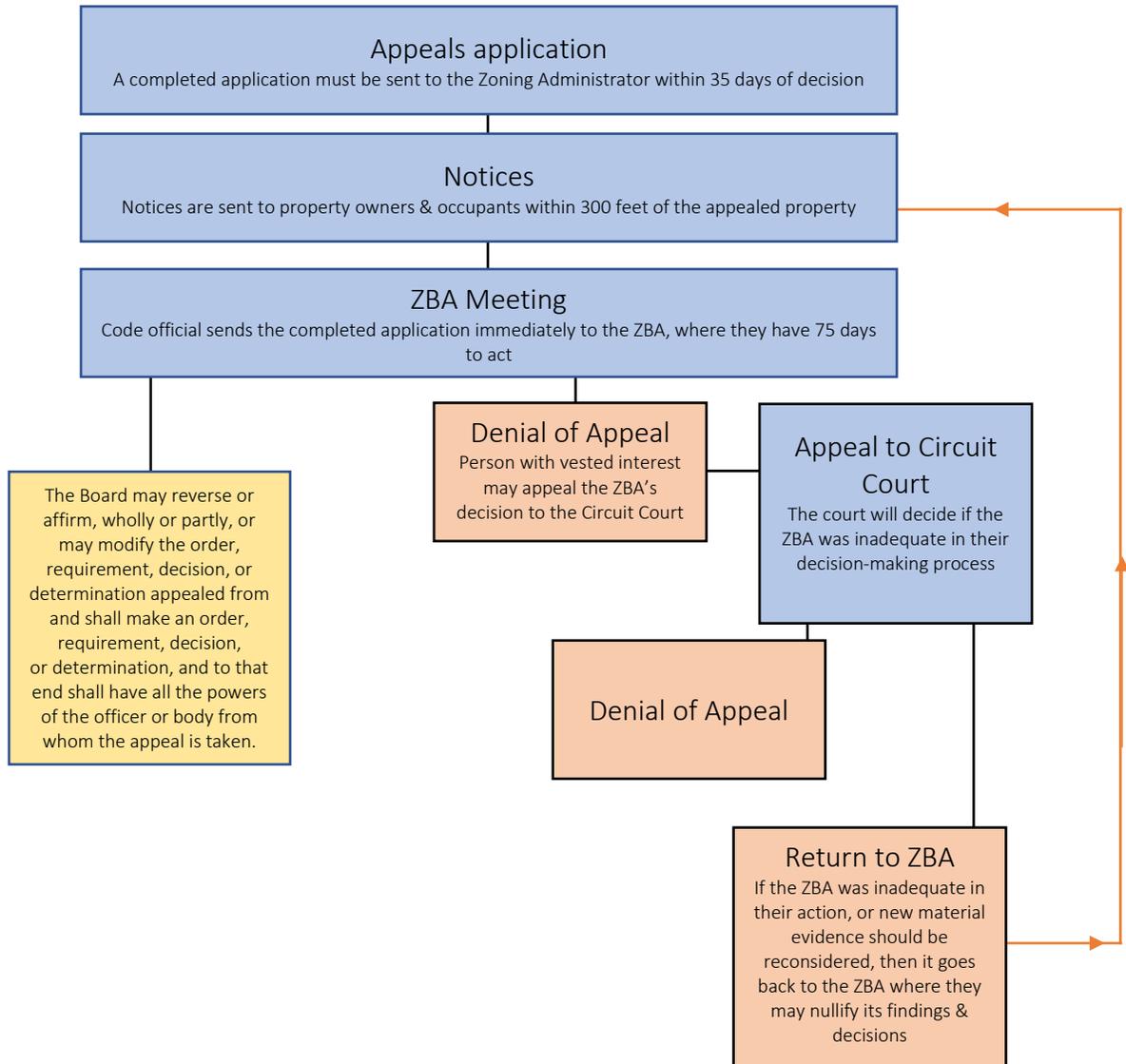


Variance Flowchart





Appeals Flowchart





Residential and Commercial Construction Projects

[Click here to see a list of building permits.](#)

[Click here to go to the Building Permit Application.](#)

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

Please ensure that all regulations and permits are pulled regarding building and fire prevention. Please call the Building Department (313) 800-5233 ext. 296 and the Fire Department – Fire Prevention Bureau (313) 305-4503 ext. 225 to ensure proper compliance with each project that takes place.

Submit Construction Project

City staff are available for pre-application meetings and will assist applicants through this process if request. Interested individuals should contact the Building Department and request a pre-application meeting.

Step 1: Application Submission – the following items should be included in the permit application:

- *Permit Application* (Building, Moving, or Demolition)
 - An application shall be completed based on the proposed project, i.e., Building, Moving, or Demolition.
 - Applicant must fill out **one** of the two boxes explaining which project is requested: All Residential One- and Two-Family Construction, or All Other Construction: Commercial/Industrial/Multifamily.
 - A detailed site plan shall be provided as prescribed in the permit application. Projects requiring formal site plan review before the Plan Commission shall receive approval prior to making an application for a building permit. A copy of the approved site plan shall accompany the permit application
 - The Application shall be signed and dated by the property owner and the agent.
- *Application Fee* - For the purpose of calculating a permit fee, the applicant shall provide the value of all construction work, including all finished work.
- *Construction Documents* – All submissions must include two copies of the construction document. One must be full sized (24 x 36 maximum) to scale and the other must be no larger than 11 x 17 inches. Reversed text drawings will **NOT** be accepted.

Step 2: Plan Review

- The permit application and required submittals will be made part of the plan review process.
- Staff will route copies of the construction plans/details to the proper City Departments for review.



- The Architect of record and the applicant will be notified if information provided does not meet the building code requirements and/or zoning regulations, along with requests for additional information when necessary.
- Once approved, the stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- Any changes in the approved plan shall be resubmitted to the Building Official for approval prior to the change.
- Incomplete applications will be returned to the applicant.
- Electrical, Plumbing, and Mechanical (trade) permits and/or questions shall be made to the City of Hamtramck Building Department (313) 800-5233 ext. 296.

Step 3: Permit Issuance

- Staff will contact the applicant to advise them when the permit is ready.
- Building Permit fees are due at the time of issuance.
- Permit fees can be paid by cash, credit card, debit card, or check.

Step 4: Construction site

- The building permit shall be posted on site and maintained throughout the project until a certificate of occupancy is issued (MBC 105.7).
- The address shall be posted with the permit and visible from the street.
- The stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- All work shall be installed in accordance with the approved plans and code requirements.
- Streets shall be maintained free and clear of mud and/or construction debris.
- Excavations shall be secured during all times when construction staff is not present.
- MISS DIG must be contacted at 811 or www.missdig.org at least 3 business days prior to any digging or excavation. Locate requests are valid for 21 days.

Fee Schedule

- Please see the Community and Economic Development and Building Departments for the most up to date fee schedule



Codes Currently in Effect

RESIDENTIAL BUILDINGS

BUILDING	2015 - Michigan Residential Code (MRC)
ELECTRICAL	2015 - Michigan Residential Code (MRC)
PLUMBING	2015 - Michigan Residential Code (MRC)
MECHANICAL	2015 - Michigan Residential Code (MRC)
ENERGY CODE	2015 -Michigan Uniform Energy Code

COMMERCIAL BUILDINGS

BUILDING	2015 Michigan Building Code (MBC) 2015 Michigan Rehab Code Existing Buildings 2018 International Fire Code (IFC)
ACCESSIBILITY	2012 ICC/ANSI A117.1
ELECTRICAL	2014 Michigan Electrical Code (MEC)
PLUMBING	2015 Michigan Plumbing Code (MPC)
MECHANICAL	2015 Michigan Mechanical Code (MMC) 2012 International Fuel Gas
FIRE CODE	2018 International Fire Code (IFC) 2018 International Fire Code (IFC) Appendix
SPRINKLER	2010 NFPA-13 (Commercial Buildings 2010 NFPA-13R (Residential Buildings) 2010 NFPA-13D (One- & Two-Family Buildings)
FIRE ALARM	2010 NFPA-72
COMM. HOOD	2009 NFPA-17 (Kitchen Hoods
ENERGY CODE	MUEC Part 10a R408.31087 to R408.31099

Code books may be purchased on-line through the International Code Council (ICC), National Fire Protection Association (NFPA) or through the Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Construction Codes.

International Code Council: www.iccsafe.org

National Fire Protection Association: www.nfpa.org

MI Department of Licensing and Regulatory Affairs: www.michigan.gov/lara



Planning & Zoning Application

APPLICANT INFORMATION

Applicant _____ Phone _____
 Address _____ Fax _____
 City, State _____ Zip _____
 Email _____ Cell Phone Number _____

Property Owner _____ **Phone** _____
 (if different than applicant)

Applicant _____ Phone _____
 Address _____ Fax _____
 City, State _____ Zip _____

Billing Contact _____ **Phone** _____

Applicant _____ Phone _____
 Address _____ Fax _____
 City, State _____ Zip _____

SITE/PROJECT INFORMATION

Name of Project

Parcel ID No. _____ Project Address _____

Attach Legal Description of Property

Property Location: On the _____ Side of _____ Road; Between _____
 Road and _____ Road. Size of Lot: Width _____
 Depth _____ Acreage of Site _____ Total Acres of Site to Review _____
 _____ Current Zoning of Site _____

Project Description:

Is a re-zoning of this parcel being requested? (If yes, complete next line) YES
 NO

Current Zoning of Site _____ Requested Zoning _____

SPECIAL PERMIT INFORMATION



Does the Proposed Use Require Special Approval? (If yes, complete next line) YES
 NO

Section of Zoning Ordinance for which you are applying

Applicant Signature

Date

In addition to city fees, projects will be charged an escrow amount based on the estimated cost of outside consultant review.



Zoning Board of Appeals Application

APPLICANT INFORMATION

Applicant _____
 Phone _____
 Property Owner (if different than applicant) _____
 Phone _____
 Address _____
 City _____ State, Zip _____
 Email _____

SITE INFORMATION

Property Location: On the _____ Side of _____ Road; Between
 _____ Road and _____ Road. Size of Lot: Width _____
 Depth _____ Acreage _____
 Date Property Acquired and the Type of Ownership _____

State all deed, subdivision improvement and property restrictions in effect at this time, together with dates of expiration:

VARIANCE REQUEST

Variance to the Zoning Ordinance Section (s) _____

Explanation of the Practical Difficulty of the Property as defined in Section 12.403

Explanation of request for Administrative Review Interpretation

REQUIRED INFORMATION

- Photographs of the building and/or structures on site
- Sketch plan/plot plan showing the dimensions of the lot and the existing and proposed setbacks

OWNER'S AFFIDAVIT

Print Property Owner's Name _____ Signature of Property Owner _____ Date _____