



# PLANNING COMMISSION ZONING BOARD OF APPEALS

## PERMIT APPLICATIONS PROCESSES

REZONING

SPECIAL LAND USE

SITE PLAN REVIEW

VARIANCE

PLANNED DEVELOPMENT DISTRICT

LAND DIVISION

LAND COMBINATIONS

APPEALS

# REZONING

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To amend or supplement the Village of Stevensville Zoning Ordinance. This process may be initiated by the Village Council, Planning Commission or proposed for consideration by the owner(s) of real estate within the Village. More information about Rezoning application requirements and processes can be found in the Village of Stevensville Zoning Ordinance Section 19.03.



## 1. APPLICATION

Completed [applications](#) must be received by Village Hall at least 30 days prior to the next regular Planning Commission meeting.

## 2. PUBLIC HEARING

The Planning Commission will hold a public hearing to hear from applicant and the public regarding the rezoning request.

## 3. PLANNING COMMISSION REVIEW & DECISION

The Planning Commission will review the application, hear from the applicant, and consider comments from the public hearing. The Planning Commission will formulate a recommendation of either approval or denial for the Village Council based on Standards for Approval in Zoning Ordinance Section 19.03 C.

## 4. VILLAGE COUNCIL REVIEW & DECISION

At the next Village Council meeting, Council members will either approve or deny the requested rezoning based upon the Planning Commission recommendation, the applicant file, alignment with Village long term goals, and Standards for Approval in Zoning Ordinance Section 19.03 C.

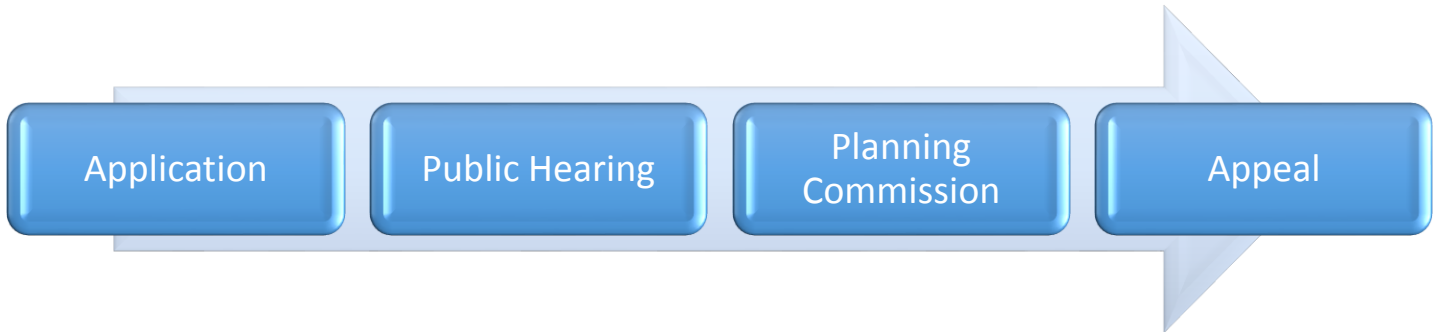
## 5. AMENDMENT IMPLEMENTATION

If approved, the Zoning Administrator will initiate and complete changes to the Village Zoning Ordinance and Zoning Map.

# SPECIAL LAND USE

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A Special Land Use Permit is required if an applicant wants to develop or use land for specific uses. More information about Special Land Use application requirements, processes and a list of special land uses can be found in the Village of Stevensville Zoning Ordinance Sec. 14.04.



## 1. APPLICATION

[Application](#) for special land use must be received at Village Hall no less than 30 days prior to the next scheduled Planning Commission meeting.

Applicant must submit:

- A completed application
- Payment
- Site plan
- Any additional documents so the Planning Commission can determine the impact of the proposed special land use on the adjacent properties, public infrastructure and community as a whole.

## 2. PUBLIC HEARING

The Planning Commission will hold a public hearing to hear from applicant and the public regarding the special land use application.

## 3. PLANNING COMMISSION REVIEW & DECISION

After the public hearing, the Planning Commission will review the application, minutes and comments from the public hearing, the site plan and any other relevant materials. The Planning Commission will approve, approve with conditions, or deny the application based on Special Land Use Review Standards in Zoning Ordinance Sec. 14.03. A copy of the written decision will be mailed or delivered to the applicant. If approved, the Zoning Administrator will issue a special land use permit to the applicant.

## 4. APPEAL

Applicants are not able to appeal Special Land Use decisions by the Planning Commission. Special land use applications may be re-submitted one year from the date of disapproval, except as may be permitted by the Zoning Administrator after learning of new and significant facts or conditions that may result in favorable action upon resubmission.

# SITE PLAN REVIEW

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Site Plan review and approval is required for: C1 General commercial districts; C2 Central Business districts; I2 Industrial districts; R1, R2, R3, R4 for all uses other than single-family and two-family dwellings and their accessory buildings and uses; all special land uses; all developments to be located in a wetland or within a 100-year floodplain. More information on site Plan Review can be found in the Village of Stevensville Zoning Ordinance Article XII.



## 1. SKETCH PLAN REVIEW (OPTIONAL)\*

A sketch plan may be submitted to the Planning Commission for feedback prior to site plan review. Sketch Plans must be received by Village Hall at least 15 days prior to the next Planning Commission meeting.

## 2. APPLICATION

Completed [applications](#) must be received at Village Hall at least 30 days prior to the next Planning Commission meeting.

## 3. PUBLIC HEARING (OPTIONAL)\*

The Planning Commission may hold a public hearing on the site plan, but it is not required. During the public hearing, the Planning Commission will hear from applicant and the public regarding the site plan.

## 4. PLANNING COMMISSION REVIEW & DECISION

The Planning Commission will review the application, site plan, public comments and minutes from the public hearing, if held, within 60 days of receiving the completed application and plans. The Planning Commission will reject, approve or conditionally approve the site plan based on Site Plan Review Standards (Sec. 12.06).

Once a decision is reached, the written decision will be mailed or delivered to the applicant.

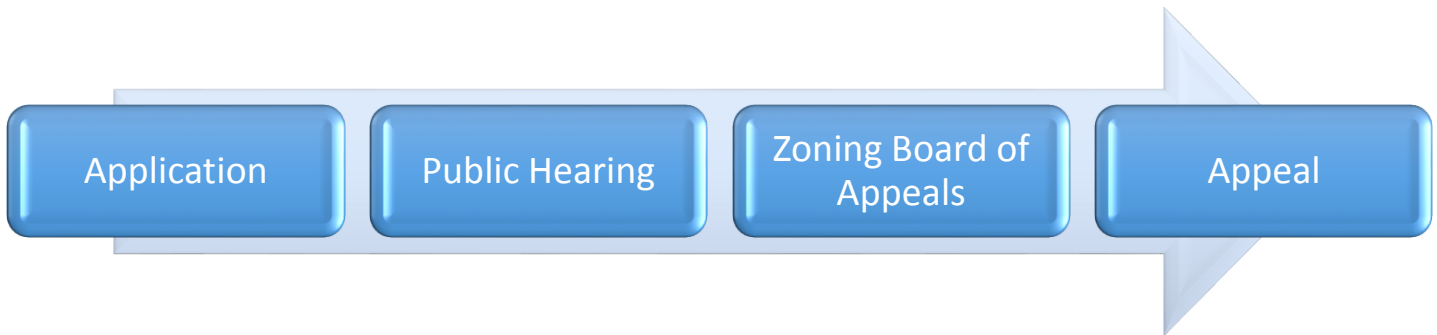
## 5. APPEALS

Site Plan decisions may be appealed through the Zoning Board of Appeals.

# VARIANCE

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A variance is a request for permission to veer from the approved Zoning Ordinance rules because there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district. More information on site Variance applications and process can be found in the Village of Stevensville Zoning Ordinance Section 18.06.



## 1. APPLICATION

[Applications](#) for variances must be received at Village Hall. Following receipt of a complete application, a Zoning Board of Appeals meeting will be scheduled.

A complete application includes:

- Completed application form
- Payment
- Legal description of property involved
- Written explanation specifying reason for requested variance
- Site plan

## 2. PUBLIC HEARING

The Zoning Board of Appeals will hear from applicant and the public regarding the variance application.

## 3. ZONING BOARD OF APPEALS REVIEW & DECISION

The Zoning Board of Appeals will review the application, supporting documents, and comments and minutes from the public hearing. The Zoning Board of Appeals will approve or deny the variance application based on conditions outlined in Zoning Ordinance Sec. 18.06.

A copy of the decision will be mailed or delivered to the applicant.

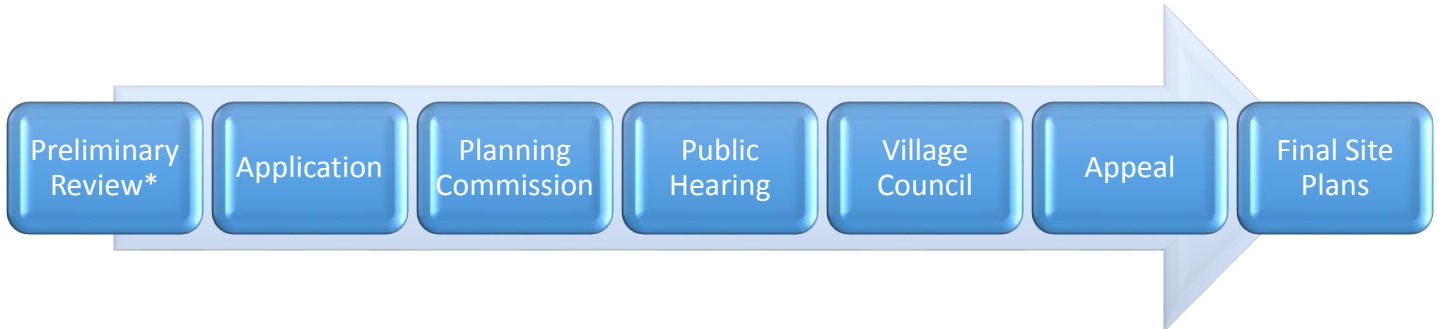
## 4. APPEAL

A person having an interest affected by the decision of the Zoning Board of Appeals may appeal to the Circuit Court within 30 days of the Zoning Board of Appeals decision.

# PLANNED DEVELOPMENT DISTRICT

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Building and development in the zoned Planned Development District require approval from the Planning Commission and Village Council. More information on site Plan Review can be found in the Village of Stevensville Zoning Ordinance Article XI.



## 1. PRELIMINARY PLANNING COMMISSION REVIEW (OPTIONAL)\*

Applicant may submit preliminary plan for review prior to submitting the application. Planning Commission can provide feedback prior to submission of application. Preliminary plans must be received by Village Hall at least 15 days prior to the next Planning Commission meeting.

## 2. APPLICATION

Applicant must submit the [application](#) to the Village at least 30 days prior to the next Planning Commission meeting

## 3. PLANNING COMMISSION REVIEW

The Planning Commission will review the application and supplemental documents and make a recommendation to Village Council of either approval, approval with conditions, or denial based on the PD Plan and Rezoning Standards for Approval in Zoning Ordinance Sec. 11.10.

## 4. PUBLIC HEARING

The Planning Commission will hear from applicant and the public regarding the application.

## 5. VILLAGE COUNCIL REVIEW & DECISION

Village Council will review the application, supplemental documents, public hearing minutes and comments, written recommendations from the Planning Commission, technical reviews from village staff and consultants, and other applicable standards and requirements. Village Council will make a final decision based on the PD Plan and Rezoning Standards for Approval in Zoning Ordinance Sec. 11.10. A copy of the final decision will be mailed or delivered to the applicant.

## 6. APPEALS

Decisions may not be appealed.

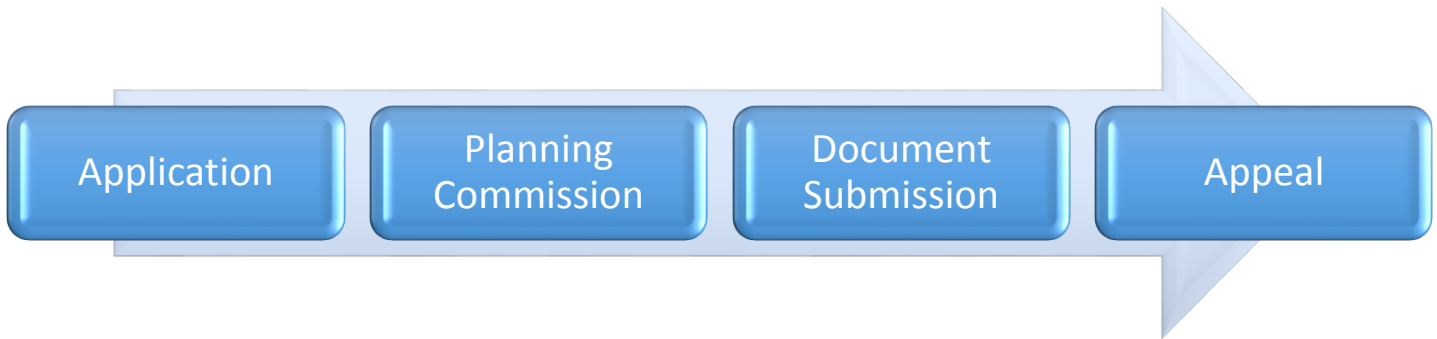
## 7. FINAL SITE PLANS

Within one year of approval, 4 copies and a PDF of the final site plan shall be submitted to the Village. At the next Planning Commission meeting, if the final site plan substantially conforms to the approved plan, the Planning Commission will approve the final site plan.

# LAND DIVISION (VILLAGE ORD. CH. 16)

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Partitioning or splitting of a parcel or tract of land requires approval from the village.



## 1. APPLICATION

Completed application must be submitted to Village Hall at least 30 days prior to the next regular Planning Commission meeting and include:

- Proof of ownership
- Survey map
- Legal description of parcel or tract
- Payment

The Zoning Administrator will review application for completeness.

## 2. PLANNING COMMISSION REVIEW & DECISION

The Planning Commission will review the application and supplemental documents. The Planning Commission will make a decision of either approval, approval with conditions, or denial based on the standards for approval of land divisions outlined in the village ordinances Sec. 16-24.

## 3. DOCUMENTATION SUBMISSION

Village staff will send the planning commission minutes approving the split and all application documents to the Township Assessor. There is a fee for the Township to split the property, see the township fee schedule. Once the fee is paid, the Assessor will create the approval letter and forward it with the application and Village approval to the Berrien County Land Division for their review. Berrien County will contact the applicant for payment of fee to split the property. Once approved, the applicant must ensure the deed transfer is recorded with the County. A decision approving a land division is effective for one year, and will be revoked if the applicant does not pay required fees and file required documents with the township or Berrien County register of deeds.

## 4. APPEAL

A person or entity aggrieved by the decision of the Planning Commission may appeal to the Zoning Board of Appeals within 30 days of the decision.

# LAND COMBINATIONS

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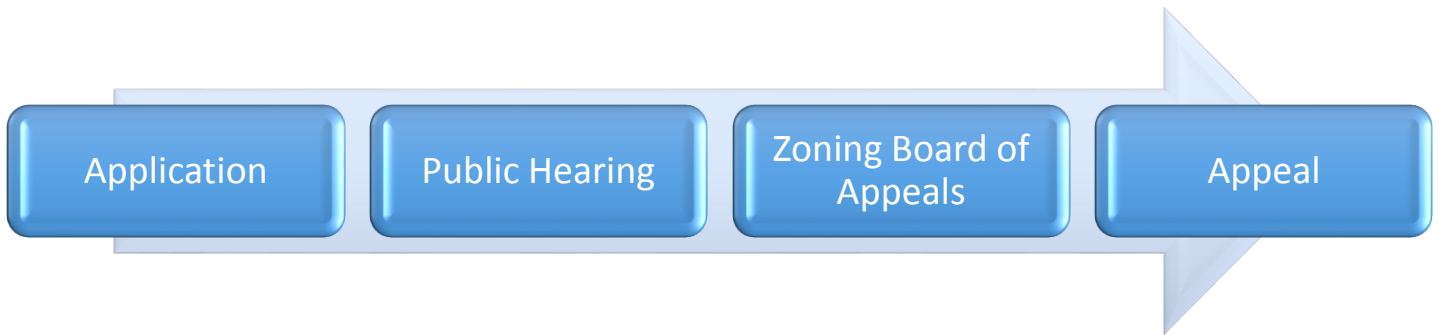
Land combination requests must be submitted through Lincoln Charter Township. Visit their website <https://lctberrien.org/> or contact them at 269-429-1589.



# PLANNING COMMISSION DECISION APPEALS

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An appeal may be taken to the Zoning Board of Appeals by any person, firm, corporation, or by an officer, department, board, or bureau affected by a decision of the Zoning Administrator or Planning Commission. More information about Appeals can be found in Village of Stevensville Zoning Ordinance Section 19.04



## 1. APPLICATION

[Applications](#) for appeal must be received at Village Hall at least 30 days prior to the next meeting of the Zoning Board of Appeals and no later than 30 days after the relevant Planning Commission order, decision or determination.

## 2. PUBLIC HEARING

At the public hearing, the Zoning Board of Appeals will hear from applicant and the public regarding the appeal.

## 3. ZONING BOARD OF APPEALS REVIEW & DECISION

The Zoning Board of Appeals will review the appeal, any supporting documents, comments and minutes from the public hearing before issuing a decision.

The final decision will be mailed or delivered to the applicant.

## 4. APPEAL

A person having an interest affected by the decision of the Zoning Board of Appeals may appeal to the Circuit Court within 30 days of the decision.