

City of Madison Heights Guide to Development

(Last Updated June 2021)

Introduction

This Guide to Development includes an overview of our development review process, policies and other useful information to applicants. This guide includes links to web pages throughout the document to provide quick access to the most up to date and in depth information on topic areas most relevant to your specific project and resources as to where to start and who to contact.

Please keep in mind that this does not include all of the requirements of the City Ordinances or Codes, nor is it a replacement for the Zoning Ordinance or other local ordinances. Applicants should use this guide as a way to quickly get acclimated to our development process in general and then review specific ordinances relevant to their development and contact staff about their project.

Contact Information

City of Madison Heights, City Hall
300 W 13 Mile Rd
Madison Heights, MI 48326
Monday- Friday 8:00AM- 4:30pm (All of City Hall is closed from 11:30-12:30pm for lunch)
View our [Staff Directory](#)

Contact Quick Reference

Commerical Development, Zoning, Site Selection, Retention, Expansion	Giles Tucker, CED Director	(248) 837-2650	gilestucker@madison-heights.org
Downtown	Giles Tucker, CED Director	(248) 837-2650	gilestucker@madison-heights.org
Building Permits/ ROW	Jane Kaminski, Administrative Secretary	Direct (248) 837-2654 Insp. Requests (248) 583-0831	janekaminski@madison-heights.org
Underground Utilities	Chris Woodward, Utility Supervisor	(248) 589-2294	chriswoodward@madison-heights.org
Business Licenses	Mary Daley, Business Services Coordinator	(248) 837-2623	marydaley@madison-heights.org
Landlord/Rental Licensing	Betty Oliver, CED Office Assistant	Direct (248) 837-2655 Insp. Requests (248) 583-0831	bettyoliver@madison-heights.org
Streets	Justin Kowalski, Streets and Facilities Coordinator	(248) 589-2294	JustinKowalski@Madison-Heights.org

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The Development Review Process

The sections that follow outline the development review process. Our Development Review Process Flowchart covers step by step the process and submittals required for planning and zoning applications. These processes (site plan review, special use approval, petition to rezone, and ZBA approval) are explained in further detail within this document. Finally greater

Development Review Process Flowchart



Reviewing Bodies for Development Applications & Timelines

The City's Zoning Ordinance outlines the procedures for development applications. The reviewing bodies involved in a particular development depend on the nature of the project. For more information please see our list of [Boards & Commissions](#). We also have a [Meetings Calendar](#) at the very bottom of our homepage. The reviewing bodies and when they come into play are described below include location, dates and times.

- [Madison Heights City Council](#) considers and approves Special Use application requests as well as recommendations from the Planning Commission and the Brownfield Redevelopment Authority (BRA) where applicable. Meetings are held at 7:30pm the 2nd and 4th Monday of each month, except or December, when one meeting is held.
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- [The Planning Commission](#) creates and updates the Master Plan and reviews and makes recommendations to City Council for petitions to rezone and is the approving body in some cases where proposed development abuts residential districts. Regular Scheduled Meetings are held quarterly on the 3rd Tuesday of January, April, August, and November at 5:30pm at City Hall or otherwise posted.
- [The Zoning Board of Appeals](#) reviews and decides variance requests, decision appeals or ordinance interpretations from any person, firm or corporation regarding the Zoning Ordinance. Meetings are held at 7:30pm on the 1st Thursday of every month, as needed (Check with City Clerk to verify meeting).
- [The Brownfield Redevelopment Authority](#) (BRA) assists property owners and businesses redevelop sites that have environmental contamination. If a site qualifies, tax incentives may be available to assist in the costs associated with clean up and redevelopment. Members of the BRA also serve as members on the Downtown Development Authority (DDA). For that reason meetings are held on the 2nd Tuesday of the month as needed immediately following Regular scheduled DDA meetings. (Check with City Clerk to verify meeting).

The timeline for the approval process of development applications depends on the schedule of each board and commission that needs to review the project, the public notice requirements in each case, and the publication time for media release. The entire site plan approval process could take anywhere from 15-90 days.

Pre-Application Meeting

Proposed developments are encouraged to meet with city staff for a predevelopment meeting prior to submitting for their Site Plan Review Application. To request a predevelopment meeting please call (248) 837-2650 or contact via email at gilestucker@madison-heights.org.

In order to make the best use of this resources please be ready with project information such as the location, the existing use, the intended use, preliminary sketches and an general understanding of the surrounding land uses. Staff can review the proposed use and its conformance to our zoning ordinance, provide feedback on design where applicable, and give guidance on timeline and steps necessary for an approved development.

Community Vision- Madison Heights Master Plan

In 2021, The City of Madison Heights adopted its updated Master Plan. The Master Plan serves as a long term vision for the community and helps guide City Council, boards & commissions, and staff in decision-making as it pertains to future land use, quality of life and economic development for the community. To see how your project can better fit into our community see our [Master Plan](#).

Zoning Information

For complete zoning information please visit our [Zoning Ordinance](#). We also have an [interactive Zoning Map](#) to help you in your site selection or identifying your property's zoning district. For general questions related to zoning contact Giles Tucker at (248) 837-2650, gilestucker@madison-heights.org.

Site Plan & Special Use Permit Review Process

Requirements & Applications

Site plan and special use permits require submitting complete application forms along with all the required attachments to the Community & Economic Development Department (CED). Special approval use request will also include a site plan review application. These application forms with instruction can be found here:

- [Site Plan Review Application Form](#)
- [Application for Use by Special Approval](#)

Detailed instruction and particular elements required for projects are within these forms. Please review our Zoning Ordinance and contact the CED office to help determine when a project requires site plan review. Some projects qualify for administrative review and may take as little as two weeks for approval.

Special Meetings

Special meetings for the Zoning Board of Appeals, Brownfield Redevelopment Authority, and Planning Commissions can be requested by contacting Giles Tucker at (248) 837-2650, gilestucker@madison-heights.org.

Review Process

When the CED receives a completed submitted application, the application is provided to planning services for review. In general, the application is reviewed by planning services and if necessary a

meeting is scheduled with our development review team is scheduled the following Wednesday. The development review team consists of representatives from Building, Fire, Police, Public Service, Engineering and CED.

The City Council, Planning Commission, or our city planner/ Development Review Team have the authority to review and to approve, approve with conditions, or deny site plan applications in accordance with the following table.

Uses Requiring Site Plan Review

The following table is provided as a reference only and may not cover every possible projects review needs. Be sure to contact the CED office to confirm the process and timeline for your project at (248) 583-0831.

Examples of Uses Requiring Site Plan Review & Reviewing Bodies				
Activity/Use	CED/Development Review Team	Planning Commission	City Council	Zoning Board of Appeals
New Construction				
Single-Family dwellings constructed on a single lot or parcel	-	-	-	-
Two-Family dwellings constructed on a single lot or parcel	-	-	-	-
All new non-residential construction	-	-	-	-
All multiple family residential developments and mobile home parks.	Approve	-	-	-
Any residential developments with more than 50 units that abuts a residential district	Recommend	Approve	-	-
Any non-residential developments with more than 5,000 square feet that abuts a residential district	Recommend	Approve	-	-
All condominium or site condominium developments in any district	Recommend	Approve	-	-
Expansion/Modification to Existing Building				
Establishment of a new use requiring a new structure or requiring additional offstreet parking or other significant improvement as determined by the city planner.	Approve	-	-	-
Remodeling or altering an existing structure that increases the building footprint by 10% or more.	Approve	-	-	-
Remodeling or altering an existing structure that increases the interior or leasable floor area by 10% or more	Approve	-	-	-
Accessory Structures & Site Improvements				
Any non-residential accessory structures such as canopies, dumpsters, decks, and gazebos. The city planner may waive this requirement for structures less than 250 square feet or 10% of principal structure if there comply with ordinance requirements. Such applications may be reviewed and approved by the city planner.	Approve	-	-	-
All proposed accessory outdoor storage areas, unless otherwise determined by the city planner or the building official.	Approve	-	-	-
An expansion of an existing non-residential development by more than 2,500 square feet that abuts a residential district	Recommend	Approve	-	-
Special Land Use & Rezoning Requests				
All special land uses in any district	Recommend	-	Approve	-
All rezoning requests	Recommend	Recommend	Approve	-
Change in Use				
Any use, or change of use, that requires a change in traffic circulation pattern that impacts ingress/egress, parking layout or pedestrian circulation in all districts except M-1 and M-2, unless otherwise determined by the city planner or the building official.	Approve	-	-	-
Change in Use to a special land use	Recommend	-	Approve	-
Other				
Temporary use & structures/buildings(Provided they are not a part of a temp seasonal permit issued by Clerk)	Recommend	-	-	Approve
The improvement, expansion, extension, or abandonment of any public or private overhead or underground utility or utility lines or easement.	Approve	-	-	-
All public buildings.	Approve	-	-	-
All medical marihuana caregiver applications within the marihuana overlay district.	Approve	-	-	-
Grading, filling or excavation of a site that is inconsistent with an approved site plan.	Approve	-	-	-

Preliminary Staff Report & Administrative Approval

After the development team has reviewed and provided the planner input on a received site plan a staff report is prepared. The report indicates the projects compliance with all applicable laws, ordinances and codes. Where the project is eligible for administrative review the report will be included along with an approval letter that indicates the plan is approved or approved with condition. In the case of a denial, a report is included and indicates the plan needs to be revised with corrections prior to resubmission. If administrative approval is denied, the applicant may submit the site plan to the Planning Commission. In cases where there is another approving body involved the staff report will be included in addition to a recommendation from the development review team to approve, approve with conditions or denial to the appropriate reviewing body.

Planning Commission Review & Action

The Planning Commission can approve, approve with conditions, or deny the site plan. After reviewing the staff report and hearing public comment, the Planning Commission will determine whether or not additional information is needed in order to make a determination or when necessary a recommendation to City Council. It takes approximately 4 weeks for a site plan to be added to an upcoming Planning Commission including public notice requirements.

City Council Review & Action

Special Land Use requires approval from City Council. After staff has completed their report and recommendation site plans will be placed on the next available City Council Agenda for consideration. Subdivisions must first be considered by Planning Commission and then presented to City Council with recommendations.

Final Site Plan Submittal & Review

One the application receives final action; the applicant submits a final site plan to the CED. The final site plan incorporates any conditions of approval. If applicable, the applicant would also secure and submit copies of all required zoning variances, permits or approvals from other agencies. The approvals include:

1. The city engineer reviews and approves the grading, clearing and site construction elements of the final site plan.
2. After engineer approval, CED staff determines if the final site plan continues to comply with the City Council approval. If so, certified copies of the final site plan are forwarded to the building official and the city engineer. If not, they will require site plan modification.
3. After engineer approval and all required zoning variances, permits and approvals have been secured, the CED director may certify those portions of the final site plan. The CED director may defer action on other elements, such as landscaping and site lighting, plans that may be submitted and approved at a later date. However, a landscape plan is not final until the CED director signs the plan as approved and no final certificate of occupancy will be approved until

the landscaping plan is installed and approved by the CED director or an approved cash bond is provided for the unfinished landscape installation.

4. Upon receipt of the certified site plan, or a portion thereof, the city engineer and/or building official may issue required construction permits in accordance with other applicable city codes and procedures.
5. If the building official issues a temporary occupancy permit before all required site improvements have been completed, the building official may require that a cash deposit, certified check or irrevocable bank letter of credit in the amount equal to the city engineer's estimated cost of the uncompleted improvements be deposited with the City to insure the timely completion of the required improvements.

Time Limit of Approval & Work Completion

The site plan or special use permit approval expires 12 months after issuance. If work has not begun within the 12 months, the approval is null and void. Applicants can request an extension in writing 30 days prior to expiration of the approval period with the following conditions:

- a. The applicant shall request an extension in writing, at least 30 days prior to the expiration of the approval period and shall demonstrate that construction of the project has been delayed by factors beyond the reasonable control of the applicant and that construction of the project is likely to proceed within the extension period
- b. The approved plan to be extended shall comply with all current site plan criteria and current ordinances, laws, codes and regulations.
- c. There shall be no pending zoning ordinance which would substantially change the requirements of the approved plan; In such instance, the applicant should submit a revised site plan.
- d. The site plan review committee may grant the first extension for up to six months. Any subsequent extensions would require approval of the original approving body. No more than a total of three (3) six-month extensions shall be granted.

Variance Review Process

The Zoning Board of Appeals considers use variances, grants temporary uses and dimensional and sign variances. Further details and requirements can be found beginning at [Section 10.800](#) of our Zoning Ordinances. View our Zoning Board of Appeals application, and contact CED Director Giles Tucker at (248) 837-2650, gilestucker@madison-heights.org prior to submittal.

Petition for Rezoning

CED asks that a pre-development review meeting be held prior to a petition to rezone submittal. View our [Petition for Rezoning Application](#) and contact CED Director Giles Tucker at (248) 837-2650, gilestucker@madison-heights.org prior to submittal.

Permits

For permits, applications, fee schedule and building information visit our [Permits & Application Forms](#).

Incentives & Resources

CED staff can best help you navigate incentives and programs offered at the local level, Oakland County and the State of Michigan. Contact CED Director Giles Tucker (248) 837-2650, gilestucker@madison-heights.org