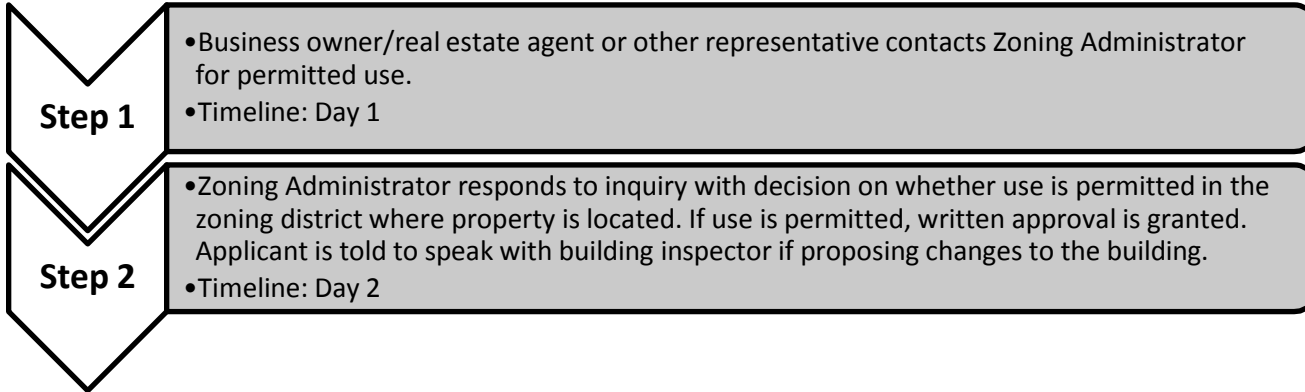


PERMITTED USE PROCESS

CITY OF WAYLAND



NOTES:

- If Zoning administrator determines use is a special use, then applicant will be advised of the special use process.
- If there is a “change of use” between the previous building/unit use and proposed building /unit use, the building/unit may not meet all applicable State Building Codes as determined by Professional Code Inspectors. In that case, the building must be modified to bring it into compliance with the Codes.

FEES:

None.

City Hall

103 S. Main Street
Wayland, MI 49348
P: 269.792.2265
F: 269.792.0387

Wayland Main Street

117 S. Main St. Ste. 7
Wayland, MI 49348
P: 888.417.6653
F: 888.417.1854

For questions, contact:
Professional Code Inspectors
P: 616.877.2000

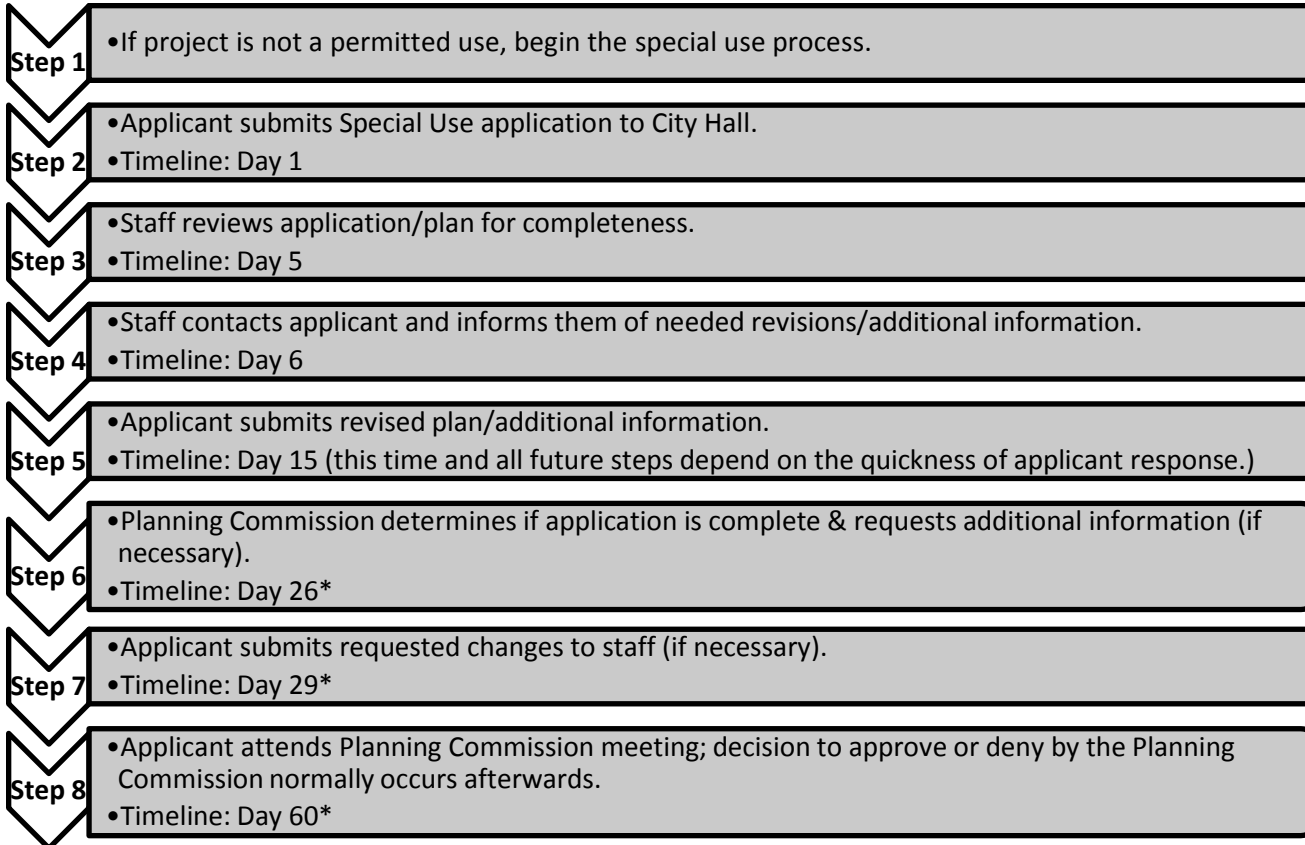
Bob Jones, Zoning Admin.
bjones@pcimi.com

Application is available online at
www.cityofwayland.org



SPECIAL USE PROCESS

CITY OF WAYLAND



NOTES:

- Application must be complete and submitted to the online schedule at least 26 days before the Planning Commission meeting to be placed on the next available agenda for review and setting of a public hearing date.
- Planning Commission meets 2nd Tuesday of every month.
- To appeal Planning Commission decision, a person may request a meeting with the Zoning Board of Appeals through the City Manager

FEES:

\$300.00

- * Timelines noted above are approximate and depend upon response time of the applicant and application submission date.

City Hall
103 S. Main Street
Wayland, MI 49348
P: 269.792.2265
F: 269.792.0387

Wayland Main Street
117 S. Main St. Ste 7
Wayland, MI 49348
P: 888.417.6653
F: 888.417.1854

For questions, contact:
Professional Code Inspectors
P: 616.877.2000

Bob Jones, Zoning Admin.
bjones@pcimi.com

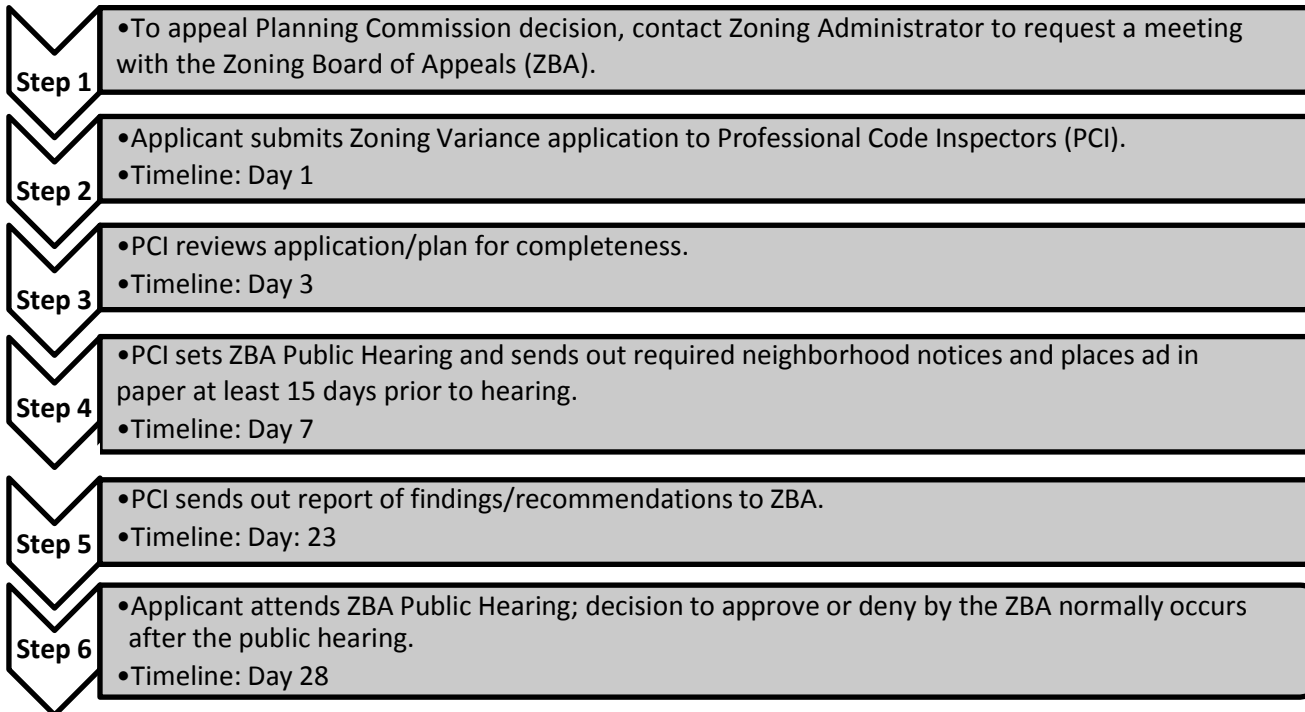
Application is available online at www.cityofwayland.org



Updated October 2015

ZONING BOARD OF APPEALS - VARIANCE PROCESS

CITY OF WAYLAND



City Hall
103 S. Main Street
Wayland, MI 49348
P: 269.792.2265
F: 269.792.0387

Wayland Main Street
117 S. Main St. Ste. 7
Wayland, MI 49348
P: 888.417.6653
F: 888.417.1854

For questions, contact:
Professional Code Inspectors
P: 616.877.2000

Bob Jones, Zoning Admin.
bjones@pcimi.com

Application is available online
at www.cityofwayland.org

NOTES:

- Application must meet requirements of Chapter 20 Article XXI of the Zoning Ordinance.
- Per the State of Michigan Zoning Enabling Act, requested variances must demonstrate a practical difficulty, which is defined as:
 - Unique circumstances applying to the property.
 - No adverse affect upon adjacent properties.
 - Need for the variance was not self-created.
 - Variance is minimum necessary.
 - Request is not of a general or recurrent in nature.
- To appeal a decision by the ZBA, an applicant may file suit with Allegan County Circuit Court

FEES:

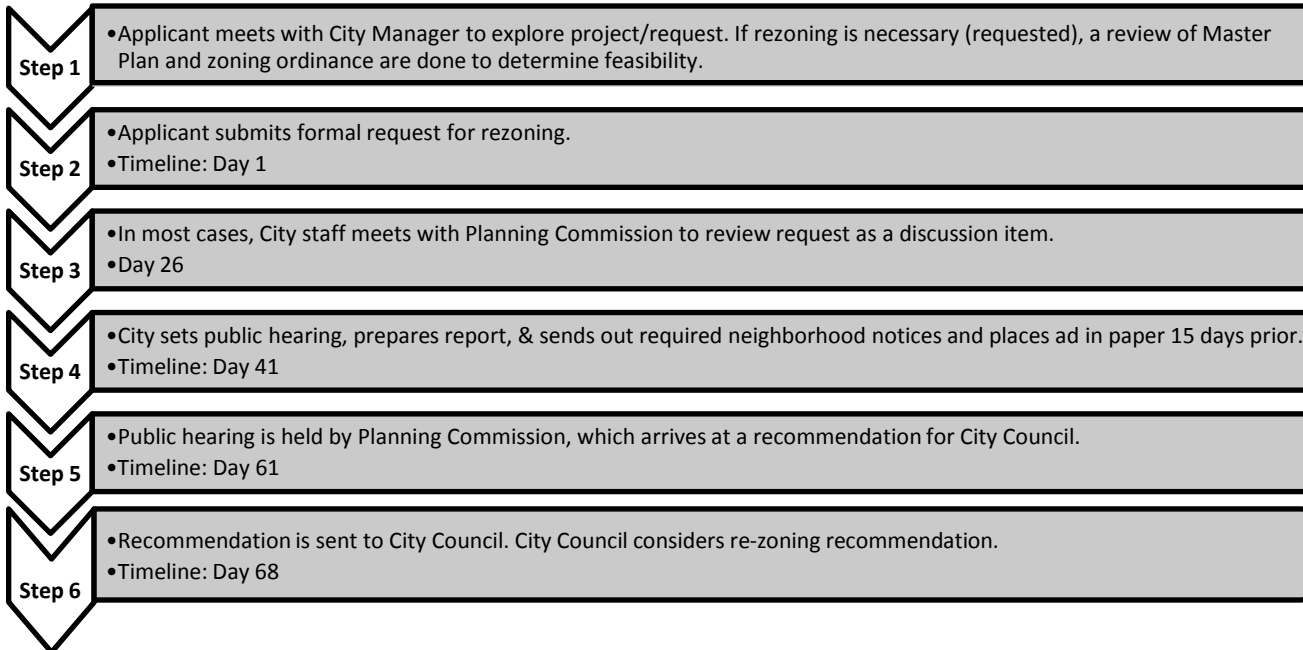
\$300.00



Updated October 2015

REZONING PROCESS

CITY OF WAYLAND



NOTES:

- Staff will accept requests to rezone up to 7 days prior to Planning Commission meeting provided agenda space is available and application is complete.
- Public hearing notices are sent by staff 15 days before Planning Commission meeting.
- If a 1st meeting (step 3) is deemed unnecessary (by staff/ Commission chair) then staff will schedule Public Hearing for rezoning– eliminating 1 month from timeline.
- To appeal City Council decision, a person may file suit with Allegan County Circuit Court.

FEES:

\$300.00

City Hall

103 S. Main Street
Wayland, MI 49348

P: 269.792.2265

F: 269.792.0387

Wayland Main Street

117 S. Main St. Ste.7

Wayland, MI 49348

P: 888.417.6653

F: 888.417.1854

For questions, contact:

Professional Code Inspectors

P: 616.877.2000

Bob Jones, Zoning Admin.

bjones@pcimi.com

Application is available online

at www.cityofwayland.org



Updated October 2015

BUILDING PERMIT PROCESS *(building, mechanical, electrical and plumbing)*

CITY OF WAYLAND

Step 1

• After City Manager approves use (if necessary), building permit applications are submitted to PCI requesting approval to proceed with renovations to interior/exterior structure.

Step 2

• PCI reviews application and completes a project plan review. Any requested revisions/comments are sent to permit applicant.

Step 3

• Revised plans are modified (per code) and resubmitted to Inspector.

Step 4

• Inspector reviews revised plans; if in compliance inspector approves, initials and dates plans and/or application.

Step 5

• Upon payment of required fee, permit is issued by Professional Code Inspectors (PCI).

Step 6

• Contractor contacts PCI to schedule required inspections; rough in and final electrical, mechanical, plumbing and building inspections are required.

Step 7

• If required, inspections are conducted by PCI. When the project passes all final inspections, a Certificate of Occupancy is issued.

Step 8

• If the project fails to pass inspection due to any code non-compliance, the non-compliance must be corrected and re-inspection then requested.

Step 9

• Re inspection of non-compliant issues is conducted. When project passes re-inspection, a final Certificate of Occupancy is issued.

City Hall
103 S. Main Street
Wayland, MI 49348
P: 269.792.2265
F: 269.792.0387

Wayland Main Street
117 S. Main St. Ste.7
Wayland, MI 49348
P: 888.417.6653
F: 888.417.1854

For questions, contact:
Professional Code Inspectors
P: 616.877.2000

Bob Jones, Zoning Admin.
bjones@pcimi.com

Application is available online
at www.cityofwayland.org



Updated October 2015

BUILDING PERMIT PROCESS (CON'T)

CITY OF WAYLAND

NOTES:

- Typical permit application process is completed within 2 weeks. Timeframe varies based on Inspector's schedule and applicant response.
- Separate permit applications are required for plumbing, mechanical, electrical and building.
- Inspections are completed based on inspector's schedule).
- When feasible, inspectors will conduct inspections simultaneously.
- Two sets of certified blueprints MUST be prepared by a registered design professional.

FEES:

- Based on construction value of the project.
- Sample permit fees (*not a complete list*):
 - Less than \$1,000: \$40.00
 - \$1,001 - \$2,000: \$50.00
 - \$2,001 - \$3,000: \$60.00
 - \$10,001 - \$11,000: \$134.00
 - \$11,001 - \$12,000: \$134.00
- Commercial projects require plan review fee:
 - Plan Review minimum fee \$100.00
 - Fire Suppression Plan Review \$100.00
- Please contact Professional Code Inspectors for additional fee information and/or exact fee amount.

City of Wayland - PCI Review fee \$10.00

City Hall

103 S. Main Street
Wayland, MI 49348
P: 269.792.2265
F: 269.792.0387

Wayland Main Street

117 S. Main St. Ste.7
Wayland, MI 49348
P: 888.417.6653
F: 888.417.1854

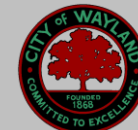
For questions, contact:

Professional Code Inspectors
P: 616.877.2000

Bob Jones, Zoning Admin.

bjones@pcimi.com

Application is available online
at www.cityofwayland.org



Updated October 2015