

City of East Lansing One Pager Plus

Guide to Development

Thank you for your interest in development in East Lansing as the location for your new development! This document is a breakdown of the City's Guide to Development packet, and provides relevant information regarding the development review process in the City of East Lansing. Included in this document are policies, steps, and other relevant information for applicants as well as links to web pages for easy access to forms, applications, maps, and additional information. For the full Guide to Development, please visit: <http://www.cityofeastlansing.com/1546/Development-Review-Process>.

Beginning Stages (Before submittal of site plan)

- **Consideration of Comprehensive Plan/Review of Land Use Matrix.** Prospective developers should review the City's Comprehensive Plan to make sure the proposed project is consistent with the goals of the plan. Detailed information regarding land use requirements can be found at, <http://www.cityofeastlansing.com/1546/Development-Review-Process>.
- **Conceptual Meeting with Planning Staff.** Applicants are highly encouraged to meet with Planning staff regarding the intended development project.
- **Attendance at Site Plan Review Meeting.** Applicants are highly encouraged to attend a bi-weekly staff meeting. Please Contact Darcy Schmitt at dschmitt@cityofeastlansing.com to be placed on meeting agenda.
- **Determine if rezoning is necessary and if so, apply for rezoning.**
- **Prepare Necessary Documents for Site Plan Application Submittal.**
 - Please Visit, <http://www.cityofeastlansing.com/616/Planning-Commission> to find application materials.
 - In the case of a Special Use Permit, please be sure to contact City of East Lansing Planning Staff to ensure that all necessary materials are submitted along with the Site Plan Application.



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Site Plan/Special Use Review Process

- **Review Process.** After the complete application is submitted, the Planning and Zoning Division staff will distribute site plans to the following City departments for review and comment: Engineering, Fire, Police, and Building. The application is forwarded on to all applicable boards and commissions for review.
- **Preliminary Staff Report.** After receiving input from other departments, a preliminary staff report for the application will be prepared and provided to the site plan applicant and building commission prior to a public hearing.
- **Planning Commission Public Hearing.** After reviewing the staff report and hearing public comment, the planning commission will determine whether additional information is needed in order to provide the City Council with recommendations.
- **City Council Public Hearing.** The Planning & Zoning staff's final report, minutes of relevant commission meetings, and copies of all written materials submitted to the commission all go to City Council for their consideration. Notice of the hearing will be available at least 15 days prior to the hearing.
- **Final Site Plan Submittal and Review for Building and Related Permits.** The applicant must submit a final site plan to the Planning and Zoning Division. The final site plan incorporates any conditions of approval. If applicable, the applicant would also secure and submit copies of all required zoning variances, wetland use permits, and permits or approvals from other agencies.

Pre-Construction Resources.

- **East Village District.** Please visit,
- https://www.municode.com/library/mi/east_lansing/codes/code_of_ordinances?nodetd=PTIICOOR_CH50ZO.
- **Urban Design Guidelines.** Please visit, <http://www.cityofeastlansing.com/760/Urban-Design-Guidelines>.
- **Rezoning Review Process.** Please visit, <http://www.cityofeastlansing.com/657/Applications-Fees> for access to the Rezoning application along with other rules and information on rezoning. Most applications are due 28 days before the next meeting of the Planning Commission.
- **Variance Review Process.** Please visit, <http://www.cityofeastlansing.com/630/Zoning-Board-of-Appeals> to access the Variance Application along with other rules and information on the Variance Review Process. All applications must be received 30 days prior to the date of the next Zoning Board of Appeals meeting.



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- **Rental License Information.** Please visit, <http://www.cityofeastlansing.com/702/Rental-Housing-Information> for information, forms, fees, inspection, and other renewal information for projects that include rental housing units.
- **Building Permit Information.** Please Visit, <http://www.cityofeastlansing.com/648/Building-Information> for information on obtaining a building permit.
- **Historic District Information.** For more information on the Historic District in East Lansing, please visit: <http://www.cityofeastlansing.com/654/Historic-Preservation>.
- **Business Licenses.** License applications and fees can be found on the City Clerk's website at <http://www.cityofeastlansing.com/217/Business-Licensing-Permits>.

Financial Resources.

- **Business Development Assistance.** The City of East Lansing provides a number of Business development services and support. Please visit, <http://www.cityofeastlansing.com/1126/Business-Tools> for more information.
- **Projects Requiring Financial/Tax Assistance.** The City of East Lansing may choose to provide financial and/or tax assistance to businesses that substantially invest in the city based on specific eligible incentive programs created by state law. For more information please visit, <http://www.cityofeastlansing.com/381/Economic-Development-Assistance>.
- **Brownfield Redevelopment.** For more information on Brownfield Redevelopment assistance, please visit: <http://www.cityofeastlansing.com/384/Brownfield-Redevelopment-Authority>.

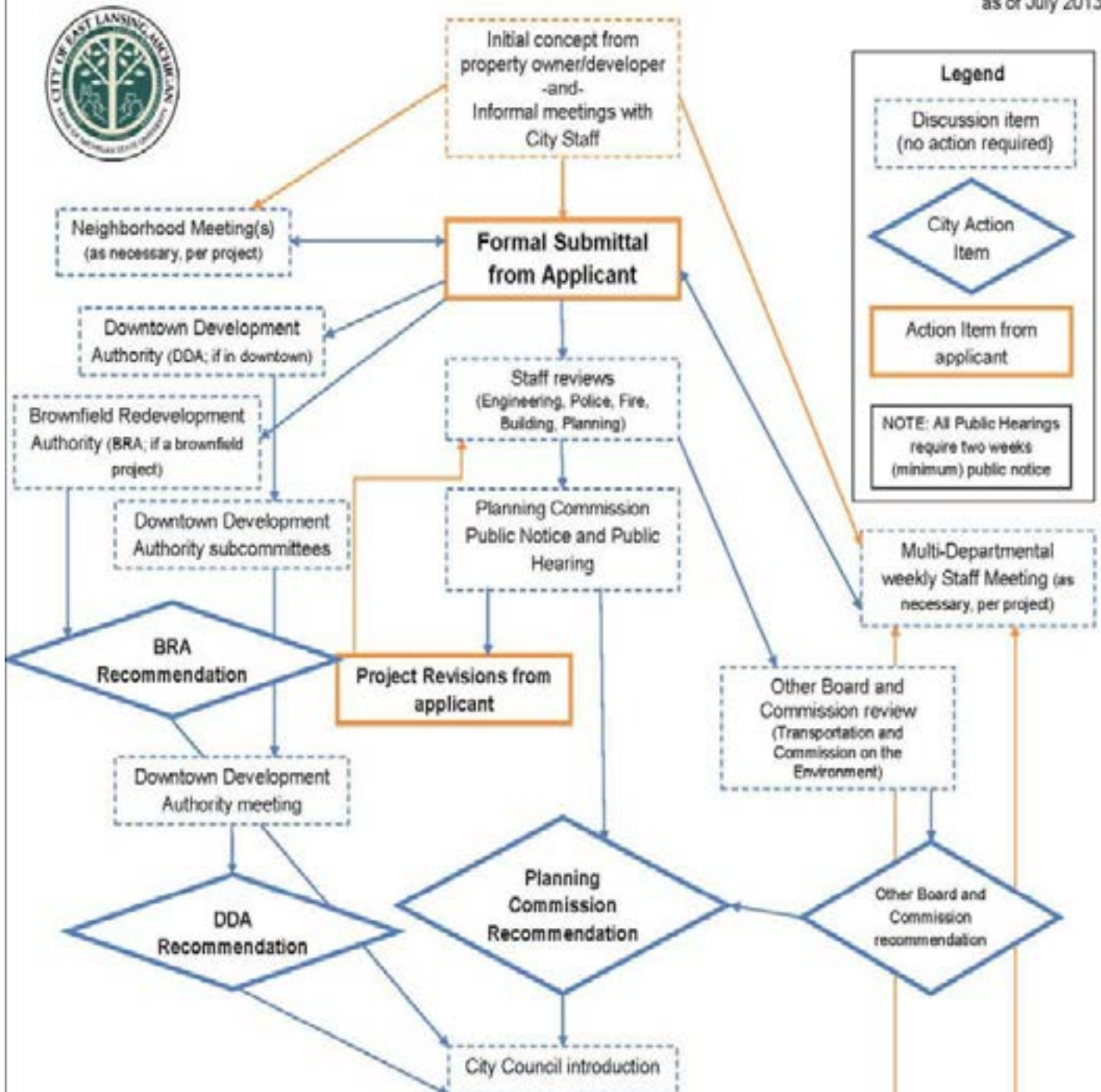
**Please see the following pages for the East Lansing
Development Review Process Flow Chart**



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East Lansing Development Review Process

as of July 2013



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