GUIDE TO DEVELOPMENT

Approval Authorities | Application Process | Review Procedure

Updated January 2022
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# KEY CONTACT INFORMATION

## Mayor’s Office

Mayor’s Office | (734) 942-7571 | mayor@romulusgov.com
Merrie Druyor, Economic Development Director | (734) 942-7545 | mdruyor@romulusgov.com

## Building and Safety

Building Counter | (734) 942-7550 | building@romulusgov.com

## Planning and Zoning

Carol Maise, City Planner | (734) 955-4530 | planning@romulusgov.com
Kayla Hubbard | (734) 955-4530 | planning@romulusgov.com

## Public Works and Water/Sewer

Robert Scappaticci, DPW Director | (734) 942-8752 | rscappaticci@romulusgov.com
Kristi Hooper, DPW Inspector Coordinator | (734) 955-8741 | khooper@romulusgov.com

## City Clerk

Ellen Craig-Bragg, City Clerk | (734) 942-7540 | clerk@romulusgov.com
D’Sjonaun Hockenhull, Deputy Clerk | (734) 942-7540 | clerk@romulusgov.com

## Community Services/Parks and Recreation

Mike Laskaska, Community Services Coordinator | (734) 955-4504 | mlaskaska@romulusgov.com

## Finance Department

Maria Farris, Finance Director | (734) 955-4560 | finance@romulusgov.com

## Downtown Development Authority/Tax Increment Finance Authority

Merrie Druyor, DDA & TIFA Director | (734) 942-7545 | dda@romulusgov.com

## Assessing

Julie Albert, Assessor Director | (734) 942-7520 | assessor@romulusgov.com
# BOARDS AND COMMISSIONS

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<th>Board/Commission</th>
<th>Meeting Schedule</th>
<th>Staff Liaison</th>
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<tr>
<td><strong>City Council</strong></td>
<td>Meets on the first, second, and fourth Monday of each month, 7:00 pm</td>
<td>Staff Liaison: Ellen Craig-Bragg, (734) 942-7540</td>
</tr>
<tr>
<td><strong>Planning Commission</strong></td>
<td>Meets on the third Monday of every month, 7:00 pm</td>
<td>Staff Liaison: Carol Maise, (734) 955-4530</td>
</tr>
<tr>
<td><strong>Zoning Board of Appeals</strong></td>
<td>Meets on the first Wednesday of every month, 7:00 pm</td>
<td>Staff Liaison: Carol Maise, (734) 955-4530</td>
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<tr>
<td><strong>Downtown Development Authority/Tax Increment Finance Authority</strong></td>
<td>DDA meets on the second Wednesday of each month, 10:30 am</td>
<td>Staff Liaison: Merrie Druyor, (734) 942-7545</td>
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<td>TIFA meets at 11:30 am</td>
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<tr>
<td><strong>Board of Review</strong></td>
<td>Meets in March typically for 3 ½ days, in July for ½ day and December for ½ day. Meetings typically conducted in Council Chambers.</td>
<td>Staff Liaison: Mike Laskaska, (734) 955-4504</td>
</tr>
<tr>
<td><strong>Recreation Commission</strong></td>
<td>Meets on the third Tuesday of every month, 5:30 pm</td>
<td>Staff Liaison: Colleen McKay-Dumas, (734) 941-8665</td>
</tr>
<tr>
<td><strong>Cemetery Board of Trustees</strong></td>
<td>Meets on the fourth Tuesday of every month, 4:30 pm</td>
<td>Staff Liaison: Sean Mullins, (734) 942-7540</td>
</tr>
<tr>
<td><strong>Tax Abatement Review Committee</strong></td>
<td>Meets when application for tax abatement is filed with the City</td>
<td>Staff Liaison: Julie Albert, (734) 942-7520</td>
</tr>
</tbody>
</table>
**APPROVAL AUTHORITIES TABLE**

It is important that developers and residents understand the different local authorities who will approve or decline submitted applications. While the application and approval process can be discussed with the City Administration at pre-development meetings, this table provides a general view of what local authorities will be reviewing their applications.

**APPROVING AUTHORITIES**

<table>
<thead>
<tr>
<th>ZONING OR PERMIT APPLICATIONS</th>
<th>Administrative Review Committee (ARC)</th>
<th>Department of Building &amp; Safety</th>
<th>Planning Commission</th>
<th>Zoning Board of Appeals</th>
<th>City Council</th>
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<td>Site Plan Review</td>
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<td>Special Land Use</td>
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<td>Planned Development Area</td>
<td>X (Recommendation)</td>
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<td>X (Approval)</td>
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<td>Subdivisions and Site Condominiums</td>
<td>X (Recommendation)</td>
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<td></td>
<td>X (Approval)</td>
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<td>Rezoning and Ordinance Amendment</td>
<td>X (Recommendation)</td>
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<td></td>
<td>X (Approval)</td>
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<td>Variance</td>
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<td>Administrative Appeal</td>
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<td>X</td>
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<td>Building, Electrical, and other Construction Permits</td>
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For more information, see: [Zoning Ordinance Article 17-1 Site Plan Review Requirements & Procedures](#)
PLANNING AND ZONING

Master Plan

The City of Romulus Master Plan serves an extension of the community’s vision and goals for planning and land use. While the document doesn’t explicitly regulate development in the City, it provides insight into what improvements or projects residents and business owners want to see in their community. The Master Plan is updated once every five years, keeping the document current with the perspectives of community stakeholders.

Applications of larger developments such as planned development area and special land uses require locations, design, and uses compliant with the Master Plan. It is highly encouraged for developers to review the plan to ensure their proposed construction aligns with the community’s vision for Romulus.

Click here to view the City of Romulus Master Plan

Zoning Ordinance

The Zoning Ordinance regulates the usage of properties and buildings while determining the parameters for new construction or installation in the City of Romulus. Regulations can apply City-wide, or be specific to the designated zoning district. Please consult with City Administration if you have any questions regarding the Zoning Ordinance. To view the full Zoning Ordinance, please see:

Click here to view the City of Romulus Zoning Ordinance & Amendments

Zoning Map

The zoning map displays the different zoning districts that are established in the City of Romulus. Zoning districts regulate specific uses, designs, and layouts for developments. Please consult the zoning map to determine what uses may be permitted at your site. To view the zoning map, please see:

Click here to view the City of Romulus Zoning Map
PLANNING AND ZONING

Zoning Schedule of Uses, Area, Height, and Placement Requirements

The Zoning Ordinance has information on the permitted uses for each zoning district in both residential and non-residential/mixed zones, as well as requirements/restrictions on development dimensions and lot sizes. Reading the Zoning Ordinance will help developers better understand the functions permitted for sites in each zoning district. For questions regarding the schedule of uses, area, height, and placement requirements, please contact the Planning Department to learn more about dimensional and use variances, see their respective sections in this guide.

For information on residential districts, see the following sections in the Zoning Ordinance:

- Article 3 Single Family Residential Districts
- Article 4 Multiple Family Residential Districts
- Article 5 Residential Manufactured Home District

For information on commercial, industrial, and mixed use districts, see the following sections in the Zoning Ordinance:

- Article 6 Central Business District
- Article 7 Business Districts
- Article 8 Industrial Districts
- Article 19 Planned Development Area Regulations

For additional standards that are applicable to all zoning districts, such as landscaping, lighting, and parking requirements, see the following sections in the Zoning Ordinance:

- Article 13 General Site Development Standards
- Article 14 Off-Street Parking, Loading, Access and Circulation Requirements
PLANNING AND ZONING

Fee Schedule

The fee schedule, located on the City of Romulus Fee Schedule webpage, provides the costs for applications submitted for Planning approval.

Click here to view the Planning Review Fee Schedule

Pre-Development Meetings

While not required, applicants are encouraged to meet with City staff for a conceptual review meeting prior to beginning the development process. Pre-development meetings serve to communicate clear expectations for application packages and inform the developer or key representative of specific regulations they need to meet in all steps of the application, review, and development process. With transparent and predictable expectations, developers can save time and money in creating an application package that is complete and ready for review, and it can help to promote a smooth approval process once the formal application is submitted. This is also an opportunity to explore large-scale matters like infrastructure needs, qualifications for tax abatements, tax implications of developments, and incentives that might be available through local, county, or state programs. Key staff as may be appropriate will be included in the meeting. To the extent permitted by the Freedom of Information Act, these conversations will be kept confidential until the owner is ready to submit formal documents.

More information can be found on the Pre-Development Meetings page of the City website.

Design Guidelines

The City of Romulus Zoning Ordinance promotes creative and cohesive architectural design to enhance the visual environment of the City. Maintaining quality design will have positive impacts on the site being developed and surrounding properties and help to maintain the City’s sense of place. Quality architecture and harmonious aesthetics among sites will help to improve and retain property values, encourage investment for businesses, and maintain a positive image for the City’s various commercial districts.

Article 13 of the Zoning Ordinance includes architectural and design requirements that apply to all developments, including single-family detached, two-family residential structures, commercial and industrial.
PLANNING AND ZONING

Notification Procedures

When certain development actions require a notification procedure compliant with the Michigan Zoning Enabling Act (P.A. 110 of 2006, as amended), the City of Romulus will publish notifications in a newspaper of general circulation and mail/hand deliver notification to the subject property and all persons owning property within 300 feet of the boundary of the subject property at least 15 days before the hearing. All occupants of apartment buildings within the 300 ft. boundary will be notified if the apartment has fewer than 12 units. Notices will describe the nature of the request or application review, identify subject property, state where and how the request or application review is being considered, and will indicate how written responses are being collected for the public hearing.

Other Helpful Planning and Zoning Links

Planning Department page
Forms & Applications page
Boards & Commissions page
Planning Commission page
Planning Commission — Agendas and Minutes
Board of Zoning Appeals page
Board of Zoning Appeals — Agendas and Minutes
Zoning Map & Ordinances
SITE PLANS

Why are site plans required?

To ensure orderly development, a consistent level of quality in the community, harmonious relationship between building usages, and compliance with the Zoning Ordinance and Master Plan, all development proposals must undergo site plan review and approval by the appropriate local authorities. Site plans provide general information on the property to be developed, details on the existing conditions of the property, and plans for proposed development, engineering, and building details.

Who approves site plans, and what is the process of approval?

Different uses and construction may require different levels of review, as detailed in Section 17.02 Uses Requiring Site Plan Review of the Zoning Ordinance. Some uses or projects are subject to review and approval only from City Administration. Larger buildings, special uses, planned development area projects, and other larger-scale construction projects are subject to review and approval by the Planning Commission, and in some cases, City Council.

Site plan review procedures, submittal requirements, and standards can be found in Article 17 Site Plan Review Requirements & Procedures of the Zoning Ordinance.

A key resource for those applying for site plan review and approval is the Site Plan Application Packet. The packet includes:

- A checklist of required information and data for a site plan submittal
- Application for Site Plan Approval
- Other applicable documents such as Environmental Protection Screening, Engineering/DPW Checklist, Fire Department Checklist and Turning Performance Analysis, and SEMCOG Non-Residential Development Project Form.

A fee will accompany the site plan review, the amount of which will vary depending on the specifics of the plan and the expenses incurred. Please view the Planning Fee Schedule for more information.

Site plan approval will be granted to site plans that are fully completed, adhere to the Zoning Ordinance and all other applicable City code, and are compatible with other uses of land in the vicinity. The City shall review the site plan for completeness, and shall obtain comments, as deemed necessary, from City departments or consultants. For more information on the approval process, view the relevant Zoning Ordinance sections in Article 17 Site Plan Review Requirements and Procedures.

How long does approval last?

Site plan approval is valid for a period of eighteen (18) months from the date of Planning Commission approval. Extensions may be authorized upon written application prior to expiration. See Section 17.03(jj) Expiration of Approved Site Plan of the Zoning Ordinance for more information.
SITE PLANS

Site Plan Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **4-6 weeks**

- **Schedule a pre-development meeting with the Planning Department**

- **Determine needed materials by reviewing Zoning Ordinance and Site Plan Application checklist**

- **Submit complete site plan application package with all required elements, including application and fee**

  - **14 working days review period**

  - **Administrative (ARC) Approval:**
    - City Administration approves or denies plan (if denied must revise and resubmit)

  - **Planning Commission Approval:**
    - City Administration reviews and places on PC agenda

- **Planning Commission approves site plan application as submitted, approved with imposed conditions, or denies site plan application**

- **APPROVED**
  - Site plan approval is valid for 18 months

- **DENIED**
  - Appeal to BZA or submit new site plan
SKETCH PLANS

When is a sketch plan required?

Not all projects require full site plan submittal and review. Some plans are eligible for sketch plan review and administrative approval. Section 17.02 Uses Requiring Site Plan Review in the Zoning Ordinance details what projects are eligible for sketch plan review.

Who approves sketch plans, and what is the process of approval?

Projects eligible for sketch plan review are reviewed by the Administrative Review Committee (ARC). This Committee consists of the City Planner, Building and Safety Director, Fire Chief, DPW Department and the City’s Engineer.

Sketch plan procedures, submittal requirements, and standards can be found in Article 17 Site Plan Review Requirements & Procedures of the Zoning Ordinance.

A key resources for those applying for sketch plan review and approval is the ARC Sketch Plan Submittal Packet. The packet includes:
- A checklist of required information and data for a site plan submittal
- Application for ARC Plan Approval
- Details on the ARC Review process
- Other applicable documents such as SEMCOG Non-Residential Development Project Form

Following submittal of a sketch plan for ARC review, an ARC meeting will be held within ten days of sketch plan submittal. These meetings are held on Wednesday afternoons. The applicant is required to attend.

A fee will accompany the sketch plan review, the amount of which will vary depending on the specifics of the plan. Please view the Planning Fee Schedule for more information.

How long does approval last?

Sketch plan approval is valid for a period of eighteen (18) months from the date of approval. Extensions may be authorized upon written application prior to expiration. See Section 17.03(j) Expiration of Approved Site Plan of the Zoning Ordinance for more information.
SKETCH PLANS

Sketch Plan Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **2-4 weeks**

1. Submit a complete application to the Planning Department. Include the ARC Sketch Plan Submittal Application, appropriate fee, and a completed sketch plan.

2. Administrative Review Committee (ARC) will review the application package. (10 working days)

3. ARC meeting with applicant held to review plans.

   - **APPROVED**
     Site plan approval is valid for 18 months

   - **DENIED**
     Appeal to BZA or submit new site plan
SPECIAL LAND USE

What is a special land use permit?

Special land use permits are required for developments that may have uses consistent with the zoning district it occupies but have elements or features that are not suitable for every location within the zoning district. These elements could include increased traffic flow, odor, noise, or other nuisance effects.

How do I know if my project requires special land use approval?

The Zoning Ordinance includes a Schedule of Uses chart for each zoning district that details which uses are permitted, special land uses, or not permitted. Because of the case-by-case nature of the permit, it is highly recommended developers meet with the City for a pre-development meeting to determine whether a special land use application will be necessary and associated procedure and requirements.

How do I apply?

Standards for special land uses, including procedures, general and specific standards, and appeals can be found in Article 18 Special Land Use Review Requirements & Procedures of the Zoning Ordinance. A site plan is required to be submitted, in line with site plan review requirements, with the Special Land Use application.

The Special Land Use Application can be found on the City’s website.

A fee will accompany the special land use review, the amount of which will vary depending on the specifics of the plan and the expenses incurred. Please view the Planning Fee Schedule for more information.

What is the approval process?

Once a complete application package is received, public notice will be distributed and a public hearing will be set. The Planning Commission will then hold a public hearing on the application, and can choose to approve, approve with conditions, or decline the application based on the submitted materials and public comment. For more details on procedures and standards, please review the relevant sections in Article 18 Special Land use Review Requirements and Procedures of the Zoning Ordinance.

How long does approval last?

Special land use approval is valid for a period of eighteen (18) months from the date of Planning Commission approval. Extension may be authorized upon written application prior to expiration. See Section 18.03(e) Period of Validity of Permit for more information.
SPECIAL LAND USE

Special Land Use Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): 6 weeks*

Schedule a pre-development meeting with the Planning Department

Submit complete Special Land Use application package, including site plan, as required by the Zoning Ordinance and Special Land Use Application

14 working days review period

City distributes public notice and public hearing is set

Planning Commission holds public hearing and reviews the special land use request and site plan application. Planning Commission approves, approves with conditions, or denies the special land use application

APPROVED
Special land use approval is valid for 18 months

DENIED
No appeal process for special land use denial

* Requires public hearing, for which a 15-day publication notice is required. This is reflected in the estimated timeframe.
SUBDIVISIONS AND SITE CONDOS

What are subdivisions and site condominiums used for?

Subdivision is the splitting of a development that results in one or more parcels, of less than forty acres, and is subject to the platting requirements of the Land Division Act (MCL Act 288 of 1867).

Site condominium is a way of developing land in which each co-owner owns exclusive rights to a condominium unit, and can be used for residential, commercial, industrial, and other uses permitted in its assigned zoning district. These are regulated by the Condominium Act (MCL Act 59 of 1978).

Procedure and standards for Subdivisions and Condominium Subdivisions can be found in Chapter 54 Subdivision Regulations of the City of Romulus Municipal Code.

Who approves subdivisions and site condominiums, and what is the process of approval?

Subdivision of land into plats requires two phases, preliminary and final plat. A tentative preliminary plat will be submitted in a manner similar to a site plan, then reviewed by the Planning Commission and a public hearing held. If recommended for approval, the City Council will review the preliminary plat and can grant tentative approval. A final preliminary plat can then be submitted in compliance with the Land Division Act and is subject to City Council approval. Final plat can then be submitted and approved by City Council, if in conformance with the Land Division Act. More detailed description of the process and application and plan requirements can be found in Chapter 54 Article II Platting Procedure of the City of Romulus Municipal Code, §54.2.60—§54.2.88.

For a condominium subdivision, a preliminary plat will be submitted to be reviewed by the Planning Commission and recommended to City Council. The City Council will review the plan and approve, approve with conditions, or deny. A final plat must be submitted and reviewed by Planning Commission and City Council, whose final approval is required, as well as compliance with the Condominium Act. More detailed description of the process can be found in Article 16 Condominiums of the City of Romulus Zoning Ordinance.
### Subdivision and Site Condo Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **12-14 weeks***

#### SUBDIVISION

1. Schedule a pre-development meeting with the Planning Department
2. Submit preliminary plat of proposed subdivision, with all applicable application requirements
   - 14 working days review period
3. Planning Commission public hearing, review of preliminary plat, and recommendation of approval, approval with conditions, denial of plat to City Council
4. City Council review of preliminary plat and can tentatively approve preliminary plat
5. Submit final preliminary plat with all application requirements
6. City Council action on final preliminary plat within 20 days of submission
7. Submittal of final plat in line with Land Division Act requirements
   - City Council review of final plat
   - APPROVED
   - APPROVED WITH CONDITIONS
   - DENIED

#### SITE CONDOMINIUM

1. Schedule a pre-development meeting with the Planning Department
2. Submit preliminary plan with all applicable application requirements
   - 14 working days review period
3. Planning Commission review and make recommendation to City Council
4. City Council review of plan and approve, conditionally approve, deny, or table application
5. Submit final plan with all application requirements
6. Planning Commission review and make recommendation to City Council
7. City Council review of final plan
   - APPROVED
   - APPROVED WITH CONDITIONS
   - DENIED

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* Requires public hearing, for which a 15-day publication notice is required. This is reflected in the estimated timeframe.
REZONING

Who can initiate a rezoning?

An amendment to change zoning district boundaries can be launched by property owners (or residents with the permission of the property owners), Planning Commission, or City Council.

What is needed to initiate a rezoning?

An amendment (initiated by a developer) is initiated by the submittal of a completed application for rezoning. Standards for rezoning, including application procedure, rezoning procedure, and criteria for rezoning can be found in Article 23 Amendments to Ordinance of the Zoning Ordinance.

The Rezoning Application can be found on the City’s website.

A fee will accompany the rezoning review, the amount of which will vary depending on the specifics of the plan and the expenses incurred. Please view the Planning Fee Schedule for more information.

A pre-application conference with the Planning Department is recommended to discuss the level of detail and analysis that is involved in the rezoning application and Article 23 Amendments to Ordinance.

What is the review process?

After a petition to rezone is submitted to the City, it is considered at a Planning Commission meeting, where a public hearing is held. Notice will be sent to surrounding property owners and the applicant must install rezoning signs on the property. The Planning Commission will review and recommend approval or denial of the amendment. The proposed amendment and Planning Commission’s recommendation will then be reviewed by City Council, who will vote to approve, modify, or deny. The action of City Council is final.

Factors that could go into the Planning Commission’s recommendation and the City Council’s review include Master Plan compliance, practicality of rezoning, capability of the site to support the new uses accompanying the zoning change, City infrastructure, and more. For a full list of criteria and more information on the rezoning process, please view the relevant sections in Article 23 Amendments to Ordinance in the Zoning Ordinance.
REZONING

Rezoning Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **4-6 weeks***

1. **Schedule a pre-development conference with the Planning Department**

2. **Submit complete rezoning application package with all required elements, as required in the Zoning Ordinance and Rezoning Application**

   **14 working days review period**

3. **Public hearing notice published and applicant posts rezoning signs**

4. **Planning Commission will conduct public hearing, review the request, and make a recommendation to City Council**

5. **City Council will review the rezoning request and vote to approve, modify, or deny the request**

   - **APPROVED**
     - Public notice of rezoning will be published
   - **DENIED**
     - Resubmittal of rezoning petition shall not occur for 1 year

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* Requires public hearing, for which a 15-day publication notice is required. This is reflected in the estimated timeframe.
ZONING COMPLIANCE (REOCCUPANCY)

What is a Zoning Compliance?

Zoning compliance serve as certification that the structure being constructed or changes to a site meet the dimensional requirements and permitted use as detailed in the Zoning Ordinance. Anyone seeking to make site changes or erect or install a building or structure of any size in the City of Romulus must have zoning compliance approval before doing so.

How do I apply for a zoning permit?

The application package for a zoning compliance includes a completed Zoning Compliance Application (Reoccupancy), a review fee, and a plot plan or site plan as required by the Planning Department. Prior to submitting an application for zoning compliance, property boundaries and building structures must be properly staked for inspection.

What is the review process?

The City Planner will review the application package for completeness and adherence to the Zoning Ordinance. The Building & Safety Department will conduct inspections after issuing zoning compliance approval to ensure that construction has remained compliant with regulations listed in the Zoning Ordinance.

Do I need zoning compliance for repairs or modifications?

Zoning compliance is not required for alterations which do not result in change in height, floor area, lot coverage, location of walls or other structural alterations. Further, facial alterations, installation of siding, windows, doors, shingles and replacements of existing or deteriorated materials and ordinary maintenance repairs made on all dwellings and their related outbuildings do not need zoning compliance. However, these modifications may still require county, state, or federal permits. For more information or questions on improvements and required review, please contact the Building & Safety Department.

When does zoning compliance expire?

Once approved, zoning compliance does not need to be renewed until the address or suite is reoccupied.
ZONING COMPLIANCE (REOCCUPANCY)

Zoning Compliance Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **10 working days**

Submit a complete application package to the City Planner. Include the Zoning Compliance Application, appropriate fee, and a completed site plan or plot plan.

City Planner will review application package for compliance to the Zoning Ordinance

Building Department will inspect building or suite in compliance with Michigan Building Code

**APPROVED**
Zoning permit issued to applicant and permit lasts two years

**DENIED**
Appeal to BZA or seek variance

Building Department conducts inspection of constructed project

10 working days review period
PLANNED DEVELOPMENT AREA

What is a planned development area (PDA)?

Planned development areas are optionally created districts that allow for more flexibility and variety in regulation of land development, foster innovation in land use, ownership, and variety of design, and offer uniqueness in layout. While PDAs are more flexible in their regulations, they also seek to preserve historical, natural, and architectural features that other zoning districts may not prioritize, and seek to protect green space while providing amenities, public services, and utilities. PDAs should be developed in accordance with the goals of the Master Plan and promote a higher standard of quality than can be achieved through traditional zoning districts.

What are the requirements for a planned development area?

PDA standards are “overlay” zoning standards that apply to properties simultaneously with those of the underlying zoning district. Because planned development areas are permitted greater flexibility in design, structure, and capacity than traditional zoning districts, successfully applying the overlay to PDA requires greater commitment and action from the applicant to uphold the community vision. This could entail many things, including preserving natural features, creating open spaces and greenway corridors, mixing land uses and housing types, renovating or removing blight, and more.

In order to qualify for PDA approval, the applicant must demonstrate that a list of qualifying conditions is met. These conditions can be found in Section 19.02 Qualifying Conditions of the Zoning Ordinance.

What are the benefits of a planned development area?

PDA standards may allow the City to relax or waive one or more of the requirements of the underlying district. The use of the PDA also allows the developer the opportunity to mix compatible uses or residential types on a single property, allows clustering to reduce construction costs, and may enhance marketability through the preservation of significant natural, historical, and architectural features.

How do I apply for a PDA?

Prior to submitting a formal application, a concept plan for the proposed PDA project shall be presented to the Planning Commission and the City Council for their comments. This is not a formal review or approval, and is intended to flag issues and concerns to be resolved before a formal submittal is made. Conceptual plan requirements and review procedure can be found in Section 19.08 (a) Concept Plan Requirements and Section 19.07 (a) Concept Plan Review of the Zoning Ordinance.

Details on application and review procedures can be found in Article 19 Planned Development Area Regulations of the Zoning Ordinance.
PLANNED DEVELOPMENT AREA

What is the approval process?

Standards for application and review procedures, site plan submittal requirements for preliminary and final PDA site plans, and standards for approval can be found in Chapter 19 Planned Development Area Regulations of the Zoning Ordinance.

The application, review, and approval process for a PDA involves a three-step process. After presenting the conceptual plan to the Planning Commission and City Council, the applicant will submit the preliminary PDA site plan, meeting the requirements detailed in Section 19.08 (b) Application Requirements prior to the meeting that the Planning Commission will review the request. The Planning Commission will review the preliminary PDA rezoning and site plan and hold a public hearing, and may request additional materials or recommend modifications or conditions. The Planning Commission will make a recommendation to the City Council on the preliminary PDA site plan.

The City Council will hold a public hearing on the preliminary PDA site plan and take final action the PDA rezoning and preliminary plan. Any conditions that are part of the approval should be reflected in the final PDA site plan submittal.

More information on the standards for the preliminary PDA site plan can be found in the following sections of the Zoning Ordinance:

- Section 19.07 (b) Review and Approval Procedures, PDA Rezoning and Preliminary Site Plan Review
- Section 19.08 (b) Application Requirements, Preliminary PDA Site Plan Requirements

The City attorney will prepare a PDA agreement that when approved by City Council, shall be entered into by the City and the applicant.

The applicant will submit the final PDA site plan, meeting the requirements detailed in Section 19.08 (c) Application Requirements. The Planning Commission will review the request and take final action of the final PDA site plan. If it is approved with conditions, a revised final PDA site plan will be required.

More information on the standards for the final PDA site plan can be found in the following sections of the Zoning Ordinance:

- Section 19.07 (c) Review and Approval Procedures, Final Site Plan
- Section 19.08 (c) Application Requirements, Final PDA Site Plan Requirements

For more information on Planned Development Areas and the process, please view the relevant sections in Article 19 Planned Development Area Regulations of the Zoning Ordinance.
PLANNED DEVELOPMENT AREAS

Planned Development Area Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **12-16 weeks***

1. Conceptual plan presentation to Planning Commission & City Council for discussion and feedback
2. Submit complete Preliminary PDA Site Plan application package, as required by the Zoning Ordinance
   - 14 working days review period
3. Planning Commission reviews preliminary PDA site plan request, holds a public hearing, and makes a recommendation to City Council. The Planning Commission can request additional materials or recommend conditions/modifications
4. City Council reviews the preliminary PDA site plan request, holds a public hearing, and takes final action on the site plan submittal
5. Submit complete Final PDA Site Plan application package, as required by the Zoning Ordinance
   - 10 working days review period
6. Planning Commission reviews final PDA site plan and takes final action
   - APPROVED
     - City attorney prepares PDA agreement, to be entered into after City Council approval
   - DENIED
     - Appeals cannot be made to BZA. Modifications can only be granted by the Planning Commission.
7. Submit revised final PDA site plan for administrative approval

*Requires public hearing, for which a 15-day publication notice is required. This is reflected in the estimated timeframe.
DIMENSIONAL VARIANCES

What is a dimensional variance?
A dimensional, or non-use, variances are permissions or approvals of specific features and measurements on a property that are not aligned with the standards set in the zoning ordinance.

Who grants a dimensional variance?
Dimensional variances may be granted by the Board of Zoning Appeals after submission of a completed variance application and a public hearing in accordance with the Michigan Zoning Enabling Act. A concurring vote of a majority of members of the board is required to grant the variance. The variance granted will be the minimum required to permit the applicant full use of their site while still considering the zoning ordinance regulations.

What are the requirements for a dimensional variance?
Non-use variances may be allowed only in cases where the applicant shows there is reasonable evidence of practical difficulty and that the following conditions are met, as noted in Section 22.03 (c) Dimensional (Nonuse) Variances of the Zoning Ordinance:

- Extraordinary circumstances or conditions apply to the property that do not generally apply to others in the zoning district.
- The variance is necessary for preservation and enjoyment of a substantial property similar to that possessed by other properties in the same zoning district and in the vicinity.
- Granting of the variance will not negatively impact the surrounding neighborhood in any way.
- The variance will not materially impair the intent and purpose of the Ordinance.
- The practical difficulty causing the need for the variance was not self-created by the applicant.

How do I apply for a dimensional variance?
Standards for dimensional or non-use variances, including criteria and process, can be found in Section 22.03 Powers and Duties and Section 22.04 Decisions of the Board of the Zoning Ordinance.

Key resources for those applying for a variance can be found on the City’s website. These include the Board of Zoning Appeals Non-Use/Dimensional Variance Application and the Board of Zoning Appeals Rules of Procedure.

Prior to submitting an application, the applicant should meet with the City Planner to determine if a dimensional variance is needed. After receiving the variance application, public notice will be distributed. The Board of Zoning Appeals will review the request, hold a public hearing, and decide to approve, approve with conditions deemed reasonable, or deny the dimensional variance request.

For more information on the Board of Zoning Appeals and the variance request process, please view the relevant sections in Article 22 Board of Zoning Appeals of the Zoning Ordinance.
DIMENSIONAL VARIANCES

Dimensional Variance Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): **4 weeks***

Schedule a pre-development meeting with the Planning Department

Submit complete variance application package, as required by the Zoning Ordinance and Board of Zoning Appeals Application

10 working days review period

City distributes public notice and public hearing is set

Board of Zoning Appeals holds public hearing and reviews the non-use variance request. Board approves, approves with conditions, or denies the variance application

APPROVED

DENIED

Appeals shall be to circuit court within 30 days of BZA decision.

* Requires public hearing, for which a 15-day publication notice is required. This is reflected in the estimated timeframe.
USE VARIANCES

What is a use variance?

Use variances are granted by the Board of Zoning Appeals for properties that cannot be used for purposes as permitted in the zoning district.

Who grants a use variance?

Use variances may be granted by the Board of Zoning Appeals after submission of a completed variance application and a public hearing in accordance with the Michigan Zoning Enabling Act. The variance granted will be the minimum required to permit the applicant full use of their site while still considering the Zoning Ordinance regulations.

What are the requirements for a use variance?

Use variances may be allowed only in cases where the applicant shows there is evidence of unnecessary hardship and that the following conditions are met, as noted in Section 22.03 (d) Use Variances of the Zoning Ordinance:

- Condition, location, or situation of the specific property or intended use is unique to the property.
- The building, structure, or land cannot be reasonably used in a manner consistent with allowed uses of the district.
- Granting of the variance will not alter the character of the surrounding neighborhood or intent of the Master Plan.
- The variance will not materially impair the intent and purpose of the Ordinance.
- The unnecessary hardship causing the need for the variance was not self-created by the applicant.

What is the approval process?

Standards for dimensional or non-use variances, including criteria and process, can be found in Section 22.03 Powers and Duties and Section 22.04 Decisions of the Board of the Zoning Ordinance.

Key resources for those applying for a variance can be found on the City’s website. These include the Board of Zoning Appeals Use Variance Application and the Board of Zoning Appeals Rules of Procedure.

Prior to submitting an application, the applicant should meet with the City Planner to discuss the use variance. After receiving the variance application, public notice will be distributed. The Board of Zoning Appeals will review the request and hold a public hearing. During the public hearing, the applicant will have the burden of proof before the Board of Zoning Appeals and must adequately display a use variance is warranted. The hearing will begin with the community representatives presenting on the zoning regulations involved. Then, the applicant will present their evidence and expert witnesses supporting their claim that a use variance is warranted. Witnesses may be required to attend, with the purpose of the BZA asking questions regarding their testimony.
USE VARIANCES

What is the approval process? (Continued)

Interested persons attending the hearing will also have an opportunity to present their perspective and evidence on the use variance, to which the applicant may respond. A continuation may occur if the public hearing on the use variance is not completed within the given meeting time.

The Board of Zoning Appeals may make its decision to grant or deny the use variance at the end of the meeting, or schedule a date for its decision, depending on whether review of presented evidence is necessary for members. If the BZA decides to grant a variance to the applicant, it will do so in a manner that is most compliant with established ordinances. The variance can be in the form of a use variance, as applied for, or dimensional variances that will permit property to function in its allowed use. Conditions may be imposed on the variance, with conditions detailed further in Section 22.04 (c).

A use variance can only be allowed by the BZA in a case where there is evidence of unnecessary hardship and that a list of conditions are met, including that the property cannot be reasonably used for uses permitted in the zoning district, that unusual conditions of the specific parcel created these barriers of use, that the character of the neighborhood will be unaffected by the use variance, that infrastructure and public services are unaffected by the potential use variance, and that the practical difficulty creating the need for the variance is not self-created.

For more information on the Board of Zoning Appeals and the variance request process, please view the relevant sections in Article 22 Board of Zoning Appeals of the Zoning Ordinance.
USE VARIANCES

Use Variance Application and Review Flowchart

General estimated timeframe (from submittal to City to approval by designated body): 4 weeks*

Schedule a pre-development meeting with the Planning Department

Submit complete variance application package, including a drawn-to-scale plan, as required by the Zoning Ordinance and Board of Zoning Appeals Application

10 working days review period

City distributes public notice and public hearing is set

Board of Zoning Appeals holds a hearing to consider the variance request. Board approves, denies, approves as alternative dimensional variance(s), or approves request with conditions

APPROVED

APPROVED WITH CONDITIONS

Variance request reviewed by designated parties

DENIED

Appeals shall be to circuit court within 30 days of BZA decision

* Requires public hearing, for which a 15-day publication notice is required. This is reflected in the estimated timeframe.
BUILDING PERMITS

Who approves construction permits such as building, electrical, and plumbing?

All permitting and inspections regarding construction and utilities are approved and scheduled by the Romulus Building & Safety Department.

What is required to apply?

Certain documents and information are required to be submitted with the building permit application. Information required for all buildings permits include the address of the job site, zoning compliance, a complete signed application by the proper applicant, a set of construction plans, and permits including electrical, plumbing, and mechanical/heating. There may be further information including additional permits and certifications depending on the architecture and materials of the structure, its geographic location, or environmental factors possibly impacted by the construction. Fees accompany each permit. Building & Safety Department documents, including applications, can be found in the City’s Document Center under Building & Safety.

<table>
<thead>
<tr>
<th>Permit type</th>
<th>When is it required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit</td>
<td>Constructing, enlarging, altering, repairing, moving, demolishing or changing the occupancy of a building or structure.</td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>Installing new electrical wiring, equipment, or altering present fixtures</td>
</tr>
<tr>
<td>Pluming Permit</td>
<td>Installing new plumbing fixtures or altering present fixtures</td>
</tr>
<tr>
<td>Mechanical Permit</td>
<td>Installing new mechanical/heating fixtures or altering present fixtures</td>
</tr>
<tr>
<td>Soil Erosion Permit</td>
<td>Moving or changing earth within 500 ft. of a lake or stream, changes that occur over 1 acre, and gravel operations within 500 ft. of a lake or stream or over 1 acre in size.</td>
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</tbody>
</table>

Where can I find out more about inspections?

Inspections will be required at multiple points throughout the project, for each permit issued. Inspection scheduling is a responsibility of the developer, and should occur when the work is ready for inspection. City inspectors will perform the mandatory inspections a reasonable amount of time after the request for inspection has been made. For more information regarding the schedule of inspections or inspection contacts for each permit, please visit the Building & Safety webpage.
FINANCIAL INCENTIVES

Industrial Facility Tax (IFT) Abatement

To encourage greater industrial development and spur manufacturing opportunities for developers, business owners, and laborers, the City of Romulus offers tax incentives for development involving industrial-based businesses. These incentives can be applied in the expansion of pre-existing facilities, renovation of aging facilities, and constructing of new facilities, per PA 198 of 1974. The Industrial Facilities Exemption certificate can provide property tax abatement for a maximum of 12 years, based on the criteria determined by the City. For more information on the Industrial Development District, please contact Assessor Julie Albert at jalbert@romulusgov.com or view the Application for Industrial Facilities Tax Exemption Certificate.

Brownfield Tax Increment Financing

Brownfield Tax Increment Financing, through PA 381 of 1996, allows developers to receive reimbursement on environmental and non-environmental redevelopment activities. Brownfields are properties and or sites that are contaminated, blighted, functionally obsolete or hold historic value. Reimbursement for costs associated with redeveloping brownfields occurs through the collection of incremental state and local taxes as the taxable value of the property increases through the revitalization process. To benefit from brownfield TIFs, developers will need to work with the City of Romulus, as well as the Wayne County Brownfield Redevelopment Authority to produce a workplan for state review (Michigan Strategic Fund for non-environmental activities, Michigan Department of Environmental Quality for environmental activities).

To learn more about the Brownfield Program, initial evaluations, and work plan development, please contact the Assessor, Julie Albert at (734) 942-7520 or jalbert@romulusgov.com.

Redevelopment Liquor Licenses

Redevelopment liquor licenses can be obtained by dining, entertainment, or recreation businesses operating within a redevelopment district. The business must have spent or have a commitment to spend at least $75,000 in restoring the building in which the business is operating. Further, redevelopment liquor licenses can only be obtained when standard liquor licenses are no longer available. In addition to applying to the State Liquor Control Commission, a resolution from City Council must be passed pursuant to PA 501 of 2006. Click here to learn more about redevelopment liquor licenses.
FINANCIAL INCENTIVES

Downtown Façade Enhancement Program

The Romulus Downtown Development Authority (DDA) created the Downtown Façade Program to encourage private investments in the City’s downtown. The program is designed to encourage redevelopment, revitalization, and rehabilitation of buildings in Downtown Romulus.

The program is intended to enhance the aesthetics and historical character of the DDA District and assist property owners in rehabilitating and upgrading the facades and exterior features of their buildings. For more information, please visit the Façade Program webpage or contact DDA Director, Merrie Druyor at mdruyor@romulusgov.com.

Other Incentive Opportunities

In addition to the options listed above, the City is always looking at new and existing tools to support economic development. Other opportunities may involve public infrastructure assistance, partnership opportunities, and other creative options. With that in mind, please reach out to Merrie Druyor, Economic Development Coordinator, at (734) 942-7545, or via email at mdruyor@romulusgov.com to discuss your project, what assistance you need, and to discuss how the City can be a partner in making your project happen.
BUSINESS LICENSES

Business Registration

The City of Romulus’ Business Licensing program ensures that licensed businesses comply with safety codes to provide a safe environment for employees and customers. A license also allows a business to opt into being listed on the City website and to be contacted for networking events.

Licenses are mandatory per City Code (Chapter 30 Article II and elsewhere), and are to be renewed annually. If you own or represent a Romulus business and want more information about obtaining or renewing a license, click the appropriate link below. Business License administration is available 8:00 am-4:00 pm Mon.-Fri. every week (closed on City holidays).

- New Businesses
- Existing Businesses

If you have any questions about any aspect of the licensing process, please contact us:

- By phone at (734) 942-7540
- By e-mail at clerk@romulusgov.com
- In person at 11111 Wayne Road

Liquor Licenses

Liquor licenses are required for businesses that seek to sell or serve alcoholic beverages. Applications for a liquor license must be filed to both the City of Romulus City Council and the Michigan Liquor Control Commission. Applications sent to the City Council must meet the requirements found in Chapter 30 Article 3 Liquor Licenses of the City of Romulus Code of Ordinances.

The Michigan Liquor Control Commission can be contacted at:

Phone: (517) 284-6310

Email: LARA-MLCC-Licensing-Information@michigan.gov
PARTNER ORGANIZATIONS

Wayne County Economic Development

Wayne County is a premier gateway to the global marketplace. We have the workforce, infrastructure, and industrial assets to design, build, and ship just about anything. Our region is leading the way in innovative fields like mobility. Discover what over 30,000 companies already know. Wayne County is a great place to do business. Wayne County offers a variety of services, including:

- Incentive Coordination
- Site Location Assistance
- Workforce Development
- Business Connections
- Access to Capital
- Entrepreneurial Support

For more information about programs and services from Wayne County Economic Development, contact kalsawafy@waynecounty.com or (313) 224-5153.

Detroit Regional Partnership

The Detroit Regional Partnership offers confidential, no-cost assistance to domestic and international companies interested in investing in the 11-county Detroit Region. They specialize in helping companies understand and access the competitive advantages of our region. The DRP works with companies and site selectors to help manage your projects, navigate our real estate market, and support your transition into the Metropolitan Detroit community. With resources in site selection, project management, regional data, talent assessments, and regional networking, the DRP and the City of Romulus work together to ensure your business will be successful here.

For more information, head over to www.detroitregionalpartnership.com

Michigan Economic Development Corporation (MEDC)

The Michigan Economic Development Corporation (MEDC), in collaboration with its economic development partners, markets Michigan as the place to do business, assists businesses in their growth strategies and fosters the growth of vibrant communities across the state. The MEDC provides a variety of services:

- Export and International Trade
- Access to Business Capital
- Startup and Entrepreneurial Support
- Mobility and Electrification
- Defense Industry Connections
- Federal Contracting Assistance
- Site Selection
- Business Development Incentives
- Talent Development Incentives

For more information, head over to www.michiganbusiness.org
PARTNER ORGANIZATIONS

Detroit Region Aerotropolis

The Detroit Region Aerotropolis Development Corporation is a four-community, two-county public-private economic development partnership driving corporate expansion and new investment around Detroit Metro and Willow Run Airports.

The Aerotropolis is the premiere location for greenfield expansion in Southeast Michigan, offering 6,000 acres of development-ready land centered in a world-class network of transportation infrastructure.

With two world class airports, access to three major interstates, and five Class-A rail lines, the Detroit Region Aerotropolis is a prime location for global companies to build, expand, or develop.

Detroit Region Aerotropolis offers a variety of services, including:

- Site Identification
- Infrastructure Analysis
- Intergovernmental Relations
- Regional Market Data & Demographics
- Private Sector Engagement
- Business Development Incentives

To contact the Detroit Region Aerotropolis, please contact the Executive Director Christopher Girdwood at (734) 992-2286 or visit the website here: https://www.detroitaero.org/

Wayne County Land Bank

The mission of the Wayne County Land Bank (WCLB) is to return tax-foreclosed and abandoned properties to productive use, contributing tax revenue to Wayne County while promoting community rehabilitation across its municipalities.

For questions regarding land bank programs, please call (313) 967-3669, or visit: https://public-wclb.epropertyplus.com/landmgmtpub/app/base/landing#
PARTNER ORGANIZATIONS

Romulus Downtown Development Authority (DDA)

The City of Romulus Downtown Development Authority (DDA) serves to create development plans, protect the downtown business district from deteriorating property values, promote historic preservation, and foster general economic growth. Using funds from tax increment financing, the DDA engages in business attraction and retention through marketing, event planning, and business and development incentives.

For developers, the City of Romulus provides a list of available properties for rent or sale in downtown with information listed such as address, square footage, nearby amenities, property bio, and contact information by visiting this link https://www.romulusgov.com/DocumentCenter/View/767/DDA-Commercial-Opportunities-PDF. The Downtown Development Authority provides a list of development opportunities available, more information can be found here: https://www.romulusgov.com/DocumentCenter/View/768/DDA-Development-Opportunities-PDF. Developers and business owners alike can find a complete list of local incentives and financial assistance tools (many of which are listed earlier in this guide) at the on the City’s website, found here: https://www.romulusgov.com/496/Business-Incentives.

To contact the Downtown Development Authority, please contact the Downtown Development Authority Director Merrie Druyor at (734) 942-7545.

Greater Romulus Chamber of Commerce

The Greater Romulus Chamber of Commerce is a source of positive information on local government and provides a voice for the collective concerns and desires of the business community. The short-term objective is continued and sustained growth, thereby fostering and developing a more advantageous position, culminating into the long-term objective to have an ever-growing degree of positive influence and impact on the community at large.

The Greater Romulus Chamber of Commerce supports the regional business community with opportunities for business exposure, networking opportunities, access to unique regional information, and member programs. For questions regarding benefits of joining the Greater Romulus Chamber of Commerce, please call (734) 893-0694, or visit: www.romuluschamber.org/.