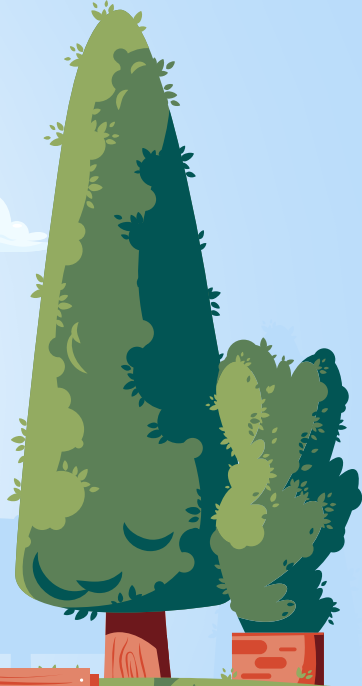
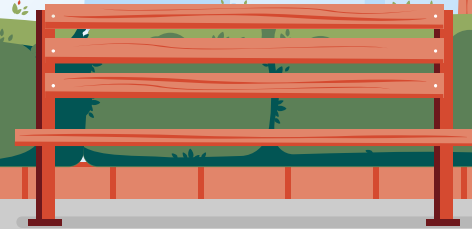
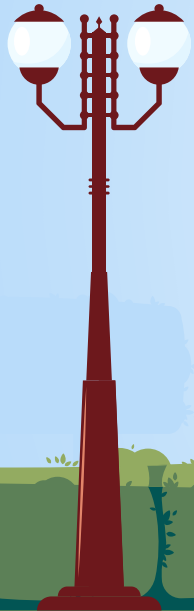


Neighborhood Beautification Program

PLOT PLANS & PERMITS




Wayne Metropolitan
Community Action Agency
Established 1971



Introductions





“There is no power for change
greater than a community
discovering what it cares
about.”

—Margaret J. Wheatley



Agenda



1. Grant Review and Approval Process
2. Identifying Your Land Use
3. Creating Your Plot Plan
4. Obtaining A Building Permit
5. When A Special Land Use Grant Is Required
6. Q&A



Preliminary Approval

Congrats!
To receive your grant,
you MUST procure proper
permits

Receive Funds

Sign Your Contract
Submit Final Docs
Finalize budget

1st Review

Ensure Application is
complete
Project and Budget are
allowable

Permitting

Perfect your plot plan
Procure all required permit

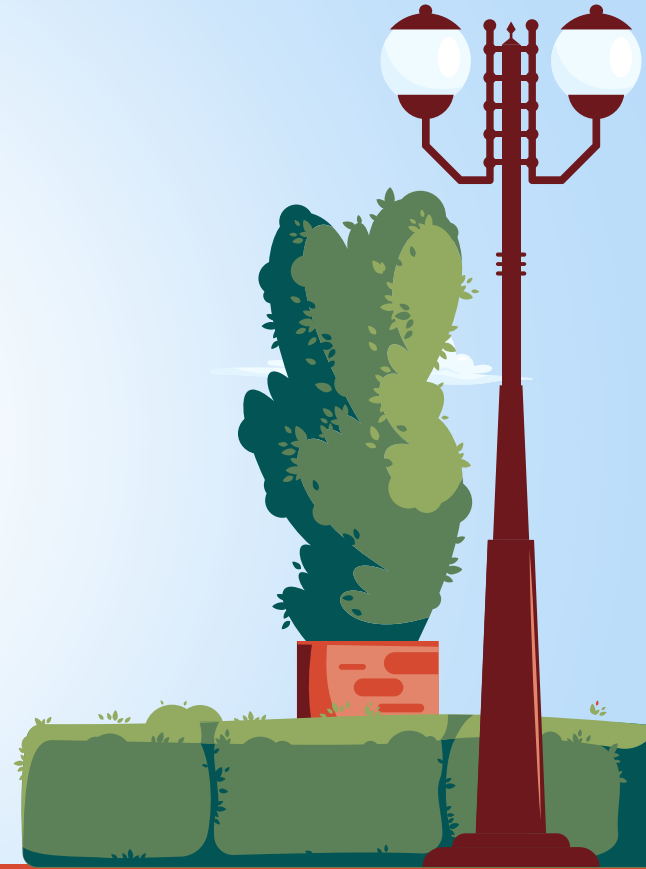
Introductions

DEVELOPMENT RESOURCE CENTER
BUILDINGS SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT
CITY OF DETROIT

James Foster, Manager

Eric B. Johnson, Supervisor

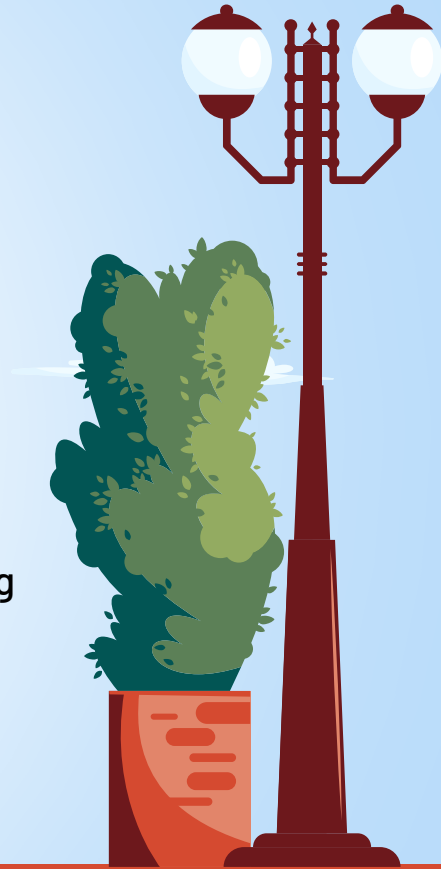
Peter Young, Senior Planner





Identifying Your Land Use

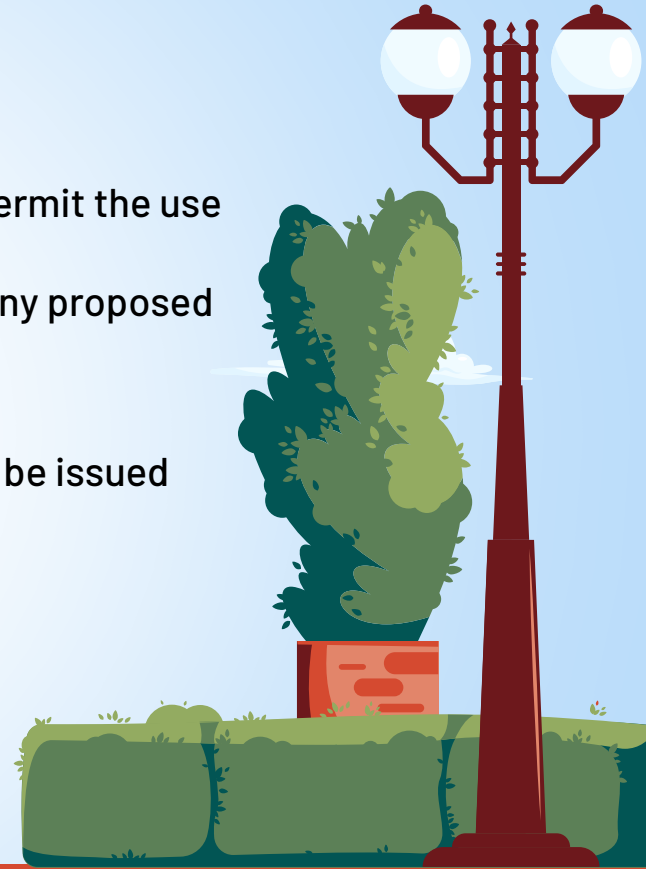
- Chapter 50 City of Detroit Zoning Code
- Zoning Code identifies the approved designated Land Use
- The Land Use designation determines how the parcel can be used
- Land Use is established by an approved Building Permit
- The designated land use stays with the parcel until changed by building permit
- The designated land use is allowed either “By Right” or “Conditional”





Identifying Your Land Use

- “By Right” means no Special Land Use Grant is needed to permit the use
 - A Building Permit is required approving the use and any proposed structures on the parcel
- “Conditional Land Use” requires a “Special Land Use” Grant be issued prior to receiving an approved Building Permit
 - A public hearing is required





Identifying Your Land Use

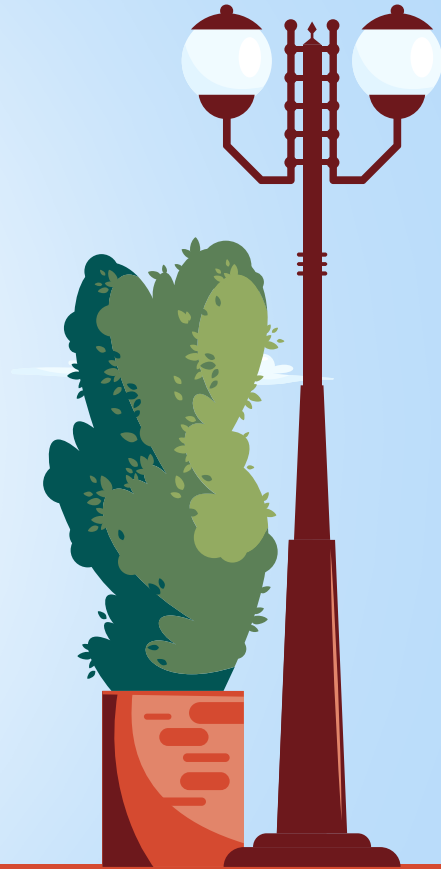
- Agricultural and outdoor related land uses include:
 - Urban Garden
 - Urban Farm
 - Orchard/Tree Farm (types of Urban Farm)
 - Outdoor Recreation Facility
 - Non-Profit Neighborhood Center
 - Outdoor Art Exhibit; Sculpture Garden





Creating Your Plot Plan

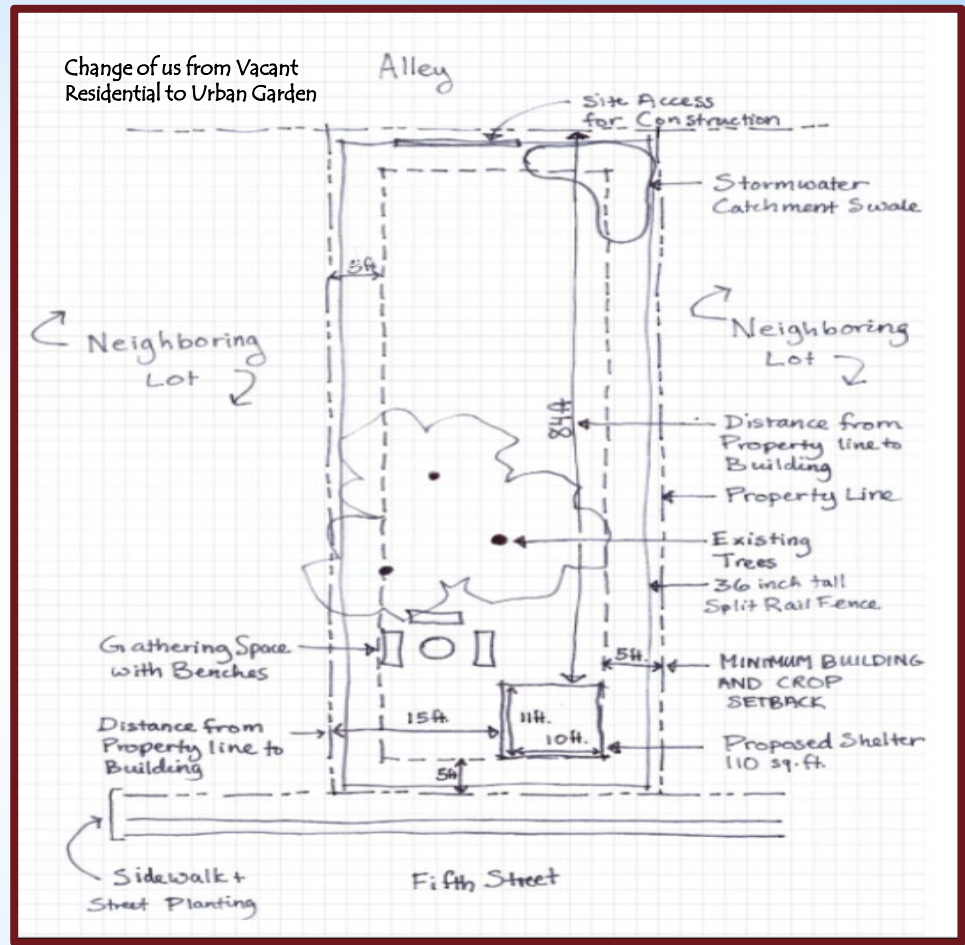
- The purpose of a “Plot Plan” is to accomplish the following:
 - Tell the City about your parcel(s)
 - Identify the current and proposed use of your parcel(s)
 - Show the proposed elements and structures on your parcel and where they are located in relation to the boards of your parcel(s)
 - Show how your proposed land use conforms with the zoning requirements



Sample Plot Plan #1

- The following elements must be included in your plot plan:

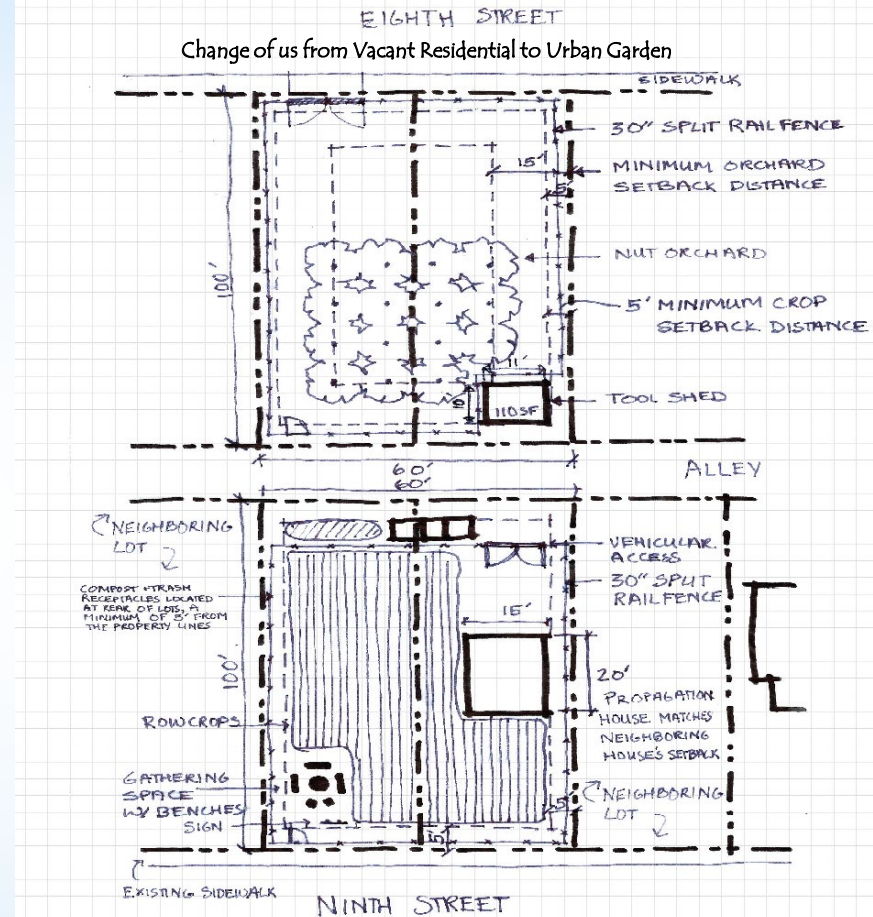
- Current and Proposed Zoning Land Use
- Outline of parcel(s) with measurements of all sides
- All rights-of-way (sidewalks, streets and allies including street names)
- Sketch of all trees, garden beds, structures, permanent equipment, water features and sculptures and their distance from the edge of the parcel
- Dimensions of structures



General Distance From Property Line Requirements: Sec. 50-12-400.


Cultivation must comply with the following setback requirements:

- Crop areas must be set back at least five feet from all property lines. The required setback must be covered with ground plants, not planted with the intent to harvest, which may include native species grasses and ornamental grasses.
- Orchards and tree farms shall be set back at least 15 feet from the lot line of any lot developed with a residential, public/civic/ institutional, retail/service/ commercial, or manufacturing/industrial land use.
- Greenhouses and hoophouses shall be set back at least five feet from the rear property line.





Obtaining A Building Permit

- Complete the Building Permit application requesting a “Change of Use” to the proposed zoning land use and list any proposed structures to be added to the parcel. This can be completed in person or online (**for the Neighborhood Beautification Program the City will complete the Building Permit application on your behalf**).
 - Proposed structures must include dimensions, material and method of construction
 - Submit the following supporting documents
 - Copy of the current deed(s)
 - The Plot Plan
 - Approved Assessor’s Office application to combine parcels (If required)
 - An Approved Special Land Use Grant (if required)
- 



Obtaining A Building Permit

- An invoice will be provided by the Department. Payment can be made online or in person. Submit a copy of the receipt via email or in person **(for the Neighborhood Beautification Program Wayne Metro will submit payment your behalf)**.
- A review of the permit application will be completed and, if approved, a Building Permit will be issued and forwarded to the applicant.
- At the completion of the project and installation of any structures the applicant will need to contact the department to schedule a permit inspection. A Certificate of Acceptance will be issued once the inspection has passed.



When A Special Land Use Grant Is Required

- A Special Land Use Grant is required when the proposed zoning land use is conditional. The following is a brief description of the process for obtaining the grant:
 - Complete the Special Land Use application online only (**for the Neighborhood Beautification Program the City will complete the application on your behalf**). Submit the following supporting documents:
 - Copy of the current deed(s)
 - The Plot Plan
 - Approved Assessor's Office application to combine parcels
- An invoice will be provided by the Department. Payment can be made online. Submit a copy of the receipt via email or in person (**for the Neighborhood Beautification Program Wayne Metro will submit payment your behalf**).
- A Site Plan Review is to be completed and a Special Land Use public hearing will be held (the applicant will be notified of the hearing date and the language to be used for posting the hearing notice on site).

CONTACT INFORMATION

Buildings Safety Engineering and Environmental Department

James Foster, Manager

Development Resource Center
Buildings Safety Engineering And Environmental Department
fosterja@detroitmi.gov
(313) 224-7311

Eric B. Johnson, Supervisor

Development Resource Center
Building Safety Engineering And Environmental Department
EricJ@detroitmi.gov
(313) 268-8778

Peter Young, Senior Planner

Development Resource Center
Building Safety Engineer And Environmental Department
Peter.Young@Detroitmi.gov
(313) 628-2498



Have questions about Plot Plans or Permitting Processes?

Reach out to Samuel Coons
samuel.coons@detroitmi.gov

Q&A





Thanks!

Please keep this slide for attribution

CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon** and infographics & images by **Freepik**