

DEVELOPMENT PROCESS CHART

START

Developer determines scope, mission, and basic design of project

Developer determines private funding sources

Developer fills out the BSEED Developer Resource Center's PPR Request Form online

BSEED schedules the PPR with Developer and other City Departments relevant to the project, which may include:
BSEED Environmental Affairs, BSEED Zoning, BSEED HDC and Design Review, HRD P3, DWSD Stormwater, DPW City Engineering, DPW Traffic Engineering, CPC, CSD, DSGC, The Assessor's Office, JET, DON, Health, Fire, People Mover, DTE

Developer prepares a site plan for one or more potential sites (not required before reaching out to city)

Verify zoning & request zoning verification letter if required

Developer reaches out to City via:
HRD
CPC
DLBA
JET/MAYOR'S OFFICE
Council Members Offices
PDD
HDC
DON
DBA
City Land
Community Outreach
Invest Detroit
City Incentives
City Incentives

Does the project need City incentives or city funding or city land?

Yes
No

Does the project need any land use approval?

Yes
No

Developer pursues funding through HRD funding round, HRD tax abatement, or DEGC/Invest Detroit financing options AND contacts HDC if in a historic district

Project is recommended to attend a Preliminary Plan Review

STEP 1: DEAL STRUCTURING

STEP 2: PRELIMINARY PLAN REVIEW

BSEED provides the Developer a roadmap which includes:
A meeting summary
Next steps specific to the project
Contact information for City departments

PDD follows up with plan revisions needing Design Review approval

Does the project need further feedback on something specific before submitting an application?

Yes
No

Developer schedules follow-up meeting(s) with BSEED/DRG, PDD, and other pertinent City departments & Developer revises plans and has directions and feedback to proceed

Is project permissible/suitable for the proposed location?

Yes
No

Is SLU and/or SPR required?

Yes
No

STEP 3: SITE PLAN REVIEW

Developer creates an account in eLAPS (Accela) or logs in and submits their project application for SLU or SPR and pay fee

Zoning CSR moves a project into ePlans (ProjectDox)

Departments review relevant materials in project cycles and submit decision through ePlans

Approved with conditions and additional mandatory requirements

Developer must meet conditions in permits portion of application

Departments that may be in the workflow:
BSEED Environmental Affairs, DWSD, DPW Traffic Engineering, DPW City Engineering, Traffic Engineering, Planning, Historic District Commission, LDC, City Planning Commission, Fire, People Mover, Health

Developer resubmits relevant materials for further consideration or appeal with BZA

Developer decides to keep design. Must seek land use approval, e.g. SLU

STEP 4: LAND USE APPROVAL(S)

Land Use Approval Required

Project is in a historic district or adjacent to historic district

Project is considered a conditional use

Project needs a variance or non-conforming approval

Project is within a PD, PC, PCA, SDS, or Form Based Code zoning district may need to be created, amended, or reviewed

Project may have undergone a Pre-Application Meeting with CPC staff

Project is not an allowed use by right or conditionally

BSEED puts HDC staff (PDD department) in workflow to initiate HDC process

BSEED and departments review Special Land Use application in ePlans (ProjectDox)

Developer appeals to the BZA

Developer is notified to submit an application and petition (where applicable) with the appropriate departments (City Clerk & CPC where applicable)

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Substantial Scope
Limited Scope

SLU hearing

Developer must meet conditions and submit updated plans in permit application

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City Council Public Hearing and Vote

Developer revises application and resubmits

CPC and PDD staff review and produce report

HDC Commission reviews project at public meeting

HDC staff determines if project can be staff approved

Developer appeals decision to SHPO

Developer can appeal to circuit court

Developer revises application and resubmits

Developer revises application and resubmits

CPC and PDD staff review and produce report

HDC decision

Project deemed appropriate

Project is granted a notice to proceed, upon meeting certain conditions

Developer appeals decision to SHPO

Developer revises application and resubmits

Developer revises application and resubmits

CPC and PDD staff review and produce report

Project is denied, given recommendations to resubmit to HDC

Project is granted a notice to proceed, upon meeting certain conditions

Developer appeals decision to SHPO

Developer can appeal to circuit court

Developer revises application and resubmits

Developer revises application and resubmits

CPC and PDD staff review and produce report

STEP 5: PERMITTING

BSEED notifies applicant to create/log into their ProjectDox Account

Applicant submits all necessary documents for each department's review

BSEED notifies the following departments where applicable

BSEED approves and issues building permit in Accela

Departments review and enters decisions in ProjectDox cycles

Developer responds to feedback and revisions of the plans with more/changed information

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Zoning, Environmental Affairs, Structural, Mechanical, Electrical, Plumbing, Elevators, Boilers, DWSD, City Engineering, DPW-Traffic Engineering Development, HRD, PDD, CPC, Fire, Health, HDC

STEP 6: CONSTRUCTION

Project Begins Construction

Verify fees paid in relation to permits issued by the departments

Developer responds to feedback and revisions of the plans with more/changed information

Contractor pulls trade permits (MEPs), elevators, boilers, and Fire permits

Projects undergo at least one rough and one final inspection based on their permit application (Building, MEP, elevator, etc.)

Contractor calls or makes request for Fire and/or Health departments to conduct their inspections

After final inspections, COO or COA is issued

Developer revises application and resubmits

Developer revises application and resubmits

CPC and PDD staff review and produce report

Ensure funding compliance with CRIO, HRD, OCOF (if applicable)

Developer appeals decision to SHPO

Developer can appeal to circuit court

Developer revises application and resubmits

Developer revises application and resubmits

CPC and PDD staff review and produce report

END