

# DEVELOPMENT PROCESS CHART

## START

Developer determines scope, mission, and basic design of project

Developer determines private funding sources

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:

- DRC BSEED, CPC Zoning
- HRD Home, CDBG Funds, DON Community Outreach
- PDD Design & Historic DEGC City Incentives
- DLBA City Land
- DBA Invest Detroit Incentives
- JET/MAYOR'S OFFICE Priority
- Council Members Offices

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

Does the project need any land use approval?

Yes

No

Yes

No

Project submits plans for Permit

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 2: PRELIMINARY PLAN REVIEW

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, PDD HDC and Design Review, HRD P3, DWSD Stormwater, DPW City Engineering, DPW Traffic Engineering, CPC, GSD, DEGC, The Assessor's Office, JET, DON, Health, Fire, People Mover, DTE

Departments prep for scheduled meeting by reviewing Developer materials

PPR meeting occurs: Developer presents vision, Departments provide feedback, Remaining Q&A

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

Yes

No

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

Yes

No

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

Is SLU and/or SPR required?

Is project permissible/suitable for the proposed location?

Applicant can re-submit PPR with new proposed location or investigate rezoning

## 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 (Project Dox)

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

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

Approved with conditions and additional mandatory requirements

Developer resubmits relevant materials for further consideration or appeal with BZA

Developer must meet conditions in permits portion of application

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, SD5, 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)

CPC and PDD staff review and produce report

Substantial Scope

Limited Scope

HDC Commission reviews project at public meeting

HDC staff determines if project can be staff approved

No

Yes

HDC decision

Project deemed appropriate

HDC staff sends Certificate of Appropriateness to Developer

Developer must meet conditions and submit updated plans in permit application

Approved

City Council Public Hearing and Vote

Approved

Denied

Project is denied, given recommendations to resubmit to HDC

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

Developer can appeal to circuit court

Appeal denied

Appeal granted

Developer revises application and resubmits

CPC and PDD staff review and produce report

Denied

## STEP 5: PERMITTING

Developer creates an account on eLaps (Accela) or logs in and submits their project application for BLD

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

Departments review and enters decisions in Project Dox cycles

Approved

Corrections required

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

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

BSEED approves and issues building permit in Accela

Verify fees paid in relation to permits issued by the departments

Contact Health outside of Accela

Additional building permit inspections: Foundation/footings, Core and shell/super structure

## STEP 6: CONSTRUCTION

Project Begins Construction

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

BSEED notifies DWSD and Fire of COO/COA via weekly report

Temporary COO is an option for a phased/by-floor construction

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

END