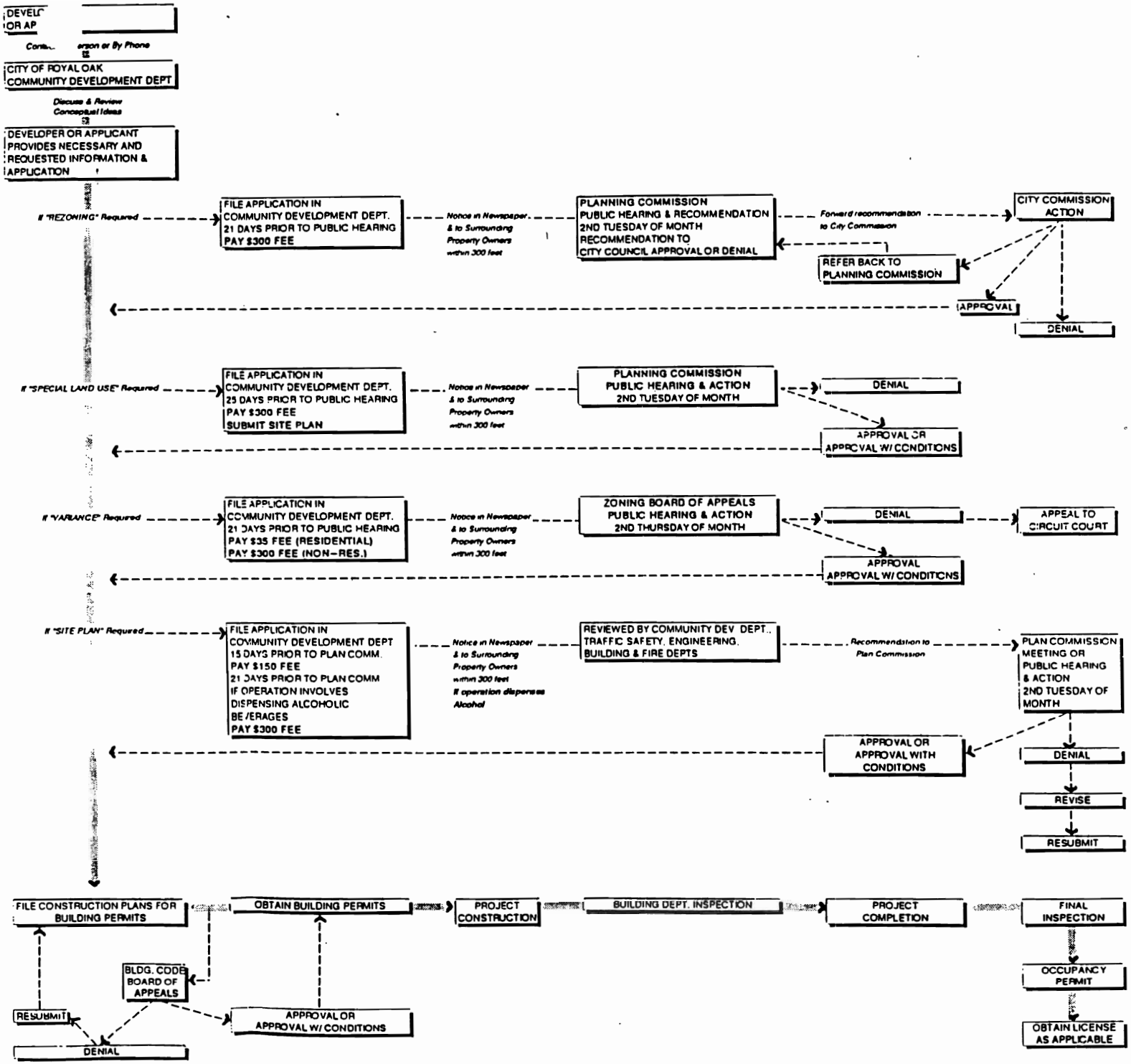
DEVEL
OR AP
Contact in Person or By Phone
CITY OF ROYAL OAK
COMMUNITY DEVELOPMENT DEPT
Discuss & Review
Conceptual Ideas
DEVELOPER OR APPLICANT
PROVIDES NECESSARY AND
REQUESTED INFORMATION &
APPLICATION
If "REZONING" Required
FILE APPLICATION IN
COMMUNITY DEVELOPMENT DEPT.
21 DAYS PRIOR TO PUBLIC HEARING
PAY $300 FEE
Notice in Newspaper
& to Surrounding
Property Owners
within 300 feet
PLANNING COMMISSION
PUBLIC HEARING & RECOMMENDATION
2ND TUESDAY OF MONTH
RECOMMENDATION TO
CITY COUNCIL APPROVAL OR DENIAL
Forward recommendation
to City Commission
CITY COMMISSION
ACTION
REFER BACK TO
PLANNING COMMISSION
APPROVAL
DENIAL
If "SPECIAL LAND USE" Required
FILE APPLICATION IN
COMMUNITY DEVELOPMENT DEPT.
25 DAYS PRIOR TO PUBLIC HEARING
PAY $300 FEE
SUBMIT SITE PLAN
Notice in Newspaper
& to Surrounding
Property Owners
within 300 feet
PLANNING COMMISSION
PUBLIC HEARING & ACTION
2ND TUESDAY OF MONTH
DENIAL
APPROVAL OR
APPROVAL W/ CONDITIONS
If "VARIANCE" Required
FILE APPLICATION IN
COMMUNITY DEVELOPMENT DEPT.
21 DAYS PRIOR TO PUBLIC HEARING
PAY $35 FEE (RESIDENTIAL)
PAY $300 FEE (NON-RES.)
Notice in Newspaper
& to Surrounding
Property Owners
within 300 feet
ZONING BOARD OF APPEALS
PUBLIC HEARING & ACTION
2ND THURSDAY OF MONTH
DENIAL
APPEAL TO
CIRCUIT COURT
APPROVAL
APPROVAL W/ CONDITIONS
If "SITE PLAN" Required
FILE APPLICATION IN
COMMUNITY DEVELOPMENT DEPT
15 DAYS PRIOR TO PLAN COMM.
PAY $150 FEE
21 DAYS PRIOR TO PLAN COMM
IF OPERATION INVOLVES
DISPENSING ALCOHOLIC
BEVERAGES
PAY $300 FEE
Notice in Newspaper
& to Surrounding
Property Owners
within 300 feet
If operation dispenses
Alcohol
REVIEWED BY COMMUNITY DEV DEPT.,
TRAFFIC SAFETY, ENGINEERING,
BUILDING & FIRE DEPTS
Recommendation to
Plan Commission
PLAN COMMISSION
MEETING OR
PUBLIC HEARING
& ACTION
2ND TUESDAY OF
MONTH
APPROVAL OR
APPROVAL WITH
CONDITIONS
DENIAL
REVISE
RESUBMIT
FILE CONSTRUCTION PLANS FOR
BUILDING PERMITS
OBTAIN BUILDING PERMITS
PROJECT
CONSTRUCTION
BUILDING DEPT. INSPECTION
PROJECT
COMPLETION
FINAL
INSPECTION
BLDG. CODE
BOARD OF
APPEALS
RESUBMIT
DENIAL
APPROVAL OR
APPROVAL W/ CONDITIONS
OCCUPANCY
PERMIT
OBTAIN LICENSE
AS APPLICABLE