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City of Saginaw Development Guide

2017

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A look into the City of Saginaw

The city of Saginaw was established in 1819 as an early settlement in the frontier of Michigan. By the mid-19th century Saginaw had begun to grow, thanks in part to the timber industry. Saginaw is the county seat of Saginaw County and is located in mid-Michigan. The City has been through tough times but has shown its resiliency. A current population of around 50,000 residents makes Saginaw one of the largest cities in Michigan.

Located in the Great Lakes Bay Region, Saginaw has much to offer for its residents and visitors. It is surrounded by great places to learn, such as Saginaw Valley State University, Central Michigan University School of Medicine and Delta College. Saginaw has countless entertainment venues such as the Dow Event Center, the Temple Theater, the Children's Zoo and many more. Many great companies are located in Saginaw such as AT&T, Covenant Health Care, General Motors, St. Mary's of Michigan, and that is only a handful. Saginaw is a great place to raise a family with various resources like a water park, skate park, recreational areas, and much more.

Saginaw is not only proud of its rich history but is also striving to alter itself in a way that will enable it to offer a stable future for its residents and continue to be a major contributor to the local economy. The City prides itself in being proactive and has consecutively been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Financial Officers Association. Please visit our website to learn more.

[Click here to visit City of Saginaw's website.](#)

Goals of the Development Guide

Many individuals will be involved in the development of various projects within Saginaw. They may find it hard to understand the process. This documents **main purpose** is to assist individuals who are involved in the beginning stages of the development process. Whether the individuals involved are residents, developers, inspectors, stakeholders, and others, this document will be easy to understand for all. Saginaw is ready to help assist anyone who is thinking about developing property within the City.

[Click here to view more about zoning and planning](#)

City Contacts

City Manager Office

Tim Morales, City Manger	989-759-1403	tmorales@saginaw-mi.com
Debby Powell, Assistant to the City Manager/Public Information Officer	989-759-1403	dpowell@saginaw-mi.com
Vicki Davis, Administrative Support Clerk	989- 759-1401	vdavis@saginaw-mi.com

Office of Management and Budget

Yolanda M. Jones, Director	989-759-1784	yjones@saginaw-mi.com
Bryan Weiss, Budget Analyst	989-759-2193	bweiss@saginaw-mi.com

Planning and Zoning and Community Services

Michael Foust, Associate Planner	989-759-1303	mfoust@saginaw-mi.com
Kanah Franklin, Block Grant Administrator	989-759-1533	kfranklin@saginaw-mi.com

Inspections and Neighborhood Services

John Stemple, Chief Inspector	989-759-1304	jstemple@saginaw-mi.com
Darrin Jerome, Deputy Chief Inspector	989-759-1423	djerome@saginaw-mi.com
Scott Nizinski, Code Enforcement	989-759-1544	nsnizinski@saginaw-mi.com
James Martin, Code Enforcement Inspector	989-759-1296	martin@saginaw-mi.com

Public Services

Phillip Karwat, Director	989-759-1662	pkarwat@saginaw-mi.com
Beth London, City Engineer	989-759-1413	blondon@saginaw-mi.com
Jennifer Miller, Assistant City Engineer	989-759-1418	jmiller@saginaw-mi.com
Michael Denome, Engineering Assistant	989-759-1684	mdenome@saginaw-mi.com
Paula Diem, Transportation Engineering Assistant	989-759-1684	pdiem@saginaw-mi.com

Building Safety

Christopher Vanloo, Fire Chief	989-759-1375	cvanloo@saginaw-mi.com
Ralph Martin, Fire Marshal	989-759-1374	rmartin@saginaw-mi.com

Saginaw Economic Development Corporation

Chris Domina, Economic Development Coordinator	989-759-1395	cdomina@saginaw-mi.com
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TIFA/LDFA

Lori Brown, Assessor	989-399-1311	lbrown@saginaw-mi.com
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Outside Agencies

The following agencies are involved in the development process within the City of Saginaw. Please feel free to use their assistance at any time throughout the development process.

Saginaw Future Inc.		
515 N. Washington, Saginaw, MI	1-989-754-8222	http://saginawfuture.com/
Michigan Department of Transportation		
5859 Sherman Road, Saginaw, MI	1-989-754-7443	http://www.michigan.gov/mdot/
Consumers Energy		
2400 Weiss St, Saginaw, MI	1-800-477-5050	https://www.consumersenergy.com/default.aspx
Saginaw County Road Commission		
3020 Sheridan Ave, Saginaw, MI	1-989-752-6140	http://www.scr-mi.org/
Miss Dig		
3285 W. Lapeer Rd, Auburn Hills, MI	1-800-482-7171	http://www.missdig.org/

Saginaw- 2017 Annual Boards and Commissions Meeting Schedule

<p>Saginaw City Council <u>6:30 pm</u> January 9 & 21*Strategic Session February 6 & 20 March 6 & 20 April 10 & 24 May 8 & 22 June 5 & 19 July 10 & 24 August 7 & 21 September 11 & 25 October 9 & 23 November 6 & 20 December 4 & 18</p>	<p>City Planning Commission <u>6:00 pm</u> January 24 February 28 March 28 April 25 May 23 June 27 July 25 August 22 September 26 October 24 November 28 December 19</p>	<p>Downtown Development Authority <u>3:30 pm</u> January 24 February 28 March 28 April 25 May 23 June 27 July 25 August 22 September 26 October 24 November 28 December 26</p>
<p>Saginaw Historic District Commission <u>4:30 pm</u> January 26 February 23 March 23 April 27 May 25 June 22 July 27 August 24 September 28 October 26 November 16 December 21</p>	<p>Zoning Board of Appeals <u>6:00 pm</u> January 4 February 1 March 1 April 5 May 3 June 7 July 5 August 2 September 6 October 4 November 1 December 6</p>	<p>Saginaw Economic Development Corporation <u>12:00 pm</u> January 12 February 9 March 9 April 13 May 11 June 8 July 13 August 10 September 14 October 12 November 9 December 14 (location TBA)</p>
<p>Saginaw Human Planning Commission <u>6:00 pm</u> January 18 February 15 March 15 April 19 May 17 June 21 July No Meeting August No Meeting September 7 October 18 November 15 December 20</p>	<p>Saginaw Riverfront Development Commission <u>5:00 pm</u> January 17 February 21 March 21 April 18 May 16 June 20 July – No Meeting August 15 September 19 October 17 November 21 December – No Meeting</p>	<p>Police and Fire Civil Service Commission <u>4:00 pm</u> January 5 April 6 July 6 October 5</p>

Master Plan

The master plan entails the City's intentions regarding land use. This plan outlines housing, community development, community services, and economic development activities. The plan encompasses a five year period and a review will take place in 2018. A future land use map for the City can be viewed on page 81 of the Master Plan.

[Click to view Saginaw's Master Plan](#)

Saginaw Zoning Map

Saginaw's zoning map provides overview of the whole city. It includes different zoning classifications according to how each area is defined for zoning purposes.

[Click to view Saginaw's zoning map and legal regulations](#)

Notification Procedures

Saginaw is very proactive when it comes to adhering to the Michigan Zoning Enabling Act. The City publishes notices in the Saginaw News and sends out mail notifications to anyone that is within 300 feet of a property that is requiring approval. This occurs 15 days before the next scheduled Planning Commission Meeting.

Why Develop in Saginaw?

Saginaw is committed to development projects. The City has put forth many incentives for developers. The Saginaw Economic Development Corporation (SEDC) is responsible for many projects within the City. They provide Capital needs to small businesses. The SEDC operates with the intention of developing economic enterprises and programs by offering loans to start-up businesses, existing businesses, or expanding businesses that are located or will locate in the City of Saginaw.

Saginaw offers many special tax treatments for different types of properties. Saginaw utilizes tax incentives such as (OPRA) which stands for Obsolete Property Rehabilitation Act. (OPRA) is a property tax exemption for commercial and/or commercial housing properties that are rehabilitated. Other tax exemptions include an (IFT) exemption which is a property tax exemption that goes to manufacturers for renovation and expansion of aging facilities, building of new facilities, and establishment of high technology facilities. Neighborhood Enterprise Zone Act (NEZ) is a property tax exemption for the development and rehabilitation of residential housing located within eligible distressed communities. The Downtown Development Authority (DDA) offers many possibilities to develop a business in the downtown area. The DDA's main goals are to increase property values within the City's business district

[Click to visit City of Saginaw website/Saginaw Economic Development Corporation](#)

[Click to view more about property tax exemptions](#)

[Click to learn more about the DDA](#)

What Applies to me?

First you must define the type of zoning district in which you are located. You should establish the type of development process in which you are undertaking. Follow the procedures included in this document and make sure to contact the appropriate person(s) for any questions you may have along the way.

Land Use Chart

Many will find this useful when it comes to understanding the concept behind the development process. The table below shows how the planning process works within the city along with the responsible parties.

[Click here to view Planning and Zoning part of Saginaw's website](#)

	Makes Recommendation	Approves			
	Planning	Planning Commission	City Council	Zoning Board Of Appeals	Staff
Site Plan		x			x
Special Use Permit		x			
Rezoning	x		x		
Text Change/Ordinance	x		x		
Zoning Compliance					x
Variance				x	
Appeal				x	

*The following projects such as site plan, special use permit, rezoning, text change, zoning compliance, variance and appeal may be eligible for review. Projects with an accessory building containing less than 1,000 SQ. FT. Changes in the use of a structure or land which does not require additional parking and does not involve exterior structural alterations are eligible for review.

Zoning Compliance

Preemptive to the developing stages of alternating any existing structure or use, it is advised that you consult with the City Associate Planner and/or the Chief Inspector in regards to the proper procedures you must take relating to your specific project.

Pre-Application Meeting

It is important that the applicant meets with city staff in order to be advised about certain things such as obtaining proper documents or whether or not they should go through the process. For any further questions please contact:

Michael Foust, Associate Planner
(989) 759-1303

Planning and Zoning Division
City Hall, Second Floor, Room 208
1315 S. Washington Avenue
Saginaw, MI 48601

Site Plan Review

[Click here for site plan application](#)

[Click to view Section 153.073 \(Site Plan Review\) of the Zoning Ordinance](#)

The Site Plan Review is a procedure used involving documents and drawings specified in the zoning ordinance. They are reviewed in order to make sure that the development proposal is in conjunction with local, state, and federal regulations. This plan shows the layout of proposed uses and structures. The purpose of the Site Plan Review is to promote the orderly development of the City, the stability of land values and development by the erection of structures or additions or alterations without proper attention to sitting and appearance. Prior to the erection of any structure in any zoning district in the City and any land use requiring special approval or any planned unit development, a site plan shall be submitted for review and approval. This review and approval shall be performed by the Associate Planner or by the City Planning Commission as follows:

Review by the Associate Planner:

- Residential structures having four or less dwelling units and accessory buildings, structures and uses
- A change in the use of a structure or land, which does not require additional parking and does not involve exterior structural alterations
- An accessory building containing less than 1000 sq. ft.
- An addition to an existing structure if such addition totals 25 percent or less of the floor area of the existing structure; and only if the exterior of the addition will be surfaced with material or materials which do not differ from the material or materials on the existing structure

Site Plan Review by the City Planning Commission:

- All other structures and uses of land or buildings shall be reviewed by the City Planning Commission.

See the Site Plan Review Checklist later in this Development Guide.

[Click here for information relating to Planning and Zoning](#)

Site Plan Review Timeline

Step	Process	Timing
Beginning	Contact zoning staff at city hall; understand what forms needed, and what zoning requirements apply.	Preemptive to submitting application.
Develop Application	Based off checklist found in this guide.	
Submittal of Application	Must be submitted to City Planning Commission staff. Make sure plan is in accordance with city rules. Send completed document as PDF. 9 copies of site plan, 3 copies of elevation plan at scale of not less than 1 inch equals 50 feet should be submitted.	30 days before next scheduled Planning Commission Meeting (Meet on the fourth Tuesday of each month).
Review	Appropriate departments will work together to analyze the plan. Planning Commission will review plan and approve it as presented, with conditions, return to applicant to make changes, or reject.	
Meeting	Meeting will be scheduled to review site plan with staff.	Within two weeks.
Approval	If site plan is approved, applicant will receive notification letter.	
Construction Drawings	Must be submitted to the Building Inspections Division after approval.	Can be submitted at any time during site plan review process

*A change in the use of a structure or land which does not require additional parking and does not involve exterior structural alterations, an accessory building containing one thousand square feet or less, an addition to an existing structure if such addition totals twenty-five percent or less of the floor area of the existing structure.

SITE PLAN REVIEW CHECKLIST

1. Name and address of applicant
2. Legal description of the property under review
3. Area of subject parcel of land in acres or square feet
4. Present zoning classification of the subject parcel
5. General description of the proposed development
6. Site plan drawn at appropriate scale 1" : 50' @ 3 acres or 1" : 100' over 3 acres
7. Site plan legend, north arrow, scale, date, name and address of preparer of the site plan
8. Lot lines, dimensions, angles, and size to correlate with legal description
9. Vicinity map to locate site
10. Location of buildings with finish floor grades
11. Size of main and accessory buildings
12. Show all existing buildings on the site
13. Height of all buildings and square footage of floor areas
14. Density schedule for multi-family developments showing dwelling units per acre, type of units and total number of units
15. Existing and proposed streets, driveways, sidewalks and other vehicle pedestrian circulation on and adjacent to the site. All removal/demolition sheets are to be shown on separate sheets from new/proposed construction
16. Location and size of all parking spaces, any required parking wheel stops, service drives, delivery and loading areas
17. Open space location, landscaping, screening, fencing, wells, topography changes, other natural features
18. Impact on adjacent property shown, adjacent structures, drives, and parking within 100'
19. On site lighting, drive accesses, sidewalk, signage, and landscaping
20. Topography of site at 2' contours
21. Surface water drainage and grading plan, and any plans for storm water retention
22. Drainage calculations including impervious calculations and proposed ten year event run-off calculations, including proposed retention
23. Water and sewer and other public utility connections and proposed utilities, including proposed material, structure details, and rim and invert elevations of all structures
24. If on a state highway, approval from MDOT-apply before submitting site plan
25. Distinguish between permeable and non-permeable ground
26. Location of existing drainage courses, floodplains, lakes and streams, with elevations
27. Typical cross-section of proposed roads, parking lots, sidewalks and driveways
28. Curb, sidewalk, and driveway details

CITY OF SAGINAW
SITE PLAN REVIEW FORM

DESCRIPTION AND TYPE OF DEVELOPMENT: _____

GENERAL LOCATION: _____

NAME OF DEVELOPMENT: _____

ZONING OF SITE: _____

NAME OF SPONSOR OF DEVELOPMENT: _____

ADDRESS: _____

TELEPHONE: _____

NAME OF OWNER OF PROPERTY: _____

ADDRESS: _____

TELEPHONE: _____

NAME OF SITE PLANNER: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF LEGAL OWNER

DATE

REVIEW FEE:

- | | |
|--|-------------------|
| 1. COMMERCIAL OR INDUSTRIAL PROJECT LESS THAN ONE (1) ACRE | \$250 |
| 2. COMMERCIAL OR INDUSTRIAL PROJECT EXCEEDING ONE (1) ACRE | \$400 + \$40/ACRE |
| 3. APARTMENT, TOWNHOUSE, MOBILE HOME PARK, OR OTHER MULTIPLE DEVELOPMENT | \$400 + \$5/UNIT |
| 4. OTHER TYPE OF NON-RESIDENTIAL DEVELOPMENT | \$250 + \$10/ACRE |
| 5. PLANNED DEVELOPMENTS | \$500 + \$5/UNIT |
| 6. FEE FOR REVIEW OF REVISED SITE PLANS | ½ OF ORIGINAL FEE |

AMOUNT PAID: \$ _____

DATE PAID: _____

SIGNATURE, ZONING-PLANNING STAFF: _____

Special Land Use Approval

Each zoning category lists special land uses which are not appropriate as permitted in that zone but might be allowable under certain conditions within that zone. To request a permitted use after special approval contact:

Michael Foust, Associate Planner

Planning and Zoning Division
City Hall Room 208
1315 S. Washington Avenue
Saginaw, MI, 48601
(989) 759-1303

The following uses shall be permitted subject to applicable site design standards and subject further to the approval of the City Planning Commission:

- All Permitted uses after special approval listed in each zoning district
- Uses either municipally operated or operated by publicly regulated utilities or uses traditionally affected with a public interest
- Uses entirely private in character but of such an unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities

The Steps that should be followed for this process are the same as the Site Plan Review process, with a couple of exceptions.

- An application form for a permitted use after special approval along with the site plan review form has to be filed at least 30 days before the next Planning Commission meeting. (Commission meets the fourth Tuesday of every month.)
- City staff will publish a notice of public hearing in the Saginaw News and also mail a public hearing notice to owners and occupants of property within 300 feet of the proposed special land use
- The filing fee to request a permitted use after special approval is \$300.

City must notify property owners located within 300 feet of the property applying for a special use 15 days in advance. The notice will be placed in the Saginaw News and sent through mail.

CITY PLANNING COMMISSION APPEAL APPLICATION

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

DESCRIPTION OR TYPE OF DEVELOPMENT: _____

TYPE OF APPEAL:

PERMITTED USE AFTER SPECIAL APPROVAL

NON-CONFORMING USE SUBSTITUTION

INTERPRETATION OF TEXT OF THE ZONING CODE

APPELLANT'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

WRITTEN DESCRIPTION OF THE PROPOSED STRUCTURE OR USE

APPELLANT'S REASON WHY THE APPEAL SHOULD BE GRANTED

PROJECT DURATION:

START: _____ COMPLETE: _____

THE APPELLANT SHOULD ALSO COMPLETE THE SITE PLAN REVIEW FORM AND INCLUDE ALL INFORMATION REQUIRED TO OBTAIN SITE PLAN APPROVAL.

FILING FEES:

PERMITTED USE AFTER SPECIAL APPROVAL\$300
NON-CONFORMING USE SUBSTITUTION\$300
INTERPRETATION OF TEXT OF THE ZONING CODE\$250

AMOUNT PAID: _____ DATE PAID: _____

SIGNATURE OF APPELLANT OR AGENT: _____

SIGNATURE OF PLANNING & ZONING STAFF: _____

Zoning Amendments

[Click here to obtain zoning amendment application and for further information](#)

[Click here to view Saginaw zoning map](#)

Zoning is the process of taking multiple areas of the city and organizing them into various groups. By organizing them into groups the City is able to put different regulations and apply laws to each zone. Sometimes there are certain exceptions that can be made within a district. The petitioner must justify why they feel a particular amendment would be appropriate. Please take into consideration that there is a \$300 filing fee in order to request a zoning amendment. The fee can be paid at the City Clerk's office at the time the petition is filed.

To request a Rezoning or Zoning Amendment contact:

Michael Foust, Associate Planner

Planning and Zoning Division
City Hall Room 208
1315 S. Washington Avenue
Saginaw, MI, 48601
Telephone: (989) 759-1303

Zoning Amendment Timeline

Step	Process	Timing
Beginning	Requests for zoning amendments are made through City Clerk's Office. Obtain proper forms from City Clerk's office or Planning and Zoning Division. You are advised to contact Associate Planner first.	Preemptive to submitting application.
Pre-Application Meeting	Applicant discusses their case with City staff and they identify applicable regulations.	
Submittal of Rezoning petition	If applicant proceeds with the process they can submit a rezoning petition to the City Clerk's Office.	30 days before next scheduled Planning Commission Meeting.
Review	City Clerk forwards petition to City Council. Council refers application to City Planning Commission for a public hearing. City Planning Commission makes the recommendation to City Council.	Notification is given to affected owners and occupants of potential rezoned district at least 15 days before public hearing.
City Council Review	City Council reviews the recommendation and makes final decision.	At least 28 days for council review.
Approval	If approved, applicant receives letter from City Clerk notifying them of approval.	

City Planning Commission: Power and Duties

The Commission shall hear and decide appeals or requests including, but not limited to, the following

1. Permitted Uses requiring special approval
2. Nonconforming use substitutions
3. Site plan review
4. Rezoning petitions

REZONING APPLICATION

LEGAL DESCRIPTION OF AREA PROPOSED FOR REZONING

GENERAL LOCATION (ADDRESS OR LOT & BLOCK NUMBER, AND STREET) OF AREA PROPOSED FOR REZONING:

EXISTING ZONING:

PROPOSED ZONING:

EXISTING USE:

PROPOSED USE IF REZONED:

CIRCULATOR/PETITIONER (PLEASE PRINT)

NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

SIGNATURE: _____ DATE: _____

REZONING APPLICATION – PAGE 2

NAME

ADDRESS

DATE

ATTACH ANY ADDITIONAL INFORMATION OR DRAWINGS

FEES: A FEE OF THREE HUNDRED DOLLARS (\$300) SHALL BE PAID FOR ANY REZONING REQUEST OR ZONING CODE TEXT AMENDMENT.

REQUEST REVIEWED BY: _____

PETITION NUMBER: _____

Zoning Board of Appeals

[**Click here to view information about planning and zoning**](#)

[**Click here to download zoning appeal application**](#)

[**Click here to view Zoning Variances, Chapter 153. 621**](#)

This process is used when an applicant is seeking a variance from the regular provisions of the zoning code. There have been cases where adhering to zoning code caused hardship or practical difficulty for a property owner, due to their unique situation.

The Zoning Board of Appeals main purpose is to examine requests for special exceptions and variances from the zoning code such as off-street parking, construction below flood level in floodway areas, grant approval for temporary buildings and uses, and allow the expansion of a non-conforming building or structure. The Zoning Board of Appeals answer questions regarding the interpretation of zoning.

Types of variances:

Use Variance: A use variance permits a use of land that is otherwise not permitted in the zone in which the property is located.

Non- Use Variance: A non-use variance allows for modification of the regular provisions of the zoning code for height, size, setback, lot coverage, and other physical requirements of the zoning code.

Set Back Variance: Allows for when a proposed structure is too close to a lot line.

Lot Coverage Variance: Allows for when too much of lot may be covered by buildings.

Filing fees are located on page 23.

To request a variance, special exception, district boundary interpretation, or if you have any questions please contact:

Michael Foust, Associate Planner

Planning and Zoning Division
City Hall, Room 208
1315 S. Washington Avenue
Saginaw, MI, 48601
Telephone: (989) 759-1303

Zoning Board of Appeals Timeline

Step	Process	Timing
Beginning	Contact Associate Planner. Discuss proposed appeal with Planning and Zoning staff.	Preemptive to submitting application.
Application Submittal	Submit completed application to the Planning and Zoning Division.	At least 30 days prior to scheduled meeting.
Public Hearing	Appeal should be presented to the board at hearing by the appellant or designated person that has knowledge of the request.	Zoning board of appeals meets first Wednesday of each month at 6:00 P.M. in Council Chamber at City Hall.
Granting of appeal by Zoning Board of Appeals	If granted, applicant must apply for a building permit or certificate of occupancy.	Within six months of hearing date.
Approval	If approved, applicant must submit a site plan to the Planning Commission or contact Inspections at City Hall in order to acquire information on what is needed for a building permit.	

*Please note that the Zoning Board of Appeals meets on the first Wednesday of each month at 6:00 PM in Council Chamber at City Hall. Also a representative must be present at the meeting for appeal to be heard by the Zoning Board of Appeals. A signature on the application gives an inspector or Planning and Zoning official permission to enter property.

BOARD OF APPEALS ON ZONING APPLICATION

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

DESCRIPTION OF PROJECT: _____

REASON FOR APPEAL: _____

ZONING DISTRICT: _____

TYPE OF APPEAL:

VARIANCE _____ SPECIAL EXCEPTION _____

INTERPRETATION OF A ZONING BOUNDARY _____

APPELLANT'S NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

OWNER'S NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

ARCHITECT, ENGINEER, OR CONTRACTOR'S NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

DATES TO REMEMBER: FILE BY: _____ **NEXT MEETING:** _____

WRITTEN DESCRIPTION OF THE PROPOSED STRUCTURE OR USE

APPELLANT’S REASON WHY THE APPEAL SHOULD BE GRANTED

PROJECT DURATION: START: _____ COMPLETE: _____

FILING FEES:

VARIANCE.....	\$250
VARIANCE INVOLVING OWNER OCCUPIED SINGLE FAMILY.....	\$35
INTERPRETATION OF A ZONING BOUNDARY.....	\$250
SPECIAL EXCEPTION	\$250

ADDITIONAL MATERIAL THAT MUST BE SUBMITTED WITH THIS APPLICATION

SITE PLAN - SHOW ALL PROPERTY LINES, BUILDINGS, PARKING AREAS, AND SIGNS ON THE PROPERTY.

FRONT & SIDE ELEVATIONS - SHOW HOW THE BUILDING(S) WILL APPEAR AS ALTERED. IF THE APPEAL INVOLVES A REQUEST FOR SIGNAGE, A DRAWING OF THE PROPOSED SIGN WILL ALSO NEED TO BE SUBMITTED.

FLOOR PLANS – SHOW ALL ROOMS, DOORS AND WINDOWS. ROOM SIZES AND THE FLOOR AREA OF EACH STRUCTURE I.E., DWELLING UNIT, ACCESSORY BUILDING, BUSINESS UNIT MUST ALSO BE PROVIDED.

PHOTOGRAPHS – INCLUDE AT LEAST TWO (2)

AMOUNT PAID: _____ DATE PAID: _____

SIGNATURE OF APPELLANT OR AGENT: _____

SIGNATURE OF PLANNING & ZONING STAFF: _____

Historic Districts and Historic District Commission

The Saginaw Historic District Commission was established by ordinance in 1987. The Commission is responsible for reviewing all plans for construction, alteration, repair, moving, or demolition of structures or signs in the City's three local historical districts. The Commission was established in order to assist property owners in their rehabilitation and improvement efforts.

Commission Review: Any proposed project which will affect the outside appearance of any structure or its surrounding lot located in the Heritage Square Historic District, Old Saginaw City Historic District, or the North Michigan Historic District must be reviewed and approved by the Saginaw Historic District Commission. Districts can be located at following link

[Click here to view Saginaw's Historical Districts](#)

Examples include

- Building Additions
- Signs
- Garages & Carports
- Demolitions
- Siding
- Roofing
- Awnings
- Parking Lots
- Fences
- Tree plantings and removal

Michael Foust, Associate Planner

Planning and Zoning Division
(989) 759-1303
City Hall, Second Floor, Room 208
1315 S. Washington Avenue
Saginaw, MI 48601

Regular meetings of the Commission are held on the fourth Thursday of each month at 4:30 P.M. in the council chamber at City Hall.



HISTORIC DISTRICT COMMISSION APPLICATION Request for Certificate of Appropriateness

All applications are due no later than Friday preceding the Historic District Commission meeting

CASE NUMBER: _____

PROPERTY ADDRESS: _____

HISTORIC DISTRICT IN WHICH PROPERTY IS LOCATED:

HERITAGE SQUARE OLD SAGINAW CITY MICHIGAN AVENUE SINGLE ENTITY

APPLICANT / OWNER NAME: _____

ADDRESS: _____

TELEPHONE: _____

ARCHITECT / ENGINEER / CONTRACTOR'S / NAME:

ADDRESS: _____

TELEPHONE: _____

GENERAL DESCRIPTION OF PROJECT:

- NEW CONSTRUCTION
- EXTERIOR ALTERATIONS AND / OR REPAIRS
- MOVEMENT OR DEMOLITION OF A STRUCTURE
- SIGN INSTALLATION

PROJECT DURATION

(You must enter dates per MI Act PA169)

START: _____

COMPLETE: _____

Stille-DeRossett-Hale Single State Construction Code Act

(This item **MUST BE INITIALED** for your application to be **PROCESSED**)

Public Act 169, Michigan's Local Historic Districts Act, was amended April 2004 to include the following language: "the applicant has certified in the application that the property where the work will be undertaken has, or will have before the proposed completion date, a fire alarm or smoke alarm complying with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 to 125.1531."

Please initial here: _____

APPLICANT'S / OWNER'S PRINTED NAME: _____

APPLICANT'S / OWNER'S SIGNATURE: _____

DATE*: _____

* This application will not be considered complete unless all items in the application check list are included in the packet that is presented to the Historic District Commission. Should any item(s) not be present at the Historic District Commission meeting, this application for work will be postponed until the next regularly scheduled Historic District Commission meeting when the completed application will be considered.

Note:

The completed application should be returned to the City of Saginaw Inspections Department

Public Act 169, Michigan's Local Historic Districts Act, states a 60 day moratorium once an application is considered complete by the historic commission for review:

399.209 Sec. 9. (1) The commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the inspector of buildings or other delegated authority. A permit shall not be issued until the commission has acted as prescribed by this act. If a permit application is denied, the decision shall be binding on the inspector or other authority. A denial shall be accompanied with a written explanation by the commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within 60 calendar days after the date a complete application is filed with the commission, unless an extension is agreed upon in writing by the applicant and the commission, shall be considered to constitute approval.

APPLICATION CHECK LIST

Attachments and Check All That Apply:

- Photographs depicting the historic property and existing conditions
- Site Plan - one set of scaled drawings explaining the proposal, with dimensions shown, and depicting existing and proposed elevations and site plan. The drawings should also include cross-sections, details, and specifications, as needed to accurately determine the final outcome of the project. The drawings must be legible, and a limit of one view (elevation, plan, section, etc.) per page is recommended.
- Detailed materials list, specifications, and other pertinent product information (detailing roofing, siding, foundation, doors, windows, trim, masonry, etc.)
- Window Worksheet (if applicable) – for proposed changes involving window replacement or alteration.
- Drawings of proposed sign – include size, material, and location on property.
- Other information you wish to submit or as identified during review with staff.
- All information is presented on 8 1/2 x 11" paper

Staff signature: _____

Requirements for Obtaining Building Permits From the City of Saginaw

[Click here to view information regarding code enforcements in the City of Saginaw](#)

Residential Construction projects

Residential construction projects - Applies to one and two family residential houses with *less than* 3,500 square feet.

- Building Permit/Plan Review Application
- Minimum of two sets of plans that include the following: Foundation and floor plans, roof and wall section, building elevations and site plan.

In order to better understand the process of building in a residential zone the city has other available educational resources.

Commercial Construction Projects

Commercial construction includes one and two family residential structures with *more than* 3,500 square feet.

- Building Permit/Plan Review Application:
- Plan Review fee
- Two sets of plans AND specifications, with original signature and seal of an architect or engineer registered in the State of Michigan.

Premanufactured Homes

- Building Permit/Plan Review Application
- Minimum of two sets of plans for the foundation and the method of anchoring the unit to the foundation
- Site plan.
- For Michigan approved premanufactured units; two copies of the “Building System Approval” and the approved plans must be submitted.

Instructions for Completing Application *Applies to building permits

Page 1 of the application: complete all applicable sections. Note section II (C). If the homeowner is doing the construction, enter “Homeowner” in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, section VI of the application: Must be completed by the permit applicant and signed.

Section VII: Must be completed by the local governmental agency (city/township) for zoning (environmental) approval.

Building Permit Fees

Building permit fees can be obtained from the City of Saginaw by calling the Inspections division at 989 759-1421.

The following information is required:

- Total square footage of the structure
- Use group (example, “R-3” use group for single family homes, “U” use group for detached garages, pole barns, etc.)
- Type of construction (“5B” for wood frame construction).

Please note if you submit your building permit application and plans without money, your application will be put on hold until such time that the fee is paid.

When to Call for an Inspection

Please call the building inspector’s telephone number listed on your building permit at least two days prior to the time you need an inspection. A minimum of three inspections are required on most structures. It is the permit holders’ responsibility to call for inspections, prior to the construction being covered.

- **Footing Inspection:** Prior to pouring concrete in piers, trenches and formwork.
- **Backfill Inspection:** Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.
- **Final Inspection:** Scheduled upon completion of the building or structure, and before occupancy occurs.

Building Codes

Residential Buildings (Single Family, Duplex or Townhouses)

Building	2015- Michigan Residential Code (MRC)	Effective February 8, 2016
Electrical	2015- Michigan Residential Code (MRC)	Effective February 8, 2016
Plumbing	2015- Michigan Residential Code (MRC)	Effective February 8, 2016
Mechanical	2015 Michigan Residential Code (MRC)	Effective February 8, 2016
Energy Code	2015- Michigan Uniform Energy Code	Effective February 8, 2016

Commercial Buildings

Building	2012 Michigan Building Code (MBC)	Effective October 9, 2014
	2012 Michigan Rehab Code Existing Buildings	Effective October 9, 2014
	2012 International Fire Code (IFC)	
Accessibility	2003 ICC/ANSI A117.1	Effective October 9, 2014
Electrical	2011 Michigan Electrical Code (MEC)	Effective July 1, 2013
Plumbing	2012 Michigan Plumbing Code (MPC)	Effective January 17, 2014
Mechanical	2012 Michigan Mechanical Code (MMC)	Effective September 27, 2013
	2012 International Fuel Gas	Effective September 27, 2013
Fire Code	2009 International Fire Code (IFC)	Adopted
	2009 International Fire Code (IFC) Appendix	Adopted
Sprinkler	2010 NFPA-13 (Commercial Buildings)	Reference Standard 2012 MBC
	2010 NFPA- 13R (Residential Buildings)	Reference Standard 2012 MBC
	2010 NFPA- 13D (One & Two Family Buildings)	Reference Standard 2012 MBC
Fire Alarm	2010 NFPA-72	Reference Standard 2012 MBC
Comm. Hood	2009 NPFA-17 (Kitchen Hoods)	Reference Standard 2012 MBC
Energy Code	MUEC Part 10a R408.31087 to R408.31099	Effective October 9, 2014

Business Licenses

Businesses must acquire a license from the City Clerk prior to beginning operations. These licenses can be acquired Monday through Friday; 8:00 am to 4 pm. City Clerk will verify with Associate Planner whether business is permissible for operations. To begin the process of obtaining the business licenses, please contact the City Clerk's Office.

[Click here to view Saginaw City Clerk information](#)

Liquor Licenses

In order to serve alcohol a business must be approved for a liquor license with both the Michigan Liquor Control Commission and the City of Saginaw. Contact the City Clerk's Office for assistance regarding getting a liquor license.

[Click here to view Liquor Control Commission portion of Michigan's website](#)

City Clerk's Office
City Hall Room 102
1315 S. Washington Avenue
Saginaw, MI, 48601
(989) 399-1311

Summary of Development Guide

Ultimately, this guide was written in hopes of helping a potential developer to navigate the development process within the City of Saginaw. The guide was created to be user-friendly and simple to understand. The development guide is a very important part of helping to ensure future development within the City of Saginaw.

Included:

- City Contacts
- Outside Agencies
- Meeting Schedules
- Documents entailing other processes
- Zoning Districts
- Land Use Classification
- Site Plan Review
- Special Land Use
- Zoning Amendments
- Zoning Appeals
- Numerous Applications
- Requirements for obtaining building permits
- Inspections
- Business/Liquor Licenses

We want to reiterate the importance of utilizing city services and proper contacts can be found in the City Contacts section of the guide.

The following pages outline the City of Saginaw's:

- Zoning Districts classification
- Land Use classification

This information can also be found in the City of Saginaw's Master Plan.

Excerpt from the City of Saginaw's Master Plan

Zoning Districts

The City of Saginaw is divided up into fourteen specific zoning districts. These districts are briefly described below.

R-1, Single Family Residential

This district is intended primarily for single family dwellings but also allows neighborhood uses such as schools and parks. In addition, the City Planning Commission may also allow such uses as hospitals and churches as a special land use.

R-1A, Agricultural Residential

This district has open agricultural land as its principal use of land and also allows single family residential development. In addition to those uses specified as principal uses that are permitted in the R-1 District, the following are types of uses that are allowed in the R-1A Zone: Farms, Golf Courses, and Colleges. In addition, the Planning Commission may allow such uses as fairgrounds, thoroughbred horse and harness racing, cemeteries, and private museums as special land uses.

R-2, Two Family Residential

The two family district allows single family dwelling and two family dwellings and the same institutional uses that are allowed in the single family district. A minimum lot size of 7,200 sq. ft. is required for a two family dwelling in this district. In addition, the Planning Commission may also allow three and four unit dwellings, private museums, day care centers, and adult foster care small group homes as special land uses. A minimum lot size of 8,200 sq. ft. is required for a three unit dwelling and 9,200 sq. ft. is required for a four unit dwelling.

R-3, Low Density Multiple Dwelling Residential

This district is designed primarily for single family and two family dwellings and low density multiple family dwellings. In addition to single, two, and multiple family dwellings, this district also allows adult foster care small and large group homes, boarding and rooming houses, nursing homes, day care centers and hospitals. The lot size required for dwelling in this district is 4,000 sq. ft. for the first dwelling unit on the lot and 1,200 sq. ft. for each additional dwelling unit on this lot. This district also allows charitable institutions and membership clubs as special land uses.

R-4, High Density Multiple Dwelling Residential

This district is for high density residential uses such as high rise apartment buildings. The only R-4 districts presently in the City of Saginaw are the blocks which are occupied by the City's elderly housing high rise apartment structures. All uses allowed in the R-3 district are allowed in the R-4 district and all special land uses allowed in the R-3 district are also allowed in the R-4 district as special land uses.

RO-1, Restricted Office

This district is intended for multiple-family residential and also permits office uses if the City Planning Commission approves a special land use. Permitted uses in this zone include dwellings containing four or less units, foster care homes, hospitals, day care centers, senior citizen centers and off street parking areas. Special land uses in this zone include dwellings containing more than four units, barber and beauty shops, business offices, medical offices, labs and clinics, financial institutions, veterinary offices, funeral homes, and churches.

RMU, Riverfront Mixed Use

The Riverfront Mixed Use District as identified on the City Zoning Map is a transitional area of the River Front and Washington Avenue Corridor, which is intended for new commercial, office, residential, park, recreation and marina development. Industrial and converted multi-family residential uses will be phased out over time and will be treated as nonconforming uses.

B-1, Local Business

This zone is intended to permit retail business and service uses which are needed to serve the nearby residential area. This zone permits residential uses, offices, retail shops, barber and beauty shops, membership clubs and off street parking areas. This zone also allows automobile service stations and drive-in restaurants as special land uses with approval by the City Planning Commission.

B-2, General Business

This district is intended to permit a wider range of business and entertainment activities than those permitted in the B-1 OR B-1A Districts. In addition to the uses allowed in the B-1 district the following uses are also permitted: service establishment of an office, showroom, or workshop nature, assembly halls, automobile service stations, automobile repair including body shops, bus terminals, business schools, department stores, bowling alleys, arcades, hotels and motels, printing companies, auto garages, and off street parking. In addition the following uses are allowed as special land use: adult book stores, automobile wash establishments, massage parlors, drive in restaurants, used car lots, wholesale stores and warehouses.

B-3, Central Business

This district is intended primarily for central shopping and merchandising activities that serve the entire community or large sections thereof. This district does not require off street parking facilities due to its location. This zone allows all uses which are permitted in the B-2 zone, except automobile service stations, which are allowed in the B-3 zone only after approval of a special land use by the City Planning Commission.

M-1, Light Industrial

The intent of this district is to allow certain industries, which are of a light manufacturing, warehousing, and wholesaling character. Examples of uses allowed in this zone include building supply, contracting firms, labs, tool and die shops, sheet metal

shops, automobile repair, wholesale and warehousing. This district also permits automobile service stations, barber and beauty shops, eating and drinking establishments, and hotels and motels after approval of a special land use by the City Planning Commission. Dwelling units are not allowed in this district.

M-2, General Industrial

The intent of this district is to permit general industrial uses to locate in desirable areas of the city. The uses are primarily of an intensive manufacturing, assembling, and fabricating character. In addition to M-1 uses, the following are also permitted in the M-2 district: manufacture of motor vehicles and parts, foundries, metal stamping, lumber planing mills, paint manufacturing, steel fabrication, electroplating, heat treating, and beauty shops, eating and drinking establishments, and hotels and motels, chemical plants, fertilizer warehouses, junk yards, mining, and slaughter yards as special land uses with approval from the City Planning Commission.

M-3, Heavy Industrial

The intent of the M-3 Heavy Industrial district is to permit intensive manufacturing, assembling and fabricating industries, including large-scale or specialized industrial operations. All uses permitted in the M-2 zone both as principal permitted use and special land uses are permitted in the M-3 zone as a matter of right, after site plan approval by the City Planning Commission.

[Click here to view legal documents relating to each zoning district](#)

Land Use Classification

There are numerous areas in Saginaw which are used for varying purposes. The City offers countless areas that allow for various intended uses and are reasonably priced in order to get people to come to the City and retain the current population. This section will be helpful for getting an idea on what type of land use applies to you.

Property Classification	Parcels	Percent
Residential: Ownership Units	17,146	64.9%
Higher-Intensity Residential: Registered Rentals	4,875	18.5%
Demolished/Vacant	1,877	6.35%
Commercial	1,852	6.25%
Industrial	342	1.29%
Religious Institution	279	1.06%
Governmental (includes parks)	245	0.93%
Hospital	58	0.22%
Educational Institution	58	0.22%
Library & Museum	13	0.05%
Agriculture	4	0.02%
unclassified	63	0.24%
Total	26,412	100%

Residential: Ownership Units

The Residential Ownership Unit land use category includes all owner occupied residential parcels in the City comprised with single-family homes and is the most prevalent use in the City. Most of these parcels are in R-1 and R-2 residential zoning districts for residential ownership. The R-3 and R-4 districts are regulated by zoning requirements and are relatively small, with lot widths ranging from 50-feet to 100-feet, permitting about three to six units per acre. This relatively dense urban development pattern is consistent throughout the City.

Registered Rentals

This area is a diverse land use category that includes all renter-occupied residential units registered with the City via its Non-Owner Occupied Dwelling Registration Application. Application must be filled out for all rentals. This use takes on many forms situated on residential and commercial properties and they are widespread throughout the City. In particular, this category includes

- 97.3% of the parcels (4,745) have residential property class code
- 2.7% of the parcels (129) have a commercial property class code

Most of the structures are former single-family residences, which in some cases includes the entire structure itself for rent as a single residence, or more likely, single structures

divided with multiple units available for rent. Also included in this category are duplexes and traditional apartment complexes. This category does not include senior care facilities such as nursing homes which are classified as commercial.

Commercial

The commercial category is predominately occupied by retail sales or service establishments such as shopping and restaurants. It may include offices such as financial institutions, gas stations, convenience stores, medical and dental practitioners, and personal service establishments such as barbers and hair salons. Also included are post offices and senior care facilities such as nursing homes. While commercial is found throughout the City, it is mostly concentrated along the Washington and Genesee corridors; in the Old Town area along Court, Michigan, and Hamilton; the North Michigan Avenue Corridor north from Madison to Genesee; Court street northwest from Michigan Avenue to Alexander; the State and Davenport one-way pairs from Bay to Mackinaw; Gratiot from South Michigan to Elm Street, and the stretch of offices along South Michigan from Mackinaw to Fraser. Commercial construction is allowed in B-1 (local business), R-1A (single family residential), B-2 (general business), and the Riverfront Mixed Use District.



Industrial

The industrial category includes a large range of industrial operations such as manufacturing, assembling, and other high impact activities. Also included are light industrial uses such as warehousing, wholesaling, and boat docks, railroads, and utility substations. The major industrial use in Saginaw is GM's Metal Casting Operations. Other industries in the City include Mahar Tool Supply, Fullerton Tool, and U.S. Graphite.



Religious Institution

This category includes places of worship and related educational facilities. These uses are located throughout the City and are typically integrated into nearby neighborhoods. Many of Saginaw's churches contribute to the overall character of various neighborhoods due to their distinct architectural styles. For example, one of the distinctive features of Old Town is the number of church steeples that are visible on the City's horizon. Also, St. John's Episcopal Church on Hancock Street is on the National Register of Historical Places.



Governmental

Included in this category are federal, state, county, and city offices and facilities. The Children's Zoo is included as well, as it is land owned by the City but leased by the Zoo, the Dow Event Center, and cemeteries.



Hospital

The Hospital category includes Saginaw's three primary medical centers; Covenant Health Care, St. Mary's of Michigan, and the Aleda E. Lutz VA Medical Center. Also included are smaller medical operations such as Health Delivery, Inc.



Educational Institution

This category includes all public school facilities owned and operated by the Saginaw Public School District, including the Saginaw Arts & Sciences Academy.



Library and Museum

The Library and Museum category includes all public libraries owned and operated by Public Libraries of Saginaw, including all museums and related operations in the City such as the Mid-Michigan Children’s Museum, Pit and Balcony Community Theater, the Saginaw Art Museum, and the Saginaw County Castle Museum.



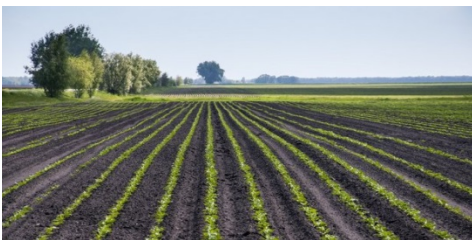
Parks

The Parks category includes all parks and recreation lands owned and operated by the City of Saginaw. The bulk of the City’s parks are along or near the east side of the Saginaw River. Some of the main parks in the City include Hoyt Park, Ojibway Island, Bliss Park, Deindorfer Woods, Pothoff Park, Crayola Park, and Wickes Park.



Agriculture

The Agriculture category includes four flood prone parcels located at the southern end of the City along the Saginaw River that are actively farmed for crops.



Saginaw River

The Saginaw River stretches for almost 6.7 miles through the City. The River is an important shipping route and is one of Michigan’s few inland navigable rivers. It is popular with recreational boaters and anglers and home to the annual “Shiver on The River” walleye ice fishing contest.



Vacant

This category includes open vacated land, but not land with closed or vacant buildings such as schools and other underutilized buildings. The area of vacant land is around 1,677 parcels which was created by the City Demolition Program. In total the City classifies 5,350 parcels as vacant, which include surface parking lots and other non-developed uses.

