



# CITY OF EVART ZONING

## GUIDE TO DEVELOPMENT

FOR QUESTIONS ON ANY OF THE ZONING PROCESSES  
PLEASE CONTACT:

City Manager: Pepper Lockhart (231) 734-2181

City Clerk: Andrea Grupido (231) 734-2181

*At Home. By Nature.*

City of Evart 200 S. Main Street, MI 49631

[www.evart.org](http://www.evart.org)

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**SECTION 1: KEY CONTACT INFORMATION**

**City Manager**

Pepper Lockhart, City Manager | (231) 734-2181 | pepper.lockhart@evart.org

**Public Works**

Don Duncan, Director | (231) 372-0010 | dpw-director@evart.org

**City Clerk**

Andrea Grupido, City Clerk | (231) 734-2181 | cityclerk@evart.org

**Assessor**

David Kirwin, Assessor | (231) 259-5407 | david.kirwin@evart.org

**Main Street | Downtown Development Authority**

Todd Bruggema, Director | 231-734-0185 | ddadirector@evart.org

**Department of Building Safety (Osceola County)**

(231) 832-6117 | building@osceolacountymi.com

**SECTION 2:      BOARDS AND COMMISSIONS**

**City Council**

Meets every first and third Monday of the month at 8:00pm with a pre-council workshop at 7:30pm.      Staff Liaison:  
Pepper Lockhart (231) 734-2181

**Planning Commission**

Meets every fourth Monday of the month at 5:30pm.      Staff Liaison:  
Pepper Lockhart (231) 734-2181

**Zoning Board of Appeals**

Meets as needed.      Staff Liaison:  
Pepper Lockhart (231) 734-2181

**Downtown Development Authority**

Meets the second Tuesday of the month at 8:00am.      Staff Liaison:  
Pepper Lockhart (231) 734-2181

**Board of Review**

Meets in March, July, and December.      Staff Liaison:  
David Kirwin (616) 259-5407

**Historic District Commission**

Meets every quarter at 4:30p.      Staff Liaison:  
Andrea Grupido (231) 734-2181

### SECTION 3: APPROVAL AUTHORITIES TABLE

It is important that developers and residents understand the different local authorities who will approve, or decline submitted applications. While the application and approval process will be discussed with the Zoning Administrator at pre-application meetings, this table provides a general view of what local authorities will be reviewing their applications.

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ZONING OR PERMIT APPLICATIONS	APPROVAL AUTHORITIES TABLE	Zoning Administrator	Planning Commission	Zoning Board of Appeals	City Council	Osceola County Department of Building Safety
	Zoning Permit	X				
	Site Plan Review (Level A)	X				
	Site Plan Review (Level B)	X (Recommendation)	X (Approval)			
	Special land Use		X			
	Planned Unit Development		X			
	Rezoning Ordinance Amendment		X (Recommendation)		X (Approval)	
	Variance			X		
	Appeal			X		
	Building, Electrical, and other Construction Permits					X

## **SECTION 4: PLANNING AND ZONING**

### **APPLICATION SUBMISSION**

The zoning ordinance regulates the usage of properties and buildings while determining the parameters for new construction or installation in the City of Evert. Regulations can be city-wide or can be specific to the zoning ordinance. To view the full zoning ordinance, please see:

[City of Evert Zoning Ordinance](#)

### **ZONING MAP**

The zoning map displays the different zoning districts that are established in the City of Evert. Zoning districts regulate specific uses, designs, and layouts for developments. Please consult the zoning map to determine what uses may be permitted at your site:

[City of Evert Zoning Map](#)

### **ZONING SCHEDULE OF USES, AREA, HEIGHT, AND PLACEMENT REQUIREMENTS**

The zoning ordinance has information on the permitted uses for each zoning district in both residential and non-residential/mixed zones, as well as requirements/restrictions on development dimensions and lot sizes. Reading the zoning ordinance will help developers better understand the functions permitted for sites in each zoning district. For questions regarding the schedule of uses, area, height, and placement requirements, please contact the Zoning Administrator. To learn more about dimensional and use variances, see their respective sections in this guide.

Review more information on districts here: [City of Evert Districts](#)

Review more information regarding standards generally applicable to all districts here: [City of Evert Zoning Standards](#)

### **MASTER PLAN**

The City of Evert Master Plan serves as an extension of the community's visions and goals for planning and land use. While the document does not explicitly regulate development in the city, it provides insight into what improvements or projects residents and business owners want to see in their community. The Master Plan is updated once every five (5) years, keeping the document current with the perspectives of community stakeholders.

Applications of larger developments such as planned unit developments and special land use require locations, design, and uses compliant with the Master plan. It is highly encouraged for developers to review the plan to ensure their proposed construction aligns with the community's vision for Evert.

Review the Master Plan here: [City of Evert Master Plan](#)

## **FEE SCHEDULE**

The fee schedule located at [THIS LINK](#) provides costs for applications submitted for Planning and Zoning approval. Further, the fee schedule also provides hyperlinks to the applications necessary for development, and the zoning ordinances relevant to the applications.

## **PRE-APPLICATION MEETINGS**

While not required, successful projects often begin with a pre-application meeting. Pre-application meetings serve to communicate clear expectations for application packages, informing the developer or key representative of specific codes or regulations they need to meet in all steps of the application, review, and development. With expectations transparent and predictable, developers can save valuable time and money in creating an application package that is complete and ready for review. This is also an opportunity to explore larger-scale matters like infrastructure needs, qualifications for tax abatements, the tax implications of different developments, and local incentives that might be available. The Zoning Administrator will include the City Manager, assessor, Director of Public Works, and other key staff as may be appropriate for the project. To the extent permitted by the Freedom of Information Act, these conversations will be kept confidential until the owner is ready to submit formal documents.

## **NOTIFICATION PROCEDURES**

When certain development actions require a notification procedure complaint with the Michigan Zoning Enabling Act (P.A. 110 of 2006, as amended), the City of Ewart will publish notifications in a newspaper of general circulation and mail/hand deliver notification to the subject property and all persons owning property within 300 feet of the boundary of the subject property at least fifteen (15) days before the hearing. All occupants of apartment buildings within the 300 ft. boundary will be notified if the apartment has fewer than twelve (12) units. Notices will describe the nature of the request or application review, identify subject property, state where and how the request or application review is being considered, and will indicate how written responses are being collected for the public hearing.

For more information on how public input is gathered in the planning and development review processes, view the Public Participation Plan here: [City of Ewart Public Participation Plan](#)

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## SECTION 5: REZONING

### What can initiate a rezoning?

An amendment to change zoning district boundaries can be launched by property owners (or residents with the permission of property owners), Planning Commission, or City Council.

### What is needed to initiate a rezoning?

Applications for rezoning must include a rezoning application form, legal descriptions of the property, a site analysis, a written evaluation on how the proposed rezoning complies with the City of Evert Master Plan, and the necessary fee as described in the fee schedule. A pre-application meeting with the Zoning Administrator is recommended to discuss the level of detail and analysis that is involved in the rezoning application packet.

### What is the review process?

Upon receiving a complete rezoning application, a public hearing will be held before the Planning commission. The Planning Commission will then recommend approval or decline of the amendment. Following the Planning Commission's recommendation, the proposed rezoning will be voted upon by the City Council, either passing the zoning map amendment or denying it.

Factors that could go into the Planning Commission's recommendation and the City Council's review include Master Plan compliance, practicality of rezoning, capability of the site to support the new uses accompanying the zoning change, city infrastructure, and more. For a full list of criteria and more information on the rezoning process, please view the relevant section in the zoning ordinance here: [City of Evert Zoning Ordinance](#)



## SECTION 5: ZONING PERMITS

### What is a zoning permit?

Zoning permits serve as certification that the building being constructed meets the dimensional requirements and permitted use as detailed in the zoning ordinance. Anyone seeking to erect or install a building or structure of any size in the City of Evert must have a zoning permit before doing so.

### How do I apply for a zoning permit?

To apply for a zoning permit, fully complete the zoning permit application and pay the fee as described in the fee schedule. A completed site plan must also accompany the application package. Prior to submitting an application for a zoning permit, property boundaries and building structures must be properly staked for inspection.

Review the Zoning Permit Applications here:

[City of Evert Zoning Permit Application](#)

### What is the review process?

The Zoning Administrator will review the application package for completeness and adherence to the zoning ordinance. After review and inspection, the Zoning Administrator will issue a zoning permit to the applicant.

The Zoning Administrator will conduct inspections after issuing permits to ensure that construction has remained compliant with the regulation listed in the zoning ordinance.

### Do I need a zoning permit for repairs or modifications?

Zoning permits are not required for alterations which do not result in change in height, floor area, lot coverage, location of walls or other structural alterations. Further, facial alterations, installation of siding, windows, doors, shingles, and replacements of existing or deteriorated materials and ordinary maintenance repairs made on all dwellings and their related outbuildings do not need zoning permits. However, these modifications may still require county, state, or federal permits.

### When do zoning permits expire?

Once approved, zoning permits expire one (1) year after approval, unless substantial construction has begun.

### Single and two-family dwellings

Standard single-family and two-family repairs do not require a permit.



## SECTION 6: SITE PLANS

### Site Plans are essential to the development process.

To ensure orderly development, a consistent level of quality in the community, harmonious relationship between building usages, and compliance with the zoning ordinance and master plan, all development proposals must undergo site plan review and approval by the appropriate local authorities. Site plans provide general information on the property to be developed, details on the existing conditions of the property, and plans for proposed development e, engineering, and building details.

### There are two levels of Site Plans.

Depending on the size of the building(s) to be constructed or relative size of the addition to be installed, the site plan can fall under two sperate categories, Level A, or Level B. Generally, Level a site plans are used for smaller buildings or additions, or a change in use in pre-existing structure.

### Who approves site plans, and what is the process of approval?

Level A buildings are subject to review and approval from the Zoning Administrator. Level B site plans are reserved for larger buildings, special uses, planned unit developments, waterfront parcels, and other applications. Level B site plans are subject to review and approval by the Planning Commission.

The required information for site plan applications varies between the levels of site plans and can be found in the zoning ordinances below. In addition to the required content, a site plan application form must be completed fully and submitted.

View more information on Site Plans here [Site Plans and Review](#)

A fee will accompany the site plan review, with varying amounts depending on the site plan’s level and the expenses incurred. Please view the [fee schedule](#) on the City of Ewart’s Planning & Zoning Department page for more information.

Site plan approval will be granted to site plans that are fully completed, adhere to the zoning ordinance and all other applicable city code, and are compatible with other uses of land in the vicinity. The Zoning Administrator shall review the site plan for the completeness, and shall obtain comments as deemed necessary, from the City departments or consultants. For more information on the approval process, view the relevant zoning ordinance.

[Standards for Site Plan Review](#)



[Conditions of Site Plan Approval](#)

**How long does approval last?**

Site plan approval lasts twelve (12) months from approval date, with the possibility of extension.

## SECTION 7: SPECIAL LAND USE

### What is a special land use permit?

Special land use permits are required for developments that may have uses consistent with the zoning district it occupies but have elements or features that are not suitable for every location within the zoning district. These elements could include increased traffic flow, odor, noise, or other nuisance effects.

### How do I know if my project requires special land use approval?

Because of the case-by-case nature of the permit, it is highly recommended developers meet with the City for a pre-application meeting to determine whether a special land use application will be necessary during the application process.

### How do I apply?

Special land use applications require a complete site plan (as described in the site plan section), an application form, and the necessary application fees.

### What is the approval process?

Upon the retrieval of complete package, the Zoning Administrator will create a public notice in the local newspaper, and the owners and occupants of all buildings within 300 feet. The Planning Commission will then hold a public hearing on the application, and can choose to approve the application with conditions, or decline the application based on the submitted materials not meeting the standards of the ordinance. The nature of the standards can be found within the zoning ordinance for which special land use applications are approved or denied.

### [Standards of Special Land Use](#)

### How long does approval last?

Special land use permits will expire twelve (12) months after approval unless substantial construction has begun on the project. Extensions may be granted by the planning commission, conditional that nothing regarding the original approval has changed.

Click here for the application form:

[\[Link\]](#)

### Special Land Use Application and Review Flowchart



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## SECTION 8: PLANNED UNIT DEVELOPMENT

### What is a planned unit development (PUD)?

Planned unit developments are optionally created districts that allow for more flexibility and variety in regulation of land development, foster innovation in land use, ownership, and variety of design, and offer uniqueness in layout. While PUDs are more flexible in their regulations, they also seek to preserve historical, natural, and architectural features that other zoning districts may not prioritize, and seek to protect green space while providing amenities, public services, and utilities. PUDs should be developed in accordance with the goal of the master plan and promote a higher standard of quality than can be achieved through traditional zoning districts.

### What are the requirements for a planned unit development?

Because planned unit developments are permitted greater flexibility in design, structure, and capacity than traditional zoning districts, successfully applying the overlay to PUD requires greater commitment and action from the applicant to uphold the community vision. This could entail many things, including preserving natural features, creating open spaces and greenway corridors, mixing land uses and housing types, renovating, or removing blight, and more. Further PUDs must be at least a minimum size of five (5) contiguous acres to receive PUD approval. The Planning Commission may approve applicants with sites smaller than the minimum, but the applicant must prove the PUD still adheres to the specific requirements of the overlay. To view the full list of required features or actions for a PUD application, please review the relevant zoning ordinance.

### [Planned Use Eligibility and Requirements](#)

### What are the benefits of a planned unit development?

Because planned unit developments undergo rezoning to their own district, regulations regarding the use of the sites are more varied than in traditional districts. Further, as long as the PUD meets the requirements listed in the zoning ordinance (specifically compatibility with surrounding uses/character, and the minimum size requirement), PUDs overlays can be created in any districts of the City. PUDs can be formed from multiple parcels and sites, as long as they have a unified owner. There is also the capacity to allow greater unit and residential density within the PUD than in other districts, provided extra requirements and commitments are met during the application process.

### Planned Unit Development Application and Review Flowchart



**How do I apply for a PUD?**

Before applying for a planned unit development applicant must have a pre-application meeting with the Zoning Administrator. The purpose of this meeting is to determine if the site(s) qualify for a planned unit development, if the prospective uses and design for the sites can be accomplished under traditional zoning districts, and to review the items that will need to be submitted in the planned unit development application. Due to the size and resources required for PUDs, applications will require more information to be submitted than site application in traditional zoning districts. While the pre-application meetings will cover what is required, one can typically expect to submit information such as topographic maps, flood plain maps, property surveys, inventories on existing utilities, proposed uses, interior street locations, conceptual layouts, indication of architectural style and more. Application packages typically consist of a completed PUD application form, the necessary fees, a parallel plan, a preliminary development plan, and a summary of intent.

Click here for the application form:

[PUD Application Form](#)

**What is the approval process?**

Final review shall address all conditions imposed by the Planning Commission and/or City Council in the preliminary decision on the planned unit development. Applications for final review and decision shall not be considered until all conditions have been addressed.

**Completeness Review**

The Zoning Administrator and/or the Planning Commission Administrative Review Committee shall conduct a completeness review to determine that all conditions of the preliminary decision have been addressed. No application shall be referred to the Planning Commission until this standard has been satisfied. The appellate agency for purposes of this completeness review is the Planning Commission. Upon certification by the Zoning Administrator or Administrative Review Committee that all requirements of the preliminary recommendation have been satisfied, the application shall be referred to the Planning Commission for its final review and recommendation.

**Planning Commission**

- a. The Planning Commission may hold a public hearing on such application for final review and decision.
- b. After review, the Planning Commission shall transmit its final recommendation to the City Council to approve, approve with final conditions, or deny the request.

**City Council**

- a. The City Council shall hold a public hearing on the application for final review and decision.

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- b. Following review and public hearing, the City Council shall deny, approve, or approve with final conditions the request for final planned unit development approval. Approval of a planned unit development shall be incorporated in a Report and Decision Order that shall include the decision, the basis for the decision and any final conditions imposed.

**Approval Criteria**

In its review of an application the City shall, at a minimum, consider the criteria as defined in (1) Scope of Authority - Uses through (4) Criteria.

- a. Scope of Authority – Uses

A planned unit development may include any principal and other use(s) permitted by right, permitted under special condition or permitted by special use permit in the zoning district where the land is located. The City Council may also authorize principal and other uses not permitted in the zoning district where the land is located, provided appropriate findings of fact are made demonstrating that:

1. The proposed uses, within the context of the overall development plan, are harmonious and compatible with the planned uses of the site and the surrounding area, as provided for within the master plan;
2. The proposed density is in accordance with the policies and objectives set out in the master plan; and
3. In areas where the surrounding lands have been substantially developed in accordance with a particular land use character, pattern and density, the planned unit development shall be consistent and compatible with that existing land use character, pattern and density.

- b. Scope of Authority – Dimensional Standards

A planned unit development may alter and establish lot size limits, required facilities, buffers, open space areas, density limits, setback requirements, height limits, building size limits, off- street parking regulations, landscaping rules, miscellaneous regulations, and intensity limits where such regulations or changes are consistent with the intent of this section and the standards set forth herein.

- c. Objectives

The following objectives shall be considered in reviewing any application for a planned unit development:

1. To permit flexibility in the regulation of land development;
2. To encourage innovation in land use and variety in design, layout, and type of structures constructed;

3. To achieve economy and efficiency in the use of land, natural resources, energy, and the providing of public services and utilities;
4. To encourage useful open space; to provide improved housing, employment, and shopping opportunities particularly suited to the needs of the Region;
5. To encourage the innovative use, re-use, and improvement of existing sites and buildings; and
6. To permit development in accordance with the policies and objectives of the Master Plan.

d. Criteria

In order to foster the attractiveness of a planned unit development and its surrounding neighborhoods, preserve property values, provide an efficient road and utility network, ensure the movement of traffic, implement comprehensive planning, and better serve the public health, safety, and general welfare, the following criteria apply to planned unit developments. These criteria shall neither be regarded as inflexible requirements, nor are they intended to discourage creativity or innovation.

1. The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;
2. The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such uses are consistent with the public health, safety and welfare of the City residents;
3. The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;
4. Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;
5. Existing important natural, historical and architectural features within the development shall be preserved;
6. Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;
7. With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;
8. Landscaping is provided to ensure that proposed uses will be adequately

buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;

9. The development consolidates and maximizes usable open space;
10. The benefits of the development are not achievable under any single zoning classification; and
11. The development is compatible with the intent and purpose of the adopted master plan.

**Amendments**

Amendments to an approved Planned Unit Development shall be considered according to the review procedure under Final Review and Decision.

For more information on Planned Unit Developments, please view the relevant zoning ordinance: [Planned Unit Developments Ordinance](#)

## SECTION 9: DIMENSIONAL VARIANCES

### What is a dimensional variance?

Dimensional variances are permissions or approvals of specific features and measurements on a property that are not aligned with the standards set in the zoning ordinance.

### Who grants a dimensional variance?

Dimensional variances may be granted by the zoning Board of Appeals after submission of a completed variance application and a public hearing in accordance with the zoning act. The variance granted will be the minimum required to permit the applicant full use of their site while still considering the zoning ordinance regulations.

### What are the requirements for a dimensional variance??

Variances can be considered if there are difficulties in adhering to the zoning ordinance' standards for construction, equipment or alteration of building or structures, and stormwater management.

Consideration of variances will only occur under the following conditions:

- Extraordinary circumstances created barriers to development or use as allowed by the zoning code.
- Compliance with the strict letter of the zoning ordinance would unreasonably prevent intended use.
- Granting of the variance will not negatively impact the surrounding neighborhood in any way.
- Granting of the variance will not negatively impact public safety or welfare.
- The applicant nor previous owners of the property were not the cause of the barriers that necessitate a zoning variance.

### How do I apply for a dimensional variance?

Applicants should meet with the Zoning Administrator to determine if a dimensional use is needed and to establish agreed upon facts before completing an application. The applicant must complete a variance application form and provide necessary proof that a variance is needed. The Zoning Administrator will then submit those materials to the Zoning Board of Appeals, who will grant the application an appropriate amount of discussion during a public hearing. The applicant must be present during this hearing. The Zoning Board of Appeals will then decide to approve the dimensional variance, deny the dimensional variance, or approve the dimensional variance with conditions deemed reasonable.

[City of Evert Variance Application](#)

### Dimensional Variance Application and Review Flowchart



## SECTION 10: USE VARIANCES

### What is a use variance?

Use variances are granted by the Zoning Board of Appeals for properties that cannot be used for purposes as permitted in the zoning district.

### Who grants a use variance?

Use variances may be granted by the Zoning Board of Appeals after submission of a completed variance application, the necessary fees, and a public hearing in accordance with the zoning act. The variance granted will be the minimum required to permit the applicant full use of their site while still considering the zoning the ordinance regulations.

### What do I need to apply for a use variance?

Use variance applications require a use variance application form, a drawn-to-scale plan showing the prospective uses/additions required, necessary fees and proof that a use variance is necessary. Information to be included in the application to establish the proof of facts include:

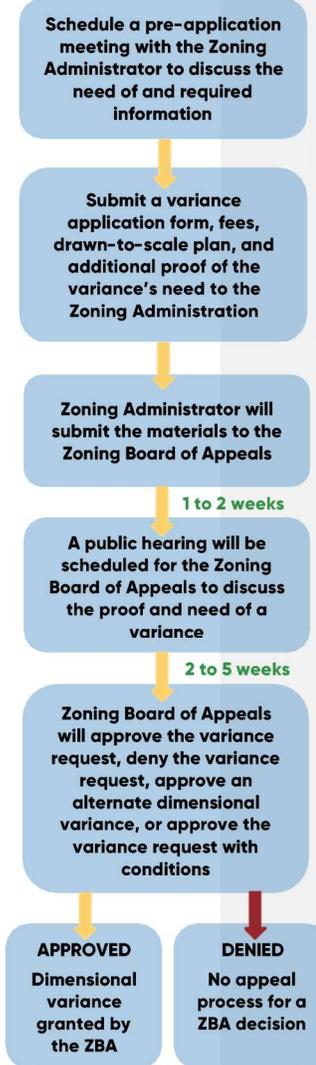
- Proof that the property cannot be used for permitted purposes.
- The problem preventing use is exclusive to applicant's property, and not a condition that impacts the larger neighborhood.
- Proposed use does not alter neighborhood culture or characteristics.
- Lack of administrative relief that would allow reasonable use of property.
- Witness or experts that will testify for the above conclusions at the public hearing (optional).

### What is the approval process?

Before a public hearing with the Zoning Board of Appeals, applicants will schedule a pre-hearing conference with the Zoning Administrator. The pre-hearing conference will be used to identify all persons to testify, and evidence presented on applicant's behalf, establish agreed-upon facts by all parties, discuss possible relief by non-use variance and explore satisfactory alternatives, and establish a need or desire for verbatim record of the hearing. The Zoning Administrator will determine what parties need to be present to accomplish the purposes of the pre-hearing conference.

During the public hearing, the applicant will have the burden of proof before the Zoning Board of Appeals and must adequately display a use variance is warranted. The hearing will begin with the community representatives presenting on the zoning district involved, and the purpose behind the regulations listed in the zoning ordinance for the zoning district. Then, the applicant

### Use Variance Application and Review Flowchart



will present their evidence and expert witnesses supporting their claim that a use variance is warranted. Witnesses may be required to attend, with the purpose of the ZBA asking questions regarding their testimony. Interested parties and members of the public will also have an opportunity to present their perspective and evidence on the use variance, to which the applicant may respond. A continuation may occur if the public hearing on the use variance is not completed within the given meeting time.

The Zoning Board of Appeals may make its decision to grant or deny the use variance at the end of the meeting, or schedule a date for its decision, depending on whether review of presented evidence is necessary for members. If the ZBA decides to grant a variance to the applicant, it will do so in a manner that is most compliant with established ordinances. The variance can be in the form of a use variance, as applied for, or dimensional variances that will permit property to function in its allowed use. Conditions may be imposed on the variance, with conditions detailed further in [Zoning Ordinance](#).

The standards for which the Zoning Board of Appeals grants use variance align with the evidence that must be included with in the application, specifically that the property cannot be used for uses permitted in the zoning district, that unusual conditions created these barriers of use (not self-created by applicant or previous owners), that the character of the neighborhood is unaffected by the potential use variance, and that infrastructure and public services are unaffected by the potential use variance.

## SECTION 10: RESIDENTIAL IMPROVEMENTS

Residential improvements do not require a building permit or site plan application. However, per Michigan Building Code, a building permit is required if creating additions to the building, improvements that include:

- Removing or cutting away any wall, partition, or portion thereof,
- Removing or cutting of any structural beam or bearing support,
- Removing or changing of any required means of egress, or rearrangement of part of a structure affecting the exit requirements,
- Changing, adding, or removing standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring or mechanical.

For more information on building permits or other permits for improvements, please view the relevant section in this guide.

### Multifamily dwellings

Standard multifamily repairs do not require a building permit or site plan application. However, structures containing three (3) or more units are subject to site plan review processes with the City of Evert in addition to the building permits criteria listed in the Michigan Building Code when making the additions or the following renovations:

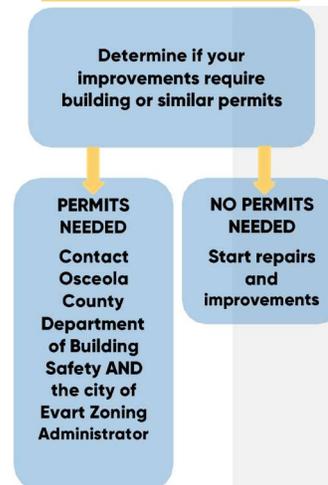
- Removing or cutting away any wall, partition, or portion thereof,
- Removing or cutting of any structural beams or bearing support,
- Removing or changing of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements,
- Changing, adding, or removing standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring or mechanical.

If improvements and additions are located in a building with less than 200 square feet or the addition is not larger than 20% of the area of the building prior to expansion, a Level A site plan must be completed with the City of Evert Zoning Administrator. If the building is above 2,000 square feet or the addition is above 20% of the area of the building prior to expansion, a Level B site plan must be completed with the City of Evert Zoning Administrator and reviewed by the Planning Commission. For more information on the site plan review process, please review the relevant section in this document.

### Single and two-family dwellings Improvement Flowchart



### Multi-family dwellings Improvement Flowchart



## SECTION 11: BUILDING PERMITS

### Who approves construction permits such as building, electrical, and plumbing?

All permitting and inspections regarding construction and utilities are approved and scheduled by the Osceola Building Department.

### What is required to apply?

Certain documents and information are required to be submitted with the building permit application. Information required for all buildings permits include the address of the job site, a zoning permit, a complete signed application by the proper applicant, a set of construction plans, and permits including electrical, plumbing, and mechanical/heating. There may be further information including additional permits and certifications depending on the architecture and materials of the structure, its geographic location, or environmental factors possibly impacted by the construction. Fees accompany each permit. For a checklist of all items that need to be submitted with a building permit application, please review the [Osceola County Building Requirements website](#).

Review the requirements in brief here:

PERMIT TYPE	WHEN IS IT REQUIRED?
<b>BUILDING PERMIT</b>	Constructing, enlarging, altering, repairing, moving, demolishing, or changing the occupancy of a building or structure
<b>ELECTRICAL PERMIT</b>	Installing new electrical wiring, equipment, or altering electrical wiring
<b>PLUMBING PERMIT</b>	Installing new plumbing fixtures or altering present ones
<b>MECHANICAL PERMIT</b>	Installing new mechanical/heating fixtures or altering present ones
<b>SOIL EROSION PERMIT</b>	Moving or changing earth within 500 ft. of a lake or stream, changes that occur over one (1) acre, and gravel operations within 500 ft. of a lake or stream or over one (1) acre in size

### Where can I find out more about inspections?

Inspections will be required at multiple points throughout the project, for each permit issued. Inspection scheduling is a responsibility of the developer and should occur when the work is ready for respective inspection. Osceola County inspectors will perform the mandatory inspections a reasonable amount of time after the request for inspection has been made.

## SECTION 12: FINANCIAL INCENTIVES

A wide range of financial assistance and incentive programs may be available to your project at federal, state, and local levels. For those wishing to use these tools in their development process, it is important to understand what is available, what your project may be eligible for, and what requirements the programs set.

### Commercial Redevelopment District

Per Public Act 255 of 1978, the City of Evert City Council may award commercial property tax abatements for up to twelve (12) years to properties within the commercial redevelopment district. The commercial property must operate with one of the following uses: engineering, office, parts distribution, research and development, retail sales or warehousing.

Further, certain criteria must be met in order to be awarded with the Commercial Facilities Exception Certificate that allows for the tax abatement. This criteria also determines the length of the property tax safety compliance, adherence to design and historic preservation standards, energy-saving construction or operation, and development of second floor housing.

Click [HERE](#) for the Application for Industrial Facilities Tax Exemption Certificate.

### Industrial Development District

To encourage greater industrial development and spur manufacturing opportunities for developers, business owners, and laborers, the City of Evert offers tax incentives for development involving industrial-zoned sites. These incentives can be applied to the expansion of pre-existing facilities, renovation of aging facilities, and construction of new facilities, per PA 196 of 1974., the Plan Rehabilitation and Industrial Development Districts Act. The Industrial Facilities Exemption certificate can provide property tax abatement for a maximum of twelve (12) years. For more information on the Industrial Development District, please contact City Manager Pepper Lockhart at [citymanager@evart.org](mailto:citymanager@evart.org) or call (231) 734-2181.

### Redevelopment Liquor Licenses

Redevelopment liquor licenses can be obtained by dining, entertainment, or recreation businesses operating within a redevelopment district. The business must have spent or have a commitment to spend at least \$75,000 in restoring the building in which the business is operation. Further, redevelopment liquor licenses can only be obtained when standard liquor licenses are no longer available in addition to applying to the State Liquor Control Commission, a resolution from City Council must be passed pursuant to PA 501 of 2006.

Click here to learn more about [Redevelopment Liquor Licenses](#).

Commented [MR9]: Eric and Sarah, please review and suggest changes.

### **Match on Main Grant**

Match on Main is a grant program hosted by the Michigan Economic Development Corporation and available to small business within Select or Master-level Main Street Communities. Businesses must be located within Main Street boundaries and develop a business plan through the community's Main Street director and the appropriate Small Business Development Center.

For more information on the requirements and project process steps for applying to Match on Main in Ewart, please click on the following link: [Match on Main Grant for Small Businesses](#)

**Commented [MR10]:** Do we participate in this?

### **Ewart Downtown Façade & Building Improvement Program**

The Façade and Building Improvement Program is designed to encourage economic investment and revitalization to the commercial buildings within the DDA district. This program promotes physical improvements to the commercial facades visible from the public right-of-way. It is the intent of the program to strengthen the economic vitality of downtown Ewart by improving the exterior and interior physical appearances of buildings while at the same time preserving and promoting the historical character and integrity of the buildings within the district.

Applicants for Façade Improvement funding are encouraged to review the complete program description for the area of funding for which they are applying. All applicants must meet with the DDA Director prior to grant application submittals. Applicants are encouraged to attend the DDA meeting when their application will be discussed.

General Requirements:

- All Façade and Building Improvements grants must be approved prior to work commencing.
- Properties must be located within the legal boundaries of the DDA District (Main Street, River Street, Parts of Pine Street, & US 10 between Muskegon River and Twin Creek).
- Only retail, commercial or professional buildings are eligible.
- Building owners or tenants are eligible.
- All grants are 50/50 matching grants.

Paint

- Grant limits: \$100-\$1,000
- Grants are awarded per building and are available one time every 5 years.
- Paint colors will be negotiated, with the owner/tenant in accord with generally recognized "historical color palettes". (See [http://www.sherwin-williams.com/pro/paint\\_colors/explore/paint\\_color\\_palettes/index.jsp](http://www.sherwin-williams.com/pro/paint_colors/explore/paint_color_palettes/index.jsp) for an example)

Signs

- Grant limits: \$100-\$500
- Grants awarded per building owner/tenant and are available one time every 2 years.
- Funding for no more than two new outdoor signs or renovation of existing signage.

Awnings

- Grant limits: \$250-\$1,500
- Grants awarded per building and are available one time every 5 years.
- Projects can include either single or multiple street level awnings or several awnings across second story windows.

Windows/Doors

- Grant limits: \$250-\$2,000

- Grants awarded per building and are available one time every 10 years.
- Projects must improve the energy efficiency of the building.

#### Landscaping

- Grant limits: \$150-\$500
- Grants awarded per building and are available one time every 5 years.
- Landscaping grants are for a collection of improvements strategically arranged to visually enhance any side visible from the public right-of-way.

#### Design Assistance

- Grant limits: \$100-\$500
- Grants awarded per building and are available one time every 10 years.
- Design Assistance grants are to provide funding for architectural design consulting services for façade renovations.

#### Façade Renovations

- Grant limits: \$500-\$5,000.
- Grants awarded per building owner/tenant and are available one time every 10 years.
- Only capital improvements or repairs on items that have a useful life of at least 10 years will be considered.
- Façade Renovation grants are designed to provide greater funding for more extensive building restorations and historic preservation projects.

#### Interior Renovations

- Grant limits: \$100-\$3,000
- Grants awarded per building owner/tenant and are available one time every 5 years.
- Limited to replacement/renovation to floors, walls, and ceilings.
- Material colors will be negotiated with the owner/tenant; neutral color pallets will be preferred.

#### Limits

- Only facades abutting public right-of-way are eligible. This includes side and rear facades.
- It is the responsibility of the grant applicant to notify the DDA of completion of the project for the processing of payment.
- Reimbursement will commence at the close of the project and upon receipt of proof of payment.
- The City of Evert DDA reserves the right to revoke grant approval if the project is not completed to the prior agreed specifications or completed in a timely fashion.
- All elements of the items must be consistent with DDA plans and policies as well as City codes and ordinances. This includes design, color, style, and placement of these improvements.
- All fixtures paid for with Façade Improvement funds will remain with the building should the tenant (business owner) or building ownership change hands.
- All grant awards are subject to available funding. Annual funding is limited. Application does not guarantee funding.
- The Evert DDA reserves the right to award grants it deems to be in the best interest of the City of Evert, the DDA, and the Façade Improvement Program.

Click [HERE](#) for more information and applications.

### **Community Development Block Grant (CDBG)**

The community development block grant is a federal program managed by the U.S. Department of Housing and Urban Development. CDBG funds for the City of Ewart are administered by the Michigan Economic Development Corporation on behalf of the Michigan Strategic Fund. The City can choose to directly use the funding to address services and infrastructure for low-moderate income individuals in the City of Ewart, or sub-contract the funds out to organizations that will improve services for this demographic. Possible uses of CDBG funds include but are not limited to:

- Façade grants
- Blight elimination
- Minor home repair programs
- Critical infrastructure maintenance
- Business assistance loans/grants
- Rental rehabilitation
- Small business working capital loans
- Job creation
- Public facilities

For information on past, current, or potential CDBG uses by the City of Ewart, please contact City Manager Pepper Lockhart at [citymanager@ewart.org](mailto:citymanager@ewart.org) or (231) 734-2181.

### **Public Spaces, Community Places**

Public Spaces, Community Places is a matching grant program administered by the Michigan Economic Development Corporation with the purpose of creating amenities that foster a sense of ownership among residents. These projects include a wide variety of purposes and usage; past projects have included public art, memorials, adaptive reuse, trails, park enhancement, farmer's markets, recreation facilities, and downtown gathering spots. The program requires that 50% of the funds be raised through community crowdfunding, which works to display public support while also marketing the project being funded.

If you have an idea that would be great for the Public Spaces, Community Places, program, please contact the Main Street Downtown Development Authority Executive Director.

### **Brownfield Tax Increment**

Brownfield Tax Increment Financing, through PA 381 of 1996, allows developers to receive reimbursement on environmental and non-environmental redevelopment activities. Brownfields are properties and or sites that are contaminated, blighted, functionally obsolete or hold historic value. Reimbursement for costs associated with redeveloping Brownfields occurring through the collection of incremental state and local taxes as the taxable value of property increases through the revitalization process. To benefit from brownfield TIFs,

developers will need to work with their local Brownfield Redevelopment Authority to produce a workplan for state review (Michigan Strategic Fund for non-environmental activities, Michigan Department of Environmental Quality for environmental activities).

To learn more about the Brownfield Program, initial evaluations, and workplan development, please contact the City Clerk at (231) 250-1432.

## **SECTION 13: PARTNER ORGANIZATIONS**

### **Downtown Development Authority (DDA)**

The City of Evert Downtown Development Authority serves to create development plans, protect the downtown business district from deteriorating property values, promote historic preservation, and foster general economic growth. Using funds from tax increment financing, the DDA engages in business attraction and retention through marketing, event planning, and business and development incentives.

For developers, the Downtown Development Authority provides a list of available properties for rent or sale in the central business district, with information listed such as address, square footage, nearby amenities, property bio, and contact information.

### **Evert Area Chamber of Commerce**

The Evert Area Chamber of Commerce connects and serves businesses in the area by providing business support, networking opportunities, education, advocacy, programming, and tourism-based events.

Like the DDA, the Chamber of Commerce website offers a list of properties currently for sale, with pictures, descriptions, and contact information. The Chamber also produces information on the vital statistics of the area, helping highlight workforce and business demographics.

For business owners, the website also provides similar information on properties for lease, along with connections to economic and business development organizations in the region.



# CITY OF EVART ZONING