

Timing from Submission of an Application to a Decision for Zoning Issues

1. Submit a completed application with all necessary items and payment of the required (non refundable) fee to the Otsego County Land Use Services.
2. The Zoning Administrator reviews the application and determines if the application and attached information is complete and if it is within his/her authority. This may take up to ten (10) business days.
 - a. If the application is not complete, the applicant is advised of the items missing.
 - b. If the application is complete and within the Zoning Administrator's authority he/she completes a detailed review of the application following the requirements of the Zoning Ordinance making a decision to approve, approve with conditions or denying the application.
 - c. If the application is complete but is not within the Zoning Administrator's authority, steps three (3) thru six (6) are follow:
3. The township clerk where the property is located is given a copy of the application and asked to provide a written recommendation to the Zoning Administrator and the applicant within forty (40) days. The township may take an additional thirty (30) days to take action by filing written notice with the Zoning Administrator within the original forty (40) days. This is a requirement of Article 24 of the Zoning Ordinance.
4. Once a written recommendation is received from the township board or the required time for input has passed, a Public Hearing is scheduled for the next scheduled Planning Commission or ZBA meeting that will allow item five (5) to be completed.
5. Fifteen (15) days prior to the Public Hearing, a public notice is published in the local newspaper. Written notices are provided to property owners and occupants near the requested property the application is for.
6. The Planning Commission/ZBA conducts a Public Hearing and will either approve, approve with conditions or deny the request.

In all cases, other state and county agencies will be contacted for review and comments where appropriate. This can take thirty (30) days for review and written responses. Some of the agencies contacted may include Otsego County Road Commission, Michigan Department of Transportation, Michigan State Police, Otsego County Sheriff, Otsego County Conservation District, District Health Department, Otsego County EMS, Local Fire Department, Michigan DNR, Michigan DEQ, and or Otsego County Airport manager.

Zoning matters may take 90 days or more to resolve