

DEVELOPMENT PLAN REQUIREMENTS AND PROCEDURES

Statement of Purpose

Development plan review is required to provide City Staff and the Planning Commission with the opportunity to review the proposed use of a site in relation to surrounding uses, planned future development, accessibility, pedestrian and vehicular circulation, roadway traffic, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics and other site elements which may affect the public health, safety, and general welfare, and its relationship and harmony with City ordinances and plans.

Further, it is the intent of the City to require the eventual upgrade of redevelopment sites that do not conform with current standards of the Zoning Code and ensure that the arrangement, location, design, and materials within a site are consistent with the character of the City and the goals and design guidelines set forth in Wyoming's Master Plan, including the Land Use Plan.

Uses Requiring Full Site Plan / Sketch Plan Review

There are two levels of development plan review:

1. Full Site Plan Review. A full site plan level review is required for all new non-residential uses and multiple-family residential uses.
2. Sketch Plan. A sketch plan level review is required for certain activities of a less intensive nature. Small-scale expansions of structures and change of uses may be eligible for sketch plan review.

Full site plan and sketch plan reviews and approvals shall be required for the activities or uses listed in the attached table – Uses Requiring Full Site Plan/Sketch Plan Review.

Specific plan detail requirements, and review processes, for particular land uses identified within the Zoning Ordinance (i.e. wind energy turbines, communication towers, auto plant development, etc.), shall have precedent over the more general regulations.

Questions regarding the development plan review process and submittal requirements may be referred to the Planning Department, at 616-530-7285 or at plan_info@wyomingmi.gov.

Applicants are required to have a pre-application meeting with the Planning Department for the purpose of determining the approval type and process that shall be followed to obtain project approval. Refer to Zoning Code Article 5 for the detailed development review requirements and procedures.

CITY OF WYOMING - USES REQUIRING FULL SITE PLAN/SKETCH PLAN REVIEW		
Activity/Use	Required Plan and Reviewing Body	
	Full Site Plan	Sketch Plan
Construction		
Condominium or Site Condominium Projects (see Zoning Code Section 90-509)	PC	
Construction of a new special use approval (see Zoning Code Section 90-507)	PC	
Construction of an initial building or structure on properties less than two acres with no special use approval	CP	
Construction of an initial building or structure on properties of two acres or more	PC	
Construction, relocation or erection of signs, retaining walls, fences, walls, waste receptacles, sidewalks, antennas, lights, poles, cooling/heating or other mechanical equipment		BO
Multiple-family developments	PC	
New parking lot/loading area	CP	
Non-residential accessory structures		CP
Residential accessory structures		BO
Subdivisions/Plats (see Code of Ordinances Chapter 74)	PC/CC	
Wind energy turbines (see Section 90-804)	PC/CP	
Expansion		
Less than 10% from the square footage of a building or structure with or without special use approval		CP
Between 10% and less than 50% from the square footage of a building or structure with or without special use approval	CP	
50% or more from the square footage of a building or structure on properties less than two acres with or without special use approval	CP	
50% or more from the square footage of a building or structure on properties of two acres or more with or without special use approval	PC	
Other		
Accessory industrial outdoor storage		BO
Change in use to a special use approval with no new building construction (see Zoning Code Section 90-507)		PC
Modifications to comply with accessibility requirements		BO
Planned Unit Development	PC/CC	
Rezoning Petition		PC/CC
Right of Way Vacations		PC/CC
PC = Planning Commission CC = City Council CP = City Planner BO = Building Official		

Approvals are obtained from the Planning Commission (PC), City Council (CC), City Planner (CP), or Building Official (BO) depending upon the nature of the proposal. Plan reviews by the City Planner or Building Official shall be administrative.

Submittal Requirements

The data listed in Zoning Code Table 90-504, Site Plan Submittal Requirements, shall be included with and as part of the full site plan(s) or sketch plan(s) submitted for review unless waived in writing by the City Planner or Building Official.

Items Not Provided. If any of the items are missing and have not been waived by the City Planner or Building Official, the development plan shall list each missing item and the reason(s) why each listed item is not considered applicable. The City Planner or Building Official shall determine if the missing item(s) must be included before allowing the application to move forward. An application shall not be considered complete and shall not move forward unless all items have been submitted and any waivers have been approved by the City Planner or Building Official.

Additional Requirements. The City Planner or the Planning Commission may require additional data to be included with the full site plan(s) or sketch plan(s) where determined necessary by the nature of the proposed use or site conditions.

Planning Commission Meeting

One week before the Planning Commission meeting, City Staff will post the meeting's agenda as well as a staff report on the 'Events' page of the City's website.

Applicant(s), owner(s), or developer(s) are expected to attend the Planning Commission meeting that the proposed development is being discussed at. The representative will have 10 minutes to speak to the Planning Commission and comment on the proposed plan.

There will also be time set aside for the Planning Commission to ask the applicant(s), owner(s), or developer(s) questions regarding the submitted plan.

Next Steps

Within one week after approval or denial by the Planning Commission (or, where applicable, City Council), a letter officially stating the result will be sent to the applicant along with any comments from members of the Development Review Team. If applicable, that letter will outline how to apply for building permits or satisfy conditions of approval.

SUBMITTAL DEADLINES FOR DEVELOPMENT REVIEW**Planning Commission Review**

Under the "Rules of Procedure for the Wyoming Planning Commission", developments requiring Planning Commission approval must be submitted to the Planning Department at least 30 days prior to allow sufficient review time. A development plan approval letter may be issued within a week following Planning Commission approval. The project submittal filing dates and Planning Commission meetings for the year 2026 are:

Project Submittal By (5 p.m.)**Planning Commission Meeting (7 p.m.)**

December 18, 2025

January 21, 2026

January 15, 2026

February 17, 2026

February 12, 2026

March 17, 2026

March 19, 2026

April 21, 2026

April 16, 2026

May 19, 2026

May 14, 2026

June 16, 2026

June 18, 2026

July 21, 2026

July 16, 2026

August 18, 2026

August 13, 2026

September 15, 2026

September 17, 2026

October 20, 2026

October 15, 2026

November 17, 2026

November 12, 2026

December 15, 2026

December 17, 2026

January 19, 2027

An electric copy of full-size plans (24" x 36") shall be provided to the Planning Department. The administrative review process typically involves several City Departments and may require up to three weeks to complete.

DEVELOPMENT REVIEW FEES

Development Plan Review

Apartments, townhouses, condominiums, or other types of multiple family	\$ 600.00
... plus, \$4.00 per unit up to	\$1,800.00
Commercial, industrial, others	
Site sizes under one acre	\$ 400.00
Site sizes one acre or over	\$ 600.00
Additions (<u>Administrative Review</u>)	
Site sizes under one acre	\$ 200.00
Site sizes one acre or over	\$ 300.00
... except, building additions under 700 sq. ft., parking lots, or other	\$ 100.00

Subdivision or Plat Approval

Preliminary plat-tentative approval (One-time fee also covers preliminary plat-final approval and final plat approval)	\$ 600.00
... plus, per lot	\$ 6.00

Special Use Approvals	\$ 500.00
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PUD Overall Development Plan

Under 41 acres	\$ 700.00
41 acres or over	\$1,200.00
Major Revisions (as determined by Planning Director)	\$ 250.00

Rezoning Petition

Under one acre	\$ 600.00
One acre or over	\$1,000.00

Right-of-Way Vacations

Residential	\$ 75.00
Non-residential	\$ 200.00

Special Planning Commission Meetings (Requested by petitioner)	\$ 500.00
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APPLICATION FOR DEVELOPMENT PLAN REVIEW

Guidelines

This application features two major sections:

1. Plan Submittal Requirements and Waiver Request (pg. 7-9) as found in Zoning Code Table 90-504. This includes all required information to be included within application materials. Any waivers requested must be included and justified within the Project Narrative.

Note: If no waivers are requested, all applicable and required information found in the table must be provided.

2. Application Form (pg. 10-11) as coinciding with Section A of the Plan Submittal Requirements Table. A checklist is provided for all required documentation, which must be included with the completed application.

To apply, all sections must be completed with attached documentation that follows the full site/sketch plan requirements.

Questions regarding the development plan review process and submittal requirements may be referred to the Planning Department, at 616-530-7285 or at plan_info@wyomingmi.gov.

APPLICATION FOR DEVELOPMENT PLAN REVIEW

CITY OF WYOMING DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS				
(REQ) = INFORMATION TO BE PROVIDED				
ALL REQUESTS FOR WAIVERS MUST BE MARKED IN APPROPRIATE SPACES BELOW & JUSTIFIED IN PROJECT NARRATIVE				
	Project Name:	Required for:		Mark If Waiver Requested
	Required Plan Data	Site Plan	Sketch Plan	
A. Application Form				
A1	Name, address and phone number of the applicant and property owner	REQ	REQ	
A2	Address and property identification number of all properties	REQ	REQ	
A3	Name, address and phone number of firm/individual who prepared the site plan	REQ	REQ	
A4	Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	REQ	REQ	
A5	Date of application	REQ	REQ	
B. Site Plan Descriptive and Identification Data				
B1	Site plans shall consist of a plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size.	REQ	REQ	
B2	Sheet size shall be 24 x 36 inches and collated according to sheet number. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included	REQ	REQ	
B3	Title block with sheet number/title; name, professional seal, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)	REQ	REQ	
B4	Scale and north-point	REQ	REQ	
B5	Location map drawn to a separate scale with north-point, showing surrounding land, and streets, within a quarter mile	REQ		
B6	Dimensions of land and total acreage, with boundary survey and improvements	REQ		
B7	Zoning classification of petitioner's parcel and all abutting parcels	REQ		
B8	Proximity to section corner and Major Thoroughfare	REQ		
B9	Net acreage (minus rights-of-way) and total acreage	REQ		
B10	Proposed number of employees, if applicable	REQ		
C. Site Data				
C1	Existing lot lines, building lines, structures, parking areas and other improvements on the site	REQ	REQ	
C2	Building footprints	REQ	REQ	
C3	Finished floor elevation of all proposed buildings	REQ	REQ	
C4	On parcels of more than one (1) acre, topography on the site and within 100 feet of the site at two-foot contour intervals	REQ		
C5	Proposed lot lines, lot dimensions, property lines, required and proposed setback dimensions, structures, and other improvements on the site	REQ		

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	Project Name:	Required for:		Mark If Waiver Requested
	Required Plan Data	Site Plan	Sketch Plan	
C6	Location of existing drainage courses, floodplains, lakes and streams, wetlands with elevations, and woodlands	REQ	REQ	
C7	All existing and proposed easements	REQ	REQ	
C8	Location of waste receptacle(s), transformer pad(s), ground mounted mechanical equipment, and method of screening	REQ		
C9	Dimensions and area of any outdoor sales display or storage area	REQ	REQ	
D. Access and Circulation				
D1	Existing and planned right-of-way for all streets	REQ	REQ	
D2	Dimensions, curve radii and centerlines of existing and proposed access points, road rights-of-way, private roads or access easements	REQ		
D3	Opposing driveways and intersections within 100 feet of site	REQ		
D4	Dimensions and location of existing and proposed driveways, parking lots, sidewalks and non-motorized paths	REQ	REQ	
D5	Dimensions of acceleration, deceleration, and passing lanes	REQ		
D6	Dimensions of parking spaces including barrier free, islands, circulation aisles and loading zones (including loading dock/door orientation and screening)	REQ	REQ	
D7	Dimension and location of all clear vision areas	REQ		
D8	Calculations for required number of parking and loading spaces	REQ	REQ	
D9	Access easements, if shared access is proposed	REQ	REQ	
D10	Designation of fire lanes	REQ	REQ	
D11	Truck circulation plan showing turning templates for delivery trucks and emergency vehicles	REQ	REQ	
D12	Traffic impact analysis meeting the requirements of Section 90-504 (3), if applicable	REQ		
E. Landscape Plans				
E1	General location of existing plant materials, with an identification of materials to be removed and materials to be preserved	REQ		
E2	Calculations of all landscape requirements, as set forth in Section 90-328	REQ		
E3	Landscape plan, including location and type of all existing and proposed shrubs, trees, and other live plant material	REQ		
E4	Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required	REQ		
E5	Planting list for proposed landscape materials with container size, caliper size or height of material, botanical and common names, and quantity	REQ		

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	Project Name:	Required for:		Mark If Waiver Requested
	Required Plan Data	Site Plan	Sketch Plan	
F. Building and Structure Details				
F1	Building elevations for all facades. Elevation drawings shall indicate the height of building, materials, and architectural quality, and shall detail any rooftop or building mounted screening.	REQ		
F2	Location, height, and outside dimensions of all proposed buildings or structures	REQ	REQ	
F3	Building floor plans for multiple-family buildings and gross floor area	REQ		
F4	Details on accessory structures and any screening	REQ	REQ	
G. Information Concerning Existing and Proposed Utilities, Drainage, and Related Issues				
G1	Location of existing and proposed sanitary sewers, water mains, fire hydrants, storm sewers and other utilities that are proposed to serve the project	REQ	REQ	
G2	Location of existing above and below ground gas, electric and telephone lines	REQ	REQ	
G3	Storm water retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls with calculations (for details refer to Wyoming's storm water ordinance Sec.86-351 through 436)	REQ		
G4	Indication of site grading, drainage patterns and other storm water management	REQ	REQ	
H. Additional Info Required for Residential Development				
H1	The number and location of each type of residential unit	REQ	REQ	
H2	Density calculations by type of residential unit (dwelling units per acre)	REQ	REQ	
H3	Garage or carport locations and details, if proposed	REQ	REQ	
H4	Location and design of mailbox clusters, if applicable	REQ		
H5	Location, dimensions, and elevations of common building(s), if applicable	REQ	REQ	
H6	Location, size and facilities within, of recreation and open space areas, if applicable	REQ		
I. Additional Info Required for Residential Development				
I1	Applicable fees, as set by the City Council	REQ	REQ	
ALL REQUESTS FOR WAIVERS MUST BE MARKED AND SHALL INCLUDE JUSTIFICATIONS IN 'PROJECT NARRATIVE'				

APPLICATION FOR DEVELOPMENT PLAN REVIEW

Proposed Request

☐ Construction of a new building	☐ Rezoning
☐ Expansion of an existing building	☐ Special Use
☐ New/Expanded Multifamily Development	☐ Site Condominium Plan
☐ PUD Overall Development Plan/Amendment	☐ Preliminary Plat
☐ Other (describe) _____	

Site and Project Information

Project Name: _____

Site Address(es): _____

Parcel Number(s): _____

Total Site Area: _____ Existing Bldg. Coverage: _____ Proposed Bldg. Coverage: _____

Current Use of Site/Building: _____

Proposed Use of Site/Building: _____

Current Zoning District: _____ Proposed Zoning District: _____

Proposed Number of Units: _____ Proposed Number of Total Parking Spaces: _____

Estimated Project Cost: _____ Projected Number of Jobs Created: _____

Mandatory Pre-Application Meeting Date Completed on: _____

Waiver(s) Requested: _____ Yes _____ No

Applicant and Preparer of Development Plan

Applicant: _____	Preparer/Firm: _____
Address: _____	Address: _____
_____	_____
Email: _____	Email: _____
Phone: _____	Phone: _____

Property Owner

Name: _____ Address: _____

Phone: _____

Signature: _____

APPLICATION FOR DEVELOPMENT PLAN REVIEW

The following items are required for a complete development plan review application submission. Applicants are required to attend a pre-application conference with Planning Staff to determine the process for the requested project approval type prior to their submittal. Incomplete applications will not be accepted until all required information, plan sets, and fees are submitted. Staff may request additional information during the review process.

Signed Application

Complete the development plan review application packet. The application must be signed by the property owner on the previous page.

Project Narrative (on letterhead preferred)

Written description of the proposed site and/or building layout, proposed use, proposed parking calculations, expected traffic flows, and justification for waivers requested, and other pertinent information. Narrative requirements for proposed PUD applications can be found in sections 90-510 and 90-511.

Site/Sketch Plans, Boundary Surveys, Building Elevations, and Floor Plans

Enclose site/sketch plans, boundary surveys, building elevations, and floor plans required on the Development Plan Review Requirements (pg. 7-9).

1 digital copy submitted in PDF of all plans to plan_info@wyomingmi.gov.

Additional Documentation Provided (Photos, letters of support, GNP, etc.)**Application Fee (Check payable to the City of Wyoming)**

See page 5 of the Development Plan Review packet for fee schedule.

FOR STAFF USE ONLY

Project Name: _____ Address: _____

Completed Application Submitted on _____ for:
_____ Planning Commission Meeting on _____
_____ Administrative Review

Completed Application _____ Accepted _____ Rejected
by _____ on _____

A completed application does not certify all elements have been fully reviewed, and additional materials may be requested to meet any missing elements or deficiencies.