TAWAS CITY DEVELOPMENT REVIEW PROCESS

ZONING PERMIT REVIEW - ADMINISTRATIVE APPROVAL

Pre-Application Conference (optional)



The application packet must be completed in its entirety, including sketches and setback information, or it will not be reviewed for approval. All fees must be paid at this time.

Application Review:

Planning staff reviews and distributes to other departments within 30 days. If applicant is depended on variances, the ZBA must approve.



Approval:

Three (3) copies of the application packet must be signed by the applicant and planning staff, and two (2) copies will be returned to the applicant.



Decision:

Planning staff approves, approves with conditions, denies, or submits application to Planning Commission for further review.

SITE PLAN REVIEW - PLANNING COMMISSION APPROVAL

Pre-Application Conference:

Recommended for all projects.



Application Submitted:

Submit the application completed in its entirety and four (4) hard copies* of plans and documents, at least 20 days prior to the meeting. All fees must be paid at this time.



Application Review:

Planning staff reviews and distributes to other departments for review.



Approval:

Four (4) copies of the application packet must be signed by the applicant and planning staff, and two (2) copies will be returned to the applicant.



Decision:

Planning Commission approves, approves with conditions, or denies the application. If approval is dependent on variances, the ZBA must approve.



Planning Commission Review:

The Planning Commission typically meets on the first Tuesday of each month. The Planning Commission review will include recommendations from staff.

^{*}Although Section 22.03 of the Zoning Ordinance requires twelve (12) copies of the application and site plan, applicants may submit only four (4) copies provided the entire application and site plan are sent to the City Clerk electronically as well.

TAWAS CITY DEVELOPMENT REVIEW PROCESS

VARIANCE OR ADMINISTRATIVE APPEAL – ZONING BOARD OF APPEALS



The Tawas City Planning Commission typically meets at 7:00 pm on the first Tuesday of each month. Please check the City's website at tawascity.org for meeting updates.

The Tawas City Zoning Board of Appeals meetings are scheduled as needed. Upon receipt of a completed application, the City Clerk will coordinate the meeting date and time with the applicant and ZBA members.

Tawas City's Zoning Ordinance is available online in a searchable format. Please visit tawascity.org and follow the links at the bottom of the home page or follow the link on this document.

The City of Tawas City does not issue building permits, electrical permits, mechanical permits, plumbing permits, or soil erosion permits; these must all be obtained from the Iosco County Department of Building and Safety Inspection which is located in the Iosco County Annex Building located at 420 West Lake Street in Tawas City.