

Procedures Related to Zoning Applications:

The following types of applications will be referred to NEMCOG for review:

- Site Plan Review (Article 5)
- Zoning Board of Appeals applications (Article 8)
- Planned Unit Development applications (Article 4.15)
- Anything that requires a public hearing
 - Special Use applications (Article 6)
 - Rezoning requests (Article 10)
 - Ordinance amendments (Article 10)
 - Rehearing-if required for the type of decision being reheard (Article 9.10)

Initial questions and providing information will still be handled by City staff.

All applicants must pay the appropriate fees at the time the application is submitted, regardless of who reviews it or who approves it.

All applications must be completed in their entirety with supporting documentation and payment before being forwarded for review. Incomplete applications will be returned to the applicant for completion.

Any applications that are referred to NEMCOG and that will be presented to the Planning Commission must be submitted to City Hall at least three (3) weeks prior to the date of the meeting. The fees must be paid at the time of submission.

The City of Tawas City required application fee of \$180.00.

A \$320.00 deposit is required for all applications that are referred to NEMCOG. Deposits held for NEMCOG are used professional review fees.

A public hearing requires a deposit of \$100.00 and is held for publication fees and mailing expenses for public notices.

The City Treasurer will track related expenses for the application review; any amounts less than the deposit amount will be refunded to the applicant, and any amounts more than the deposit amount will be invoiced to the applicant.