

COMMERCIAL RE-OCCUPANCY

PROPOSED USE LETTER, SKETCH PLAN, SEMCOG DATA FORMS ARE SUBMITTED TO PLANNING DEPARTMENT

ADMINISTRATIVE REVIEW COMMITTEE (ARC). USE IS APPROVED/ DENIED

USE LETTER MUST BE SUBMITTED 8 DAYS PRIOR TO ARC MEETING YOU EXPECT TO BE ON

EXTERIOR SITE COMPLIANCE INSPECTION (PLANNING)

BUILDING DEPARTMENT INSPECTIONS

CITY CLERK TO APPLY FOR BUSINESS LICENSE

FIRE DEPARTMENT INSPECTIONS

TREASURER'S OFFICE CHECK FOR OUTSTANDING TAXES

CHECK WITH WATER—VERIFY FINAL METER READING

LETTER OF CREDIT MAY BE REQUIRED

CERTIFICATE OF OCCUPANCY ISSUED FROM BUILDING DEPARTMENT UPON COMPLETION/COMPLIANCE OF ALL INSPECTIONS

City of Taylor Planning Department

Procedures for:

COMMERCIAL RE-OCCUPANCY

City of Taylor Planning
23555 Goddard Road
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Phone (734) 374-1572
Fax (734) 374-2732
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Pre-application

Prior to applying for re-occupancy of an existing building it is in your best interest to contact the Treasurer's Office to verify that no personal property taxes are outstanding and the Water Department to verify that a final meter reading has been obtained for the building in which you will occupy.

Submitting Your Proposed Use Letter

Submit your proposed use letter along with the Sketch Plan and SEMCOG data for to the Planning Department. Your proposed use letter will undergo an internal review by the Administrative Review Committee (ARC), which meets every Tuesday. Applicants do not attend these meetings. At this meeting your proposed use of the building will either be approved or denied. Deadline to be placed on the ARC agenda is submission 8 days prior to the meeting you expect to be on. Please make sure your use letter is completed and that your description of the proposed use is thorough.

Sketch Plan

The Building Department shall require that all applications for building permits shall be accompanied by site plans, in triplicate, approved by the Planning Commission or if site plan approval is not required, plans and specifications including a sketch plan, drawn to scale, showing the following:

1. The actual shape, location, and dimensions of the lot.
2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the lot.
3. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
4. Existing and proposed parking lot details, buffering if required, signage, public sidewalks, and landscaping shall be shown on the plot plan.
5. Such other information concerning the lot or adjoining lots as may be required for determining whether the provisions of this Ordinance are being observed.

Administrative Review

Your application will be reviewed by the Administrative Review Committee (A.R.C.) (made up of representatives from the City's Planning, Building, Engineering, Water, Police and Fire Departments). You will receive a call from the Planning Department after the determination is made to approve/deny the use.

Apply for Business License & Inspections

Once you receive notice of use approval you may apply through the Building Department for the following required inspections:

Exterior Site Compliance— \$100.00 fee

Building Inspections—\$300.00 includes following inspections:

Building Electrical

Mechanical Plumbing

**Please be advised that someone will need to be on the premises to sign for all interior inspections. To schedule an appointment for re-inspection, or for further information, please contact Building Department at (734) 374-1515.*

Apply for your Business License through the City Clerk's office.

Apply for your Fire Inspection through the Fire Department.

Performance Guarantee

To insure compliance with the Zoning Ordinance and any condition imposed thereunder, the City may require that a cash deposit, certified check or irrevocable bank letter of credit, covering the estimated cost of improvements associated with the project be deposited with the clerk of the City to insure that the improvements are completed. The performance guarantee (if required) should be deposited at the time of the issuance of any building permit.

Certificate of Occupancy

Upon successful completion of inspections and site compliance, the Building Department will issue you a Certificate of Occupancy.

Planning Department

Lora Fell
Planning & Zoning Supervisor
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Jamie McCarty
Department Aide
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Administrative Review Committee

Planning
Ms. Lora Fell, Planning & Zoning Supervisor

Engineering Consultant
Ms. Kelly McRobb-Ackland, Wade-Trim

Building
Mr. Larry Domski, Building Supervisor
Mr. Bill Hollister, Building Inspector/Plan Review

Police
Cpl. Jon Gersky

Fire
Mr. Troy Teifer, Sr. Fire Inspector