



Michigan
Bessemer

Guide to Development



Be Inspired

906-667-0333
411 South Sophie Street
Bessemer, MI 49911

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WHICH APPLICATION DO YOU NEED?

- 1) Check the zoning map to determine which district you plan on working in.
- 2) Find the use in Section 4.4 of the zoning code. Is this use allowed in your district? If yes, go to the next question, if no jump to question 8, if maybe, call the city manager.
- 3) Is the permitted use permitted by right? If yes, go to the next question. Permitted with Conditions, question 5. Is a special use, question 6 and temporary building/ structure, question 7.
- 4) Submit a basic site plan with your permit. Information for this can be found in Section 14.3 B.2 of the zoning ordinance. See Basic Site Plan Process in this document. Go to Question 12
- 5) Submit a Basic Site Plan Application for conditional land use to the city manager. Information can be found in section 9.3. See Basic Site Plan Process in this document. Go to Question 12
- 6) Submit a Special Use Application to the City Manager. Information can be found in section 9.4. See Special Use Process in this document. Go to Question 12
- 7) Submit a Temporary Use Application. Information can be found in section 14.3 C.3.
- 8) Is this just a very special circumstance? If yes, Move to question 9. Do you think the zoning designation is incorrect? If yes, go to question 10. Do you think this use should be permitted in the entire zoning designation? If yes, go to question 11.
- 9) Submit a Use Variance Application. Information can be found in Section 14.6 of the zoning ordinance. See Variance Process in this document. Go to Question 12
- 10) Submit a Zoning Map Change Application. Information can be found in Section 14.8 A through H of the zoning ordinance. See Rezoning Request Process in this document. Go to Question 12
- 11) Submit a Text Amendment or Conditional Rezoning Application. Information can be found in Section 14.8 A through H of the zoning ordinance. See Rezoning Request Process in this document. Go to Question 12
- 12) Go Article 6 of the zoning code, does your use meet all the requirements? If yes, wonderful. If no, can you change your plans to make it fit? If no, Submit a Non-Use, Dimensional Zoning Variance Application. Information can be found in Section 14.6 of the zoning ordinance. Go to the next question.
- 13) See section titled "Site Plan Review" in this document to see if you may qualify for a site plan review

WHAT REQUIREMENTS ARE RELEVANT?

Here is a checklist for additional requirements not listed in Section 6. All additional information can be found in the Zoning Code in the appropriate section.

Completed	N/A	
		Sign Requirements: Section 5.7 G, H, and L.
		US-2 Overlay for development within 200 feet of US-2 or driveway access to US-2: Section 7.1
		General Parking and Loading requirements: Section 5.5.
		Adding a new driveway, changing your driveway, or considerably changing traffic volumes: Section 5.10
		outdoor lighting: Section 5.11
		landscaping, buffering, and fence regulations: Section 5.6

SITE PLAN REVIEW

In addition to the above requirements, a development may require a Major or Minor site plan review. All requirements for Site Plans can be found in Section 14.5 E.4. See below for more information.

1) Major Site Plans Requiring Site Plan Review according to specifications in the Ordinance:

- (a) All platted Subdivisions and Condominium Projects;
- (b) All Special Land Uses;
- (c) All Planned Unit Developments;
- (d) All Conditional Rezoning requests; 248
- (e) All expansions or enlargements to nonconforming uses or nonconforming structures that results in a need for ten (10) or more additional parking spaces, per the standards of this Ordinance;
- (f) All ponds or lakes greater than five (5) acres;
- (g) All other site plans for new land uses, expansions, or changes of use of existing land uses requiring:
 - (i) More than ten (10) new parking spaces or;
 - (ii) A principal structure of more than five thousand (5,000) square feet or;
 - (iii) More than two (2) acres in affected area for nonresidential land uses;
- (h) All other site plans are classified as minor site plans unless the Zoning Administrator determines that the proposed project may have a significant impact on air, water, and other natural resources, traffic patterns or future development in the vicinity, in which case the site plan shall be processed as a major site plan.

2) Minor Site Plans Requiring Site Plan Review according to specifications in the Ordinance:

- (a) All residential developments requiring a Zoning Permit other than individual single-family homes, duplexes, and accessory buildings associated with them, unless located within seventy-five (75) feet of the ordinary high water mark or the shoreline of an inland lake, stream or river;
- (b) Any use permitted by right with conditions, which is specified as requiring site plan review in this Ordinance;
- (c) Ponds up to five (5) acres in size, and those located within five-hundred (500) feet of a lake, river, stream, or open City drain;
- (d) Any other land use requests referred to the Planning Commission by the Zoning Administrator.

3) Minor Site Plans Not Requiring Site Plan Review:

(a) Any use permitted by right with conditions may be approved by the Zoning Administrator unless otherwise specified in this Ordinance, or unless referred to the Planning Commission by the Zoning Administrator.

(b) All nonresidential developments requiring a Zoning Permit

PROCESSES

Major Site Plan Process

1. Initiate Pre Application Conference: Applicant calls City Manager and requests appointment. City Manager asks that the appointment be at least 3 days after the phone call.
2. Pre Application Conference
3. Receive Application: Zoning Administrator reviews application and determines if any additional information is needed within 14 days. All requirements for Site Plans can be found in Section 14.5 E.4.
4. Professional Review: City Manager will request an escrow fee for a professional review. Review will take a minimum of 30 days, longer if more information is required.
5. Staff Report: City Manager will prepare a staff report and publish public meeting notice. This process will take a minimum of 18 days.
6. Planning Commission: Site Plan shall be brought forward to the Planning Commission for their review at the public meeting.
7. City Manager will release permit or permit with conditions if approved.

Minor Site Plan Process

1. Initiate Pre Application Conference: Applicant calls City Manager and requests appointment. City Manager asks that the appointment be at least 3 days after the phone call.
2. Pre Application Conference
3. Receive Application: Zoning Administrator reviews application and determines if any additional information is needed within 14 days. All requirements for Site Plans can be found in Section 14.5 E.4.
4. Staff Report: City Manager will prepare a staff report and publish public meeting notice. This process will take a minimum of 18 days.
5. Planning Commission: Site Plan shall be brought forward to the Planning Commission for their review at the public meeting.
6. City Manager will release permit or permit with conditions if approved.

Variance Process

1. Initiate Pre Application Conference: Applicant calls City Manager and requests appointment. City Manager asks that the appointment be at least 3 days after the phone call.
2. Pre Application Conference
3. Receive Application: Zoning Administrator reviews application and determines if any additional information is needed within 14 days.

4. Staff Report: City Manager will prepare a staff report and publish public meeting notice. This process will take a minimum of 18 days.
5. City Council: Variance shall be brought forward to the City Council for their review at the public meeting.
6. City Manager will release permit or permit with conditions if approved.

Basic Site Plan Process

1. Receive Application: Zoning Administrator reviews application and determines if any additional information is needed within 14 days.
2. City Manager will release permit or permit with conditions if approved.

Rezoning Request Process

1. Initiate Pre Application Conference: Applicant calls City Manager and requests appointment. City Manager asks that the appointment be at least 3 days after the phone call.
2. Pre Application Conference
3. Receive Application: Zoning Administrator reviews application and determines if any additional information is needed within 14 days.
4. Staff Report: City Manager will prepare a staff report and publish public meeting notice. This process will take a minimum of 18 days.
5. Planning Commission: Application and Staff Report shall be brought forward to the Planning Commission for their review at the public meeting. Planning Commission gives recommendation to the City Council
6. Public Hearing: City Manager publishes notice for public hearing in front of the City Council at least 15 days before the meeting.
7. City Council: Planning Commission's recommendation, Application, and Staff Report shall be brought forward to the City Council for their review at the public meeting.

Special Use Process

1. Initiate Pre Application Conference: Applicant calls City Manager and requests appointment. City Manager asks that the appointment be at least 3 days after the phone call.
2. Pre Application Conference
3. Receive Application: Zoning Administrator reviews application and determines if any additional information is needed within 14 days.
4. Staff Report: City Manager will prepare a staff report and publish public meeting notice. This process will take a minimum of 18 days.

5. Planning Commission: Application and Staff Report shall be brought forward to the Planning Commission for their review at the public meeting. Planning Commission gives recommendation to the City Council
6. Public Hearing: City Manager publishes notice for public hearing in front of the City Council at least 15 days before the meeting.
7. City Council: Planning Commission's recommendation, Application, and Staff Report shall be brought forward to the City Council for their review at the public meeting.
8. City Manager will release permit or permit with conditions if approved.

PREAPPLICATION CONFERENCE

All applicants are strongly encouraged to make a pre-application conference for all applications. (Note that some applications require a pre-application conference.) At the meeting, the following will be discussed.

- Necessary permits
- If a site plan review is necessary
- Additional things to consider with the development

The applicant is asked to bring the following

- A rough site plan

The City Manager will do his/her best to help the applicant through the process, however, they may not have all the answers at the meeting. Likewise, additional information may occur to him/her after the meeting that may need to be addressed by the applicant. The pre-application conference is merely the start of the discussion of the project.

FEE SCHEDULE

The Fee Schedule can be found on the city's website at cityofbessemer.org.

SPECIAL MEETING PROCEDURE

If an applicant requests a special meeting, they are responsible for all incurred costs. They need to give at least 18 days notice to the City Manager to ensure it is properly noticed, 25 days if a public hearing is required. The City Manager and the applicant will have to work together to pick a date that works best for both parties.

BUILDING PERMIT OVERVIEW

Building Permits are required for all remodeling, roofing, siding, demolition, fences, relocation, and new construction. The application is reviewed past the City of Bessemer's Zoning Code and the Michigan Building Code.

Building permits for minor work are typically reviewed and acted upon within 3 work days. Larger projects may take up to 30 days. All new construction projects will need to be inspected a minimum of three times.

The application can be found on the city's website at cityofbessemer.org.

QUICK OVERVIEW

Contact information: City manager, (906)667-0333 or by mail at 411 S Sophie, Bessemer, MI 49911

Planning Commission meetings: 1st or 2nd Wednesday of every month at 5:30

City Council/ Zoning Board of Appeals meetings: 1st and 3rd Monday of every month at 5:30

VARIOUS OTHER CONTACTS

Governments and non-profits

- Gogebic County: 906-667-0411
- Ironwood Chamber of Commerce: 906-932-1122
- Western Upper Peninsula Planning and Development Region: 906-482-7205
- For Access Management call Michigan Department of Transportation at 906-875-6644
- For Gogebic County Soil Erosion and Sediment Control call 906-663-4512

Energy Providers

- Xcel Energy for gas and electric: 1-800-481-4700

Internet Providers

- Gogebic Range: 906-842-3394
- Charter: 855-757-7328
- AT&T: 866-861-6075

Garbage Services

- Eagle Waste and Recycling: 715-477-0077
- Gogebic Range Solid Waster Management: 906-932-0600