



ADMINISTRATIVE REVIEW PROCESS

When the proposed new construction or remodeling constitutes an addition to an existing building or use, site plan review procedures may be modified, at the discretion of the Building Official, to provide for an administrative review by the Building Official in lieu of a more formal review by the City Planning Commission.

STEP 1

- Schedule an optional Conceptual Review meeting to determine if your project is eligible for Administrative Review
- Estimated time: One (1) business day

STEP 2

- Complete a Zoning Permit Application and submit to Building and Zoning Administrator. A member of staff will contact you if additional information is required to process your request.
- Estimated time: One (1) to three (3) business days

STEP 3

- The Building and Zoning Administrator will provide written Administrative Approval for the project. Approval must be received prior to construction start.
- Estimated time: Three (3) to five (5) business days

TOTAL ESTIMATED TIME: Five (5) to nine (9) business days depending on timeliness of applicant responses to requests.

For questions please contact Building and Zoning Administrator, Marty Johnson, mjohnson@durandmi.com.