

DEVELOPMENT GUIDE

The Little City with a BIG HEART!



Welcome to Clawson!

This Development Guide is a brief overview of the city's review process, policies, steps, and other relevant information. Links are provided throughout the document for easy access to the most up-to-date forms, applications, and more information.

This document is not intended to include all of the requirements of the City Code. Applicants and their development professionals should review the specific ordinances and talk to city staff about their development projects.

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Contact Information

The City of Clawson’s website (www.cityofclawson.com) contains maps, applications, the City’s Land Development Regulations and Master Plan, and much more. The [Building & Planning documents](#) link provides quick access to permit applications, while the [Business Resource](#) link details incentives and business resources.

City of Clawson

425 N. Main Street

Clawson, MI 48017

248.435.4500

Hours

Monday – Thursday

7:30am – 5:30pm

Fridays – Closed

Discipline	Contact Person	Contact Information	Contact For
Planning	Joe Tangari or Jill Bahm	(248) 852 - 3100 cityplanner@cityofclawson.com	<ul style="list-style-type: none"> • General (re)development approval process questions • Detailed Zoning Ordinance requirements • Site Plan Review • City Master Plan • Variance requests
Downtown Development	Joan Horton, DDA Director	(248) 435-5299 ddadirector@cityofclawson.com	<ul style="list-style-type: none"> • Downtown promotion • Downtown business assistance • Downtown Master Plan
Building	James Albus, Director of Building & Planning	(248) 435-4500 ext 115 jalbus@cityofclawson.com	<ul style="list-style-type: none"> • Building Code requirements • Required Building Permits • Sign code
Public Works	Matt Hodges, Superintendent	(248) 288-3222 ext 23 mhodes@cityofclawson.com	<ul style="list-style-type: none"> • Utility locations • Water & sewer requirements and tap fees
Engineering	Harry Drinkwine, Engineering Services	(248) 288-3222 ext 27 hdrinkwine@cityofclawson.com	<ul style="list-style-type: none"> • Detailed site design requirements • Engineering requirements
Fire	Jon Ruthenbeck, Fire Marshal	(248) 435-4500 ext 115 jruthenbeck@cityofclawson.com	<ul style="list-style-type: none"> • Fire Inspections

The Development Review Process

The following outlines the development review process, including estimated timelines, required applications and submittal materials, as well as a summary of the process following Planning Commission approval.

All projects are reviewed by multiple departments at the outset to assist you in determining the project's feasibility and to reduce costly surprises in the (re)development process.

In general, other than the construction of single-family homes, most building construction and land modifications require a site plan review application. Certain uses may also require a special use permit. When a change of use is proposed for a property, even where no construction is occurring, site plan review and/or a special use permit will likely also be required, unless a current site plan is in effect. Please contact cityplanner@cityofclawson.com for project specific requirements and approvals.

Reviewing Bodies for Development Applications & Timeline

Depending on the nature and location of the project, select City Boards and Commissions will review the project as described below. Meetings take place at City Hall unless otherwise noted.

- **Planning Commission:** Creates and updates the Master Plan, reviews Zoning Ordinance amendments, rezoning requests, site plans, special use permits, and other land use applications.
Second & Fourth Tuesday of the month at 7:30pm
- **Zoning Board of Appeals:** Interprets and grants variances from provisions of the Zoning Ordinance and Sign Ordinance; conducts hearings and resolves disputes regarding the decisions of the Zoning Official; reviews temporary use requests.
Third Thursday of the month at 7:30pm
- **Downtown Development Authority Board:** Manages ongoing maintenance, security and promotion of economic activity and continual operation of the downtown district.
Third Wednesday of the month at 8:00am
- **City Council:** Reviews rezoning requests and Zoning Ordinance and City Code amendments.
First & Third Tuesday of the month at 7:30pm

Typically, the entire planning approval process takes about two months for a site plan application when applicants and their project architects/engineers turn around any required site plan revisions identified in the initial plan review letter. Generally, the City of Clawson strives to take make sure projects are ready for a favorable recommendation before taking them before the Planning Commission.

Pre-Application Meeting

The prospective developer(s) or representative(s) of an entity wishing to (re)develop a property in the City is encouraged to meet with city planning officials, which is comprised of staff from Building & Planning, Engineering Services, Public Works, Police and Fire, prior to submitting an official application. Contact cityplanner@cityofclawson.com to schedule a free consultation.

Prospective applicants are encouraged to bring their design professionals and any conceptual drawings/plans to the pre-application meeting, as this may allow for more effective review and comments. During this meeting, the development team will share

background information on the site, the community vision for the site, an overall opinion of the proposed idea, and an outline of the approval process and timeline.

Helpful Resources

Community Vision: The Master Plan

The Master Plan is one of the primary tools used by the City of Clawson. It is a broad-based policy document for the physical, economic, and social development of the City as it relates to land use. It has a long-range perspective that provides a coordinated approach to making important decisions.

Prospective developers should review the City's Master Plan to make sure the proposed project helps fulfill the goals of the plan. The city recently adopted the 2018 Master Plan update. The plan can be found on the City of Clawson's website. For projects in the downtown, please review the [Downtown Master Plan](#) for the vision for Clawson's ever-growing downtown.

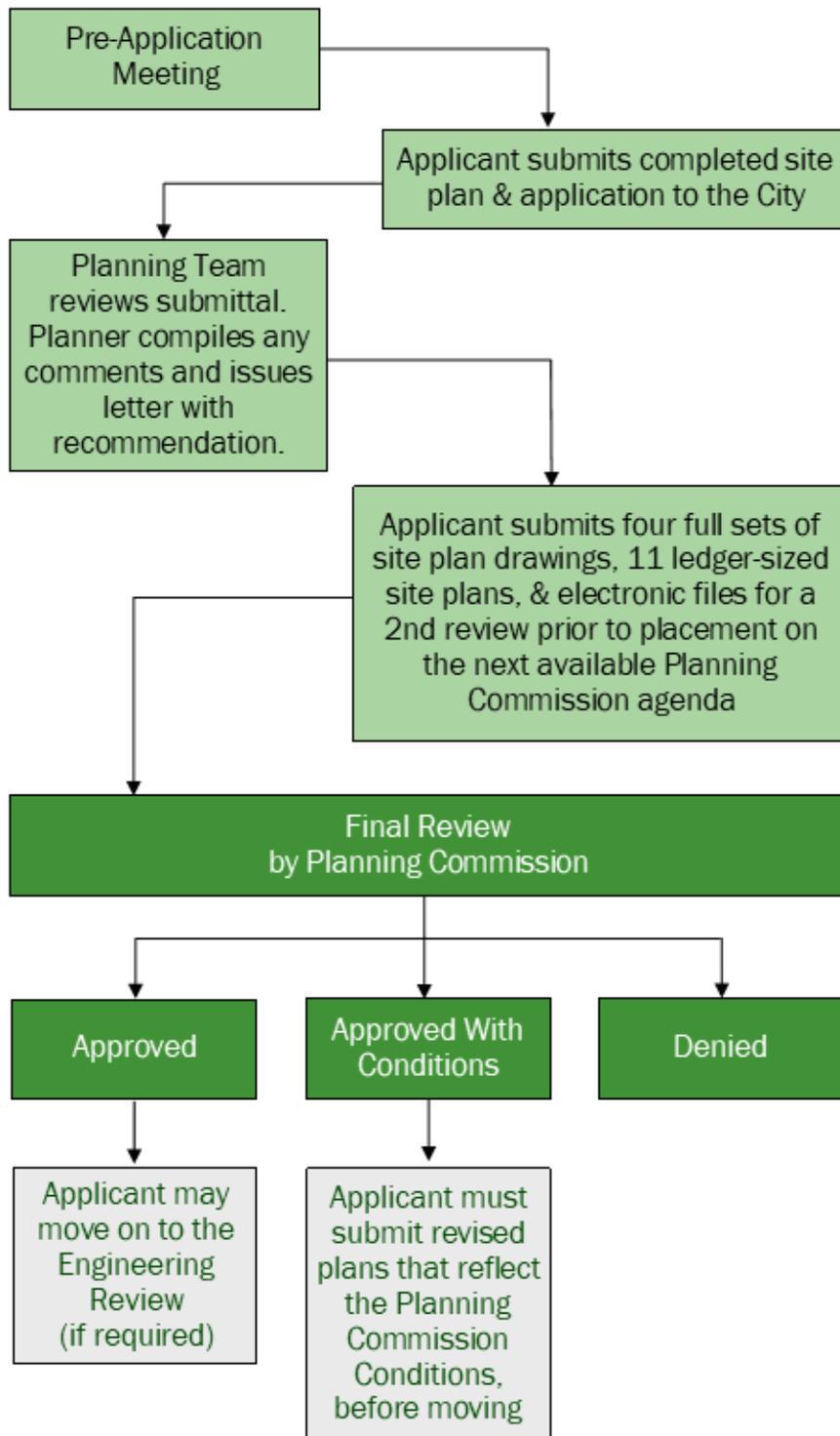
Zoning Information

- The Zoning Map is available on the [City of Clawson's website](#).
- Zoning regulations are contained in [Article X of Chapter 34](#) of the City Code.
- Sign regulations can be found in [Chapter 36](#).
- Downtown Design Guidelines.

Planning and Zoning Applications

Zoning Determination Requests, Site Plan Review Applications, Special Land Use Requests, Zoning Board of Appeals Applications, Rezoning Requests, etc. are on the city's website: [Clawson Board Applications](#)

Site Plan Review Process



Requirements & Applications

To initiate the site plan review process, submit the following to the Building & Planning Department:

- Completed [site plan review application](#), including site plan checklist
- First submission: 8 sets of signed, sealed & folded site plans prepared by a registered design professional
- Second submission/revise plans: 4 sets of signed, sealed & folded plans, 11 ledger-sized plans and PDF of the plans
- Application fees

Review Process

Some projects may qualify for administrative review; however, the Building Official has the discretion to forward any site plan submitted to the Planning Commission for final determination.

1. Applicant submits complete application at least four (4) weeks prior to the date of the Planning Commission meeting.
2. Distribution of site plans.
 - a. The Building Department and City's planning consultant will distribute site plans to the following City departments for review and comment: Engineering, Fire, Police, and Public Works.
 - b. It is the responsibility of the applicant to submit plans as may be required to additional internal and external agencies, such as Oakland County Road Commission, MDOT and MDEQ.
3. Review letters sent to Applicant. The review letters will indicate the proposed project's compliance with all applicable City laws, ordinances, and codes.
 - a. Revision and resubmittal of plans. Revisions may be required before a plan may proceed to the Planning Commission. Once all site plan requirements are met, a final review letter is prepared by the planner who will recommend action on the application, including any conditions that would ensure compliance with policies and regulations.
 - b. Completed site plans need to be submitted three (3) weeks prior to a meeting to be considered for the agenda.
 - c. The final review letter and the site plans will be forwarded to the Planning Commission.
4. Planning Commission Review and Action. The Planning Commission may approve, approve with conditions, or deny the site plan.
5. Next steps include:
 - a. If necessary, the applicant shall secure and submit copies of all required zoning variances, permits or approvals from other agencies.
 - b. If necessary, the city engineer reviews and approves the grading, clearing, stormwater management, underground utilities, and site construction elements of the final site plan and related engineering drawings.

- c. Following engineering approval (if required), the Building Official may issue required construction permits in accordance with City Codes and procedures.

Time limit of approval and work completion

- The site plan or special use permit approval remains valid for 12 months from the date of its approval.
- If construction permits have not been pulled within the 12-month limit, the approval shall automatically become null and void, and all rights under the site plan approval lapse.
- An extension of up to six months may be granted by the Planning Commission, if requested prior to expiration.
- Once a building permit is obtained and work on the proposed development site has begun, the work must be diligently pursued otherwise the approval becomes null and void.
- A request to extend the time limit may be submitted to the Building Official who may grant a 12-month extension for a good cause.

Special Land Use Review Process

Certain uses may be permitted with a special land use, as identified in Section 34-520. A site plan shall be submitted as provided above. The Planning Commission will hold a public hearing with notice provided to property owners within 300 feet of the subject property. Applications are available online and must be submitted a minimum of one month in advance.

Variance Review Process

Use variances are *not* allowed in the City of Clawson. Dimensional variances and sign variances may be granted by the Zoning Board of Appeals, subject to a specific set of standards identified in [Section 34-542\(3\)](#). Applications are available online and must be submitted a minimum of one month in advance.

Rezoning

The requirements and process for standard and conditional rezoning are identified in [Section 34-487](#). Applications may be found on the City of Clawson’s website. All proposed rezonings shall be referred to the Planning Commission for public hearing and recommendation prior to final action by City Council.

Permits

For permits, applications, and fee schedules, please visit the Building & Planning [Documents & Permits](#).