

KEEGO HARBOR DEVELOPMENT PROCESS

EXPLANATION OF THE STEPS

STEP 1. PRESENT YOUR IDEA FOR A NEW BUSINESS, HOUSE, GARAGE, SHED, DECK, FENCE...

If you have an idea for a new business or found a spot to build a new home, or have home improvement plans, contact the Planning Department. The City Planner can provide the information about zoning and other regulations needed to move your new project forward. For an appointment, contact the City of Keego Harbor at 248-682-1930.

STEP 2. ZONING COMPLIANCE APPLICATION.

After presenting your project proposal to the City Planner, you need a “zoning compliance permit approval.” Applications for zoning compliance are available at City Hall. The Planning Department will explain what documents and information are required for your application. Then, it is reviewed against the Zoning Ordinance standards. If your project receives zoning approval, you can move to the next step. If your project is denied for zoning, the Planner will explain the reasons and assist with possible options.

STEP 3. FOR A NEW HOUSE...

Submit architectural plans, elevations, and a survey for review by the (Architectural Review Committee). All new construction homes must the Architectural Design Standards and obtain a score of 90 or higher. All new homes must comply with the Site Grading and Drainage standards as well. See the City Planner for more details.

STEP 3. FOR A NEW BUSINESS...

For an existing building, an occupancy inspection is required. The Building Official shall inspect the property and prior to occupancy, the building must meet the current safety codes. For new construction, the building must meet current State of Michigan codes. The Building Official can provide more details.

STEP 3. FOR A GARAGE OR SHED...

Submit plans for the size and location of the garage or shed in the back yard only. Generally, garages and sheds must match the design of the principal residence. Construction plans are need for a garage. The Building Official can provide details.

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STEP 3. FOR A NEW DECK...

Submit construction plans for review showing the location of the deck in the back yard. The deck must be constructed to meet weight loads as required by the Building Code. See the Building Official for more details.

STEP 3. FOR A FENCE...

All fences require a property line survey or mortgage survey of the lot for the proposed fence installation. A survey is required to ensure the fence is installed in the proper location. (See the FAQ section for info) Attach the survey to the zoning compliance application and submit it to the clerk. See the City Planner for more details.

STEP 4. OBTAIN A BUILDING PERMIT FOR ALL CONSTRUCTION PROJECTS (HOUSE, GARAGE, DECK)

Submit detailed construction documents to the Building Department for commercial buildings, residential homes, garages, and decks. The plans will be reviewed by the Building Official and City Engineer for compliance with the building construction codes and the site grading standards. All new construction must comply with the current requirements for construction, site grading, and drainage. Some plan revisions may be required during the review process. See the Building Official or City Engineer for details.

STEP 5. CONSTRUCTION AND INSPECTIONS

After all required building and engineering permits are issued and obtained, construction may begin and inspections must be scheduled in accordance with the current codes.

STEP 6. FINAL INSPECTION, CERTIFICATE OF OCCUPANCY

After all required final building and engineering inspections are approved. The Building Official is authorized to issue a certificate of occupancy based on final approval of all required conditions. See the Building Official for greater detail.