

STARTING A BUSINESS IN THE CITY OF BURTON



Thank you for considering the City of Burton to locate your business or to make improvements to an existing property. In an effort to better serve you, please use the following guides to determine the appropriate location and learn about any unforeseen costs that may be incurred in the process. If you are having difficulty answering any of the questions, please contact the division in the left margin that the question is in reference to.

Property Address: _____ Zoning: _____

Nature of Business: _____
 (Describe in detail)

Planning/Zoning 810-742-9230 ext. 3103	<p>Does the zoning allow my intended use of the property? Yes No (refer to Pages 4 and 5 of this packet for a use matrix)</p> <p>Does my intended use require that I get approval from the Planning Commission? Yes No (refer to Page 3 of this packet or contact the Planning Division)</p> <p>Are there improvements that are required to be made to the property? No Yes, Exterior Yes, Interior</p> <p style="padding-left: 40px;">If yes, Exterior work, requires Site Plan Review, which could include the following conditions: - Sidewalks, paved parking area, on-site drainage, etc, (see Ord. 157.092 for more info)</p> <p style="padding-left: 40px;">If yes, Interior work, floor plan is required to be submitted along with building plans.</p> <p>How many parking spaces does the property currently have? _____</p> <p>What is the required number of parking spaces? _____</p>
Water/Sewer 810-742-9230 ext. 3104	<p>What are the current water/sewer residential equivalency units (REUs) for the property? _____</p> <p>Are these units going to be adequate for my intended use? Yes No</p> <p>What will be an estimate of the cost for additional units? \$ _____</p> <p>Do I have to put the water/sewer bill in my name? Yes No</p>
Fire Department 810-742-2158 ext. 2102	<p>Do I have fire extinguishers that have been tested within the last year? Yes No</p> <p>Are there working exit lights at each exterior door, or door leading to an exit? Yes No</p> <p>Does the use of this building require a sprinkler system? Yes No</p>
Misc.	<p>Are you required to have a State of Michigan License or Permit for this type of business? Yes No</p> <p>Are you required to get approval from the Genesee County Health Department? Yes No</p> <p style="text-align: center;">Any required approval from an additional agency must be done before occupancy can be issued</p>

GUIDE FOR POTENTIAL BUSINESS OWNERS

Congratulations! Your site seems to fit your business opportunity. The following is a guide that will help you through the process of starting a business or development on an existing property in the City of Burton. Most of the items will have a fee associated, however the fee may vary based on the use, construction, and/or size of the property.

For construction of a new or expansion of an existing development:

- Fill out and submit the proper form for the property: site plan review, special use permit, administrative site plan review, or zoning review. See Page 3 to determine the necessary application and how to schedule a hearing if necessary or contact the Planning Division directly at 810-743-9230 ext. 3103.
- Submit four (4) sets of signed and sealed architectural building plans to the Building Division for the improvements that require a permit. (Electrical, Mechanical, and Plumbing improvements are require permits from the State of Michigan) If you are not sure if your improvements require a permit, please contact the Building Division at 810-742-9230 ext. 3109.
- Submit Storm Water Management plan to the Genesee County Drain Commission to assess Storm Drainage Requirements when conducting any exterior improvements that will increase impervious area.
- Submit proposed floor plan to the Genesee County Drain Commission to assess Industrial Pretreatment Permit, and an audit to determine additional/reduction REUs requirements.

For existing developments with a previously approved site plan on file:

- Fill out and submit the proper form for the property: administrative site plan review, or zoning review. See Page 3 to determine the necessary type of site plan or contact the Planning Division directly at 810-743-9230 ext. 3103.
- Complete application and schedule an inspection with the Building Division for required repairs
- Submit Storm Water Management plan to the Genesee County Drain Commission to assess Storm Drainage Requirements, if necessary.
- Complete application for the Fire Department to determine occupancy load and hazardous inspection requirements. (this will be submitted to the City of Burton DPW with all other applications)
- Submit floor plan to the City of Burton Water/Sewer Division to conduct an audit and determine additional/reduction of REUs to be charged to the property.

Always:

- Receive approval and pay any applicable fees to the Genesee County Drain Commission
- Receive any applicable permits (i.e. building, right of way, soil erosion, etc.), pay any fees, conduct any inspections, and receive a Certificate of Occupancy from the City of Burton Building Division prior to opening your business.

DETERMINING YOUR SITE PLAN REVIEW REQUIREMENTS - CHAPTER 157.092

Every business must go through some type of site plan review. Here are the factors that will determine the requirement, the costs, documentation, and decision making body associated with each:

For construction of a new or expansion of an existing development:

- Site Plan Review Required –
 - o Cost of application is between \$200.00 and \$400.00,
 - o 12 sets of engineered plans;
 - o Decision made by Planning Commission

For existing developments with a previously approved site plan on file when there is a change of ownership, change of use, additional use, construction of a detached storage building that meets the requirements of 157.092 (C)(1), or construction of an unenclosed structure for recreational purposes:

- Administrative Site Plan Review Required
 - o Cost of application is \$75.00
 - o 3 sets of floor plans
 - o Decision made by the Administration

For existing developments with a previously approved site plan on file when there is a change of ownership or change of use in a Planned Shopping Center:

- Zoning Review,
 - o Cost of application is \$40.00,
 - o 3 sets of floor plans
 - o Decision made by the Administration

In all zoning classifications there are certain uses that require Special Use Permits. Please check Chapter 157 of the applicable zoning to verify if this applies to your use. If your use does require Special Use Permit, the following is required:

- Cost of the application is \$600.00
- Application is due 6 weeks prior to the meeting
- Notice is sent to everyone within 300' of the parcel
- Decision is made by Planning Commission

If you are having trouble determining which site plan review will be required for your situation, please contact the Planning/Zoning Division at 810-742-9230 ext. 3103.

	C-1 - Local Business	C-2 - General Business	C-3 - Highway Oriented	C-4 - Planned Shopping	RO - Restricted Office	M-1 - Light Industrial	M-2 - General Industrial	R-1A -Single Family Residential	R-1B -Single Family Residential	R-1C -Single Family Residential	RM - Multiple Family Residential	SE - Suburban Estate Residential	HRM - High Rise / Multiple Family Residential	RMH - Mobile Home Park
PU = Permitted Use														
SU = Special Use														
WR = With Restrictions														
Accessory Structure to Principal	PU	PU	PU	PU		PU	PU	PU	PU	PU	PU	PU	PU	PU
Apartments											PU		PU	
Arcade		SU	SU											
Assembly Halls			PU											
Assisted Living Homes	PU	PU	PU		PU						PU		PU	
Automobile Repair		SU	SU			SU	PU							
Banks / Credit Union	PU	PU	PU	PU	PU									
Beauty Parlor or Barber	PU	PU	PU	PU		SU	PU							
Bowling Alley		SU	SU											
Carry out Restaurant	PU	PU	PU	PU			SU							
Cemetery (20 Acres Required)								SU	SU	SU	PU	SU	PU	
Churches	PU	PU	PU		PU			SU	SU	SU	PU	SU	PU	PU
Convalescent Homes	PU	PU	PU		PU						PU		PU	
Daycare Center	PU	PU	PU		PU			SU	SU	SU	PU	SU	PU	PU
Dog Kennel						SU	PU							
Dwelling, Multi Family											PU		PU	
Dwelling, Single Family								PU	PU	PU	PU	PU	PU	
Fabrication						PU	PU							
Family Care Center (less than 6)								PU	PU	PU	PU	PU	PU	PU
Farm Animals (5 Acres Required)								PU	PU	PU		PU		
Furniture/ appliance repair shop		PU	PU	PU										
Gasoline Station		PU	PU	WR										
Golf Courses (5 Acres Required)								SU	SU	SU	PU	SU	PU	
Gym		PU	PU	PU										
High Rise Multi-Family													PU	
Home Occupation								PU	PU	PU	PU	PU	PU	
Hospitals		SU	SU								PU		PU	
Housing for Elderly	PU	PU	PU		PU						PU		PU	
Industrial Park						SU	PU							
Junk Yard							SU							
Landscaping Yard							SU							
Laundromats / Dry Cleaning	PU	PU	PU	PU		PU	PU							
Manufacturing – Automobiles							PU							
Manufacturing - not automobiles						PU	PU							

<p>PU = Permitted Use</p> <p>SU = Special Use</p> <p>WR = With Restrictions</p>	C-1 - Local Business	C-2 - General Business	C-3 - Highway Oriented	C-4 - Planned Shopping	RO - Restricted Office	M-1 - Light Industrial	M-2 - General Industrial	R-1A -Single Family Residential	R-1B -Single Family Residential	R-1C -Single Family Residential	RM - Multiple Family Residential	SE - Suburban Estate Residential	HRM - High Rise / Multiple Family Residential	RMH - Mobile Home Park
Medical / Dental Offices or Clinics	PU	PU	PU		PU									
Medical Marijuana Club		SU	SU			PU	PU							
Medical Marijuana Dispensary		SU	SU			PU	PU							
Medical Marijuana Grow Facility						PU	PU							
Mobile Homes / Parks														PU
Motel, Hotel or Lodging			PU			SU	PU							
Office - Professional (not medical)	PU	PU	PU	PU	PU									
Open Air Business			SU			PU	PU							
Open Storage Yards – Contractor							SU							
Photography Studio	PU	PU	PU	PU	PU									
Planned Unit Development								WR	WR		PU		PU	
Private Clubs (5 Acres Required)								SU	SU	SU	PU	SU	PU	
Recreational use – Indoor			SU			PU	PU							
Recreational use - Outdoor		SU	SU											
Recreational Vehicles Sales			PU			SU	PU							
Restaurant - Completely Enclosed	PU	PU	PU	PU		SU	PU							
Restaurant with a Drive Thru		SU	SU	WR										
Retail Stores	PU	PU	PU	PU										
Schools – Private	PU	PU	PU		PU									
Schools – Public	PU	PU	PU		PU			PU	PU	PU	PU	PU	PU	PU
Self-Storage Facility						SU	PU							
Shopping Center – Mall				PU										
Tailor	PU	PU	PU	PU	PU									
Tanning Salons		PU	PU											
Theaters - Completely Enclosed				PU										
Theaters - Drive-in						SU	PU							
Tool and Die Shop						PU	PU							
Towing Facility							SU							
Townhouses											SU			
Vehicle Sales – Inside			PU			PU	PU							
Vehicle Sales - Outdoor			SU			PU	PU							
Veterinarian Hospital		SU	SU											
Warehouse		SU	SU			PU	PU							
Welding							PU							
Wholesale Establishment		SU	SU			PU	PU							