



Instructions Land Use Development Services

What is Land Use Development Services?

The Land Use Development Services (LUDS) review and permitting program provides the City's customers with a single point of access for the following development-related services:

- **Planning Director Review** – Determines whether a project is compliant with the Zoning Code and any conditions of approval by the Board of Zoning Appeals, Planning Commission, or City Commission.
- **Stormwater Drainage Review** – Determines whether a project is compliant with the City's stormwater regulations.
- **Soil Erosion and Sedimentation Control (SESC) Review** – Determines whether a project is compliant with the State of Michigan's regulations protecting water resources from development-related erosion.
- **Temporary Occupancy of the Public Right-of-Way** – Authorizes temporary use of City streets or sidewalks for construction-related activities.
- **LUDS Inspections** – Field inspections verify that a project is constructed according to the plans accepted by City staff.

For developers, the benefits of the LUDS program include a single application, a coordinated review process, and a consolidated review and permit fee.

When is a LUDS Permit Required?

A LUDS Permit is required for these project types, under most circumstances:

- New multi-family, commercial, industrial, and institutional buildings
- Additions to multi-family, commercial, industrial, and institutional buildings
- Major site work, including parking lots
- New buildings and additions (including single-family residential) located in the flood plain
- New buildings and additions (including single-family residential) located within 500 feet of a water body (lake, river, stream, or drainage ditch) or wetland
- Other projects as required by Chapter 67 of the Grand Rapids City Code

On-Line Plan Review Status and Comments

Following application submittal, the Land Owner and Site Designer will receive a confirmation notice with a plan review number for the project. Plan review status and comments are available on the City's website, www.grcity.us/devcenter, click on "Plan Review Comments."

Submittal Requirements

A complete LUDS application consists of the following:

- LUDS Plan Review Application form
- LUDS-Director Review Attachment form (not required for single-family or two-family projects)
- A CD or DVD containing all of the pages normally submitted in a hard copy plan set (PDF format)

An incomplete application may be returned or held until all required materials have been received.

The City's objective is to review complete applications within 5 business days. Following the review, the Land Owner and Site Designer will be notified that a LUDS Permit can be issued or that revisions are required to the application, plans, or design.

Plan Requirements

The plan type(s) must be included in the title block. Two or more plan types may be combined in a single page where feasible, provided that the individual types are listed in the title block. Checklists of required plan elements are available on the City's website, www.grcity.us/devcenter. These checklists are not exhaustive.

Applicants should include any additional information that they deem to be reasonably necessary to adequately evaluate the proposed use or activity and its effects on the City, including additional studies, graphics, or written materials.

- Site Plan** (Required)
- Landscape Plan**
- Lighting (Photometric) Plan**
- Building Elevation Plan**
- SESC Plan**
- Stormwater Drainage (Utility) Plan**

Who May Apply for a LUDS Permit?

While a Site Designer or other party may submit the LUDS Plan Review Application and the required plans, only a Land Owner (as defined by Chapter 67 of the Grand Rapids City Code) can be issued a LUDS Permit. For the LUDS Permit to be valid, a Land Owner must sign the LUDS Permit document, have the document stamped by the City, pay the review and permit fee, and submit a Supplemental Permit Data form listing the General Contractor, Certified Stormwater Operator (required for all projects 1 acre or larger), and any other relevant contractors working on the project.





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Please print or type when completing application forms.

All items are required unless otherwise noted.

Plan Review Application Instructions

- I.A. Provide the official name given the project by the developer, the principal address used to reference the project's location, and the permanent parcel number of that address.
- I.B. Provide all requested details on the project:
 - Project size is the area to be altered subject to the LUDS Permit, not necessarily the total parcel area
 - Impervious area is that portion of the total impervious area to be modified or added
 - Zone district and zone neighborhood classification are available on the City's website, www.grcity.us/devcenter, click on "Interactive Mapping"
- I.C. Describe all major site work and construction, including excavation, structures, paving, landscaping, etc.
- I.D. Select a single proposed land use category, then follow the directions below the dashed line:
 - For single-family and two-family projects, continue to Item I.E.
 - For all other projects, check one of the boxes below the dashed line
 - If the project has already been approved, provide the approval date
 - If the project has not been approved, complete and attach the LUDS-Director Review Attachment form
- I.E. If there is no proposed change in land use, check the box and continue to Section II; otherwise, describe the current land use in detail.
- II.A. Provide the date of birth, name, and contact information of the Land Owner (Note: The Land Owner must be a person who meets the definition found in Chapter 67 of the Grand Rapids City Code).
- II.B. (As Applicable) Provide the name and contact information of the Site Designer.

Director Review Attachment Instructions

(Not required for single-family or two-family projects.)

- I.A. Provide the official name given the project by the developer, the principal address used to reference the project's location, and the permanent parcel number of that address.
- I.B. Provide lot frontage, depth, area (in square feet or acres), and shape.
- I.C. Check all applicable project categories.
- II. Provide a detailed description of the project, including all proposed uses (may be attached as a separate page).
NOTE: The project description is a critical element of Director Review. A highly detailed description will expedite the review process; a short description will require follow-up communication by City staff, possibly delaying the review.
- III. Check each submitted plan type and provide the applicable sheet number(s). NOTE: Plan checklists are available on the City's website, www.grcity.us/devcenter.

Temporary Occupancy Attachment Instructions

(Not required if project does not involve temporary use of City streets or sidewalks for construction-related activities.)

NOTE: This form may be submitted on its own if temporary use of City streets or sidewalks is the only service requested.

- I.A. Provide the official name given the project by the developer, the principal address used to reference the project's location, and the permanent parcel number of that address.
- I.B. Describe the City street or sidewalk to be occupied.
- I.C. Explain why the project cannot be completed without temporary use of the City street or sidewalk.
- II.A. Provide the start date, finish date, and schedule of daily operations.
- II.B. Explain how traffic adjustments will be made in accordance with the Michigan Manual of Uniform Traffic Control Devices.
- II.C. Explain how the City street or sidewalk will be restored after use.
- III.A. Provide the name and contact information of the Land Owner for the project.
- III.B. ***If temporary use of City streets or sidewalks is the only service requested, the applicant need not be the Land Owner, but such applicant's name and contact information must be provided.***

* ***Sign and date the form.***

