

Site Plan Review Process

City of St. Johns

Step 1

Preliminary review in which a proposed plan is submitted to the Zoning Administrator and the developer meets with planning staff to review the plan for form and content.
Timeline: Day 1 (45 days prior to Planning Commission meeting intended for review)

Step 2

Applicant submits full site plan application package at least 30 days prior to the Planning Commission meeting at which it will be reviewed.
Timeline: Day 15

Step 3

At the public hearing, the Planning Commission shall review the application and information from the city staff and shall provide the applicant and the public an opportunity to comment on the application.
Timeline: Day 45

Step 4

The Planning Commission shall make a recommendation on the application within 45 days of the public hearing unless the applicant agrees to an extension.
Timeline: Day 45

Step 5

The City Commission shall make a decision within 45 days of receipt of a site plan application, unless the applicant agrees to an extension.
Timeline Estimate: Day 45

Step 6

The Zoning Administrator shall notify the applicant of the City Commission's decision by mail within 15 days of the date of the decision.

Notes:

- Planning Commission meets the second Wednesday of each month at 5:30pm as needed.
- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed.
- Approved site plans are valid for one year. Upon written application filed prior to the termination of the one-year review period, the Zoning Administrator may authorize a single extension of the time limit for a further period of not more than one year.

City Hall

100 E. State St. #1100
St. Johns, MI 48879

Business Hours: 8am-4pm
Monday-Friday

For questions please contact:
Christopher Khorey,
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Special Land Use Review Process

City of St. Johns

Step 1

Preliminary Review: Prior to submission of a special use permit application, an applicant shall submit a preliminary application for the Zoning Administrator and other city staff to review.
Timeline: Day 1

Step 2

Following their review of the preliminary application, the Zoning Administrator will provide the applicant with an analysis of their application.
Timeline: Day 15

Step 3

A completed application with all required information shall be submitted to the Zoning Administrator at least 30 days prior to the Planning Commission meeting at which it will be reviewed.
Timeline: Day 45

Step 4

Following submission of a complete application with all required information, the Zoning Administrator shall schedule a public hearing at the next regular Planning Commission meeting following the 30-day review and notice period.
Timeline: Day 45

Step 5

The Planning Commission shall make a recommendation on the application to the City Commission within 45 days of the public hearing unless the applicant agrees to an extension.

Step 6

The City Commission shall make a decision within 45 days of receipt of a site plan application, unless the applicant agrees to an extension.
Timeline: Day 90

Step 7

Only upon conclusion of hearing procedures relative to a particular application and the posting of the required bond by the developer may the City Commission authorize the issuance of a special use permit.

Notes:

- Planning Commission meets second Wednesday of each month at 5:30pm as needed.
- City Commission meets the fourth Monday of each month at 6:00pm. Please call City Clerk to confirm date & time.
- The preliminary special use permit process is intended to be for informational purposes only and does not ensure approval of the full application by the Planning Commission.
- Approved site plans are valid for one year.

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Variance Request

City of St. Johns

Step 1

Preliminary review (optional). A potential applicant may schedule a time to meet with the zoning administrator to go over the variance request.

Step 2

Applicant submits appeal or variance request with a complete application and appropriate fee.
Timeline: Day 1

Step 3

Zoning Administrator schedules a public hearing with at least 15 days notice.
Timeline: Day 15

Step 4

Proposal is heard by the Zoning Board of Appeals at a Public Hearing.
Timeline: Day 30

Step 5

The Zoning Board of Appeals shall approve with or without conditions or disapprove the non-use variance application and shall communicate its action in writing to the applicant within 30 days after its initial meeting to review the request or appeal.

Step 6

Any appeal from the Board's decision shall be made within 21 days of said decision.

Notes:

- Zoning Board of Appeals hearings will be scheduled upon request.
- Each variance granted shall become null and void unless the provisions of the variance have been utilized by an applicant within 12 months after the granting of the variance.
- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed.
- The granting of use variances shall be prohibited.

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Rezoning Request

City of St. Johns

Step 1

Pre-application meeting with staff prior to submitting rezoning petition (zoning text or map amendment.)
Timeline: Day 1

Step 2

Following initiation of a zoning amendment, a Planning Commission public hearing shall be scheduled by the Zoning Administrator.
Timeline: Day 7

Step 3

At the public hearing, the Planning Commission shall review the amendment and shall provide the applicant and the public an opportunity to comment on the amendment.
Estimated Timeline: Day 30

Step 4

Following the public hearing, the Planning Commission shall submit its recommendation on the proposed amendment and a summary of public hearing comments to the City Commission.
Estimated Timeline: Day 35

Step 5

Following receipt of the Planning Commission's recommendation and report on the public hearing, the City Commission may take action on the amendment or hold additional public hearings.
Estimated Timeline: Day 60

Step 6

Approval of the amendment shall be by a majority vote of the City Commission members unless presented with a protest petition outlined in § [155.387](#)

Notes:

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- City Commission meets the fourth Monday of each month at 6:00pm. Please call City Clerk to confirm date & time.
- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed.

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