SITE PLAN REVIEW PROCESS

*Site plan approval needed, prior to building permit application.

Step 1
- Review entirety of Article V. - *Site Plan Review* in the Village of Sparta Code of Ordinances
- Available at www.spartami.org

Step 2
- Preliminary consultation meeting with Village Manager (optional)
- No fee charged

Step 3
- Submit **preliminary** site plan to the village office to be reviewed by the Village Manager, Village Engineer, Fire, Police, and Utility Department staff
- No fee charged
- ***REVIEW TIMELINE: Approximately 1-2 weeks after submittal*

Step 4
- Applicant is provided feedback on **preliminary** site plan
- Applicant should incorporate feedback from preliminary review into final document submitted to the village

Step 5
- Submit site plan review application and necessary documentation, 15 hard copies of proposed plan, and payment of fees to the village office
- ***TIMELINE: Submit approximately 21 days prior to the next scheduled planning commission meeting ($20.00 + fees incurred)*

Step 6
- Application is reviewed by the Village Manager, Village Engineer, Fire, Police, and Utility Department staff.
- Additional revisions may be requested if necessary
- ***TIMELINE: Approximately 1 week after receiving preliminary review*

Step 7
- Final Plans are submitted for planning commission review
- Additional information may again be requested if necessary
- ***TIMELINE: Planning Commission reviews site plan at next Planning Commission Meeting*

Step 8
- **Approved**: Official letter sent to applicant listing approval conditions
- **Denied**: Official denial letter sent to applicant
- ***TIMELINE: Approximately 1-2 weeks after Planning Commission Meeting*

Any questions about this process should be directed to Shay P. Gallagher, Village Manager at VillageManager@SpartaMI.org .

***Timelines notes above are approximate and depend upon circumstances of application, response time of applicant, and application submission date. A complete application must be received at least 21 business days before meeting to be placed on the next available agenda.*

Village of Sparta
156 E Division St. NW
Sparta, MI 49345
P: (616) 887-8251
F: (616) 887-1114

BUILDING PERMIT PROCESS

*Site plan approval needed, prior to building permit application.

Step 1
- Seek other applicable approvals from Kent County Health Department, Kent County Drain Commissioner, Village of Sparta, etc.
- Submit building permit application, approved village zoning permit and all other required documentation to Sparta Township

Step 2
- Building official reviews the application
- Modifications may be requested
- ***TIMELINE: Approximately 1 week (pending the need for additional information)*

Step 3
- Building permit approved
- ***TIMELINE: Approximately 1 week after submission*

Step 4
- Building permit issued
- ***TIMELINE: Approximately 1 week approval*

Step 5
- You may begin construction as identified on the issued building permit.
- Coordinate with Sparta Township to insure all necessary inspections and construction are completed

Step 6
- Contractors obtain plumbing, mechanical, and electrical permits from Sparta Township
- ***TIMELINE: Can be picked up next business day after request*

Step 7
- Site improvement inspection
- Applicant will request inspection after completion of project

Step 8
- Certificate of occupancy issued
- ***TIMELINE: Approximately 1 week after successful site improvement inspection*

Any questions about this process should be directed to Shay P. Gallagher, Village Manager at VillageManager@SpartaMI.org.
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