



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 the 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 the 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.*

Village of Sparta

156 E Division St. NW
Sparta, MI 49345

P: (616) 887-8251

F: (616) 887-1114