

GUIDE TO DEVELOPMENT

The City of Cadillac strives to streamline the process for development, including commercial and residential, large- and small-scale projects. This document serves as a tool for anyone seeking to invest in our community.

[Site Plan Review Checklist](#): All development projects require Site Plan Approval from the Community Development Department. The Site Plan Review Checklist outlines all items required on your site plan.

[Zoning Application](#): Most medium-large scale development projects require a Zoning Application. Below is a list of all development types that require this application:

- Rezoning a property
- Special Land Uses
- Major or Minor Site Plan Review
- Planned Unit Developments (Mixed Use requires an additional form)
- Street Vacations
- Plats (amendments or creation)
- Zoning Board of Appeals (Zoning Variances or regular business)

Conceptual/Preliminary Review Meetings: Anyone interested in pursuing development in the City of Cadillac is encouraged to set up a Conceptual or Preliminary Review Meeting with the Community Development Department. Developers are encouraged to bring a preliminary site plan and concept drawings/images to this meeting. These meetings can be held in person or via video conference. To schedule your meeting please contact Community Development Director, Theresa Waldo, MM at twaldo@cadillac-mi.net or (231)779-7325.

Developers who may have projects that qualify for Brownfield assistance will work in coordination with the City Manager, Marcus Peccia, and the city Brownfield consultants.

Construction Documents: Once a developer receives the proper approval of the Zoning Application, they can access all construction permit applications at the city website. Below is a list of the possible permits required for the development:

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| - Building Permit | - Right-of-Way Permit |
| - Trade Permits (Commercial or Residential) | - Moving Permit |
| - Historic Districts Work Application | - Fence Permit |
| - Soil Erosion Control Permit | - Sign Permit |

The following resources are also available for construction:

- Accessory Building Wall Section
- Combining Property Application
- Land Division, Lot Line Adjustment, or Plats
- Energy Code Compliance
- Guide to Calculating Commercial Building Permit Fees
- Mobile Home Permit Application
- Roof Data Sheet
- Survey For Developers

Fire Applications: Fire Code permits may be required for development. Below is a list of permit applications that may be required:

- Fire Alarm Permit
- Fire Code Plan Review
- Fire Protection Systems Contractor Registration Form
- Fire Sprinkler Permit
- Site Plan Review Application

Community Development Department: Our team works together to coordinate projects and are available to help at any time. Any or all members of the Department will take part in Preliminary Review Meetings and large-scale development projects. Below is a list of department members with a brief description of what steps they coordinate in the development process.

Theresa Waldo, MM – Community Development Director

Theresa oversees all development in the City of Cadillac. She will attend most all Preliminary Review Meetings and development project meetings. Theresa performs all Major Site Plan Reviews and oversees all Zoning Applications. She runs the Planning Commission, Joint Planning Commission, and Zoning Board of Appeals.

Abigail Pluger – Community Development Specialist

Abigail is the first stop for all building and zoning inquiries. She performs all residential site plan reviews and minor commercial site plan reviews such as signs and accessory buildings. Abigail coordinates all construction applications and assists with some Major Site Plan Review Applications. Any site plans that cannot be approved administratively, require a Zoning Variance from the Zoning Board of Appeals.

Danielle Timmer – Community Development Coordinator

Danielle coordinates all Zoning Applications for the department. She ensures all applications are complete and works closely with Theresa to help developers through the various Zoning Application deadlines and requirements. Danielle assists with all Major Commercial Site Plan Reviews and assists with Planning Commission, Joint Planning Commission, and Zoning Board of Appeals.