



Village of Kingsley Development Guide

12-3-25

Table of Contents

Introduction.....	3
Village Contact Information.....	3
Village of Kingsley General Contact Information.....	3
Key Points of Contact.....	3
Application Types and Procedures	4
Conceptual Review Meeting.....	4
Basic Site Plan Review	4
Detailed Site Plan Review.....	5
Special Use Approval; Planned Unit Development Approval; Rezoning or Text Amendment Approval	8
Variance or Special Administrative Review.....	10
Additional Permits	12
Next Steps After Planning and Zoning Approval	12
Meeting Schedules & Fees.....	14
Village Council	14
Planning Commission.....	14
Zoning Board of Appeals	14
Calendar	14
Application Fees.....	14
Links to Useful Documents.....	15
Master Plan	15
Zoning Ordinance	15
Zoning Map	15
Financial Assistance Tools.....	15
Kingsley Brownfield Redevelopment Authority	15
County and State Tools	16

Introduction

The following is a guide to development procedures in the Village of Kingsley. This guide was prepared in fulfillment of the Redevelopment Ready Communities Program of the Michigan Economic Development Corporation. The RRC program prioritizes clear, straightforward, and predictable results and processes for developers and citizens. The audience for this guide is for residents, business owners, and anyone looking to do development in Kingsley.

This guide is not intended as a replacement for city, county, state, or federal laws. In the event of any conflicts between this guide and applicable laws, laws shall prevail. Consultation with staff or design professionals is recommended.

Village Contact Information

Village of Kingsley General Contact Information

Website: www.villageofkingsley.com

Address: 207 S. Brownson Ave., P.O. Box 208, Kingsley, MI 49649

Phone: 231-263-7778

Hours of Operation: Monday-Friday 8am-12pm, 1-4:30pm

Key Points of Contact

Department	Contact	Email	Phone
Manager's Office	Charlie Jetter, Village Manager	charlie@villageofkingsley.com	231.263.7778 ext. 3
Zoning	Tim Cypher, Zoning Administrator	staff@allpermits.com	231.360.2557 ext. 6
Treasury	Deb Nickerson, Village Treasurer	kvtreasurer@villageofkingsley.com	231-263-7778 ext. 1
Clerk	Lindsey Peterson, Village Clerk	kvclerk@villageofkingsley.com	231-263-7778 ext. 2
Department of Public Works	Norm Fenton, Supervisor	nfenton@villageofkingsley.com	231-883-2051
Grand Traverse County Building Department	Bruce Remail, Building Official	bremail@gtcountymi.gov	231.995.6044
Grand Traverse Metro Fire Department	Brian Belcher, Fire Marshal	Bbelcher@gtmetrofire.org	231-276-9354
Grand Traverse County Taxes/Assessing	Dawn Kuhns, Assessor	assessordawn@gmail.com	231.409.1827

Application Types and Procedures

The following are a list of the types of planning and zoning applications possible in the Village of Kingsley along with application steps. A hardcopy application form or online application form are utilized depending on the type of application.

- Hardcopy application available [at this link](#).
- Online application (Cloudpermit) available [at this link](#).

Conceptual Review Meeting

New businesses or developments coming to the Village of Kingsley should meet with Village staff to verify if their proposed use is permitted at the location they have selected. For all project types, the Village offers conceptual site plan review prior to permit or application submission. This conceptual site plan review aims to help identify potential issues as early in the process as possible and avoid unnecessary delays during the formal review process. This review also helps to identify what permits or requirements might apply to your project.

Please contact Zoning Administrator, Tim Cypher at (231)360-2557 ext. 6 or via [email](#) with questions or to schedule a meeting.

Basic Site Plan Review

- Basic Site Plan Reviews are required for uses permitted by right in Residential Districts, including Single Family Residential.
- For non-residential uses, a basic site plan will be required if there is no physical change in the existing structure or site conditions, merely a change in use.
- Approval Authority: Zoning Administrator, but any basic site plan may be sent to Planning Commission for review and approval if the Zoning Administrator believes additional review may be warranted.

Basic Site Plan Review Checklist

Application requirements for a basic site plan. A basic site plan shall contain at minimum the following information:

1. Applicant's name, address, telephone number, and signature
2. Property owner's name, address, telephone number, and signature
3. Parcel identification number of subject parcel
4. Street address of the subject parcel
5. Present zoning classification of the subject parcel
6. Present and proposed land use(s) for the subject parcel
7. Property lines, setbacks, and parcel sizes
8. Location of public and private rights-of-way and easements within and contiguous to the proposed development, which will be continued, created, relocated, or abandoned, including grades and types of construction of those upon the site
9. Itemization of existing manmade and natural features including buildings, trees, water bodies, wetlands, and the like

10. The location, height, distance between, and square footage of existing and proposed main and accessory buildings, and other existing structures
11. Proposed and existing roads (public and private), access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site
12. Location and dimensions of driveways
13. Any additional material and/or information necessary to evaluate the impact of the project upon adjacent properties and the general public, as may be requested by the Zoning Administrator or Planning Commission
14. All necessary approvals from agencies such as soil erosion, health department, fire department, department of public works (DPW). Michigan Department of Transportation (MDOT) and the like
15. Name, address, and phone number of the preparer of the plans
16. North arrow and date of original submittal and last revision

Application Steps:

1. Meet with Zoning Administrator for Conceptual Review
 - a. Zoning Administrator reviews application and plans for completeness and accuracy before applicant submits final application
2. Submit Land Use Permit Application for Basic Site Plan Approval, plans, and fee
 - a. Hardcopy submission:
 - i. Submit three copies of the application form and plans and make payment to Village Treasurer
 - ii. Zoning Administrator scans plans and uploads to Cloudpermit online permit tracking system
 - b. Digital submission:
 - i. Create account on Cloudpermit system and submit application form and plans **OR** send application form and plans to Zoning Administrator via email, where they then upload into the Cloudpermit system
 1. Information on using Cloudpermit available [at this link](#)
 - ii. Pay for development review fee
3. Zoning Administrator reviews application within 2-4 weeks of receipt of application
 - a. Contacts applicant with any questions as applicable; provides deadline for revisions
 - b. Should the Zoning Administrator believe additional review is warranted, they may send a basic site plan to the Planning Commission for review and approval
4. Zoning Administrator issues approval or denial of permit
 - a. A cover letter and approval permit is sent to the applicant with instructions on applying for building and other permits as applicable

Detailed Site Plan Review

- Detailed site plans are required for new structures with non-residential uses as well as multiple family uses, planned unit developments (PUD), open space preservation, and special land uses.

- Approval Authority: Planning Commission

Detailed Site Plan Review Checklist

1. Applicant's name, address, telephone number, and signature
2. Property owner's name, address, telephone number, and signature
3. Parcel identification number of subject parcel
4. Street address of the subject parcel of land
5. Legal description of the subject parcel of land
6. Present zoning classification of subject parcel and adjacent parcels and, when applicable, parcels across rights-of-way
7. Present and proposed land use(s) for subject parcel
8. A vicinity map showing the subject parcel in relation to the surrounding area with sufficient detail
9. Applicant's statement demonstrating compatibility with surrounding uses
10. Statements regarding the project impacts on existing infrastructure (including traffic circulation patterns and local traffic volumes, schools, and existing utilities), emergency service requirements, and on the natural environment on and adjacent to the site
11. A scaled drawing of the site (minimum 1" for every 50'), including property lines, setbacks, and area of the subject parcel of land stated in acres or, if less than 1 acre, in square feet.
12. Location of public and private rights-of-way and easements within and contiguous to the proposed development, which will be continued, created, relocated, abandoned, including grades and type of construction of those upon the site
13. Topography of the existing site and its relationship to adjoining properties shown at a 1-foot contour interval
14. Itemization of existing manmade and natural features including buildings, trees, water bodies, wetlands and the like
15. The location, height, distance between, and square footage of existing and proposed main and accessory buildings, and other existing structures
16. Building elevations and detailed floor plans
17. Percentage of land covered by buildings and impervious surfaces and that which is reserved for open space
18. Dwelling unit density (where applicable), including number of units and composition
19. Proposed and existing roads (public and private), access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site
20. Location and dimensions of curb cuts, acceleration/deceleration and passing lane (when required)
21. Parking plan (when required), including the number of required spaces, actual spaces to be provided, number and location of ADA accessible parking spaces, loading/unloading service areas
22. Location of water supply lines, and the location and design of storm sewers, retention or detention ponds, waste water/sanitary sewer lines, clean out locations, connection points and treatment systems
23. Proposed earth changes shown at a 1-foot contour interval

24. Sidewalks; fence location, materials, and elevations; dumpster location and materials and elevations of dumpster screening and landscaping
25. Location size, and specifications of all signs and advertising features, including cross sections
26. Locations of exterior lighting with the area of illumination illustrated as well as the type of fixture and shielding to be used
27. Snow storage or snow management plan
28. Location of fire hydrants and emergency vehicle access plan
29. Any additional material and/or information necessary to evaluate the impact of the project upon adjacent properties and the general public, as may be requested by the Zoning Administrator or Planning Commission
30. All necessary approvals from agencies such as soil erosion, health department, fire department, department of public works (DPW). Michigan Department of Transportation (MDOT) and the like
31. North arrow and date of original submittal and last revision
32. Name, address, and phone number of the preparer of the plans
33. Seal or certification of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan

Steps

1. Meet with Zoning Administrator for Conceptual Review
 - a. Zoning Administrator reviews digital application and plans for completeness and accuracy before applicant submits final application
2. Submit Land Use Permit Application for Detailed Site Plan Approval, plans, and fee
 - a. Application deadline is generally 4-6 weeks before Planning Commission meeting
 - b. Hardcopy submission:
 - i. Submit application form, 10 copies of plans, and makes payment to Village Treasurer
 - ii. Zoning Administrator scans plans and uploads to Cloudpermit system
 - c. Digital submission:
 - i. Create account on Cloudpermit system and submit application form and plans **OR** send application form and plans to Zoning Administrator via email
 1. Information on using Cloudpermit available [at this link](#).
 - ii. Pay for development review fee
3. Zoning Administrator reviews application within 2-4 weeks of receipt of application
 - a. Contacts applicant with any questions as applicable; provides deadline for revisions
4. Zoning Administrator notifies the applicant in writing of the completeness of the application as well as the date, time, and place, of the review of the detailed site plan at Planning Commission
5. Zoning Administrator prepares staff report and forwards it and all plans to Planning Commission and applicant at least 1 week prior to the Planning Commission's meeting
6. Planning Commission Review and Recommendation

- a. Zoning Administrator provides overview of application and answers questions from Planning Commission
 - b. Applicant provides testimony on application and answers questions as applicable
 - c. Further testimony from applicant as applicable
 - d. Planning Commission deliberates and makes a motion to:
 - i. Approve
 1. Conditions of approval may be imposed
 - ii. Deny
 - iii. Table (open or to specific future meeting date)
7. Zoning Administrator prepares decision letter for the applicant; transmits; and provides instructions for applying for permits

Special Use Approval; Planned Unit Development Approval; Rezoning or Text Amendment Approval

Special Use

- For Special Land Uses in Village of Kingsley Zone Districts, Planning Commission review is required with a public hearing.
- The policies are to protect the health, safety, convenience, and general welfare of the inhabitants of the Village of Kingsley.
- Approval Authority: Planning Commission

Planned Unit Development

- The Planned Unit Development (PUD) Zoning District is intended to permit and control the development of lands as planned unit developments for compatible uses permitted by the zoning ordinance. The planned PUD is authorized to permit a greater degree of flexibility in the use, area, height, bulk, and placement of buildings, structures, and accessory uses than would otherwise be the case in other zoning districts established by the zoning ordinance.
- PUD approval consists of approval of the Preliminary Development Plan, approval of the Final Development Plan, and a petition to Rezone to the PUD district.
- Approval Authority: Village Council, with recommendation from the Planning Commission

Zoning Amendment / Rezoning

- An amendment to the map (rezoning) or text of the zoning ordinance.
- Approval Authority: Village Council, with recommendation from the Planning Commission

Steps

1. Meet with Zoning Administrator for Conceptual Review
 - a. Zoning Administrator reviews digital application and plans for completeness and accuracy before applicant submits final application
2. Submit Land Use Permit Application for Detailed Site Plan Approval, plans, and fee
 - a. Provide details relative to Special Use, Planned Unit Development, Zoning Amendment, and/or Subdivision Application
 - b. Application deadline is generally 4-6 weeks before Planning Commission meeting

- c. Submit application form, 10 copies of plans, and makes payment to Village Treasurer
 - d. Submit digital copy of application form and plans to Zoning Administrator via email
 - e. Note: Cloudpermit system does not accept Special Use, PUD, Rezoning, or Condominium Subdivision applications at this time
- 3. Zoning Administrator contacts applicant with any questions; provides deadline for revisions
- 4. Zoning Administrator notifies the applicant in writing of the completeness of the application as well as the date, time, and place, of the review of their application at a Planning Commission meeting and Village Council meeting, as applicable
- 5. Village Treasurer or Village Clerk prepares public hearing notice and sends public notice postcards as applicable
- 6. Zoning Administrator prepares staff report and forwards it and all plans to Planning Commission and applicant at least 1 week prior to the Planning Commission's meeting
- 7. Planning Commission Review and Recommendation
 - a. Staff provides overview of application and answers questions from Planning Commission
 - b. Applicant provides testimony on application and answers questions as applicable
 - c. Public hearing is held as applicable
 - d. Further testimony from applicant as applicable
 - e. Planning Commission deliberates and makes a motion to:
 - i. Recommend Approval
 - 1. Conditions of approval may be imposed
 - ii. Recommend Denial
 - iii. Table (open or to specific future meeting date)
 - f. Zoning Administrator prepares decision letter for the applicant; transmits; and provides instructions on subsequent Village Council meeting
- 8. Village Council Approval
 - a. Staff provides overview of application and answers questions from Village Council
 - b. Applicant provides testimony on application and answers questions as applicable
 - c. Public hearing is held as applicable
 - d. Further testimony from applicant as applicable
 - e. Village Board deliberates and makes a motion to:
 - i. Approve
 - 1. Conditions of approval may be imposed
 - ii. Deny
 - iii. Table (open or to specific future meeting date)
- 9. Zoning Administrator prepares decision letter for the applicant; transmits; and provides instructions for applying for permits
 - a. The Village Attorney will prepare the resolution letter and sample ordinance for Planned Unit Development approvals.

Variance or Special Administrative Review

- A Zoning Board of Appeals (ZBA) is a body established to hear and decide appeals from decisions made by local zoning officials and review requests for variances from the Zoning Ordinance under specific circumstances.
- The Zoning Appeals Board shall also have the authority to hear appeals concerning:
 - All questions that arise in the administration of the zoning ordinance, including interpretation of the zoning map.
 - All administrative orders, requirements, decisions, or determinations made by an administrative official or body charged with enforcement of the zoning ordinance.
 - All decisions of the Zoning Administrator.
 - All decisions concerning site plan review.
- Approval Authority: Zoning Board of Appeals

Steps

1. Meet with Zoning Administrator for Conceptual Review
 - a. Zoning Administrator reviews digital application and plans for completeness and accuracy before applicant submits final application
 - b. Confirmation that seeking a variance or appeal is necessary and appropriate
 - c. Confirmation that person
2. Submit Zoning Board of Appeals Application Form, sketches, and fee.
 - a. Provide details relative to variance or appeal of administrative decision.
 - b. Application deadline is generally 4-6 weeks before Zoning Board of Appeals meeting
 - c. Submit application form, 11 copies of sketch(es), and make payment to Village Treasurer
 - d. Submit digital copy of application form and plans to Zoning Administrator via email
 - e. Note: Cloudpermit system does not accept Variance of Administrative Appeal applications at this time
3. Zoning Administrator contacts applicant with any questions; provides deadline for revisions
4. Zoning Administrator notifies the applicant in writing of the completeness of the application as well as the date, time, and place, of the review of their application at a Zoning Board of Appeals meeting,
5. Village Treasurer or Village Clerk prepares public hearing notice and sends public notice postcards as applicable
6. Zoning Administrator prepares staff report and forwards it and all plans to Zoning Board of Appeals and applicant at least 1 week prior to the Zoning Board of Appeal's meeting
7. Variance Criteria
 - a. The Appeals Board shall base its decisions on variances from the strict requirements of this chapter so that the spirit of the Zoning Ordinance is observed, public safety secured, and substantial justice done based on the standards below.
 - b. Dimensional Variances. A dimensional variance may be granted by the Zoning Board of Appeals only in cases where the applicant demonstrates in the official record of the public hearing that practical difficulty exists by showing all of the following:
 - i. That the need for the requested variance is due to unique circumstances or physical conditions of the property involved, such as narrowness,

shallowness, shape, water, or topography and is not due to the applicants' personal or economic difficulty.

- ii. That the need for the requested variance is not the result of actions of the property owner or previous property owners (i.e. self-created).
 - iii. That strict compliance with regulations governing area, setback, frontage, height, bulk, density or other dimensional requirements will unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.
 - iv. That the requested variance is the minimum variance necessary to do substantial justice to the applicant as well as to other property owners in the district.
 - v. That the requested variance will not cause an adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district.
- c. Use Variances. Under no circumstances shall the Appeals Board grant a variance to allow a use not permissible under the terms of this chapter in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in said district.

8. Zoning Board of Appeals Meeting

- a. Staff provides overview of application and answers questions from the ZBA
 - b. Applicant provides testimony on application and answers questions as applicable
 - c. Public hearing is held as applicable
 - d. Further testimony from applicant as applicable
 - e. A majority vote of the membership of the ZBA is necessary to grant a dimensional variance and rule on an interpretation of the Zoning Ordinance. The decision shall be in writing and reflect the reasons for the decision. At a minimum the record of the decision shall include:
 - i. Formal determination of the facts;
 - ii. The conclusions derived from the facts (reasons for the decision); and
 - iii. The decision.
 - f. In the case of a variance, the ZBA deliberates and makes a motion to:
 - i. Grant
 - 1. Conditions of approval may be imposed
 - ii. Deny
 - iii. Table (open or to specific future meeting date)
9. Zoning Administrator prepares decision letter for the applicant; transmits; and provides instructions for applying for permits.
- a. Any person having an interest affected by such decision shall have a right to appeal to Circuit Court within 30 days of the certified decision of the Appeals Board, as provided by law.
 - b. Re-submission. No application for a variance or special exception which had been denied shall be resubmitted within 90 days from the last date of denial, except on grounds of newly discovered evidence or proof of changed conditions.

Additional Permits

- Fence Application
- Sign Application
- Sewer and Water Application
- Driveway Application

These permits follow the same review procedure as for Basic Site Plan approval.

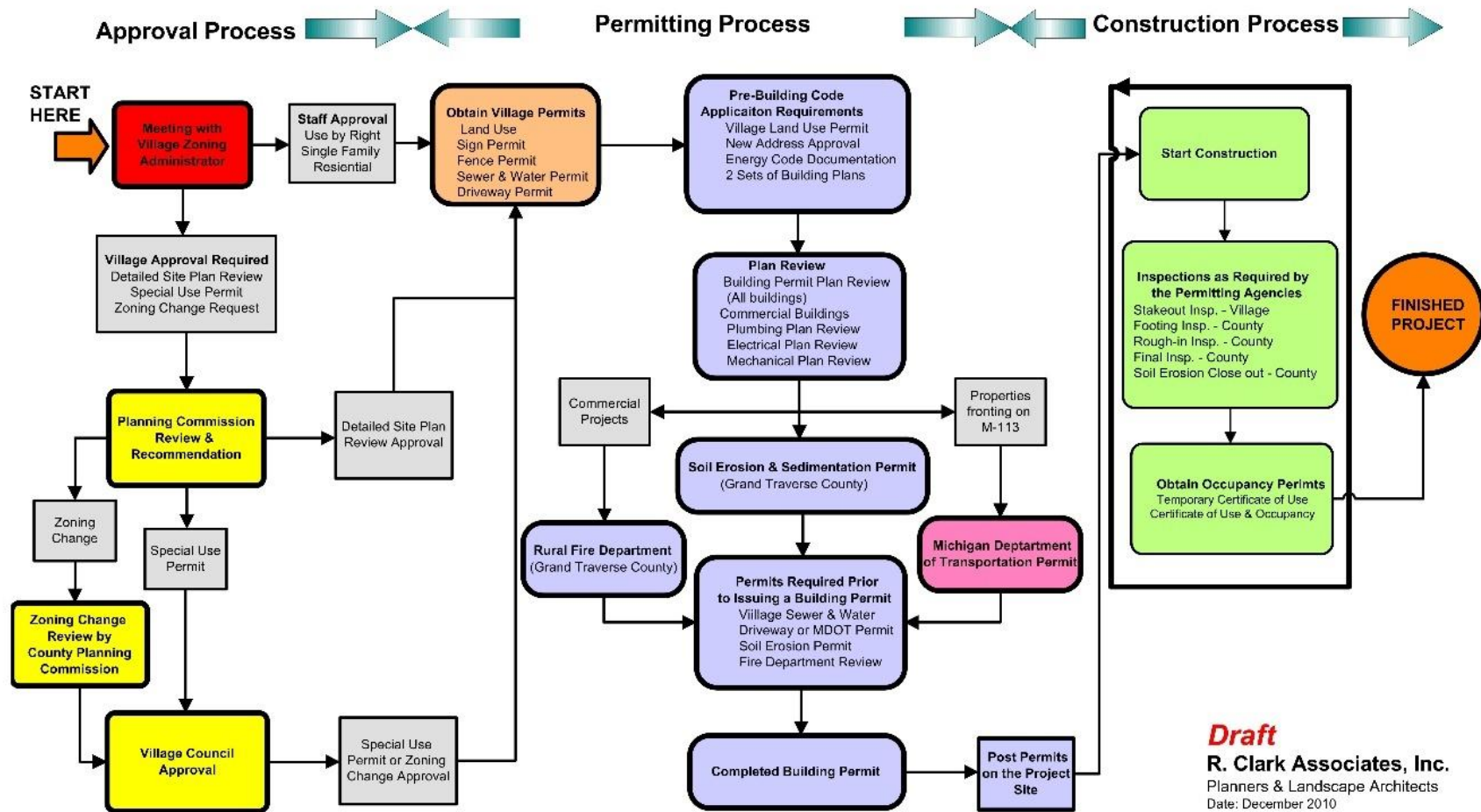
Next Steps After Planning and Zoning Approval

1. Apply for Village Permits
 - a. Building Review
 - b. Plumbing Review
 - c. Electrical Review
 - d. Mechanical Review
2. Apply for County and State Permits
 - a. Soil Erosion & Sedimentation Permit – Grand Traverse County
 - b. Fire Department Review – Grand Traverse County
 - c. Driveway or MDOT Permit – MDOT
3. Construction occurs
4. Inspections are held
5. Occupancy Permit is issued

Refer to flow chart on the next page.

DEVELOPMENT & CONSTRUCTION PROCESS FLOW CHART

Village of Kingsley, Michigan



Draft
R. Clark Associates, Inc.
 Planners & Landscape Architects
 Date: December 2010

Meeting Schedules & Fees

Village Council

The Village Council is the legislative authority of the Village. The Village president shall preside at the meetings of the council. The council shall hold regular meetings each month and they shall be conducted at a public meeting. Very broadly speaking, Council sets policy for the Village through ordinances and other official actions; allocates public funds, including the adoption of the Village Budget; exercises policy oversight of the Village's resources; appoints the Village Manager, Village Treasurer, and Village Clerk; appoints individuals to various boards and commissions; and exercises other authority and powers granted to it by the Michigan Constitution, Michigan Law, the Village Charter, and other authorities

- Meeting Information: 2nd Tuesday of the month at 6pm
- Webpage: <https://www.villageofkingsley.com/village-government/village-council/>

Planning Commission

The Planning Commission prepares and adopts physical plans for the Village and reviews development proposals, both private and public, regarding their consistency with Village plans. The Planning Commission is also charged with creating and approving the Capital Improvement Plan.

- Meeting Information: 4th Thursday of the month at 6pm
- Webpage: <https://www.villageofkingsley.com/village-government/appointed-boards-commissions/planning-commission/>.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a body established to hear and decide appeals from decisions made by local zoning officials, primarily reviewing requests for variances from zoning ordinances when a property owner faces a unique hardship due to the existing regulations, allowing them to potentially build or use their property in a way that would otherwise not be permitted under the standard zoning rules; essentially acting as a mechanism to ensure fair and case-by-case application of zoning laws while balancing the interests of individual property owners with the community's overall welfare.

- Meeting Information: Convenes on an as-needed basis.
- Webpage: <https://www.villageofkingsley.com/village-government/appointed-boards-commissions/zoning-board-of-appeals/>.

Calendar

Meeting schedules for Village of Kingsley boards and commissions can be found here: <https://www.villageofkingsley.com/en-us/schedule/fullcalendar/meeting-calendar/>.

Application Fees

It is the policy of the Village of Kingsley that fees levied for various permits and services performed by the Village shall bear a reasonable relationship with the actual cost to the Village. Fees collected

shall be used to offset the actual costs of administering the Ordinances of the Village. As of 2025, the fee schedule set in 2022 is still in effect.

List of current application fees:

https://www.villageofkingsley.com/media/uploads/2022_kingsley_fee_policy.pdf

Links to Useful Documents

The following documents will be useful as you prepare a development application in the Village of Kingsley.

Master Plan

https://www.villageofkingsley.com/media/uploads/kingsley_master_plan_2025_optimized.pdf

Zoning Ordinance

https://codelibrary.amlegal.com/codes/kingsley/latest/kingsley_mi/0-0-0-1859

Zoning Map

[https://www.villageofkingsley.com/media/uploads/village_of_kingsley_zoning_map_\(10-27-25\).pdf](https://www.villageofkingsley.com/media/uploads/village_of_kingsley_zoning_map_(10-27-25).pdf)

Financial Assistance Tools

As a small community, Kingsley does not have as many financial assistance tools at its disposal as larger communities. However, Kingsley offers several key assistance tools for developers and business owners.

Kingsley Brownfield Redevelopment Authority

First is the Kingsley Brownfield Redevelopment Authority. Established in 2018, the Kingsley BRA helps developers to redevelop blighted, contaminated, or functionally obsolete properties. The BRA authorizes a developer to utilize tax increment financing to cover qualified costs of redevelopment, such as remediation activities, environmental assessments, and other due diligence activities. The BRA convenes on the first Monday of the month at 5:30pm, as needed.

For more information on the Kingsley Brownfield Redevelopment Authority application process, contact Kingsley Village Manager, Charlie Jetter, at charlie@villageofkingsley.com or 231.263.7778 extension 3.

Small Business Loans

Additionally, the Kingsley DDA offers low-interest business loans for local business owners. Availability of these loans varies. For more information, please contact welcome@kingsleydda.com.

County and State Tools

Grand Traverse County and the State of Michigan also offer financial assistance for development activities. Please refer to the websites below.

[Grand Traverse County Development Incentives](#)

[Michigan Economic Development Corporation Incentive Programs](#)

[Michigan State Housing Development Authority Developer Resources](#)