



ROMEO DEVELOPMENT GUIDEBOOK

2026 / 2027

Introduction



This Guidebook was created with the purpose of providing information for those wishing to develop property in the Village of Romeo. It is structured so as to simply and concisely present the village's development approval process, including the steps a developer is expected to take in compliance with the village's rules and regulations. The instructions herein are meant for developers of any caliber, whether residents or outside investors; hyperlinks to village plans, forms, applications, and other notices are included throughout this document.

Note: This is NOT a legal document, only one referencing the rules and regulations of the zoning ordinance and property development in the Village of Romeo. Further inquiries on zoning and/or the development process should be directed to village staff, and legal questions to appropriate attorneys at law.

Table of Contents

Introduction	2
Table of Contents	3
Contact Information Table	4
Boards & Commissions	5
Example Calendar	6
Key Links	8
Common Questions	9
Notification Procedures	10
Pre-Development Meeting	11
Forms and Applications	12
Application Requirements	14
Universal Fee Schedule	15
Zoning Districts	16
What is Zoning?	17
Zoning Map	18
Permitted Uses	19
Special Land Uses	20
Variances	21
Planned Unit Developments	22
Applying for Permits	23
Nonconforming Uses	24
Accessory, Supplementary, and General Exception	25
Downtown Development Authority	26
Building Specifications Chart	28

Appendices

Appendix A: Minimum Requirements for New Construction (Single Family Residential)	29
Appendix B: Table of Uses	30
Appendix B1: List of Uses	44
Appendix C: Signage	50
Appendix D: Site Plan Review	55
Appendix E: Parking	59
Appendix F: Special Land Use Review	69
Appendix G: Site Development and Environmental Standards	71

Contact Information Table

In beginning the development process, it is highly recommended to reach out to village staff and/or committee leadership, who are best equipped to help in getting you started.

Department	Key Contact	Phone Number	E-Mail	Primary Responsibilities
Building	Michael Bommarito	586-752-3565	info@villageofromeo.gov	Building Official/Inspector
Administration	Jamie Lucero	586-752-3565, ext. 2	clerk@villageofromeomi.gov	Clerk Community Development Block Grant Coordinator FOIA Coordinator
Downtown Development Authority	Kay Pochert	586-752-1170	kpochert@romeodda.gov	DDA Executive Director
Zoning Board of Appeals	Robert Seggie	586-752-3565	info@villageofromeo.gov	
Board of Trustees	Meagan Poznarski	586-752-3565, ext. 3	president@villageofromeomi.gov	Village President Chair of Board of Trustees DDA Council Liaison Street Administrator
Planning Commission	Janece Fowler	586-752-3565	info@villageofromeo.gov	Chair of Planning Commission
Tree Board	W. George Smith	586-752-3565	romeotreeboard@villageofromeo.gov	Chair of Village Tree Board

Board/Commission List

Except for the Board of Zoning Appeals, each of the village's boards and commissions meets monthly, with all meetings open to the public.

Board	Responsibility	Meeting Information
Village Board of Trustees	Manages village finances and larger projects	3rd Monday of the Month, 7pm Village Hall
Planning Commission	Administers the zoning ordinance and vets site plans	1st Thursday of the Month, 7pm Village Hall
Board of Zoning Appeals	Receives appeals to administrative and planning commission decisions	When needed; schedule at Village Hall
Downtown Development Authority	Maintains the village downtown	1st Monday of the Month, 7pm Romeo Community Center, 361 Morton, Romeo, MI 48065
Historic District Commission	Consults and advises on the preservation of the Romeo Historic District	2nd and 4th Thursdays of the Month 6:30pm Romeo Community Center, 361 Morton, Romeo, MI 48065
Village Tree Board	Consults and advises on the planting and maintenance of village trees	3rd Thursday of the Month, 7pm 361 Morton Street, South Building Room, Romeo, MI 48065

Boards/Commissions (Continued)

Planning Commission: Reviews site plans, permitted uses, and special uses.

Board of Zoning Appeals: Receives appeals from planning commission and administrative decisions.

- May approve temporary uses for no longer than 6 months, with one extension. (Section 46-74)
- If appeal to BZA denied, can appeal denial (Sec 46-76)

Village Board of Trustees: Reviews rezoning requests.

Downtown Development Authority: Manages affairs in Romeo's downtown.

Historic District Commission: Maintains status of the village's historic place designation (Historical Preservation, ch. 18);

- Reviews and advises, does NOT have authority of the PC
- Only has authority with demolitions exterior changes to homes, and building relocation. Construct, alter, repair, move, demolish
- Must meet within 5 days of clerk notifying the HDC

Village Tree Board: Reviews and advises on the status of trees in the village; serves no actual nor oversight role in the planning process.

The Village Board of Trustees and the Downtown Development Authority

These two governing bodies differ in their responsibility and authority. The Village Board of Trustees manages overall village affairs, acting as its legislature for decision-making. Additionally, the board approves rezoning and Planned Unit Development requests.

The Downtown Development Authority is a limited taxing and regulating authority in the village's Central Business District. It manages various incentives and projects for downtown businesses. Though the DDA does gather taxes to finance projects, it does not have the same level of authority as the board of trustees, and cannot legislate against the village's wider wishes.

Example Calendar

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Planning Commission 7pm Village Hall	3	4
5	6 DDA 7pm Romeo Community Center	7	8	9 Historic District Commission 6:30pm Romeo Community Center	10	11
12	13	14	15	16 Village Tree Board 7pm Village Hall	17	18
19	20 Village Board of Trustees 7pm Village Hall	21	22	23 Historic District Commission 6:30pm Romeo Community Center	24	25
26	27	28	29	30		

Key Links

[Village Master Plan](#)

- The Master Plan lays out the intended goals of the village over the next decade, including policy objectives, infrastructure improvements, and intended land uses. It is used as a key tool to inform the village's plans and budgetary priorities, and also dictates where future developments can occur.

[Village Zoning Map](#)

- Paired with the village's zoning ordinance is the zoning map, clearly showing each zoning district and where they are located in the village. The official copy is located in the Village Hall for public review.

[Romeo DDA Master Plan](#)

- Though not required by state law as with the village's master plan, the Downtown Development Authority's master plan acts as a secondary document specializing on the needs and priorities of those within the Central Business District. It seeks to maintain the character of the DDA while improving its infrastructure and explaining the Tax Increment Finance (TIF) process moving forward.

[Capital Improvement Plan \(CIP\)](#)

- Completed in April of 2025, the CIP contains an asset inventory of the village's infrastructure and charts out its improvement over the next several years.

[Municipal Ordinances](#)

- The Municode Library contains the most up-to-date record of the village's ordinances and accompanying regulations. Any section references mentioned in this guidebook are searchable via the library.

[Michigan Zoning Enabling Act \(MZEA\)](#)

- The MZEA, passed in 2006, contains the basic structure of local government regulation on land use.

Common Questions

This section addresses common questions the village receives from developers.

How do I know what a property is zoned? how do I know what I can do with the property?

- Both of these questions can be answered by looking at the village's zoning ordinance and zoning map. The ordinance will tell you what is permitted and considered a special use in a given district, and the map shows what parts of the village are zoned for each district.
- Additionally, the village's Master Plan indicates what the village intends for future land use to look like. When developing, it is worth taking this into account, as getting approval for projects may be reliant on the layout of this document.
- Schedule a pre-development meeting with the village to make sure your plans are compliant with city regulations.

Do I need to go to the Planning Commission?

- Any project that contains a permitted use(s), special use(s), and/or a Planned Unit Development (PUD) is required to be reviewed by the Planning Commission. You do not have to attend the in-person meeting, but it is highly recommended.
- Rezoning and variance requests go in front of the Board of Zoning Appeals and the Village's Board of Trustees.

When do I need to apply for a special land use or variance?

- When a proposed use or alteration to a property is not permitted within that zoning district.

What are the parking requirements for my development?

- Reference the Parking section of this guidebook and zoning code. All properties require a minimum of two parking spaces.

I just bought a property in X district, now what?

- Reference the Zoning District section of this guidebook and the zoning code to get started.

When do I need a stamped architectural drawing versus a hand-drawn concept drawing?

- A stamped architectural drawing is required for any project regarding the construction or alteration of a building.
- Hand-drawn or otherwise non-stamped drawings are allowed for requesting fence permits.

When do I need to fill out a zoning compliance form?

- For any of the seven reasons given with the CZC application form below.

Notification Procedures

All public hearings require notification procedures:

The village publishing a notice of the hearing in a local paper in general circulation at least 15 days prior to the meeting (in Romeo's case, this would be in The Record [www.myrecordnewspaper.com]).

The article is mailed to all neighbors within 300 feet of the four corners of the property. These procedures are required by the MZEA, which also requires public hearings for all rezoning, special land use, variance requests, and ordinance amendments.

If your project requires you to notify any of the boards or commissions, follow instructions in the accompanying flowcharts.

	Planning Commission	Board of Trustees	Board of Zoning Appeals	Administrative	Historic District Commission	Tree Board	Downtown Development Authority
Rezoning		X					
Planned Unit Development	X	X			³ X		
Special land use	X		² X		³ X		
Site Plan	X		² X		^{1,3} X		
Zoning Compliance			² X	X			
Variance	X				³ X		

1. Recommendations to the designated decision-making bod(ies) when applicable.
2. Appealing decisions of the Planning Commission and/or administrative decisions.
3. If demolishing existing building.

Pre-Development Meeting

Though not required, it is highly recommended developers schedule a meeting with the village before submitting their application. This not only helps the village understand the aims and goals of a project, but gives developers an opportunity to ask questions and account for village regulations. Arriving with a developed proposal and site plan is recommended, so as to allow for an honest conversation about what the developer and village will respectively be addressing during the approval and development process.

To schedule a Pre-Development Meeting, call the Village Hall's front desk at **586-752-3565**.

Pre-Development meetings require a **one-time \$150 fee**, and will at least be attended by the village's building inspector and the village's planner. Other village staff may be invited to participate in the meeting.

The developer is welcome to bring anyone they wish for the meeting, with an engineer or architect being advisable to communicate with village staff.

The village looks forward to establishing contact and building relationships with developers, regardless of their focus and project scope.

Forms and Applications

[Application for review of Permit](#)

1. Required for: Every approved project that requires a permit

[Application-Information-Sheet.pdf](#)

1. Required for: Every development review

[Rezoning-Application-.pdf](#)

1. Required for: Developers wishing to rezone parcel(s)

[Site-Plan-Review-Application.pdf](#)

1. Required for: Any project necessitating a site plan
 - a. A site plan shall be submitted for review and approval by the planning commission whenever one or more of the following conditions apply:
 - b. Whenever a building permit is required for the erection or structural alteration of a building, other than one-family homes, one two-family structure, or accessory structures to these uses.
 - c. For the construction, use or establishment of new or additional parking of ten spaces or more or of a storage area.
 - d. For all special land uses.
 - e. For site condominium subdivisions.
 - f. For any substantial change in use or class of use, when referred by the village clerk.
 - g. The erection of or addition to any major utility service facilities, including towers, substations, pump stations and similar facilities.

[Special-Land-Use-Application.pdf \(08/2021\)](#)

1. Required for: Any land use labeled as "Special" within the Zoning Ordinance, depending on the zoning district

[Zoning-Boad-of-Appeals-Application.pdf](#)

1. Required for: Any administrative or Planning Commission appeal, or for requesting a variance.

[Affidavit-of-Ownership.pdf](#)

1. Required for: Site plan (permitted and special land uses) review, rezoning requests, and variance requests.

[Sign Ordinance and Application](#)

1. Required For: Any project with signage.
 - a. Include sign ordinance

Forms and Applications (Continued)

[CZC-FINAL4132023.pdf](#)

1. Required for:
 - a. A new use of an underdeveloped parcel
 - b. A new use in an existing structure
 - c. An existing use is relocating to a different building within the complex
 - d. An existing use is moving to a new suite within the building or enlarging current space
 - e. Existing use changes business name, use remains the same
 - f. Existing use changes ownership, use remains the same
 - g. Home Occupation

[Affidavit-of-Ownership.pdf](#)

1. Required for: Site plan (permitted and special land uses) review, rezoning requests, and variance requests.

[Sign Ordinance and Application](#)

1. Required For: Any project with signage.
 - a. Include sign ordinance

Application Requirements for Each Committee/Board

1. Zoning Board of Appeals – **Fee \$1000**

- a. Affidavit of Ownership of Land
- b. Application Information Sheet – Check Type of Review (Rezoning/ZBA Variance)
- c. Rezoning Application
- d. Seven **(7)** copies of the site plan
- e. Historic District Commission – No fee
- f. Building Permit
- g. Site Plans
- h. Application for HDC

2. Planning Commission – **Fee \$250-\$1000**

- a. Affidavit of Ownership of Land
- b. Application Information Sheet – Check Type of Review (Site Plan – Fee \$250/special land use fee \$1000)
- c. Site Plan Review Application/Special Land Use Application
- d. Site Plan – New Build
- e. Special Land Use – Change in the Use of Building

The Universal Fee Schedule

The Fee Structure is based off of estimated costs of a project, rather than its square footage.

Here is an example of a \$100,000 project:

- The first \$5,000 counts towards a one-time \$190 fee (for the building inspector).
- Every \$1,000 after the first \$5,000 counts towards \$4 in fees.
- This means the developer would pay \$570 to the village.
 - $\$190 + \380 (or 4×95) = \$570.

Other Fee Requirements

Fence Fees

Fences 48" max in height - \$150

Privacy Fences 48" in height or greater - \$250

Fence-Fees_Approved.pdf

Zoning Districts

Districts and Descriptions

R1	Single-family residential district
MHP	Mobile home park district
RM	Multiple-family residential district
O	Office district
CBD	Central business district
C	General commercial district
IND	Industrial district

R1 Single Family Residential

- The primary zoning of the village, predominately made up of single-family detached homes.

MHP Mobile Home Park

- Contains prefabricated mobile home trailers in organized parks.

RM Multiple-Family Residential

- Allows for a wide range of housing beyond the R1 district's regulations, including apartments, townhouses, multiplexes, and others.

O Office

- Concentrates on the southern portion of Main St., maintaining a predominately noncommercial character.

CBD Central Business District

- Covers the village's traditional downtown and is predominately made up of one to three-story mixed-use buildings.

C General Commercial District

- Two areas located on the east side of the village's downtown and towards the southern end of the village's boundaries.

Ind Industrial District

- Predominately located to the east of M-53, containing various sorts of light manufacturing, warehousing, laboratory facilities, and recreational uses.

What is Zoning?

Zoning is at its simplest the division, or separation, of land uses. It also regulates the height, use, and bulk of buildings.

Towns and cities most often split housing, business, and industry into distinct areas, preserving those areas for those uses and restricting where else they can be built.

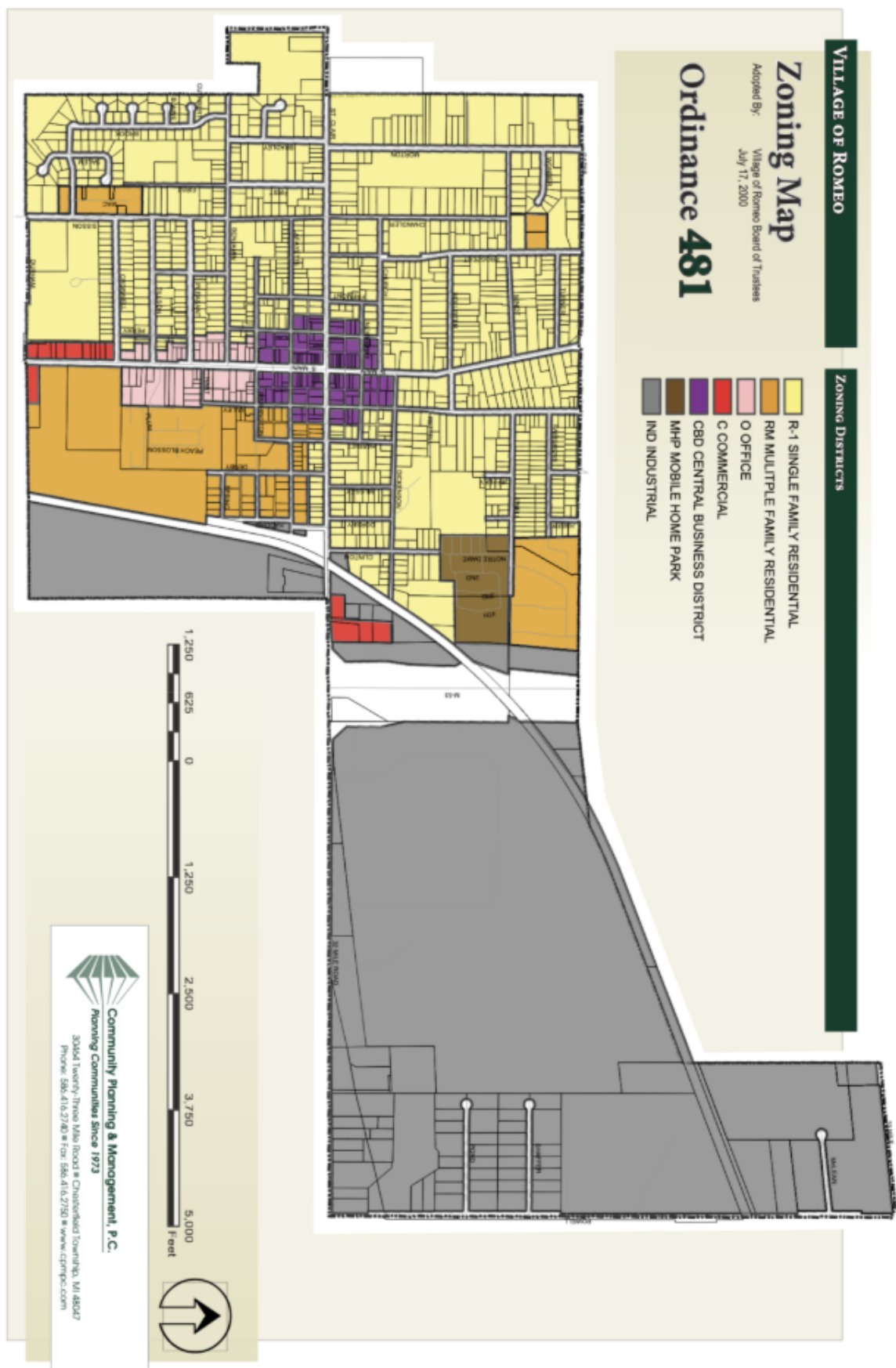
Zoning laws have evolved since the late 1800s, restricting individual land uses and sites. Since 1917, comprehensive legislation has applied to entire towns and cities.

The most common form of zoning, Euclidean zoning, is named for the town of Euclid, Ohio, which won a Supreme Court case in 1924 over the practice.



Image courtesy of <https://urbanplanninglife.com/zoning-basics/>

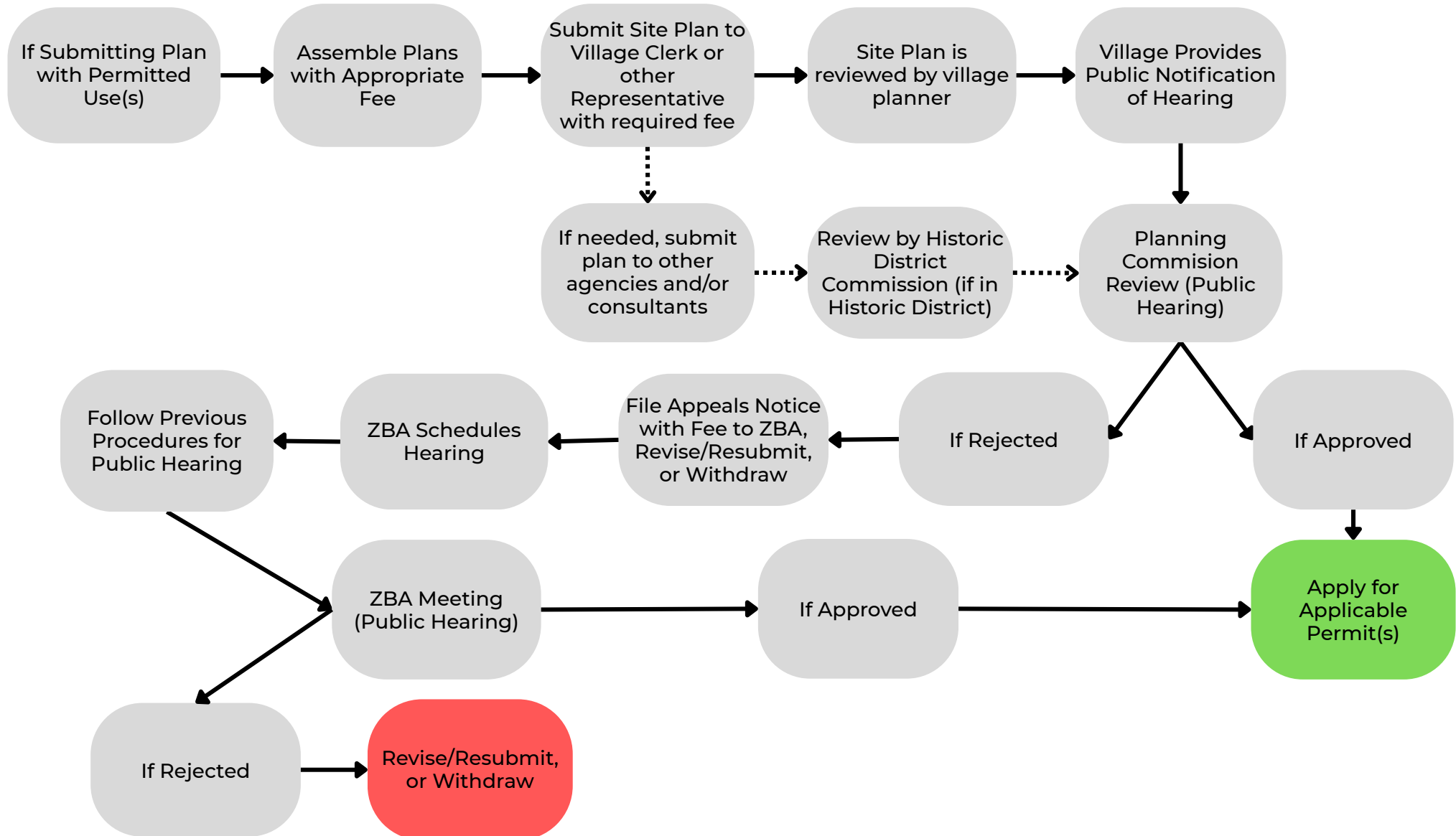
Zoning Map



Reach out to the Village Hall for the official map.

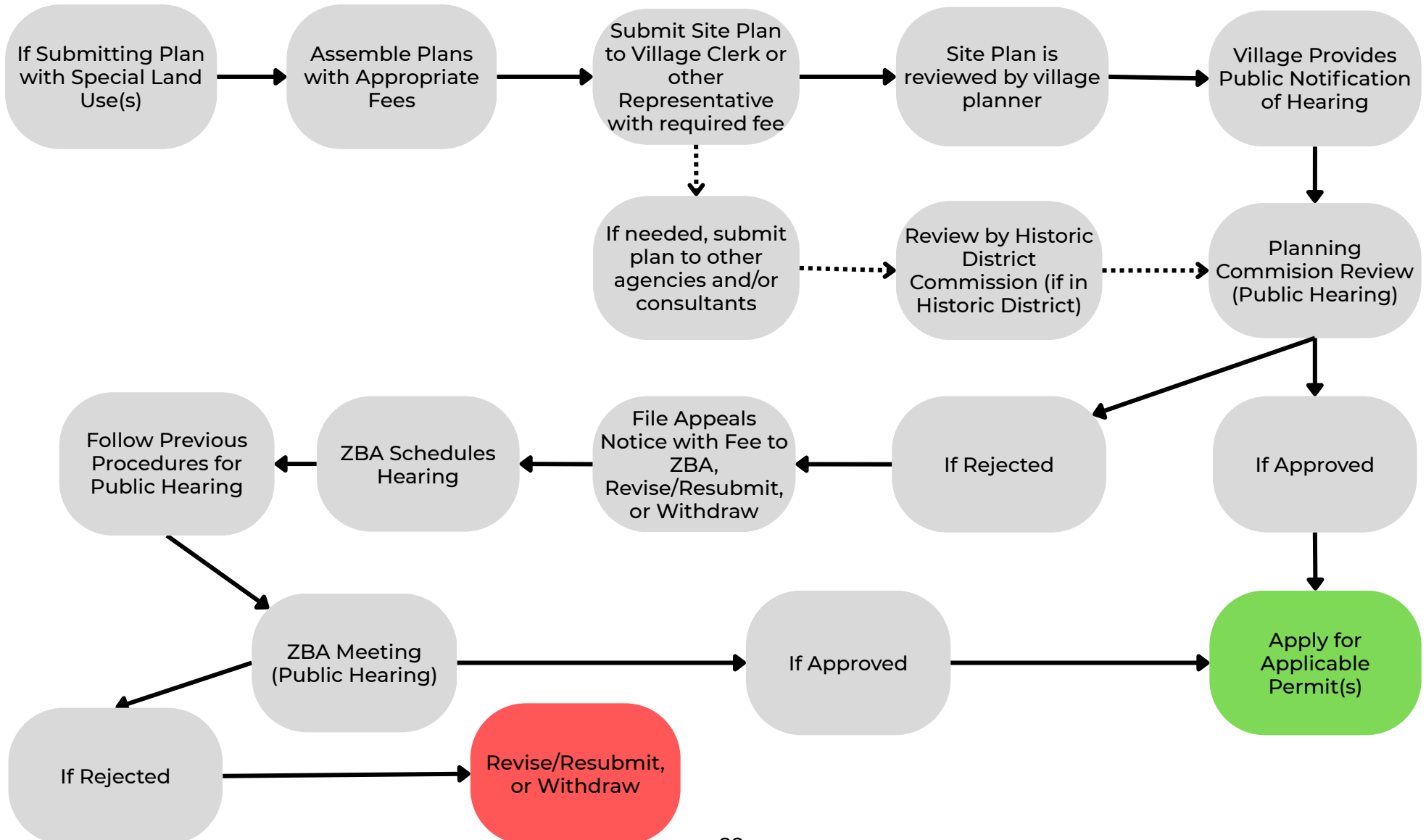
Permitted Land Uses

Land uses that are automatically allowed within a given zoning district. These require a standard degree of oversight by the village, namely by a hearing with the Planning Commission.



Special Land Uses

Land uses that are not automatically allowed within a given zoning district. These require extra review and oversight by the village, made up of a hearing with the Planning Commission that stresses the potential burden these uses may put on the site and surrounding area.

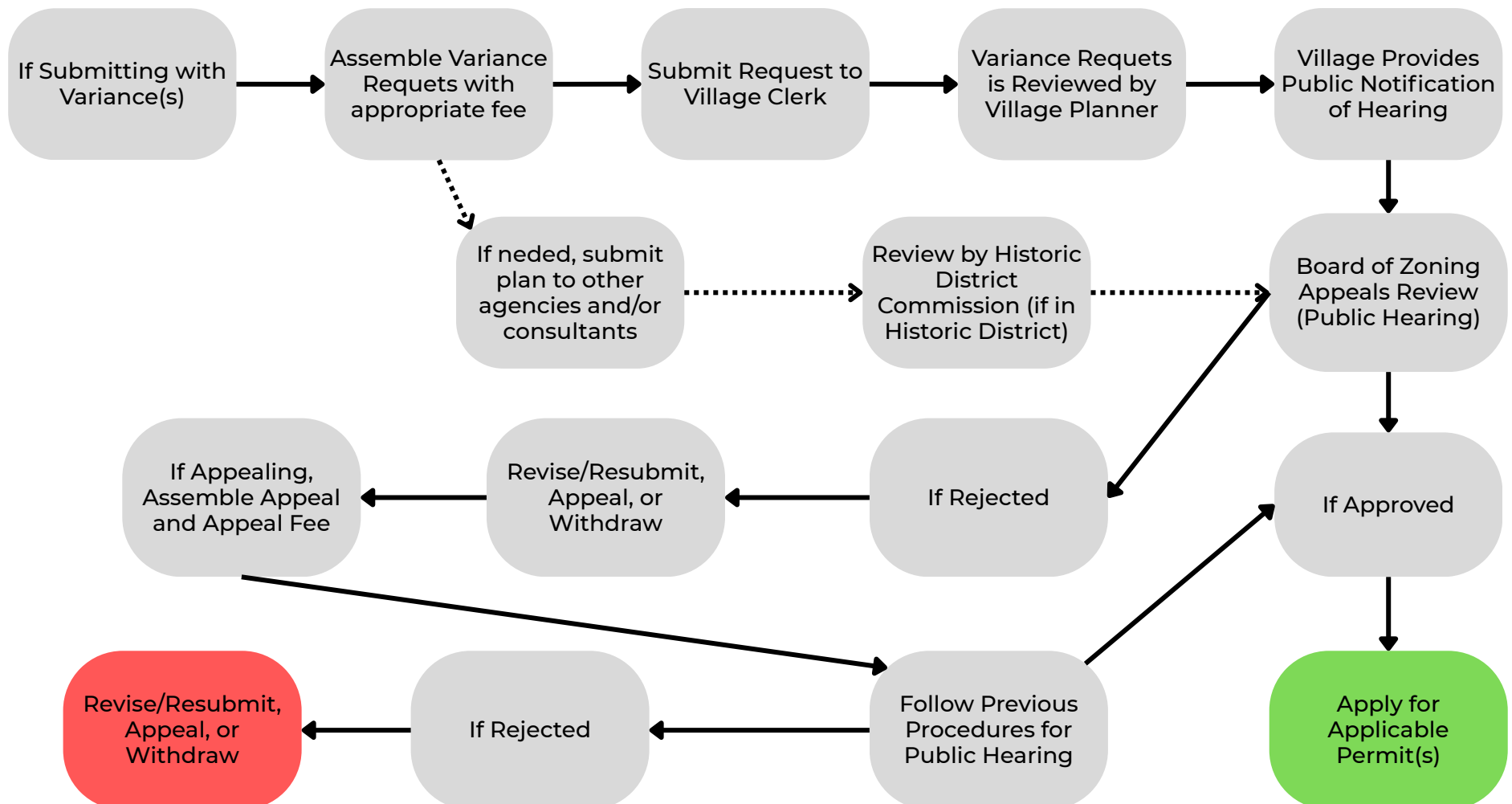


Variances

Variances are sometimes a factor in development projects, primarily when zoning districts do not allow for needed modifications (dimensional variance) or use (use variance) of a site and its assets.

It is best to consider applying for a variance only when circumstances hinder any alternatives of site use, and the variance will not negatively affect the surrounding area.

Applying for a variance follows a special process, with approval given by the Board of Zoning Appeals rather than the Planning Commission.

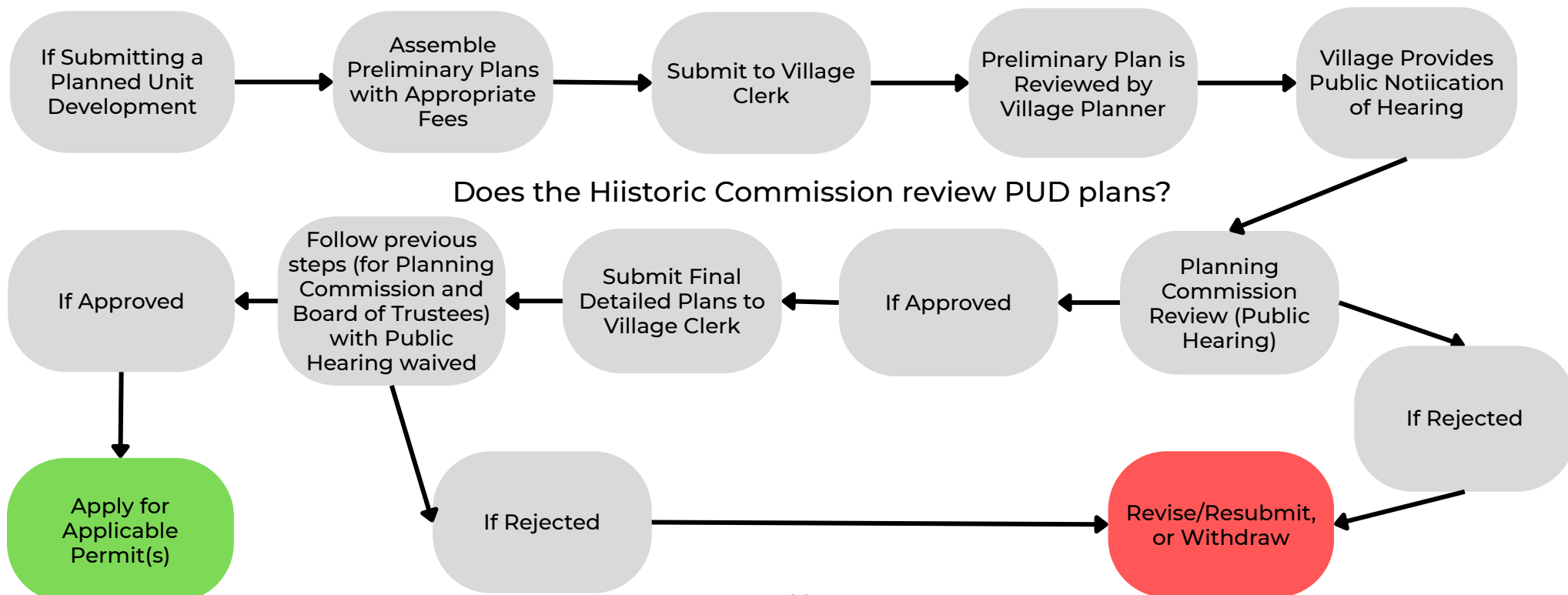


Planned Unit Developments

A Planned Unit Development (or PUD) is a special, mixed-use designation for a development which does not fit with any particular zoning district. It often utilizes different height, setback, density, parking, and floor-to-area ratio requirements than districts generally allowed. A PUD can be constructed in any zoning district, acting as an overlay rather than changing the zoning designation of a particular plot(s) of land. Their unique nature means an added degree of oversight by the village and more input in the design process, with requests on the developer being more numerous than standard developments.

A PUD follows R1 standards for single-family residential densities and all permitted uses. It also allows all permitted and special uses for RM. This means a development could have anywhere from single family homes to any type of multi-family housing, all within the same development.

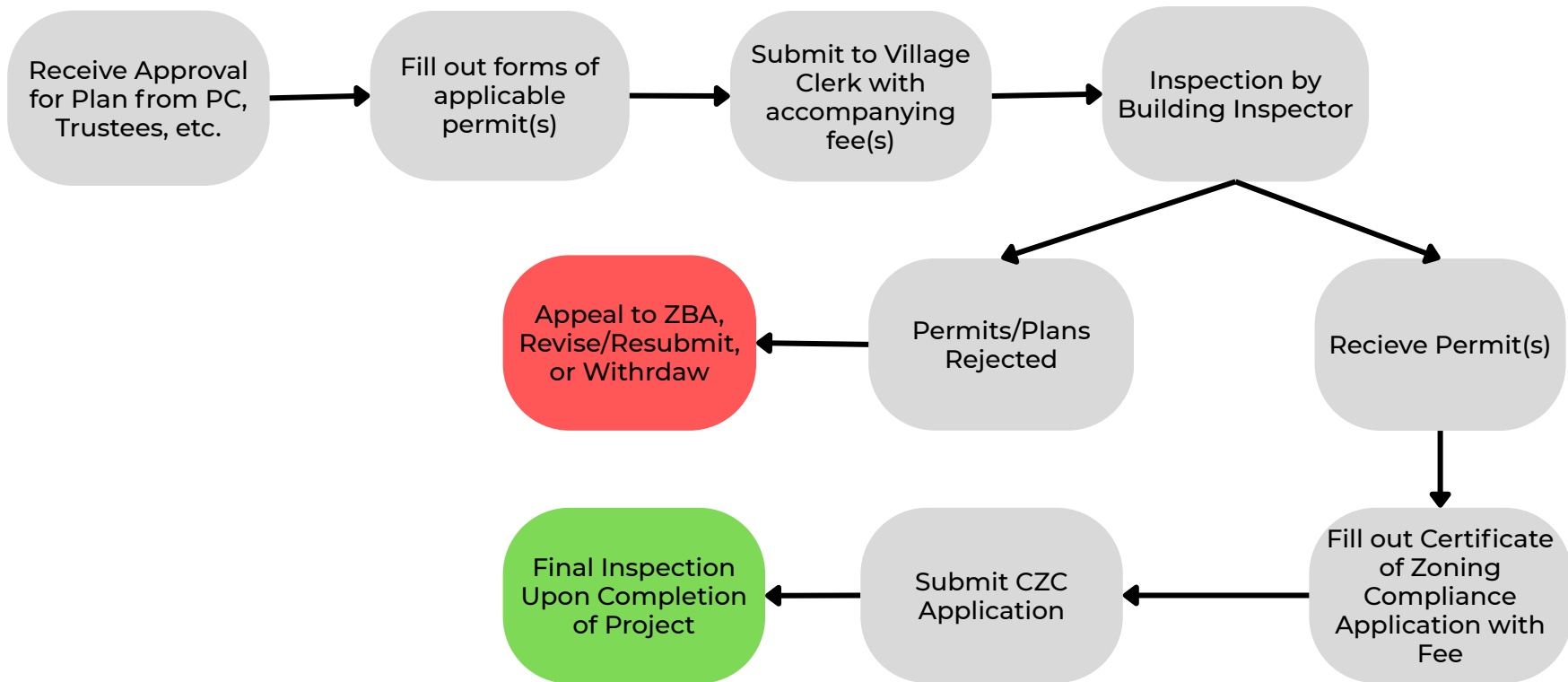
When planning a PUD, the village approval process follows a special, multi-step procedure to evaluate the preliminary and final project site plans.



Applying for Permits

After receiving approval of a site plan, a developer should promptly apply for any applicable permit(s) with the Village's Building Department.

There is a one-year period between approval and obtaining of permits, after which any project would require re-approval.



Nonconforming Uses and Nonconforming Buildings

When a building or use of space is declared nonconforming, this means the present laws do not allow for new introductions of either (under permitted or special land uses based on the zoning district). At the same time, these buildings and uses become caught in time; if a change of ownership occurs, a use may not be allowed to continue, and a building cannot be further modified.

Buildings with nonconforming uses may be changed, restored, or altered only in maintaining what exists; any building or portion thereof deemed unsafe cannot be restored for the same nonconforming use.

Nonconforming uses are considered stagnant; they may not be expanded, moved, or stopped for over a year's time, nor can the building they are housed in be altered to further accommodate them or moved elsewhere on the site.

This is incredibly important to take into account for property development and continued use.

Change in ownership, management, and/or tenancy is allowed as long as the nonconforming use remains the same.

Sec 46-699 Abandonment

Any nonconforming use shall be considered abandoned, and such nonconforming use may not be resumed thereafter if any of the following conditions apply:

1. When the owner declares or otherwise makes evident his intent to discontinue such use.
2. When the nonconforming use has been replaced by a conforming use.
3. Cessation of such nonconforming use for a period of one year.
4. When the repair, rebuilding or reconstruction of a nonconforming use, rendered necessary by wear, weather, deterioration or age, exceeds 50 percent of the current replacement cost.
5. When a nonconforming use has been damaged by fire, collapse, explosion, storm, lightning, accident, war, other calamity or acts of God, to an extent exceeding 50 percent of the current replacement cost, immediately prior to such damage. If the cost of such restoration or rebuilding shall be equal to or greater than 50 percent of such value, such use shall be made to conform with the applicable provisions of the zoning district established by this chapter where the use is located.

Accessory Uses

Accessory uses are subject to site plan review by the Planning Commission

Supplementary Regulations

Accessory Buildings In Other Than Residential One- and Two-Family Districts

- Accessory buildings in other than residential one- and two-family districts shall occupy any of the ground area which the principal building is permitted to cover.
- Accessory buildings, such as buildings for parking attendants, guard shelters, gatehouses and transformer buildings, may be located in the front or side yard in nonresidential districts, upon planning commission approval.
 - These buildings shall be architecturally aesthetically similar to the principal building, and provide minimal visual impact when seen from the street (including landscaping).
- When an accessory building is intended for other than the storage of private motor vehicles, accessory maintenance equipment, or other similar equipment, the accessory use shall be subject to planning commission approval.
- For further information, reference Sec 46-433.

Dwellings Per Lot on Parcel

- No more than one one-family residential dwelling shall be permitted per each lot or parcel, except as otherwise specifically permitted.
- For further information, reference Sec 46-439

General Exceptions

This section outlines several regulations as applying to most if not all zoning districts. Those listed here are considered of particular importance for development work.

Access Through Yards

- A drive to access a rear yard or accessory/attached building, either through the front or side yards, is permitted.
- Any walk, driveway, or other pavement servicing a like function under this regard is not a structure and considered necessary if in a front yard.
- For further information, reference Sec 46-492.

Height Limit

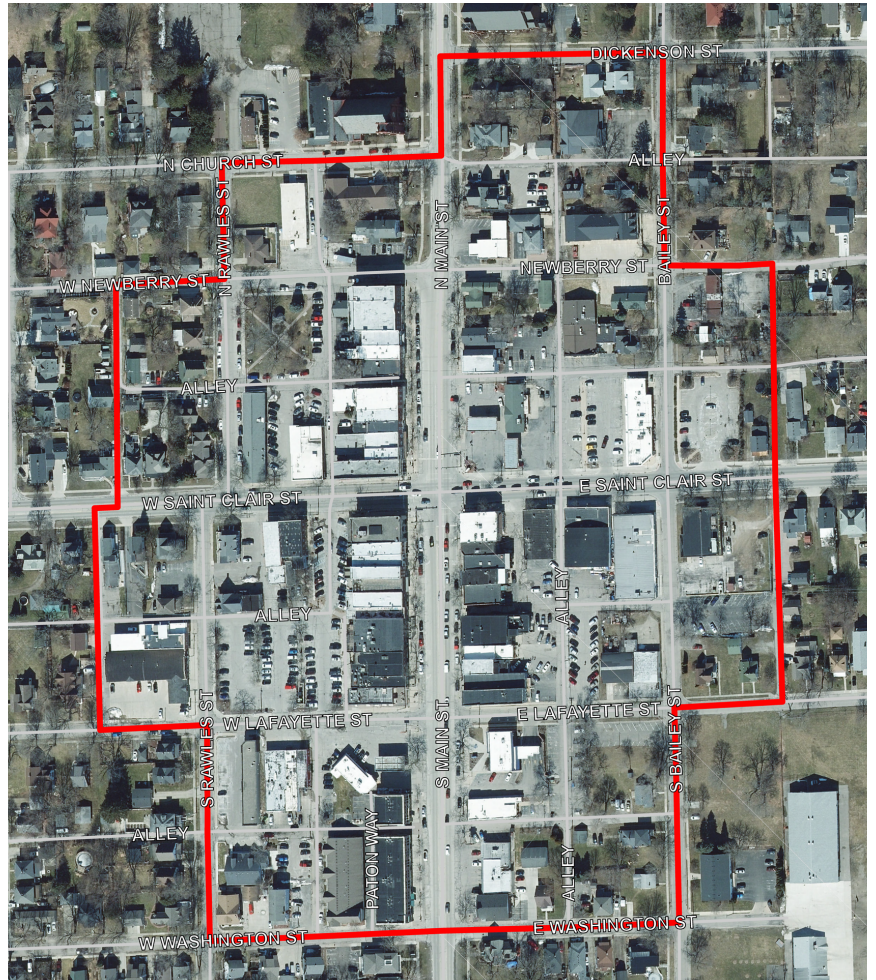
- A building in a district shall not be changed so as to exceed the height limit in that district.
- Roof structures for HVAC, elevators, communications, flagpoles, etc. may be permitted when exceeding the height limit.
- For further information, reference Sec 46-494.

The Romeo Downtown Development Authority (DDA)



Romeo's DDA is a public authority (as established under Public Act 197 of 1975) and is funded with a Tax Incremental Financing or TIF (Public Act 57 of 2018) structure.

The DDA's boundaries contain the main blocks making up Romeo's traditional downtown stretch, from Dickenson St. to the north and Washington St. to the south, and stretching 3 ½ blocks along Main St. to the east and 4 blocks to the west.



Address: 141 S. Main St., Romeo, MI 48065

Website: www.downtownromeo.net

Incentive Programs and Initiatives

Sign Grant - Helps businesses buy new signage for their storefronts.

[2025-Sign-Grant-Form.pdf](#)

Building Facade Grant - Helps direct businesses to facade grant opportunities.
Application

[Bldg-Facade-2020.docx](#)

Downtown Dawg Award - Promotes entrepreneurs looking to establish a business in downtown Romeo

The application will be reviewed and voted on by the Romeo DDA Board for approval of funding. If your business is selected and approved you will receive:

- A monetary award up to \$ 5,000
- A DDA Board member mentor for 1 year
- Access to free webinars and business workshops for 1 year
- Spotlight on Romeo DDA website for 1 year
- Spotlight on Romeo DDA social media for 1 year

[DAWG Award application | Romeo DDA](#)

Sponsorship Program - Promotes downtown businesses and supports the Romeo DDA
Contact the DDA [Here](https://downtownromeo.net/contact-us/) (https://downtownromeo.net/contact-us/).

Platinum Sponsorship – \$5,000:

- Logo on Romeo DDA website for 1 year
- Logo on printed materials regarding the Downtown Dawg Award for 1 year
- Spotlight on Romeo DDA social media page 1 time per quarter
- Sponsorship decall and certificate

Gold Sponsorship – \$2,500:

- Logo on Romeo DDA website for 6 month
- Spotlight on Romeo DDA social media page 2 times in 6 month
- Sponsorship decall and certificate

Silver Sponsorship – \$500:

- Logo on Romeo DDA website for 3 month
- Spotlight on Romeo DDA social media page 1 time
- Sponsorship decall and certificate

Building Specifications Chart

This chart contains usable floor area, yard setbacks, building height, and lot size regulations for the Village. They are mandatory without a dimensional variance granted by the Planning Commission

	Accessory Building Floor	Minimum Yard Setback in Feet			Maximum Building Height			Minimum Lot Size	
			Side Yards						
District		Front Yard	Least One	Total of Two	Rear Yard	In Feet	In Stories	Area in Square Feet	Width in Feet
R-1 Single Family Residential	35%	25	9	18	40	30	2	7,200	60
Mobile Home Park	N/A	(a)	(a)	(a)	10	N/A	N/A	4,500	45
RM Multiple-Family Residential	N/A	25	40	80	40	30	2	Per Dwelling Unit 1 BR 2,000	N/A
								2 BR 2,700	
								3 BR 3,400	
O Office	35%	25	9	18	30	30	2	7,200	60
CBD Central Business District	100%	N/A	(b)	(b)	20	40	3	N/A	N/A
C Commercial	40%	25	(c)	(c)	30	30	2	8,000	80
IND Industrial	40%	25	(d)	(d)	30	40	2	20,000	100

- Mobile homes shall be located 20 feet from a mobile home located on any adjacent site and 20 feet from the edge of any interior road.
- None. Where a side yard setback borders a residential district, a setback of 15 feet shall be provided.
- None. Where a side yard setback borders a residential district, a setback of 30 feet shall be provided. The openings (windows and doors) side or other side of the lot shall have a side yard of not less than 20 feet. A corner lot side yard must equal the setback required for the front yard on the street to which it sides.
- Ten feet on each side. A corner lot side yard must equal the setback required for the front yard on the street to which it sides. If an exterior yard abuts other than an industrial district, there shall be provided a yard setback of not less than 50 feet.

Appendix A: Minimum Requirements for New Construction (Single Family Residential)

Site Plan included, but not limited to, the following:

1. Distance from building to all property lines
2. Distance from center of road to building (include front setback & road right of way)
3. Location of all existing buildings
4. Building grade in relation to center of road and neighboring structures; grade elevations at corners; floodplain elevation & contours where applicable
5. Utility easements; Detroit Edison lines

Building Plans

Three (**3 complete sets required**) shall comply with Michigan International Building Code and shall include, but not be limited to, the following:

1. Foundation Plans
2. Floor plans shall be proper scale and clearly show room sizes
3. Section cut through fireplace to show construction
4. Indicate floor and roof framing sizes and spacing
5. Show building elevations of all sides and dimensions
6. Indicate correct window sizes and types
7. Cross section of house showing R-factors of insulation and general construction
8. Legal description or lot number
9. Builders license number and info required by State of Michigan
10. Water tap
11. Sewer tap
12. Soil erosion permit issue by Macomb County Public Works Department Permit Department
– 115 S. Grosbeck, Mt. Clemens, 586-469-5327
13. Historical District Commission review
14. Uniform Energy Code (UEC) calculations worksheet

Appendix B: Table of Uses

The Table of Uses lists all of the land uses mentioned in the Zoning Ordinance, showing whether each of them is allowed in respective districts and their approval process.

Use Table Key:

P - Permitted/By Right
S - Special Use
V - Variance

Primary Uses

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Residential								
Single Family Detached	P	P	P	P		P		P
Single Family Attached		P	P					P
Dual Family/Duplex		P	P					P
Multiplex		P	P					P
Townhouse		P	P					P
Apartments		P	P					P
Multifamily		P	P	S	S			P
Mobile Home/Trailer	P	P						P

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Commercial								
Admin. & Professional Offices				P		P		
Adult Bookstore & Other Adult Uses						P		
Antique Shop					P			
Arcades	S	S	S		S			S
Art Gallery/Studio					P			
Art Supply Store					P			
Auto Parts Store					P			
Automotive Repair Stations						P	S	
Automotive Service Stations						P	S	
Bakery					P			
Banks (excl. drive-thru)					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Banks with Drive-Thru				S	S			
Barbershops & Salons				P	P	P		
Bed and Breakfast	S	S	S	P		P		S
Bicycle Sales and Repair					P			
Billiard Halls					P			
Bookstore					P			
Camera & Photographic Equipment					P			
Car Wash								
Carpet, Rug & Linoleum Showroom					P			
Catering					P			
China & Glassware					P			
Clothing & Accessory					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Coin & Stamp					P			
Convenience & Speciality Foodstore								
Custom Dressmaking & Millinery					P			
Department Store					P			
Drive-Thru Businss of retail or Service Nature						P		
Drugstore					P			
Dry Cleaning					P			
Electrical & House Appliance					P			
Florist					P			
Furniture & Other Household Accessory					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Gift Shops					P			
Gymnasium								
Hardware Stores					P			
Health Clubs								
Hobby Shops					P			
Interior Decorators								
Jewelry Shops					P			
Kennels						S	S	
Laundromats								
Leather Goods & Luggage					P			
Locksmith					P			
Lounge (excl. Drive-Thru)					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Medical & Dental Offices & Clinics				P				
Music & Records					P			
Music and/or Dance School					P			
Musical Instruments					P			
Newspaper Publishing					P			
Office Supply					P			
Office Showrooms for Plumbers, Electricians, Decorators, or Similar Trades					P			
Offstreet Parking Lots						S		
Open Air Business					P			
Other Specialty Retail					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Paint & Wallpaper Store					P			
Personal Service Establishments					P			
Printing, Lithographing, or Publishing					P			
Private and Public Recreation Facilities				P		P	S	
Private Club & Lounges					P			
Professional & Business Office (2nd floor for building on Main St.)					P			
Professional & Business, incl. medical, chiropractic, dental, & similar uses on ground floor					S			
Quick Oil and Lube						P		

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Restaurant (excl. Drive-Thru)					P			
Shoe Repair					P			
Small Item repair					P			
Sporting Goods Store					P			
Stationary Store					P			
Tailors					P			
Tobacco Shop					P			
Toy Store					P			
Travel Agency					P			
Upholstery Shop					P			
Video Rental and Sales					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Village Service Building					S			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Industrial								
Automotive Manufacturing & Assembly							P	
Building & Landscaping Contractor's Office w/ Garage & Equipment Storage							P	
Cabinet & Home Remodeling Showrooms & Workshops							P	
Communications Tower & Antennae							S	
Commercial Radio, Television, & other Transmitting or Relay Towers or Monopolies							P	
Heavy Industry Uses							P	
Junkyards							S	

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Labratories: Experimental, Film, or Testing							P	
Other Like Light Industrial Uses							P	
Printing, Publishing, & Photographic Processing or Allied Products							P	
Trucking Facilities							S	
Various Retail Uses w/ Industrial or Industrial- Adjacent Character							S	
Warehouse & Wholesale							P	

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Other								
Cemetaries	S							
Churches	S		S	P				
Family day care; six children or less	P							
Funeral homes & mortuaries, not incl. crematoriums	S		S	P				
Group Day Care; 7-12 children or adults, in conjunction with an existing single-family dwelling	S		S	S				
Human Service Center				P				
Libraries	P			P				
Museums				P				
Nursing Homes			S					
Public and Private Schools	S					P		

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Public Utility & Service Buildings	S		S		S		P	
State-licensed residential facilities; six persons or less	P		P	P				
Village Buildings	P							
Village Service Buildings					P			

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Accessory Uses								
Carports			P					
Common Parking Area for Storage of Recreational Vehicles			Subject to site plan review					
Community Buildings			P					
Community Garages			P					
Equipment Storage								
Garages	P							

Zoning Districts	R1	MHP	RM	O	CBD	C	IND	PUD
Maintenance Buildings			P					
Outdoor Business/Manufacturing Storage							P	
Sheds	P							
Sleeping Quarters of Watchman or Caretaker (non-permanent dwelling)							“May be Permitted”	
Swimming Pools			P					
Utility Sheds			P					
Vehicle Storage								

Appendix B1: Use Lists

An alternate format for presenting uses within the village's zoning districts.

Residential - R1

Permitted

- Single Family Detached
- Mobile Home/Trailer
- State-licensed residential facilities; six persons or less
- Family day care; six persons or less
- Village buildings
- Libraries
- Sheds
- Garages



Special Use

- Arcades
- Bed and Breakfasts
- Churches
- Group day care; 7-12 children or adults, in conjunction with an existing single-family dwelling
- Public and private schools
- Cemeteries
- Funeral homes & mortuaries, not including crematoriums
- Public utility & service buildings

Residential Multifamily - RM

Permitted

- Single Family Detached
- Single Family attached
- Dual family/duplex
- multiplex
- townhouse
- apartments
- multifamily
- State-licensed residential facilities; six persons or less
- Community garages
- Carports
- Utility sheds
- Maintenance buildings
- Community buildings
- Swimming pools



Special Use

- Arcades
- Bed and Breakfasts
- Churches
- Group day care; 7-12 children or adults, in conjunction with an existing single-family dwelling
- Funeral homes & mortuaries, not including crematoriums
- Nursing Homes
- Public utility & service buildings

Subject to Site Plan Review

- Common Parking area for storage of recreational vehicles

Mobile Home Park - MHP

Permitted

- Single Family Detached
- Single family Attached
- Dual Family/Duplex
- Multiplex
- Townhouse
- Apartments
- Multifamily
- Mobile home/trailer

Special Uses

- Arcades
- Bed and Breakfasts



Office - O

Permitted

- Single family detached
- Barbershops & Salons
- Bed and Breakfasts
- Private and public recreational facilities
- Personal service establishments
- Administrative & professional offices
- Medical & Dental offices & clinics
- Churches
- State-licensed residential facilities; six persons or less
- Family day care; six persons or less
- Libraries
- Funeral homes & Mortuaries, not including crematoriums
- Museums
- Human Service center

Special Use

- Multifamily
- Bank with drive-through
- Group day care; 7-12 children or adults, in conjunction with an existing single-family dwelling



Commercial - C

Permitted

- Single family detached
- Adult bookstores & other adult uses
- Automotive service stations
- Automotive repair stations
- Quick oil & lube
- Car wash
- Barbershops & Salons
- Drive-through business of retail or service nature
- Bed and breakfast
- Private and public recreation facilities
- Personal service establishments
- Administrative & professional offices
- Medical & dental offices & clinics
- Public and private school

Special Use

- Kennels
- Offstreet parking lots



Central Business District - CBD

- Antique Shop
- Art supply store
- Art gallery/studio
- Bakery
- Banks excluding drive-through
- Barbershops & Salons
- Bicycle sales and repair
- Bookstore
- Stationary Store
- Camera & Photographic equipment
- Carpet, rug & Linoleum showrooms
- Catering
- China & Glassware
- Clothing & Accessory
- Coin & Stamp
- Custom Dressmaking & Millinery
- Department Store
- Drugstore
- Dry cleaning
- Laundromat
- Electrical & House Appliance
- Florist
- Convenience & Specialty foodstore
- Furniture & other household accessory
- Gift shop
- Hardware store
- Hobby shop
- Jewelry shops
- Leather goods & luggage
- Locksmith
- Musical instruments
- Music & Records
- Music and/or dance school
- Newspaper publishing
- Office supply
- Printing, lithographing, or publishing
- Restaurant excluding drive-through
- Shoe repair
- Small item repair
- Sporting goods store
- Tailors
- Tobacco shop
- Toy store
- Travel agency
- Upholstery shop
- Professional & Business, including medical, chiropractic, dental, & similar uses on the ground floor
- Professional & Business office (2nd floor for fronting Main St.)
- Paint & Wallpaper store
- Video rental & Sales
- Interior decorators
- Private Club & Lodges
- Office & showrooms for plumbers, electricians, decorators, or similar trades
- Auto parts store
- Other specialty retail
- Open air business
- Gymnasium
- Health club
- Billiard halls
- Village Service buildings
- Special use
- Multifamily
- Banks with drive-through
- Village service building
- Arcades
- Public utility & service buildings

Industrial - I

Permitted

- Automotive Manufacturing & assembly
- warehouse & wholesale
- Laboratories; experimental, film, or testing
- Cabinet & home remodeling showrooms & workshops
- Building & landscaping contractor's office with garage & equipment storage
- Printing, publishing, & photographic processing or allied products
- Commercial radio, television, & other transmitting or relay towers or monopolies
- Other like light industrial uses
- Public utility & service buildings
- Outdoor business/manufacturing storage

Special Uses

- Automotive service stations
- Automotive repair stations
- Kennels
- Private and public recreation facilities
- Communications tower & antennae
- Trucking facilities
- Various retail uses w/ industrial or industrial-adjacent character
- Junkyards
- Heavy industrial uses

May be Permitted

- Sleeping quarters of watchman or caretaker (non-permanent dwelling)



Appendix C: Signage

Whether permanent or temporary, the installation and use of signs in the village must follow the guidelines set out under the village's sign ordinance.

Temporary and Portable Signs

Temporary Signs. Because of a unique character of certain signs which are intended for use on a less than permanent basis and because of the effect of such signs on surrounding properties and persons, temporary signs shall be permitted only for a specific time period. All temporary signs shall observe the following standards:

1. No temporary sign shall exceed a maximum area of 24 square feet or exceed a maximum height of six feet.
2. All temporary signs shall observe the setback requirements contained in this Ordinance.
3. Temporary signs shall be permitted for a period of no longer than 15 days. Signs may be renewed for one 15-day period. No parcel may be allowed more than two temporary signs in any 12-month period.
4. The sign shall be installed in a manner so as not to impose a hazard to pedestrians or vehicular traffic, persons or property.
5. Inflatable signs may be allowed, provided that they observe all other applicable standards of this Ordinance.
6. An application for a temporary sign shall be filed by an applicant as provided by the Village. The Village Clerk shall review the application for a temporary sign and, if the sign complies with all applicable requirements of this section, shall approve the application and direct the issuance of a permit for such sign. No person shall display or cause to be displayed a sign enumerated in this section without a permit.

Portable Signs. Portable sidewalk or "A-frame" signs are allowed in the Village, provided that each such sign has met the requirements of this section. All portable signs shall conform to the following standards:

- The sign shall be of A-frame construction with a minimum base spread of 18 inches; not more than 24 inches wide; and not more than 36 inches high. The sign shall be sturdy and stable.
- The sign shall not have more than two faces and the surfaces of the sign shall be durable.
- Copy on the sign may be painted or printed on the surface or surfaces. Loose paper faces shall not be permitted. The sign shall not be illuminated by any means except natural light and existing street lighting.
- Placement of the sign shall be in a manner that is safe for and does not interfere with pedestrian or vehicular traffic. Placement of the sign shall be coordinated with other signs, benches, trees, planters and other streetscape elements such that a minimum of five feet of unobstructed sidewalk shall be maintained at all points along the sidewalk for pedestrian use.
- Only one sign is permitted for each permanent address of a building. A business with its only entrance door on a pedestrian alleyway may place one sign per pedestrian alley only at the curb edge along the street on which the building faces. All businesses in a building that have their only entrance door on a pedestrian alleyway shall share a single sign by listing the businesses on one sign, or by alternating usage of the sign at different times.
- A sign may be placed outside only during the hours when a business is open to the general public and shall be stored indoors, out of sight, at all other times.
- An application for a portable sign shall be filed by an applicant as provided by the Village. The Village Clerk shall review the application for a portable sign and, if the sign complies with all applicable requirements of this section, shall approve the application and direct the issuance of a permit for such sign. No person shall display or cause to be displayed a sign enumerated in this subsection without a permit.
- The sign application shall show a drawing of the front and side of the sign and shall include the dimensions of the sign and a plan of the sidewalk area and intended sign placement, all of which shall show compliance with the provisions of this Section.
- The owner of the sign and the owner of the site upon which it is located shall sign a statement assuming all liability for damage and injury that may be caused by the sign and releasing and indemnifying the Village from and against any and all claims for liability or damages that may be caused by the sign. If requested by the village, the owner of the sign and the owner of the site upon which the sign is located must provide the Village with proof of insurance against liability and damages in an amount and manner acceptable to the Village.

Signs requiring a permit

1. Temporary signs exceeding twelve (12) square feet in area.
2. Wall signs
3. Ground Signs
4. Pole signs
5. Banner signs
6. Hanging signs
7. Projecting Signs
8. Awning signs
9. Portable Sandwich Board Signs
10. Relocation or increase in size of any sign listed above.

Signs not requiring a permit

1. Freestanding non-illuminated temporary signs not exceeding twelve (12) square feet in area.
2. Signs not visible from a public right-of-way, public park, or residentially zoned property.
3. Window signs in nonresidential areas, which occupy no more than thirty (30) percent of the total window area.
4. Sign erected by or on behalf of or pursuant to the authorization of a public government body, including but not limited to legal notices, informational signs, directional, and regulatory signs.
5. Signs indicating handicapped accessibility, not exceeding four (4) square feet.
6. Markers, plaques, or signs describing a state or national designation as a historic site or structure, including historic home plates.
7. Directional signs not exceeding two (2) square feet in sign area for each sign.

Sec. 46-776 Sign Regulations By Zoning District

1. Residential Districts

- a. Freestanding non-illuminated temporary signs not exceeding twelve (12) square feet in area.
- b. Residential development signs may be allowed at the principal street entrance to any development in all residential zoning districts, subject to the following standards:
 - i. Entrance signs or structures shall be located outside of any right-of-way and clear vision intersection.
 - ii. No more than two entrance signs shall be permitted. Such signs or structures shall not exceed twenty four (24) square feet per sign. No more than one sign may be placed on each side of an entranceway or in an entrance road median
- c. Institutional uses such as schools, churches, libraries and similar uses shall be permitted one freestanding and/or one wall sign, which shall not exceed a total area of thirty-two (32) square feet.

2. Central Business District

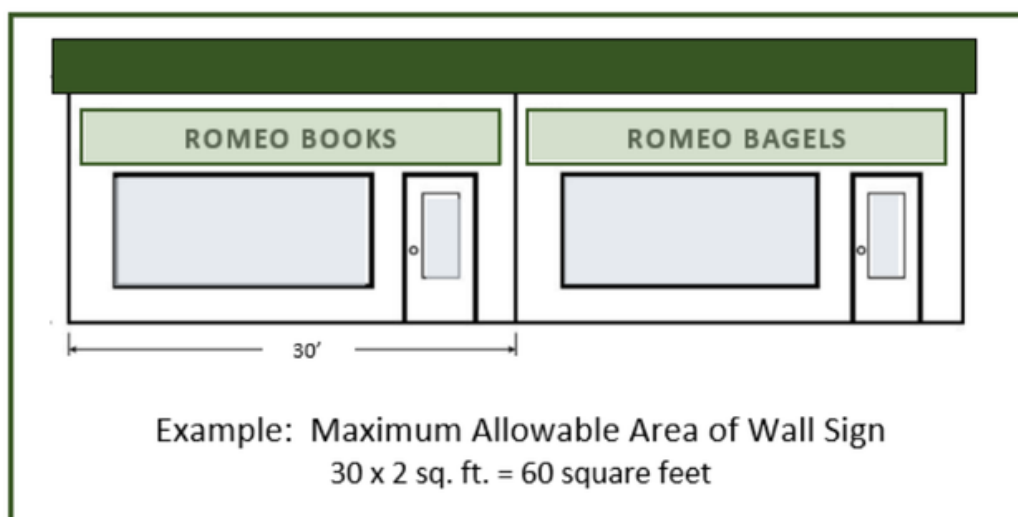
- a. Freestanding non-illuminated temporary signs not exceeding twelve (12) square feet in area.
- b. Each business may be allowed not more than one wall sign on each entrance side of the business. The total sign area shall not exceed one square foot for each lineal foot of building frontage, or fifty (50) square feet whichever is less.
- c. In lieu of a wall sign, an individual business occupying a separate parcel may place a projecting sign perpendicular to the face of the building. The maximum area of the projecting sign shall not exceed nine square feet.
- d. A business may be permitted one wall, and one projecting sign or freestanding sign, where possible, provided that the total combined sign area shall not exceed one square foot for each lineal foot of building frontage, or fifty (50) square feet whichever is less.

3. Office Districts

- a. Freestanding non-illuminated temporary signs not exceeding twelve (12) square feet in area.
- b. An individual business occupying its own site may be allowed one wall and one ground or monument sign. The maximum sign area shall not exceed thirty two (32) square feet. The maximum height of the sign shall not exceed six (6) feet.
- c. All ground signs shall observe a minimum front yard setback at least ten (10) feet from the property line or right-of-way.
- d. Ground signs shall not have internal lighting, but may have directed lights. They may be constructed of brick, metal, wood, or similar durable materials.

4. General Commercial Districts and Industrial Districts

- a. Freestanding non-illuminated temporary signs not exceeding twelve (12) square feet in area.
- b. Each individual business occupying its own site shall be regulated as follows:
 - i. One (1) ground sign and one (1) wall sign shall be permitted.
 - ii. One (1) additional ground sign shall be permitted if such development abuts two (2) major or secondary thoroughfares.
 - iii. Ground signs shall be limited to one hundred fifty (150) square feet in area, and ten (10) feet in height.
 - iv. Wall signs shall be limited to two (2) square feet of building width at the front building line, or eighty (80) square feet, whichever is less.
- c. Any parcel of land occupied by two (2) or more businesses shall be regulated as follows:
 - i. One (1) ground sign shall be permitted.
 - ii. One (1) additional ground sign may be permitted if the development abuts two (2) major or secondary thoroughfares.
 - iii. Ground signs shall be limited to one hundred fifty (150) square feet in area, and ten (10) feet in height.
 - iv. Each business within the development, having separate and direct access to the exterior of the building and not from an entrance in common with other businesses, shall be permitted one (1) wall sign.
 - v. Wall signs shall be limited to two (2) square feet of tenant space width at the front building line, or eighty (80) square feet, whichever is less.



Appendix D: Site Plan Review Checklist

The following pages contain a checklist for site plans, listing requirements for developers as part of the review process.

Check the Municipal Code for further details.

Sec. 46-532 Planning Standards

In reviewing all applications for site plan approval, the planning commission shall consider the plan in relation to the following standards:

1. Vehicular access and circulation. The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation. The planning commission shall require public streets adjacent or through a proposed development, when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. When the planning commission determines that there are an excessive number of curb cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.
2. Relationship to surrounding property. All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the planning commission shall review the plan for negative conditions, such as but not limited to:
 - a. Channeling excessive traffic onto local residential streets.
 - b. The lack of adequate screening of parking or service areas.
 - c. The impediments to the access of emergency vehicles.
3. Relationship to natural features. All buildings, driveways, parking lots and site improvements shall be designed to be compatible with the physical characteristics of the site, including but not limited to woodlands, wetlands, slopes, floodplains and soil suitability. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area.
4. Infrastructure. The planning commission shall consider the village engineer's evaluation of the adequacy of public or private utilities proposed to serve the site, including water, sanitary sewers and stormwater retention.

A. Site Plan Required (any one triggers review)

Confirm at least one condition applies. Check all that are relevant.

- ☐ Building permit for erection/structural alteration of a building (other than one-family homes, one two-family structure, or accessory structures to these uses)
- ☐ Construction, use, or establishment of new/additional parking of ten or more spaces, or of a storage area
- ☐ Special land use
- ☐ Site condominium subdivision
- ☐ Substantial change in use or class of use, when referred by the village clerk
- ☐ Erection of or addition to major utility service facilities (towers, substations, pump stations, and similar)

Scope of Plan

- ☐ Entire site under applicant's control/ownership is shown
- ☐ All areas proposed for improvement are shown
- ☐ Unplanned areas of the site are shown

B. General Site Data

- ☐ At least one copy bears the seal and signature of the registered architect, landscape architect, community planner, land surveyor, or professional engineer who prepared it. Site plan shall consist of one or more sheets necessary to adequately provide the required data
- ☐ All improvements and yards labeled and dimensioned to show compliance with this chapter
- ☐ North point shown
- ☐ Scale provided (customarily 1" = 20' or 1" = 30'; large-scale: 1" = 50' or 1" = 100' acceptable if typical areas/requirements are clearly detailed)
- ☐ Complete legal description
- ☐ Size of site expressed in acres
- ☐ Legible location map (4" = 1 mile) showing major roads, nearby cross streets, and property lines where necessary
- ☐ Zoning of the site and all surrounding property shown (if split zoning: show district boundary line)
- ☐ Proposed address, if available
- ☐ Location of existing structures and improvements (indicate any to be removed)
- ☐ Location of proposed structures and improvements

B. General Site Data (Cont.)

- ☐ Yards, setbacks, and critical dimensions between buildings and other site improvements
- ☐ Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks, etc.) within 50 feet of all property lines
- ☐ Topography at two-foot contours, existing and proposed (if required by the village engineer)
- ☐ Recorded easements and rights-of-way, with liber and page numbers

C. Building Plans

- ☐ All architectural building elevations (front, sides, and rear)
- ☐ Type of surface material and design of all exterior surfaces
- ☐ Dimensioned floor plans for principal and accessory buildings
- ☐ Decks and/or patios (dimensions, location, height, and materials)

D. Access, Parking & Circulation

- ☐ Existing and proposed rights-of-way for all abutting roads
- ☐ Location and dimensions of all driveways and street approaches
- ☐ Type of surface (paving) indicated
- ☐ Parking spaces: location, number and method of calculation per this chapter, dimensions, aisle dimensions, surface material, and landscaping island dimensions
- ☐ Site circulation pattern (pedestrian and vehicular flow direction, if one-way or not obvious)
- ☐ All fire lanes identified
- ☐ Sidewalks, interior walks, and their connections
- ☐ Carport locations and details, including architectural elevations
- ☐ All loading/unloading spaces identified

E. Environmental Features

- ☐ Complete landscaping plan: ground cover and the location, number, type, and size of all proposed plantings (common names provided)
- ☐ Greenbelts, walls, and/or berm details, with at least one cross section per type used
- ☐ Treatment of all undeveloped areas (seeded, sodded, plantings, maintenance, or other)
- ☐ Trash receptacles and method of screening
- ☐ Site lighting details (location, height, type, intensity, and shielding)
- ☐ Freestanding sign location
- ☐ Location and extent of wetland areas (if known) or floodplains (if applicable)

F. Other Information

- ☐ Location of all site utilities, including fire hydrants (on-site hydrant locations approved by fire chief and/or village engineer prior to engineering approval)
- ☐ Site drainage characteristics and improvements
- ☐ Park or recreation areas, with boundary and size in square feet
- ☐ Fences, screen walls, or similar structures (location and details)
- ☐ Statistical data: number of dwelling units; size of units (1, 2, 3 bedrooms) if any; total net acreage (mobile home parks: size and location of each site shown)
- ☐ Large equipment/machinery to be installed: location, type, horsepower, fuel, dimensions, and other data
- ☐ List of hazardous substances used/stored/generated, with storage/use/disposal locations, plus evidence of approval by the applicable federal, state, or local agency (including the fire department)

G. Waivers

The planning commission may waive requirements not necessary to the review and understanding of the site.

- ☐ Any waived requirements recorded in the planning commission's minutes
- ☐ Unique circumstances and reasons for each waiver documented

Appendix E: Parking Requirements

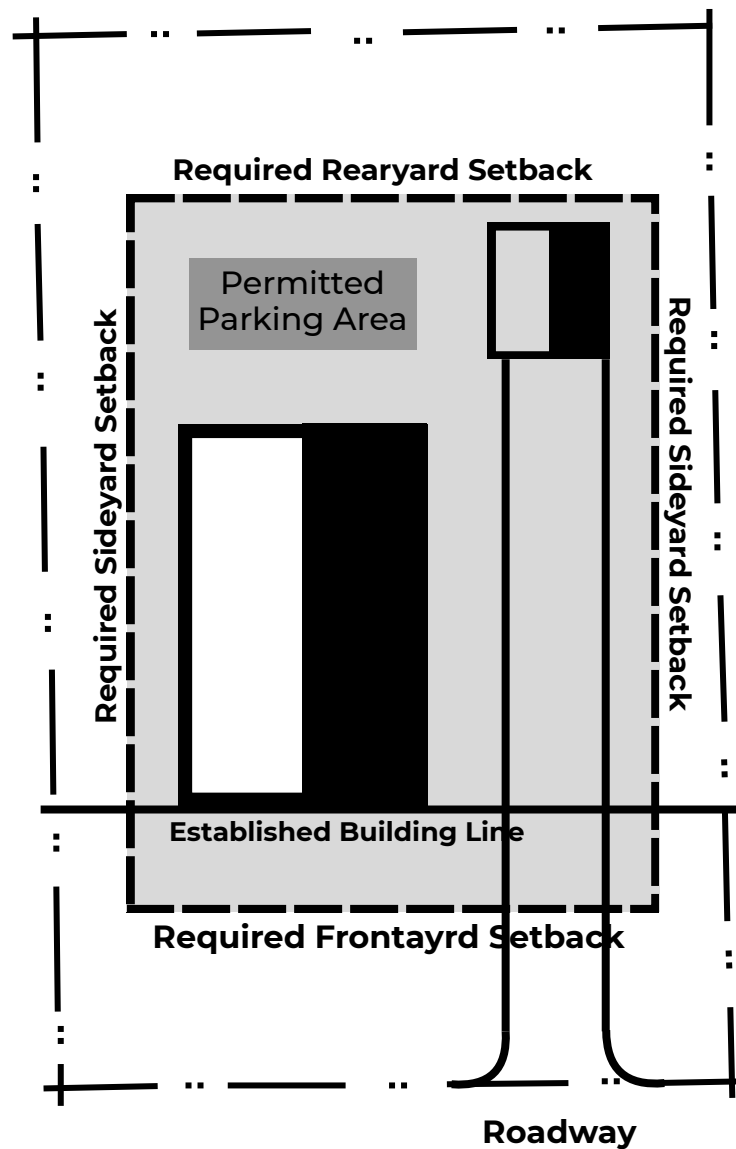
Sec. 46-612 General Parking Requirements

It shall be the duty of both the owner and occupant of any premises to provide offstreet parking spaces as required in this article. Such offstreet parking areas shall be laid out, constructed and maintained in accordance with the following standards and regulations:

1. Whenever a use or activity requiring offstreet parking is created, enlarged or increased in activity or intensity, offstreet parking spaces shall be provided on site and maintained as required by this chapter.
2. Nothing in this section shall be construed to prevent the collective provision of offstreet parking facilities for two or more buildings or uses on separate sites, provided that, collectively, such parking shall not be less than the sum of requirements for the various uses computed separately. The provision for shared parking shall not be construed to allow for development without parking located reasonably proximate to the development it is intended to serve. Parking shall be reasonably distributed to fulfill the parking needs of each use being served and shall be irrevocably dedicated to each use.
3. Where the owners of two buildings, whose operating hours do not overlap, desire to utilize common offstreet parking facilities, the planning commission may permit such dual function, at site plan review, provided that the following conditions have been met:
 - a. The normal business hours of the two buildings or uses in no way overlap, except for custodial personnel. If there is a change of uses that no longer meets the criteria established for shared parking, the required number of spaces as provided in section 46-613 shall be installed.
 - b. The common parking lot meets all of the locational requirements of this chapter with respect to each building or use.
 - c. The site plan shall indicate a reserve area that is capable of accommodating the required number of parking spaces, if necessary. The developer shall execute an agreement, in a form satisfactory to the village attorney, that will obligate the property owners to install additional parking at the village council's request if the need arises.
4. Offstreet parking facilities required shall be located within 300 feet of the permitted use it is intended to serve, such distance to be measured along lines of public access to the property between the nearest point of the parking facility and the building to be served.
5. When units or measurements determining the number of required parking spaces result in the requirement of a fractional space, any fraction shall require one parking space.
6. For the purpose of determining offstreet parking requirements for all uses, floor area shall mean the total gross floor area, as measured from the exterior walls. For those buildings which feature unique interior natural features, such as atriums and landscaped areas, the floor area occupied by such areas may be deducted from the gross floor area to calculate parking requirements.
7. Whenever drive-through or vehicle stacking lanes are provided, such lanes shall be so located so as not to impede pedestrian or vehicular circulation on the site or on abutting sites, nor shall any drive-through lane cross a vehicle maneuvering lane or aisle. Unless otherwise provided in section 46-613, a minimum of four stacking spaces shall be provided for each service window. A minimum waiting space shall be 23 feet long by ten feet wide.

Residential Parking

1. The offstreet parking facilities required for one- and two-family dwellings shall be located on the same lot or plot of ground and shall consist of a paved parking space of at least nine feet by 20 feet, parking apron, two paved strips for wheels separated by grass, carport and/or garage. In lieu of asphalt or concrete pavement, brick pavers or similar dustfree durable surface may be permitted. Driveway approaches from the public roadway must be paved.



Permitted Parking Area

Such parking space shall be paved to provide not less than two offstreet parking spaces. Parking or storage of vehicles shall be restricted to paved areas. Paved driveways may be allowed in required side yards to provide access to a side-entry garage or to a detached garage located in the rear yard.

1. No motor vehicle shall be kept or stored in any residential zoning district, unless it shall be in operating condition and properly licensed or located inside a building. No storage of motor vehicles or recreational vehicles may be allowed within a required front yard or the established building line, whichever is more restrictive, or required side or required rear yard.
2. Multiple-family residential dwellings shall have two paved offstreet parking spaces for each one-bedroom dwelling unit. For each additional bedroom, one-half additional parking space shall be provided.
3. For housing for the elderly, there shall be two spaces for each three dwelling units, and one for each employee. Should the dwelling units revert to general occupancy, two spaces per unit shall be provided. The location of this reserved parking area shall be shown on the site plan at the time of the original approval.
4. For community buildings for multiple-family dwellings and mobile home parks, there shall be one space for each four persons allowed within the maximum occupancy load, as determined by the fire department.
5. In multiple-family residential districts and mobile home parks where recreation vehicles are permitted, a secured storage area for such vehicles shall be provided and buffered from adjacent uses. No unlicensed motor vehicle of any type shall be parked within the development at any time, except within a covered building or the enclosed storage area. In the mobile home park district, no motorized recreation vehicles or boats shall be parked on individual home sites. All group offstreet parking lots shall be adequately lighted during hours of darkness with no more than one-half footcandle of illumination.

Parking Schedule Table

The Village of Romeo maintains a parking schedule for most uses in the village, and mandates specific parking minimums accordingly. The following is a chart of required parking spaces for these uses.

Use			Required Parking Spaces
2	<i>Institutional.</i>		
	a.	Auditoriums (incidental to churches, schools and hospitals)	One space for each three seats; plus one for each two employees. If no seats, one for each 50 square feet of floor area
	b.	Churches or temples	One space for each three seats or six feet of pew in the main worship area; plus spaces for any residential uses, as determined in accordance with the parking requirements established for residential uses. Additional spaces for ancillary facilities, such as social halls, schools, etc., may be required by the planning commission
	c.	Convalescent homes	One space for each two beds; plus one for each staff member
	d.	Elementary schools	One space per each employee, including teachers and administrators; plus one per each classroom or teaching station; plus one for each three seats in the auditorium or public assembly areas, as determined by the fire chief
	e.	Junior high schools	One space per each employee, including teachers and administrators; plus two for each classroom or teaching station; plus one for each three seats in the auditorium or public assembly areas, as determined by the fire chief

Use			Required Parking Spaces
	f.	Hospitals	One space per bed, excluding bassinets; plus one space per employee and doctor on peak employment shift. Additional spaces shall be required for ancillary medical office buildings based on their individual requirements. Parking for emergency facilities shall be provided on the basis of one space per 100 square feet of floor area of the emergency room, patient treatment areas and waiting areas
	g.	Libraries	One space for every 300 square feet of gross floor area
	h.	Museums	One space for every 500 square feet of gross floor area
	i.	Nursery schools, day nurseries or child care facilities	One space for each employee; plus one space for each four students on the premises at one time. Adequate, but not fewer than five, stacking spaces shall be provided for pickup and dropoff
	j.	Private clubs and lodges	One space for each three members allowed within the maximum occupancy load, as determined by the fire department; plus one per employee
	k.	Senior high schools and colleges	One space for each employee, including teachers and administrators; plus one for each three students; plus the requirements of the auditorium, as determined by the fire chief. Additional spaces for ancillary facilities and activities may be required by the planning commission

Use			Required Parking Spaces
3	<i>Recreational.</i>		
	a.	Bowling alleys	Five spaces per lane, plus parking required for ancillary uses such as restaurants or lounges, as determined in accordance with the requirements of this section
	b.	Dancehalls, roller rinks, amusement device centers, billiards, ice skating rinks, indoor shooting ranges, archery ranges and exhibition halls	One space per three persons allowed at maximum occupancy load, as determined by the fire department
	c.	Miniature golf	One space per employee; plus 1¼ spaces per each hole; plus spaces for any ancillary uses as determined in accordance with the requirements of this section
	d.	Swimming or tennis clubs and similar uses	One space for each three member families; plus one per employee. If clubhouses are provided, one additional space shall be provided for each three persons allowed within the maximum occupancy load, as determined by the fire department
	e.	Private parks	One space for each two individual members or users
	f.	Public recreation (other)	One space for every two users at maximum capacity; plus one space for each employee
	g.	Stadiums and sports arenas or similar places of assembly	One space for each three seats or 60 inches of benches
	h.	Racquet/tennis and exercise clubs	One space for each two persons allowed within the maximum occupancy, as determined by the fire department; plus spaces required for any ancillary uses, as determined in accordance with the requirements of this section

Use			Required Parking Spaces
4	Offices.		
	a.	Banks	One space for each 100 square feet of floor area. Stacking lanes for drive-through tellers shall be provided, as required in section 46-612
	b.	Professional offices and business or administrative offices, except medical offices as indicated in subsection (4)c. of this	One space for each 200 square feet of gross floor area
	c.	Clinics: medical, dental and veterinary	One space for each employee; plus one space for each 150 square feet of gross floor area

Use			Required Parking Spaces
5	<i>Auto-related uses.</i>		
	a.	Auto wash, hand or coin-operated	Two exterior waiting spaces at entry; plus two exterior drying spaces for each bay; plus one space for each employee
	b.	Enclosed self-service two-door time charge carwash	Where all washing and drying operations are designed to take place within the building, four waiting spaces shall be provided for each bay; plus one space for each employee. A properly drained 50-foot-long drying lane shall also be provided at the exit of each washing lane or stall in order to prevent undue amounts of water from
	c.	Auto wash, high speed commercial	One space for each employee; plus 20 exterior waiting spaces at entry. A properly drained 50-foot-long drying lane shall also be provided at the exit of each washing lane or stall in order to prevent undue amounts of water from collecting on the public street and thereby creating a traffic
	d.	Auto service stations (gasoline and repair) and auto repair services, excluding heavy and major repair	In addition to a service space to be provided at each pump, the following additional requirements shall apply: three spaces for each service bay; one per employee; plus one per each 200 square feet of retail floor area
	e.	Self-service gasoline stations (gasoline and convenience retail; no repair)	In addition to a service space to be provided at each pump, the following additional requirements shall apply: one space for each 200 square feet of retail floor area; plus one for each employee. A minimum of three shall be provided for each site
	f.	Heavy and major auto repairs	Three spaces for each service bay. No wrecked vehicles to be parked or stored outside (see section 46-393(1))
	g.	Quick oil changes	Four spaces per bay; plus one per employee at the peak shift; one per 200 square feet of floor area used for retail sales
	h.	New and used vehicle sales	One space for each 300 square feet of sales area; one for each 200 square feet of office area; and three for each service bay

Use			Required Parking Spaces
6	Commercial.		
	a.	Agricultural sales, greenhouses and nurseries	One space per employee; plus one space for each 100 square feet of actual permanent or temporary areas devoted primarily to sales, excluding growing areas
	b.	Banquet/catering halls	One space for each two persons allowed within maximum occupancy, as determined by the fire department; plus one space per employee
	c.	Beauty parlors/barbershops	Three spaces for the first two chairs; plus 1½ spaces for each additional chair; or one space for each 75 feet of floor area, whichever is less
	d.	Dry cleaners	One space per each two employees, plus one space for each 150 square feet of floor area in the waiting area
	e.	Funeral homes/mortuaries	One space for each 50 square feet of assembly room floor space, parlors and slumber rooms
	f.	Furniture and appliance, household equipment, repair shops; showroom of a plumber, decorator, electrician or similar trade; shoe repair; and other	One space for each 500 square feet of gross floor area. For that floor area used in processing or storage, one additional space shall be provided for each two persons employed within or each 1,000 square feet, whichever is greater
	g.	Laundromats and coin-operated dry cleaners	One space for each two machines
	h.	Motel, hotel or other commercial lodging establishments	One space for each occupancy unit; plus one space for each employee; spaces required for ancillary uses, such as lounges, restaurants or conference areas, shall be determined on the basis of the individual requirements for each use as specified in this section

Use			Required Parking Spaces
6	Commercial.		
	i.	Open air businesses	One space for each 500 square feet of lot area used for retail sales, services and uses
	j.	Retail stores, except as otherwise specified in this section	One space for each 200 square feet of gross floor area
	k.	Restaurants/lounges (excluding fast food or carryout establishments)	One space for each 100 square feet of gross floor area or one space for each two persons allowed within maximum occupancy, whichever is greater
	l.	Restaurants, fast food and drive-ins	One space for each two employees; plus one space for each two seats intended for patrons within the restaurant building and one space for each 20 square feet of building floor area available in the order-waiting area
	m.	Restaurants, carryout only	One space per employee; plus 50 percent of the parking requirement for restaurants with permanent seating
	n.	Specialty shops	One space for each 200 square feet of gross floor area
7	Industrial.		
	a.	Industrial, wholesale or warehouse	One space per 500 square feet of gross floor area
	b.	Mini-warehouses or self-storage units	Two spaces for the residential caretaker's unit; plus one space per 50 square feet of floor area used for office purposes

Note: Some of these uses are permitted or special uses in multiple zoning districts. Reference the Zoning Table of Uses to check their status.

Appendix F: Special Land Use Review

Special Land Use Review Application:

<https://villageofromeo.org/wp-content/uploads/2021/08/Special-Land-Use-Application.pdf>

Application (Sec. 46-651)

An application for special land use approval shall be filed with the village by the owner of the property on which the use is to be located or by a legally appointed representative of such owner, accompanied by the necessary fees and documents, as required by this chapter. All applications for special land use shall include the signature of the property owner, a site plan as regulated by article VI of this chapter, supporting documents as prescribed in this chapter, and any other documents required under this chapter.

1. Public Hearing (§ 46-652)

2. Review Standards (§ 46-653)

3. In considering all applications for special land use, the planning commission shall review each case individually as to its appropriateness and must find affirmatively to each of the following standards of the proposed land use. The petitioners should submit a written document with the site plan which responds to each of these eight standards:

4. The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.

5. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of offstreet parking, and provisions for pedestrian traffic, with particular attention to minimizing child-vehicle interfacing.

6. The proposed use shall be designed as to the location, size, intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.

7. The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.

8. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the village.

9. The proposed use is necessary for the public convenience at the proposed location.
10. The proposed use is so designed, located, planned and to be operated that the public health, safety and welfare will be protected.
11. The proposed use shall not be detrimental or injurious to the neighborhood within which it is to be located, nor shall such use operate as a deterrent to future land uses permitted within the zoning district, and it shall be in harmony with the general purpose and intent of this chapter.
12. Decision (§ 46-654)
13. Approval. If the planning commission determines that the particular special land use should be allowed, it shall endorse its approval thereof on the written application and clearly set forth in writing thereon the particular uses which have been allowed. Thereafter, the enforcing officer may issue a building permit in conformity with the particular special land use so approved. In all cases where a particular special land use has been granted as provided in this article, application for a building permit in pursuance thereof must be made and received by the village not later than one year thereafter, or such approval shall automatically be revoked.
14. Denial. If the planning commission shall determine that the particular special land use requested does not meet the standards of this chapter or otherwise will tend to be injurious to the public health, safety, welfare or orderly development of the village, it shall deny the application by a written endorsement thereon which clearly sets forth the reason for such denial in its minutes.
15. Record. The decision on a special land use shall be incorporated in a statement of conclusions relative to the special land use under consideration. The statement shall specify the basis for the decision and any conditions imposed.
16. Conditions (§ 46-655)
17. The planning commission may impose such conditions or limitations in granting approval of a special land use, as may be permitted by state law and this chapter, which it deems necessary to fulfill the spirit and purpose of this chapter. The conditions may include conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed shall do all the following:
 18. Be designed to protect natural resources and the health, safety, and welfare, as well as the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 19. Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.
 20. Be necessary to meet the intent and purpose of the zoning regulations, be related to the standards established in this chapter for the land use or activity under consideration, and be necessary to ensure compliance with those standards.
 21. The conditions imposed with respect to the approval of a land use or activity shall be recorded in the record of the approval action and shall remain unchanged, unless the village and landowner undertake a new special approval application and public hearing.

Appendix H: Site Development and Environmental Standards (Sec 46-571)

1. The intent of the site development and environmental standards in this article is to preserve the quality and character of the village's environment by regulating manmade development and by conserving natural resources. The requirements of this article are promulgated pursuant to the following objectives:
 - a. Screen and buffer incompatible views and activities within and between uses.
 - b. Define the limits of site functions and areas.
 - c. Reduce or eliminate glare into and from adjacent sites and activities.
 - d. Reduce dust and other pollutants from the air.
 - e. Control noise and provide acoustical modification into and from adjacent sites.
 - f. Contain odors and minimize their passage into and from adjacent sites.
 - g. Control the direction and velocity of surface water runoff and minimize soil erosion.
 - h. Moderate interior and exterior temperatures by controlling solar radiation on buildings and paved surfaces.
 - i. Maintain aesthetic quality of property and preserve its value.
 - j. Maintain and enhance the visual quality of the village.

Important Links:

[Screening Requirements](#)

[Landscaping Requirements](#)

[Parking Lot Landscaping Requirements](#)

[Lighting](#)

[Performance Standards](#)

[Location and Screening of Trash Receptacles](#)