

THE CITY OF FERNDALE'S GUIDE TO DEVELOPMENT

From opening a business to building a fence, this is your guide to the City's planning, building, and development processes and projects.

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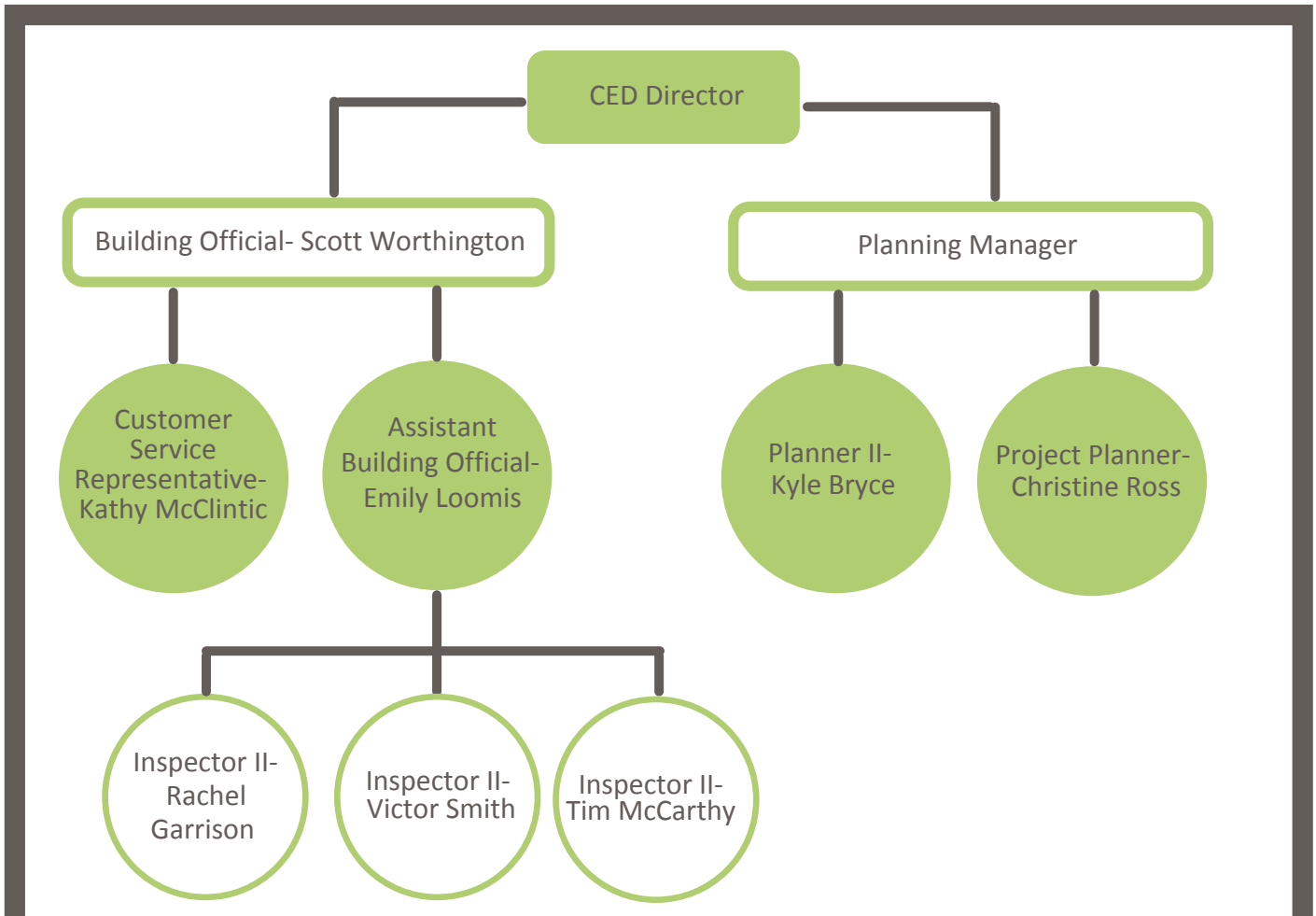
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FERNDALE

CED STAFF DIRECTORY AND CONTACT INFORMATION



CONTACT INFO

CED Director- ced@ferndalemi.gov

Building Official- sworthington@ferndalemi.gov

Project Planner- cross@ferndalemi.gov

Planner II- kbryce@ferndalemi.gov

Permit Customer Service Representative- kmclintic@ferndalemi.gov

HOW TO OPEN A BUSINESS IN FERNDALE

Pursue your business idea with Ferndale by following these simple steps.

Determine Your Zone

Fill out a [Zoning Determination Request \(ZDR\)](#) to determine if zoning allows for your business to be in your proposed location and if you have enough parking space for your business.

Meet with the City

Schedule a pre-development meeting with our Planning Staff to discuss further details about your business, such as appropriate permits and deadlines.

Permits

Apply for the [building permits](#) that are appropriate to your business and adjust your property (e.g adding walls) if necessary.

Certificate of Occupancy

Apply for the [Certificate of Occupancy](#). This acts as a business license and will be officially issued after the proper inspections.

DID YOU KNOW?

Every business is unique and requires different licenses. This is the general process for opening a business, and it may look different if you're opening a restaurant, tattoo parlor, and so on.

Building Inspections

Once you apply for your Certificate of Occupancy, our Building Department will schedule inspections for your property and verify whether you are ready to open for business!

PRE-DEVELOPMENT MEETING

Are you trying to open a business or start a project in Ferndale?
Here's where to start.

What to bring

- Submit a [Zoning Determination Request \(ZDR\)](#) before the meeting
- Know the location, existing use, and intended development (residential, office, retail, etc.), and surrounding land uses of the site
- Preliminary sketches of the development



What to expect

City Staff will:

- Review proposed development for zoning conformance
- Provide initial feedback on design (if applicable)
- Identify the correct process for the development and potential incentives if applicable
- Development meeting will be scheduled for the appropriate process



Contact Kyle Bryce at kbryce@ferndalemi.gov or
(248) 336-4370 ext. 118 to schedule a pre-development meeting

SUMMARY OF PLANNING PROCESSES

Scroll down for details on each planning-related project.

SITE PLAN APPROVAL

- Pre-development meeting to discuss zoning
- Submit official site plan application
- Site plan is approved or denied by relevant authority
- Timeline of approval: 12-16 weeks

SPECIAL LAND USE AND REZONING

- Submit application and site plan
- Rezoning- submit a proposal and concept plan to the City for pre-development discussion
- Applicant will attend Planning Commission public hearing and application will be approved or denied by City Council
- Timeline of approval: 8-12 weeks

PARCEL SPLIT AND COMBINATIONS

- Submit an application and a plan or drawing of proposed project
- City Planner approves or denies, and applicant can file for an appeal via the Board of Zoning Appeals
- Timeline of approval: 1-3 weeks

PLANNED UNIT DEVELOPMENT (PUD)

- Pre-development discussion- Applicants submit an overview of their PUD project
- Applicant submits PUD application
- Timeline of approval: 16-20 weeks

CITY FEE SCHEDULE

Ferndale's financial budget begins annually on July 1 and ends on June 30 of the following calendar year.

Review pages 13-17 of the fee schedule for fees related to planning and development projects.

View full the full city fee schedule here: [Ferndale Fee Schedule 2021-2022](#)

SITE PLAN REVIEW

Here's how to submit your site plan for review and approval in 12-16 weeks.

1

Pre-development discussion: Applicants submit a [Zoning Determination Request \(ZDR\)](#) and schedule a development meeting with the City by contacting Ferndale's Planner II Kyle Bryce at kbryce@ferndalemi.gov.

2

Site Plan Review: Applicants submit a site plan review application (found [here](#)) with 2 full size paper copies of a site plan, a pdf copy, and an application fee at least 4 weeks before the next Planning Commission meeting. Applicants may submit a revised plan after initial review by City staff.

3

Approval and development: Approved site plans receive a letter of approval and are valid for 2 years. Once the site is near a Certificate of Occupancy approval, the applicant should schedule an inspection with the Ferndale Building and Planning Department 1 week in advance of the desired date.



FURTHER INFORMATION

Use the links below to review Ferndale's zoning ordinance and zoning map:

- [Ferndale Municipal Code Chapter 24- Zoning Ordinance](#)
- [City of Ferndale- Zoning Map](#)

SPECIAL LAND USE AND REZONING

Here's how to request special land use and rezoning approval in 8-12 weeks.

1

A special land use or rezoning project requires an application and site plan review. Visit our [site plan review summary document](#) for an overview of the site plan review process.

2

To propose a rezoning amendment for a parcel(s), submit a proposal letter and concept plan to City staff ten (10) days before the next Planning Commission meeting for pre-development discussion. If your rezoning proposal requires a site plan alteration, submit a site plan, site plan application, and rezoning application four (4) weeks prior to a Planning Commission meeting.

3

Once the proper documents are submitted and reviewed, City staff will send out a public hearing notice 15 days before the Planning Commission hearing. Applicant will receive an approval letter for the site plan and rezoning application, if approved by City Council.



DID YOU KNOW?

Your project may fall under the conditional rezoning category. Click [here](#) to learn more.

PARCEL SPLIT, LOT COMBINATION, AND LEGAL DESCRIPTION CHANGE

Here's how to request a parcel split/combination or change a legal description within 1-3 weeks.

1

Fill out a parcel split, lot combination, or legal description change form found [here](#).

2

To propose a rezoning amendment for a parcel(s), submit a proposal letter and concept plan to City staff ten (10) days before the next Planning Commission meeting for pre-development discussion. If your rezoning proposal requires a site plan alteration, submit a site plan, site plan application, and rezoning application four (4) weeks prior to a Planning Commission meeting.

3

Once the proper documents are submitted and reviewed, City staff will send out a public hearing notice 15 days before the Planning Commission hearing. Applicant will receive an approval letter for the site plan and rezoning application, if approved by City Council.



DID YOU KNOW?

Your request is more likely to be approved if the lot(s) meet the zoning regulations for the zoning district in which they are located. Review [Ferndale's zoning ordinance](#) for more information.

PLANNED UNIT DEVELOPMENT (PUD)

Here's how to request a planned unit development within 16-20 weeks.

1

Pre-development discussion: Applicants submit a preliminary overview of their PUD project, showing its accordance to the PUD zoning ordinance, to Ferndale City Hall for the Planning Commission to review, provide guidance, and allow community feedback.

2

Application review: Applicants submit a [PUD application](#) for City staff to review in accordance to PUD zoning requirements. Applicants may submit a revised plan after the initial review.

3

Public hearing: The City sends out the first public hearing notice, where the applicant presents their project to the Planning Commission who recommend approval or denial to City Council. At the second public hearing, City Council officially approves or denies the PUD request.



DID YOU KNOW?

The City creates and updates a page on www.ferndalemi.gov with key documents and information about the pre-development meeting and public hearings.

MASSAGE ESTABLISHMENT

Here's how to open your massage-related establishment in Ferndale within 1-3 weeks.

1

Review the [massage zoning ordinance and regulations](#) to ensure that your business fits this category.

2

Submit your Zoning Determination Request (ZDR) to our City Clerk and complete the application found [here](#).

3

CC your ZDR to the following City Staff, and you will receive a Massage Establishment license if your ZDR is approved.

Building and permitting staff-
sworthington@ferndalemi.gov
kmcclintic@ferndalemi.gov

Clerk's office –
hkahn@ferndalemi.gov

Police Department –
jmahlmeister@ferndalepolice.org
demmi@ferndalepolice.org



DID YOU KNOW?

A ZDR is the first step to establishing any business in Ferndale and ensures that your business is in the proper zone. For more information on ZDRs, click [here](#).

ALLEY AND RIGHT OF WAY VACATION

Here's how to ask the City to vacate an alley or right of way within 6-10 weeks.

1

Request a portion (or all) of an alley or right of way in the form of a letter or email and submit an optional petition with support of surrounding property owners. Submit all documents to the City Planner Kyle Bryce at kbryce@ferndalemi.gov.

2

Community and Economic Development Staff contact applicant with public hearing date where City Council proposes vacation resolution.

3

City Council forms and submits approval resolution to Oakland County for approval, and applicant is contacted after request is approved or denied by the county.



DID YOU KNOW?

The City of Ferndale encourages the preservation of alleys and right of ways to provide the opportunity to serve many residential and commercial areas and maintain Ferndale's urban fabric.

INCENTIVES

An introduction to financial incentives the City provides for eligible applicants and development projects.

1

Incentives offered:

- Tax abatements
- Tax increment financing
- Revolving loan funds
- Low interest loans and grants

2

Eligibility requirements of the property:

- Must be located in the City of Ferndale
- Align with the Ferndale Master Plan
- Undergo an environmental assessment
- Contribute to revitalization of the City through increased property taxes, job creation, etc.

3

Required application documents:

- An Incentives Application
- A Redevelopment and/or Brownfield Plan
- Environmental Assessment
- Reimbursement Agreement
- Financial Agreement for all loans and grant



FURTHER INFORMATION

Review our [Incentives Policy](#) for more information on eligibility, Brownfield tax increment financing, and application information.

SUMMARY OF COMMON BUILDING PROJECTS

Scan the QR code to access our building booklet for more details like side yard setbacks and other documentation you need for each project.

DETACHED GARAGE OR SHED

- Required permits: Building and potentially an electric permit for structures over 200 sq ft; Zoning Compliance Permit for structures less than 200 sq ft
- Timeframe of approval: 2-3 days for sheds, 1 week for detached garage

NEW ADDITION OR NEW HOUSE

- Required permits: Building, Electrical, Mechanical, and Plumbing
- Timeframe of approval: 1-2 weeks for new addition, 2-3 weeks for new house

DECK AND PORCH

- Required permits: Building permit
- Do not obtain a permit for deck board replacements
- Timeframe of approval: 1 week

FENCES

- Required permits: Building permit
- Timeframe of approval: 2-3 days



Scan this QR code to review further details, Ferndale's Good Neighbor Policy, and contact information.

INTRODUCTION TO ZONING

Understanding the City's zoning ordinance is important for Ferndale's homeowners and business owners. View the zoning map and zoning districts to get a glimpse of how zoning works with the City of Ferndale!

Navigate the City's zoning map and ordinance below:

- [Ferndale Municipal Code Chapter 24- Zoning Ordinance](#)
- [City of Ferndale- Zoning Map](#)

Zoning districts for residents:

- Residential district categories:
 - R-1 Single-Family Residential District
 - R-2 Single/Two-Family Residential District
 - R-3 Single/Multiple-Family Residential, Medium Density District
 - R-4 Multiple-Family Residential, High Density District

Zoning districts for businesses and developers:

- Business and development district categories:
 - CBD Central Business District
 - C-2 General Commercial District
 - C-3 Extended Business District
 - OS Office Service District
 - MXD-1 Mixed Use District
 - MXD-2 Mixed Use District
 - M-1 Limited Industrial District
 - M-2 General Industrial District
 - P-1 Vehicular Parking District
 - PUD Planned Unit Development District