NAVIGATING THE CHANGE OF USE PROCESS

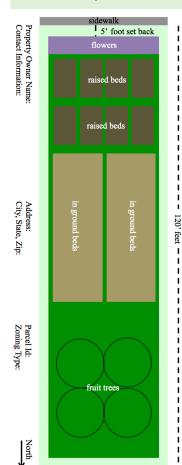
In order to be in compliance with local laws and receive the benefits and protections of the Urban Agriculture Ordinance in Detroit, the land owner must change the land use type to "agriculture". This formal change is fairly simple and is accomplished by completing a Building Permit Application with the City of Detroit's Building, Safety, Engineering, and Environmental Department (BSEED). This guide is designed to walk growers through the process. Remember, only the property owner can complete this process so if you are requesting a change of use on behalf of a business or non-profit organization you will need a signed letter of authorization!

Fill Out Application

Download the City of Detroit's Building Permit Application. Complete one application for each property that requires a Change of Use. Fill in applicable information:

- **Property Information**
- Project Information: check change of use
- Structure type, mark other and urban garden or 2B code for hoophouse
- Estimate cost of project, your application fee is based on this information
- Structure Use- leave blank for gardens, mark "other" for greenhouses or hoophouses.
- Sign and notarize the application and make a copy for vour records!

BUILDINGS, SAFE	ING PERMIT AF CITY OF DETROIT TY ENGINEERING & ENVIR	RONMENTAL	DEPARTMENT	
	AVENUE, ROOM 409, DET	ROIT, MICHIC		
Expedited Plan Review Request (s	ubject to additional fees)		Date:	
Property Information				
Address:	FI	oor:	Suite#:	Stories:
AKA:	Lot(s):			on:
Parcel ID#(s):	Total Ac			Lot Depth:
Current Legal Use of Property:		Propose		
Are there any existing buildings or struct	ures on this parcel?	Yes	□ No	
Project Information Permit Type Now Alteration Addition Anange of Use Other: Revision to Original Permit #:	Demolition Correct Vio	lations Fo	undation Only been issued and	Temporary Us
Description of Work (Describe in detail pro	posed work and use of prope	rty, attach wor	k list)	
		MBC us	se change	No MBC use chang
Included Improvements (Check all applica	able; these trade areas requir	e separate per	mit applications)	
HVAC/Mechanical Electrical	Plumbing	Fire Sprinkle	er System	Fire Alarm
New Building Existing Structure Size of Structure to be Demolished (LxW Construction involves changes to the flo Use Group: Type o	xH):	on or construction	cubic g new walls)	
Estimated Cost of Construction	•			
Structure Use	By Contractor		By Department	
Proposed no. of employees: PLOT PLAN SHALL BE submitted on separa	Office-Gross Floor Are Institutional-Gross Flo List materials to be st to sheets and shall shew all easementicate frent of lot, show all building	cor Area: cored in the b nts and measurem p, existing and pro	Industrial-G Other-Gruilding:	oss Floor Area:
	FOR BUILDING DEPARTMENT U	SE ONLY		
Intake by:	Date:	Fees	Due:	DngBld? N
Permit Description				
Current Legal Land Use:	P	roposed Use:		
	Permit Issued:		Permit Cost: \$	
	Grant(s): Lots	Combined?		
Revised Cost (revised permit applications only)	Old \$			
		NOTE		
STRUCTURAL:		NOTE		
STRUCTURAL:				
STRUCTURAL: ZONING: OTHER:	DATE:	DATE		



Things to include in a simple site plan include: the property owner's name and contact information, the address and parcel id number of the property being described, directional orientation or a North arrow, dimensions of the property, setbacks or spaces between property lines and start of active growing areas, location and diménsions of all adjacent and accessory structures. Simple site plans don't have to be fancy or complicated. A simple drawing done by hand on graph paper where 1 box = 1 foot should be sufficient. Once you're finished, remember to make a copy of your plan for your records! Three copies are required for submission.

Take a copy of your completed Building Permit Application, Simple Site Plan, and Payment (usually \$150 paid by check or credit card) to BSEED's desk located at 2 Woodward Ave, Room 409, If you applied for a lot combination bring this too (see lot combination guide) or if you are installing a hoop house you will need to submit a copy of the installation instructions. You should bring proof of ownership and a valid drivers license, and signed letter of authorization if working on behalf of an entity. Ask for a receipt and make sure you write down the name, title, and contact information of the person that you speak with for your records.

Application

After your plan review, the final step in the Change of Use process is scheduling a site visit with BSEED. To schedule a site visit call (313) 224-2733 within 6 months of submitting your Building Permit Application. On your appointment date, BSEED will come out to ensure that your developed project reflects your site plan. This process is usually quick and easy and they will issue you a certificate of acceptance that day. Call the inspector when you're ready to build structures.

This resource guide was prepared by Keep Growing Detroit. If you are trying to navigate the property ownership maze in Detroit and/or are trying gain land security for where you currently garden, KGD is here to help. Contact us at (313) 757-2635 or keepgrowingdetroit@gmail

Create a Simple