

Barton Hills Village Project Process

Primary contact: Jan Esch (734) 222-5209 bhvclerk@comcast.net
199 Barton Shore Dr, Ann Arbor MI 48105

Barton Hills Village

Zoning Ordinance/zoning application form on the website: www.vil-bartonhills.org

- ___ First contact with applicant; instruct to fill out zoning application, submit with appropriate supporting documents to Jan
- ___ When application is received, send in PDF to Zoning Administrator; cc to BHMC President
- ___ If a variance is required, follow variance procedure

- ___ When zoning is approved,
 - ___ stamp plans (3 sets) for ZPA signature
 - ___ zoning certificate for ZPA signature (copy for applicant)
 - ___ ZPA signature on application; copies for applicant, zoning file
 - ___ fax copy of approval to Building Inspector
 - ___ make copies for BHV files
 - ___ send letter/copies to applicant describing where they are in the process
 - ___ forward application to BHMC

Barton Hills Maintenance Corporation

- ___ Information received by BHMC President; determine if committee to be formed and/or information sent to all Directors
- ___ Approval by committee or Board; approval form sent to Jan
- ___ plans signed by BHMC representative (one set kept for village files)
- ___ make copies for BHMC/BHV files
- ___ return signed plans/letter to applicant, including instructions to contact Building Inspector re: soil erosion ordinance and other permits
- ___ add to Active Projects list