

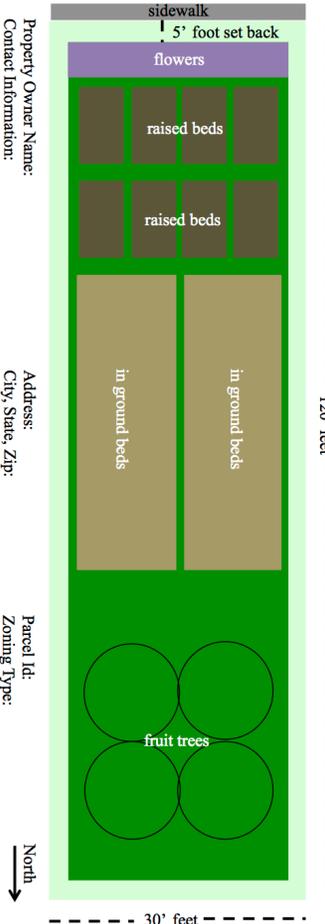
# NAVIGATING THE CHANGE OF USE PROCESS

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!

## STEP 1: 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 hoop house
- Estimate cost of project, your application fee is based on this information
- Structure Use- leave blank for gardens, mark "other" for greenhouses or hoop houses.
- Sign and notarize the application and make a copy for your records!



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 dimensions 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.

## STEP 2: Create a Simple Site Plan

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.

## STEP 3: Submit Application & Plan with Fee

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.

## STEP 4: Schedule Site Visit



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