



215 West Main Street
Northville, MI. 48167
(248) 449-9902

SPECIAL LAND USE APPLICATION

(A Site Plan Application must also be submitted concurrently with this application)

PLEASE NOTE: DO NOT submit the Special Lane Use Application (and Site Plan Application) until you have referred to Article 16 of the City of Northville Zoning Ordinance, "Special Uses." (The Zoning Ordinance is available on the City's website. <http://www.ci.northville.mi.us/Services/Building/ZoningOrdinance.asp>)

Submit 20 sets of the Special Land Use Application along with 20 sets of the Site Plan Application. See the application check list and Procedures to Appear before the Planning Commission for more information.

APPLICANT INFORMATION

Name of Applicant: _____

Address _____

Telephone _____ Email _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Address: _____

Telephone _____ Email _____

LOCATION OF PROJECT

Project Name: _____

Property Address: _____

Type of Project: _____

Cross Streets: _____ and _____

Tax Parcel ID # _____ Lot No: _____

Current Zoning District: _____

Standard for Approval

The applicant for a special land use shall, to the best of his/her ability, answer in writing the following questions. **Use additional sheets if needed to answer these questions.**

How the proposed activity:

1. Will be harmonious and in accordance with the general objectives or any specific objectives of the Northville City Master Plan.

2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.

3. Will not be hazardous or disturbing to existing or future nearby use.

4. Will be compatible with adjacent uses of land and will promote the use of land in a socially and economically desirable manner.

5. Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will provide adequately any such service or facility.

6. Will not create excessive additional public costs and will not significantly decrease property values of surrounding properties.

7. Will meet all the requirements and standards of this Ordinance and any other applicable laws, standards, Ordinances, and/or regulations.

NOTE: A Site Plan Application must also be submitted concurrently with this application

APPLICATION CHECK LIST AND SIGNATURE

- Special Land Use Application completed in its entirety and signed. Unsigned applications are not accepted.
- Site Plan Application completed in its entirety and signed. Unsigned applications are not accepted.
- Sketches, plans, etc. hard copy
- All of the above assembled into 20 identical packets
(Special Land Use App on top, Site Plan App next, and supporting documents and plans last – folded to same size as application)
- One PDF file of site plan, sketches, and documents larger than 11”x17” (on cd or thumb drive)
- Fee (See Development Review Fee Schedule)
Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed application meeting and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

PRINT name of applicant Signature

Print the applicant’s full legal name (individual or company)

Provide the applicant’s complete address

Relationship to owner Phone #

Procedures to Appear Before the Planning Commission

- Fill out application with any backup documentation attached (i.e. blueprints, drawings, plot plans etc.)
- Make **20** copies of the application and backup documentation and assemble them into 20 identical packets. Application must be on top and backup documents must be folded to the same size as the application. **One PDF file (on cd or thumb drive) of site plans or document larger than 11”x17” must also be provided at time of submission.**
- Submit the documents to the Building Department no later than 4:00 p.m. the day of the deadline. The deadline to submit applications and documentation is **21** days prior to the meeting date. If this date falls on a Saturday or Sunday, plans need to be submitted on the Friday prior to the due date. Deadlines may also be moved due to holidays and newspaper publication schedules. Follow the submission schedule posted at the Building Department or on the City’s website (www.ci.northville.mi.us – go to Government, Boards and Commissions, Procedures to Appear).
- Planning Commission meetings are held the 1st and 3rd Tuesdays of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City’s website and at City Hall.
- The applicant or a representative should be present at the meeting to answer any questions the commissioners may have. Presentation boards or other large items can be brought to the meeting to help the commissioners in the decision making process.

TO BE COMPLETED BY THE CITY

A. Date filed with Building Department: _____

B. Date forwarded to City Clerk: _____

C. Date Submitted to Planning Commission: _____

D. Action of Planning Commission
Approval: (Date and signature of Chairperson) _____

Disapproval: (Date and signature of Chairperson) _____

Conditional Approval: (Date and signature of Chairperson) _____

Conditions for approval attached hereto (use Planning Commission meeting minutes)

Revised site Plan Submittal Date: _____

All conditions have been met and the revised Site Plan is in accordance with the conditions for approval attached hereto: _____
(Date and signature of Chairperson)

SPECIAL LAND USE PERMIT

CITY OF NORTHVILLE ~ OFFICE OF THE BUILDING INSPECTOR RESOLUTION

The Planning Commission hereby approves the Special Land Use Permit application for which is attached to this resolution for applicant: _____

The purpose of the permit is to allow _____

The Special Land Use Permit Application was approved by the Planning Commission on _____ and is subject to the following conditions and safeguards which are condition precedent to the validity and continuation of the Permit and permission granted hereby as stated in the Planning Commission's motion:

Planning Commission Motion attached

In the event that the operation or the conditions set forth herein are not complied with, then the Building Inspector shall have the right to compel a Show Cause Hearing by the Planning Commission. Additional conditions may be imposed by the Planning Commission to abate the non-compliance, or failing this, the Permit may be revoked or modified.

Chairperson Signature / Date

Building Inspector Signature / Date

Applicant /Signature / Date

This permit is not valid until requested by the applicant and approved by the City of Northville Building Inspector as indicated by the signature below:

Date of Validity: _____

Applicant Signature / Date

Building Inspector Signature / Date