



# Special Use Permit Requests

## Planning Commission

### A Step-By-Step Guide



- 1** **INTRODUCTORY MEETING WITH PLANNING STAFF** - Staff will assist the applicant by explaining the review process, review the zoning requirements for a special use permit, and provide site information, review the application and detailed site plan requirements, waive requirements if applicable. The applicant is encouraged to contact adjoining and nearby property owners and occupants to discuss their project prior to the public hearing. A copy of the mailing information for the 300' notification can be obtained from Staff upon request.
- 2** **SUBMISSION OF APPLICATION** - Applicant will submit application *at least 25 days* before the next regularly scheduled Planning Commission meeting (first Thursday of the month) to the Zoning Administrator for review. The Zoning Administrator shall review the application and site plan. Staff will forward a copy of the request to the Director of Public Safety, DPW/Utility Director, and City Engineer for review/comments as needed. Fee must be received before any requests are processed.
  - 2a** **APPLICATION/SITE PLAN IS INCOMPLETE** – Staff will prepare a notice of findings/corrections that will be sent to the applicant. *Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 25 day minimum requirement.*
  - 2b** **APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness
- 3** **APPLICATION/SITE PLAN IS COMPLETE** – Staff will prepare notice of public hearing (ad in newspaper, posted on City web page, City Facebook page, posted at City Hall, mailing to all owners/occupants within 300' of property). *Noticing must be at least 20 days prior to meeting date.*
- 4** **PUBLIC HEARING** - Applicant shall present their case to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
- 5** **MEETING** – The Planning Commission will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. The will adopt either a resolution to approve/approve with conditions or deny the request. If the Commission determines that additional information is needed they will postpone their determination until the next regularly scheduled meeting to allow the applicant time to provide the necessary information.
- 6** **PERMIT** – If approved, Staff will formalize the resolution of approval and prepare a special use permit. Applicant will sign special use permit that will be sent to the Register of Deeds Office for recording. A copy of the recorded document will be forwarded to the applicant for their files and a land use permit will be issued.

*\*Average time depending on Staff availability, complete application and meeting schedules approx. 30 – 60 days*

[Article 18 Special Land Uses](#)



Planning Commission/Planning & Zoning  
 City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 231.723.1546 (fax)

## Special Use Permit Application

A Detailed Site Plan is required for all Special Uses  
 Please Print

Submission of Application		
<p><b>Applications must be submitted 25 days prior to the meeting for review for completeness.</b> Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a <b>fee \$750.00 and any applicant escrow payments</b> as required by <b>Section 2701</b> and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.</p>		
Property Information		
Address:	Parcel #	
Applicant Information		
<b>Name of Owner or Lessee:</b>		
Address:		
Phone #:	Cell#:	e-mail:
<b>Name of Agent (if applicable):</b>		
Address:		
Phone #:	Cell#:	e-mail:
Data Required/Project Information		
Land Area:	Zoning Classification:	
Present/proposed Land Use:		
Attach a Detailed Narrative for the following		
<input type="checkbox"/>	A letter or signed narrative describing in detail the proposed special use and detailing why the location selected is appropriate.	
<input type="checkbox"/>	Applicant's statement of the expected effect of the special use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns, and local traffic volumes.	
<input type="checkbox"/>	Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be required by this ordinance, by the City Zoning Administrator or the Planning Commission; including, but not limited to, measures which will be undertaken to control soil erosion, shoreline protection, excessive noise, or adverse impacts of the development on the surrounding properties; elevations on all buildings, including accessory buildings; and, an environmental assessment.	
<input type="checkbox"/>	Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing Special Use permit applications as provided in <b>Section 1802</b> .	

<b>Additional Information</b>		
Any additional information deemed necessary for the Planning Commission to determine the impact of the proposed Special Use on the adjacent properties, public infrastructure, and community as a whole. Such information may take the form of, but is not limited to, a traffic impact analysis as required by <b>Section 2203, E, 2</b> , an environmental assessment as required by <b>Section 2203, E, 1</b> , a market study as required by <b>Section 2203, E, 3</b> , or reports and/or testimony by officials representing state, county or local departments of public safety (police and fire), health, highways or roads, and/or environment.		
<b>Special Use review procedures.</b> An application for Special Use Approval shall be processed in accordance with <b>Section 1801.C</b> .		
<b>Issuance of a Special Use permit.</b> Special Use Permits shall be issued in accordance with <b>Section 1801.D</b> .		
<b>Appeals.</b> No decision or condition related to a Special Use application shall be appealed to the Zoning Board of Appeals. An appeal of a Special Use decision or condition may be taken to Circuit Court.		
<b>Duration of Approval.</b> The Special Use permit shall become effective upon Planning Commission approval and in accordance with <b>Section 1801.F</b> .		
<b>Amendments.</b> Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in accordance with <b>Section 2208</b> may be made to an existing Special Use permit with the approval of the Zoning Administrator.		
<b>Transfers.</b> Transfers shall be handled in accordance with <b>Section 1801.H</b> .		
<b>Expiration.</b> A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one or more of the following conditions: <ol style="list-style-type: none"> <li>1. If replaced or superseded by a subsequent permitted use or Special Use permit.</li> <li>2. If the applicant requests the rescinding of the Special Use permit.</li> <li>3. If a condition of approval included stipulation to expire the Special Use permit by a certain date.</li> <li>4. If the use is abandoned, moved or vacated for a period of one year.</li> </ol>		
<b>Violations.</b> Violations shall be handled in accordance with <b>Section 1801.J</b> .		
<b>Authorization</b>		
<b>CERTIFICATION AND AFFIDAVIT:</b> The undersigned affirm(s) that he/she/they is/are the <input type="checkbox"/> owner, <input type="checkbox"/> leasee, <input type="checkbox"/> owner's representative, <input type="checkbox"/> contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion. The undersigned, by signing the Application, agrees to pay any and all fees and escrow payments in full as provided in <b>Article 27</b> .		
Signature: _____		Date: _____
Signature: _____		Date: _____
<i>If applicant is Incorporated or a Limited Liability Corporation a copy of the Articles of Incorporation are to be submitted with application.</i>		
<input type="checkbox"/> By checking this box permission is given for Planning Commission Members to make a site inspection if desired.		
<input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits or deferments for this proposed project. If Yes, explain:		
<b>Office Use Only</b>		
Fee: <input type="checkbox"/> \$750.00 <input type="checkbox"/> \$ _____		Escrow Payment
Date Received: _____		Hearing Date: _____
		Receipt # PC - _____

Applicant:		
Submission Guidelines		
<p><b>Detailed site plan</b> shall include twelve (12) copies of all required information including any documents rendered in color and a digital PDF of the Site Plan shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator the site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information:</p>		
Waived Initials	Included	Detailed Site Plan Requirements
	<input type="checkbox"/>	The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan
	<input type="checkbox"/>	A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.
	<input type="checkbox"/>	The scale of the drawing and north arrow
	<input type="checkbox"/>	A vicinity map illustrating the property in relation to the surrounding street system.
	<input type="checkbox"/>	Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.
	<input type="checkbox"/>	Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
	<input type="checkbox"/>	Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
	<input type="checkbox"/>	Setback lines and their dimensions.
	<input type="checkbox"/>	Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
	<input type="checkbox"/>	Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
	<input type="checkbox"/>	Project phasing, if applicable.
	<input type="checkbox"/>	Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
	<input type="checkbox"/>	Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.
	<input type="checkbox"/>	Curb-cuts and driveways on adjacent properties.
	<input type="checkbox"/>	Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
	<input type="checkbox"/>	Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
	<input type="checkbox"/>	Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
	<input type="checkbox"/>	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
	<input type="checkbox"/>	Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with <b>Article 21</b> .
	<input type="checkbox"/>	A lighting plan in conformance with <b>Section 525</b> .
	<input type="checkbox"/>	A written and illustrated landscape plan prepared in accord with <b>Section 531</b> of this Zoning Ordinance.
	<input type="checkbox"/>	If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
	<input type="checkbox"/>	Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
	<input type="checkbox"/>	Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
	<input type="checkbox"/>	Special Groundwater Protection. [If applicable – requirements will be provided]