

SPECIAL USE APPROVAL

When Special Use Approval is Required

Certain uses are permitted as 'of right' within the City of Hazel Park. Other uses, because of their nature, are considered Special Uses, and cannot be administratively approved. To find out if the business or use you are proposing is a Special Use, you can review the City's Zoning Ordinance or consult with the Planning Department. If you are not sure if your proposal requires special use approval, please contact the City. The City of Hazel Park is very interested in attracting new businesses to the City. We want to make the process as smooth as possible. Please call (248) 546-4072 with any questions you may have.

SPECIAL USE APPROVAL REQUIREMENTS

The following needs to be included in your submission before the City can consider your proposal.

- Application completed
- Title search
- Complete site plan
- Application fee of \$510.00

SPECIAL USE APPROVAL PROCEDURE

The Planning Commission meets the third Tuesday of every month. The deadline for Special Use Approval is 30 days before the Planning Commission meeting.

Now that you have submitted a complete application and site plan, what happens next?

Step One: Once you have applied to the City with the required information, the Planning Department and other departments will review the site plan and forward it to the Planning Commission (see Site Plan Review).

Step Two: A public hearing is then scheduled. The City prepares and distributes notices to the newspaper and everyone within 300 feet of your proposed development of what you plan to do and when the matter will be considered. You will also be notified when this happens.

Step Three: Your proposal will be discussed at the Planning Commission meeting. Again, it is most important to the City that it is assured of what exactly will be developed and that it will not adversely affect the surrounding business and residential areas.

You will have the opportunity to discuss your plans with the Planning Commission. This is a public hearing so anyone may have the opportunity to speak about the proposed development.

Step Four: The Planning Commission can only make a recommendation to the City Council. The City Council has the final word on Special Use Approvals. The Planning Commission will recommend approval, recommend approval with conditions, or recommend denial to the City Council. Your site plan will be approved by the Planning Commission on the condition that the City Council approves the Special Use.

Step Five: The Special Use Approval is then brought before the City Council meeting at its next available meeting. You will be notified of when this meeting will take place. You will have the opportunity to discuss your plans with the City Council. This is a public meeting so anyone may have the opportunity to speak about the proposed development. The City Council will then approve the proposal, approve the proposal with conditions, or deny the request.

Step Six: Once the City Council approves the Special Use, you will receive a letter advising you of the approval and if the approval was subject to any changes being made in the site plan.

If the Special Use and the site plan were approved without any conditions, you may apply for the necessary building permits the next day. The City will need three sets of sealed building plans along with the approved site plan before issuing any building permits.

Revised 03-18-05/ams

**City of Hazel Park
Planning Department
Special Land Use Application**

The Planning Commission meets the third Tuesday of every month. The meetings are held at 7:30 p.m. in the Council Chambers at the City Hall, 111 East Nine Mile Road, Hazel Park, Michigan 48030. In order for the application to be accepted, the complete application must be accompanied by all fees and a complete site plan review application in accordance with City requirements.

APPLICANT:

Name: _____ Telephone: _(____)_____ FAX: _(____)_____

Address: _____

Relationship to Property (current tenant, future tenant, representative, owner, future owner)

PROPERTY DESCRIPTION:

Address: _____

Sidwell (Parcel I.D. #): _____ Lots & Subdivision: _____

Current Zoning Classification: _____ Current Use of Property: _____

Proposed Use of Property: _____

This special land use application will be submitted to the Planning Commission for consideration within 30 days after date of application at its next regular meeting. The application will then be forwarded to the City Council for consideration. The applicant will be notified of these meetings and must attend. The undersigned deposes that the foregoing statements and accompanied information are true and correct.

Signature of Applicant

Date

Print or Type Name

Signature of Property Owner (If Not Applicant)

Date

Print or Type Name

City Use Only

Case #: _____ Fee: _____ Receipt No: _____ Date of Application: _____ Date of Meeting: _____

Planning Commission Recommendation: _____

City Council Decision: _____