

Guidelines for Special Land Use Review

A request for Special Land Use review within the various zoning districts must be submitted (form attached) in accordance with the guidelines below. The request is placed on the first available Planning Commission Meeting Agenda, once the application is determined to be complete. At that meeting, the Planning Commission shall take action after the Public Hearing.

Special Land Use Requirements

- ✓ Complete attached application.
- ✓ Attach 11 (eleven) copies of the proposed sketch plan to the application and email a PDF/ electronic copy at planningadmin@wixomgov.org.
- ✓ Attach one (1) copy of the legal description.
- ✓ With some requests, a complete site plan submission may also be required per Section 18.17.020 of the Zoning Ordinance.
- ✓ Submit application to Construction & Development Services with the sketch plans attached (sorted). The application must be submitted at least 30 days prior to the Planning Commission meeting date.
- ✓ A complete listing of the Special Land Use review criteria can be found at Sections 18.18.050, General Standards, and Section 18.18.060, Specific Standards, of the ordinance found online at the City's website.
https://www.municode.com/library/mi/wixom/codes/code_of_ordinances?nodeId=TIT18ZO_CH18.18SPLAUSREREPR .
- ✓ Submit a review fee of **\$600.00**, payable to the City of Wixom
- ✓ Submit an escrow fee of **\$500.00** payable to the City of Wixom, to cover cost of consultant coordination, advertising and mailing fees. One check is acceptable for both fees.

General Information

- ✓ Petitioners must appear at all scheduled Public Hearings.
- ✓ The petitioner will be notified of the Public Hearing, as well as all property owners within 300 feet of subject.

Site Plan Review Process

- ✓ Submit an application to Construction & Development Services.
- ✓ Submit a legal description and site plan (if needed) – The legal description can be obtained at the Construction & Development Services office. To facilitate the Special Land Use request, a complete application must be submitted 30 days prior to the Planning Commission meeting date. The applicant will be notified of all hearing dates.
- ✓ Submit application and escrow fees.
- ✓ Notice of the public hearing will be sent to all property owners within 300 feet of the property under consideration for the Special Land Use review.
- ✓ The public hearing will be held at the regularly scheduled planning commission meeting (first and third Monday of each month). At the hearing, the Planning Commission will hear your case. After reviewing all available information, the Planning Commission will approve, deny or table the Special Land Use request.
- ✓ If approved → Follow up with the Building Official.
- ✓ If tabled → Submit additional information for next Planning Commission meeting instruction/requests.
- ✓ If denied → No further action is taken.

Application for Special Land Use Approval



SLU # _____ Date _____ Rec by _____

Date of Publication _____ Date of Public Hearing _____

Requirements for a Special Land Use submission

- ✓ All plans must be stamped/sealed and folded
- ✓ Special Land Use fee and escrow account established: SLU \$ _____ Escrow \$ _____
- ✓ 11 (eleven) copies of the site plan
- ✓ 1 (one) reduced copy of the site plan on 8 ½ X 11
- ✓ 1 (one) electronic copy (PDF) of the site plan
- ✓ Proof of Ownership (title insurance, purchase agreement, names of the principle property owners)
- ✓ Applicable sections of the zoning ordinance

Site Characteristics

Property Address _____

Subdivision _____ Lot _____

Sidwell # _____ Zoning District _____

Cross Streets _____

Proposed Use _____

Total Acreage _____ Square Foot of Site _____ # of Employees _____

The Property is Owned by

Name _____ Name _____

Street address _____ Street Address _____

City/State _____ Zip _____ City/State _____ Zip _____

Phone _____ Phone _____

Owner Signature _____ Owner Signature _____

Applicant Information

Name _____ Street Address _____

City/State _____ Zip _____ Phone _____

Applicant's interest in property (if other than the owner) _____

Applicant's signature _____ Date _____

Applicant email address _____

Applicants' interest in property (if other than the owner) _____

Background on Business for Special Land Use Request

- ✓ Why are you seeking Special Land Use? _____

- ✓ Provide a brief summary of your business plan _____

- ✓ Provide the hours of operation, including expected peak times of business _____

- ✓ How many employees will be operating the facility _____
- ✓ Is there ample parking for the expected occupancy, meeting ordinance requirements _____

- ✓ Will there be any changes to the exterior of the property site? If so, what? _____

- ✓ Are any building or site improvements anticipated, and if so, what are they? _____

- ✓ Provide any other information you feel would be helpful for the Planning Commission to understand the business operations and Special Land Use request _____

For any additional questions please contact 248.624.0880 or email planningadmin@wixomgov.org

Additional items that need to be added to Special Land Use application

- 1) Describe space
- 2) Detailed description of **use**
- 3) Is there a need for inside or outside storage of cars and/or materials
- 4) Hours of operation
- 5) Number of employees
- 6) Pictures of current space (inside and out) - (Email to Planningadmin@wixomgov.org)
- 7) How many spaces are dedicated to you
- 8) Where will you store cars and interact with customers
- 9) Storage and use of any hazardous materials
- 10) Anything else you deem that would allow for a proper zoning decision
- 11) Letter of approval/approval from Landlord for Special Land Use
- 12) If Site Plan review is deemed necessary for Special Land Use consideration, submit Site plans on 24 x 36 sheets.