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| **Check when task is done** | **Step, or Task** | **Copy in the permanent file** |
| Task is done  In the File | Step 1. An Application for special use permit to Planning Commission is received by the Zoning Administrator.  \*\*SEE SECTION 18.01-18.09 For special use requirements\*\* | The Application |
| Task is done  In the File | Step 2. The Zoning administrator reviews the application/ site plan to determine if the application is complete. | The Zoning Administrators review for completeness |
| Task is done  In the File | Step 3. The Zoning Administrator verifies the specified special use is listed in the zoning ordinance as eligible for approval in that zoning district.  If the application is complete, a time when the special use permit will be considered will be scheduled by Planning Commission. If the application is not complete, the application will be returned to the applicant with a list of deficiencies. | Finding the Application is complete  Zoning administrator report to planning commission that the application is complete or a list of deficiencies |
| Task is done  In the File | Step 4. Notices concerning the special use permit are prepared (300FT) boundary.  -Describe the nature of the request (§103(4)(a), M.C.L. 125.3103(4)(a)).  -Indicate the property(ies) which is(are) subject of the hearing (§103(4)(b), M.C.L. 125.3103(4)(b)).  -If the special use permit application involves less than 11 adjacent properties (§202(3), M.C.L. 125.3202(3)), then a listing of all existing street addresses within the property(ies) which is(are) subject of the special use permit application. (Street addresses do not need to be created and listed if no such addresses currently exist. If there are no street addresses another means of identification may be used (§103(4)(b), M.C.L. 125.3103(4)(b)).  -A statement of when and where the issue will be considered (§103(4)(c), M.C.L. 125.3103(4)(c)).  -An indication of when and where written comments will be received concerning the issue (§103(4)(d), M.C.L. 125.3103(4)(d))  The notices shall be given not less than (5) five nor more than 15 days before the date of consideration for approval (§103(3), M.C.L. 125.3103(3)). Notices shall be:  Published in a newspaper of general circulation in the local unit of government (§103(1), M.C.L. 125.3103(1)). (Note: “General circulation” means a newspaper which has a paid subscription, and does not mean a free-distribution advertiser or similar type publication.)  -Send the notice by mail or personal delivery to owners of property(ies) for the land which is the subject of the notice/hearing/special use application (§103(2), M.C.L. 125.3103(2), and §502(2 and 3), M.C.L. 125.3502(2 and 3)).  -Send the notice by mail or personal delivery to all persons to whom real property is assessed within 300 feet of the property(ies) which is the subject of the notice/hearing/special use application regardless of whether the owner and property are located in the zoning jurisdiction or not (§103(2), M.C.L. 125.3103(2), and §502(2 and 3), M.C.L. 125.3502(2 and 3)).  -Send the notice by mail or personal delivery to one person occupying each structure, unit or spatial area within 300 feet of the property(ies) which is the subject of the notice/hearing/special use application regardless of whether the structure and occupant are located in the zoning jurisdiction or not. If a structure contains more than four dwelling units, notice shall only be sent to the manager to be posted near the main entrance (§103(2), M.C.L. 125.3103(2), and §502(2 and 3), M.C.L. 125.3502(2 and 3)). | Copy of notices of hearing,  affidavit of publication,  list of who notices were sent to. |
| Task is done  In the File | Step 5. A public hearing is held. | Minutes of public hearing |
| Task is done  In the File | Step 6. After the hearing the body or official who decides, or recommends action on the special use permit deliberates on the proposed special use permit. The deliberation is based on standards for considering special uses (§502(1)(b), M.C.L. 125.3502(1)(b)). Those standards are found in section 18.06 of the Zoning Ordinance.  -General provisions of the zoning ordinance (including sections on signs, parking, etc.); and  -The requirements for the zoning district where the special use permit is proposed (parcel size, setbacks, etc.). The focus of the deliberation should be to review each standard and determine if the proposed special use meets that standard or not. (If it does not, then the question becomes, “are there conditions which can be imposed on the special use which result in the project meeting the standard?” There are other purposes for requiring conditions. See §504(4), M.C.L. 125.3504(4).) If each standard is found to be met, then the special use permit shall be approved. | Minutes or written report. |
| Task is done  In the File | Step 7. The motion, or minutes of the meeting where the case was decided shall include:  -The decision (to approve, not approve, approve with conditions);  -Reasons (conclusions) for the decision;  -A findings of fact upon which the reasons are based;  -(optional) conditions of approval. (§502(4), M.C.L. 125.3502(4)) (NOTE: If all standards are met in the zoning ordinance for the special use, the special use shall be approved (§504(2), M.C.L. 125.3504(2)).) | Minutes of the commission meeting which contains this motion  OR  Written report/ ruling by the zoning administrator. |
| Task is done  In the File | Step 8. If the special use permit is approved, arrangements should be made for a performance guarantee (cash deposit, certified check, irrevocable letter of credit, or surety bond acceptable to the local unit of government) which covers the estimated costs of the required improvements for the special use. The performance guarantee is deposited with the clerk of the legislative body. | Copy of performance guarantee or record of deposit. |
| Task is done  In the File | Step 9. Issue the special use permit | The special use permit. |