



City of Lathrup Village
 Planning Commission
 27400 Southfield Road
 Lathrup Village, MI 48076

Phone: (248) 557-2600
 Fax: (248) 557-2602

A HERITAGE OF GOOD LIVING

Office Use Only	
Date Submitted:	_____
Administrative Review Date:	_____
Public Hearing Date:	_____

Application for Special Land Use

Please note that information requested and the procedure followed is pursuant to Sec. 6.2 Special Land Use and Standards. As stated above, the Special Land Use will be necessary to allow for special uses not automatically allowed in the zoning district. The Special Land Use application requires a Public Hearing in front of the Planning Commission. Applicant is encouraged to be present to answer questions and speak to the business development.

Property Information

Project Name:	_____		
Subject Property Address:	_____		
Subject Property Parcel Number:	_____		
Legal Description:	_____		
Acreage:	_____	Frontage (in feet):	_____
		Dimensions:	_____
Proposed Use:	_____		
Current Zoning:	_____		

Applicant's Information

Name:	_____		
Address:	_____	State:	_____
		Zip Code:	_____
Phone Number:	_____	Fax:	_____
Email Address:	_____		
Interest in Property:	_____		

*If the applicant is a corporate or a partnership, please attach the State in which it is organized.

Property Owner's Information

Name:	_____		
Address:	_____	State:	_____
		Zip Code:	_____
Phone Number:	_____	Fax:	_____
Email Address:	_____		
Description of Proof of Ownership Provided:	_____		

Application Checklist

The applicant is required to submit the following materials to the City Hall **30 days** prior to the regularly scheduled date of the Public Hearing. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission.

<input type="checkbox"/>	Three (3) completed and signed copies of the Special Land Use application
<input type="checkbox"/>	Three (3) Copies of the proposed or existing Site Plan
<input type="checkbox"/>	The \$400.00 Special Land Use Application Fee
<input type="checkbox"/>	Any additional information the applicant believes will be useful.

Application for Special Land Use- Page 2

The undersigned hereby applies for approval of a special land use under the procedures of Article 16 of the Zoning Ordinance. Applicants are strongly advised to acquaint themselves with Article 16 prior to completing this application. (Please use additional sheets of paper as necessary).

Please use additional sheets of paper as necessary

1) Please describe the type and nature of the business being proposed for the property you are seeking special land use approval for. In addition please list the appropriate Class Use that the proposed business falls under:

2) Please list the following information about your hours of operation.

For the General Public:	Weekdays:		For the Employees Only:	Weekdays:	
	Weekend:			Weekend:	

3) Please list the peak hours of operation, and the maximum number of persons who will be occupying the business

Peak Hours:	Weekdays:		Maximum Occupancy	Employees:	
	Weekend:			Customers:	

4) Please state the maximum number of motor vehicles which will be attracted to the property you are seeking special land use for. If the peak days and times are different than those listed in 5 above, please list below:

5) Please describe what requests or demands for City services the City will receive by reason of occupancy which may be beyond those routinely provide to the City at large. Examples may be traffic regulation, ordinance enforcement, public safety, and water and sewer services.

6) Please describe how the use qualifies as a "reasonable use" (as defined in Section 244 of the Zoning Ordinance) the Zoning Ordinance defines "reasonable use" as:

"A proposed use is "reasonable" when it would be harmonious, compatible, appropriate, would not impinge unreasonably on the value or use of nearby properties, and would not impair sound communal development as and where proposed to be established. An existing use is "reasonable" when it is harmonious, compatible, and appropriate as and where established, does not impinge unreasonably on the value or use

7) If the special use is granted, will the use then conform to all of the other regulations of the Zoning Ordinance and other ordinances of the City without a need for any variances?

Application for Special Land Use- Page 3

8) Please describe what, if any, activities may reasonably be anticipated to occur on the premises and in the neighborhood as a result of the occupancy which reasonable persons or ordinary sensibilities may possibly find seriously annoying – in particular what changes, if any, will be observed in the following items:

	More	Less	Same		More	Less	Same
Noise				Odors, fumes			
Dust or dirt				Pedestrian & Vehicle Traffic			
Lights, glare				Litter, waste, trash			

If you checked any item as more, please describe what, if any, impact you believe will result on adjacent properties:

9) Please state whether or not the location, intensity and periods of operation proposed will cause or create a public

10) Please describe how you will provide for the maximum reasonable and feasible enhancement of the

Site Plan Information

Prepared By:						
Address:		State:		Zip Code:		
Phone Number:		Fax:				
Email Address:						

Are any proposed improvements to the site consistent with the City's Design Guidelines?

Applicant's Declaration

I declare that the foregoing answers honestly and fairly describe the nature of the proposed use to the best of my information, knowledge, and belief. I understand that City Officials and the City Council will rely upon my representations in processing this application and agree that any resulting decisions or approvals may be conditioned upon the use being conducted as represented and may be voided or modified in the event any such representation may later be determined to have been materially faults or misleading.

Applicant's Printed Name	
Applicant's Signature	
Property Owner's Printed Name	
Property Owner's Signature	

Lathrup Village Special Land Use Application For Your Information Only (Do not submit with Application)

Please review the information below prior to submitting a Special Land Use Application to the City of Lathrup Village.

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4.	Any additional information the applicant believes will be useful.

Special Land Use Process

Note: The City Council approval of special land uses. All special land use decisions of the city council shall be administratively final and subject to appeal only to courts of competent jurisdiction.

1.	All Application materials and Special Land Use Fees are submitted and reviewed for completeness at the City Offices.
2.	A public hearing before the Planning Commission is scheduled and notices are mailed to property owners within 300 feet.
3.	Application materials are reviewed by the Building Official, City Attorney, and City Planners and comments are submitted to the Planning Commission Chair.
4.	The Planning Commission holds a public hearing and reviews all information pertaining to the request. Applicants are strongly encouraged to attend these meetings (held on the second Tuesday of each month).
5.	Planning Commission will make a formal recommendation for Approval or Denial to the City Council.
6.	The City Council reviews the application per the standards outlined in Sec 6.2.10 of the Lathrup Village Zoning Ordinance (see below).
7.	A decision is rendered on the application is Special Land Use request is approved or denied by the City Council.

Standards Used by the City For Approval Considerations

6.2.10 General standards for approval The approving authority shall approve special land uses when it determines that the proposed use does and will conform to any special requirements specified elsewhere for that specific use and also meets the following general requirements and standards:

A.	The use must be a "reasonable use" as and where proposed to be located, (see question 10 on the application for a definition of "reasonable use")
B.	The use must conform to all of the other regulations of this ordinance and the other ordinances of this city.
C.	The location, intensity, and periods of operation of the use must be such as to eliminate any reasonable likelihood that it will be, cause, or create a public or private nuisance in fact.
D.	The use, as and where proposed, must not be inconsistent with the spirit and purpose of this ordinance nor contrary to the principles of sound community planning.
E.	The use must be of such character and be so arranged on the site so as not to cause or create adverse effects on neighboring properties or the community at large by reason of noise, dust, glare, order, fumes, pedestrian or
F.	The use must not diminish the fair market value of neighboring lands or buildings to any substantial degree.
G.	The site design and proposed manner of operation of the use must provide for the maximum reasonable and feasible enhancement of the environment of the surrounding area. In determining whether this standard has

City of Lathrup Village Special Land Use Process

Project Requires Special Land Use Approval

This is most commonly applied to projects located in commercially zoned areas. Based upon the specific zoning district some projects require special "permission" to allow their use or site plan to be approved. These projects are not banned from a zoning district they are simply subject to higher level of standards.

