



# Special Land Use

## APPLICATION PACKET

### **Community Development (Planning / Zoning)**

Charter Township of Plymouth  
9955 N. Haggerty Road, Plymouth, MI 48170  
(734) 414.1453 | [planning@plymouthtp.org](mailto:planning@plymouthtp.org)

# PURPOSE

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Within each zoning district, there are uses classified as “Special Land Uses,” which may be consistent with the purpose and objectives of the particular zoning district only in specific locations, under specific conditions, and when developed in accordance with sound planning and site plan principles.

The purpose of the Special Land Use review process is to afford the Planning Commission an opportunity to determine whether the proposed use, at a specific location, is consistent with all of the requirements found in Section 2.7 of the Charter Township of Plymouth Zoning Ordinance No. 99.

# REVIEW PROCESS

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## **STEP 1. Pre-Development Meeting (optional, but highly recommended)**

Please contact the Township to schedule a meeting at your convenience (fee may be required).

## **STEP 2. Submittal to the Community Development Department**

Completed applications must be submitted a minimum of 20 business days prior to the subject Planning Commission meeting. The following items are required:

- Application (1 copy)**
- Detailed Project Narrative (14 copies)**

A detailed Project Narrative must clearly describes the nature of the activities and operational functions of the proposed Special Land Use. At a minimum, the Narrative must address the following statements:

- A. The use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts or uses. Evaluated factors include:
  - i. The intensity and scale of the use in comparison to surrounding uses and conditions.
  - ii. The consistency of the use with the Master Plan.
  - iii. The impact of the use on natural features of the site and surrounding area.
  - iv. The intent of the Zoning District in which the use is proposed to be located.
- B. The use is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
- C. The use will be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.
- D. The vehicular circulation will be in the best interest of the public health, safety and welfare in relationship to egress/ingress to the site, vehicular turning movements related to street intersections and street gradient, site distance and potential hazards to the normal flow of traffic.

- E. The location, use and assembly of persons will not be hazardous to the planning unit in which the use is located or hazardous to a specific use or life and property within the planning unit, or be incongruous therewith or in conflict with the normal traffic.
- F. The proposed site layout is in compliance with the general site development standards of Article 29, Site Plan and Development Approval, and shall insure that:
  - i. The use and associated activities on the property are so located as not to hinder the projected development of the adjacent properties or impair the existing uses of adjacent lands. This shall include all uses associated with the particular use such as parking, lighting, display sign, etc.
  - ii. Sufficient landscaping, fencing, walls and other means of buffering are provided to insure operation of the use will not be objectionable to nearby uses or dwellings by reason of noise, fumes or flash of lights nor increase the danger of fire or otherwise create the potential of endangering the public safety.

**Concept Plan (14 copies, folded, printed at 24” x 36”)**

Care should be taken to ensure that all required information is provided; the following checklist is intended to be a general guide. Please refer to the Township Zoning Ordinance, Article 2.7, for specific requirements. The Zoning Ordinance can be found on the Township’s website: [www.plymouthtwp.org](http://www.plymouthtwp.org)

***Failure to supply any of the required information may prevent the application from being placed on the next available Planning Commission agenda, or may cause the application to be tabled at the meeting.***

REQUIREMENT	PROVIDED	N/A
Name, address, telephone number, and email of the person or firm preparing the Plan.		
Name and address of the proposed project.		
The legal description of the property, including sidwell number, as determined by an existing title policy or a recent boundary survey. Acreage parcels shall be described in metes and bounds. Platted lots shall be described by lot number(s) and liber and page.		
Location or vicinity map showing the site location in relationship to streets, major thoroughfares, drainage courses or bodies of water, railroad lines, section lines, etc.		
A note indicating any variances previously received.		
Topographic survey, including natural or manmade features, at a scale of no greater than 1”=50’.		
Labels detailing the existing use of adjacent properties.		
General development plan layout of sufficient detail to define the proposed location and size of buildings, parking and service areas, loading zones, interior circulation, and landscape areas.* <i>*If no modifications are being proposed to the existing site or exterior of a building in connection with the proposed special land use, then a note to that effect must be made.</i>		
Any other pertinent information deemed necessary by the Township (i.e. conceptual building elevations, photographs, floor plans, etc.) to make a determination concerning the desirability and appropriateness of the proposed special land use.		

**Review Fee**

*Fee(s) determined by the current Fee Schedule.*

**STEP 3. Planning Commission Meeting and Public Hearing**

The completed Application will be placed on the agenda for public hearing and review at the next regular Planning Commission meeting, based on the submission date. All the supportive data and plans submitted with the application will be forwarded to Township Staff and Consultants for review and comment.

Reports from Township Staff and Consultants will be available the Friday before the Planning Commission meeting, and will be emailed to the applicant, as specified on the Application.

The Planning Commission typically meets on the third Wednesday of each month, at 7:00 P.M., in the Town Hall meeting room (9955 N. Haggerty Road). The applicant must be present at the subject meeting; failure to show will result in the application being tabled.

**STEP 4. Final Stamp Process**

After the Planning Commission meeting, and if Special Land Use Approval was granted, four (4) sets of revised and dated plans must be submitted to the Community Development Department for final stamp and sign-off. The plans for final stamp must incorporate all detail sheets, all applicable information, and must reflect all changes required by the Planning Commission, as conditions of approval.

After review, if all items are addressed, Township Staff and Consultants will sign off on the plans and two copies of the stamped plans will be made available to the applicant. Upon receipt of the stamped plans, the applicant must create 1 PDF version of the stamped plans and email a copy of the PDF to the Community Development Department at [planning@plymouthtwp.org](mailto:planning@plymouthtwp.org). ***This signifies the end of the Special Land Use Review process.***

***Special Land Use Approval is effective for 12 months. In most cases, the next step is Site Plan Review.***

***Where Site Plan Review is not required, the use must be legally established (i.e. issuance of a certificate of occupancy) through the Building Department.***

***Special Land Use Approval does not constitute Tentative or Final Site Plan approval.***