

# SPECIAL USE PERMIT APPLICATION

City of Grand Haven, 11 N. Sixth Street, Grand Haven, MI 49417

Phone: (616) 847-3490 Fax: (616) 844-2051 Website: [www.grandhaven.org](http://www.grandhaven.org)

## 1. Project Information

Address/location of property: \_\_\_\_\_  
Name of Development: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Area in Acres or Sq. Ft.: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Zoning of adjacent properties: \_\_\_\_\_

## 2. Contractor

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address #: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

## 3. Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

## 4. Required Application Materials

- Application (12 copies)
- Site Plan (12 copies)
- Letter or signed narrative describing the proposed special use and detailing why the location selected is appropriate. Narrative must include responses to the special use review standards of Section 40-116.03 and the specific review standards of Article V of the Zoning Ordinance.
- Statement of expected effect of the Special Use on emergency service requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck circulation patterns and local traffic volumes
- Additional information which may be necessary (ie. soil erosion, dune protection, view protection, shoreline protection, excessive noise or adverse impact on surrounding properties).
- Supporting statements, evidence, data, information and exhibits that address the standards and requirements for assessing a Special Use permit application as provided in Section 40-116.03.
- Required fee

1. **Fee: \$150.00** (any Site Plan Review is in addition to this review)

## 2. Details of the Nature of Work Proposed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**By signing below, permission is granted for city staff, including Planning Commissioners, to enter the subject property for purpose of gathering information to review this request. In addition, the applicant agrees to perform the described work in accordance with all applicable Sections of the City of Grand Haven Code of Ordinances. Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Office Use Only*

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Approved by: \_\_\_\_\_



**THE FOLLOWING PAGES ARE FOR REFERENCE ONLY  
AND SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION**

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:30 p.m. at the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Community Development Department located at 11 N. Sixth Street, Grand Haven, Michigan, 49417. Questions may be directed to Jennifer Howland, Community Development Manager, at (616) 847-3490.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the Community Development Manager, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

**Filing deadline**

December 13, 2017  
January 17, 2018  
February 14, 2018  
March 14, 2018  
April 18, 2018  
May 16, 2018  
June 13, 2018  
July 18, 2018  
August 15, 2018  
September 12, 2018  
October 17, 2018  
November 14, 2018  
December 12, 2018

**Meeting Date**

January 9, 2018  
February 13, 2018  
March 13, 2018  
April 10, 2018  
May 15, 2018 (*note special date*)  
June 12, 2018  
July 10, 2018  
August 14, 2018  
September 11, 2018  
October 9, 2018  
November 13, 2018  
December 11, 2018  
January 8, 2019



## SPECIAL USE APPLICATION PROCESS

*See Section 40-116.02 of the Zoning Ordinance for a complete set of regulations.*

**Step 1 - Application for Special Use is filed:** An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a work session on the next available slot on the Planning Commission's agenda, which will be at least 26 days after submission of the application, but within forty-five (45) days of the submission of a complete application prepared in accordance with this Zoning Ordinance.

**Step 2 - Staff Review:** Submitted plans are sent to appropriate city departments for review. Comments are returned to the Community Development Department prior to final review by the Planning department staff.

**Step 3 - Work Session:** The Zoning Administrator shall forward a copy of the complete application for the Special Use request to the Planning Commission. At such meeting, the Planning Commission may review the application and question the applicant about the Special Land Use. Prior to the public hearing, the Planning Commission shall not render any judgments on the application. If the Planning Commission concurs with the Zoning Administrator that the application is complete, a public hearing shall be scheduled.

**Step 4 - Notice of Public Hearing:** Notices are sent by the Community Development Department to all property owners within 300 feet of the subject property not less than 15 days and not more than 45 days prior to the Planning Commission meeting at which the application will be considered.

**Step 5 - Staff Review:** The Community Development Department will issue a review of the submitted plans and application and prepare a report for the Planning Commission. A copy of the report will be sent to the petitioner 3 days prior to the meeting.

**Step 6 - Public Hearing at the Planning Commission:** The Planning Commission meets to consider the application for a Special Land Use. The petitioner must be present at the Planning Commission meeting at which their application is considered.

A Special Land Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Land Use permit will expire on the on the occurrence of one of the following conditions:

1. If replaced or superseded by a subsequent permitted use or Special Use permit.
2. If the applicant requests that rescinding of the Special Use permit.
3. If the use is abandoned, moved or vacated for a period of one year.

