

Date Application Received: _____

CITY OF ESCANABA

SPECIAL LAND USE PERMIT APPLICATION

PROPERTY OWNER:*

* If contract purchase, please provide copy of contract

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____

OWNER REPRESENTATIVE:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____

DESCRIPTION OF PROPERTY: Address: _____

Please provide recent survey of the subject property

Sheet: _____ Block: _____ Lot: _____
Existing Zoning Classification: _____
Existing Comp. Plan Designation: _____
Total land area to be utilized: _____

PARCEL #: _____

LEGAL DESCRIPTION: _____

SPECIAL LAND USE PERMIT PURPOSE:

The Special Land Use Permit is being requested for the purpose of (describe in detail)

NAMES AND ADDRESSES OF ADJACENT PROPERTY OWNERS: (Use separate sheet for additional names)

North: _____
South: _____
East: _____
West: _____

CERTIFICATION: I certify that the information contained herein is true and accurate.

Signed: _____
Property Owner

Signed: _____
Applicant, if different from Property Owner

FOR STAFF USE

Checklist

- | | | |
|---|--|---|
| <input type="checkbox"/> Adjacent Property Owners | <input type="checkbox"/> Prop. Located on Tax Map | <input type="checkbox"/> PC Public Hearing Date |
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Offers (if applicable) | <input type="checkbox"/> Action by PC |
| <input type="checkbox"/> Fees Paid | <input type="checkbox"/> Notice of PC Hearing Date | <input type="checkbox"/> Notification to City Clerk |
| <input type="checkbox"/> Survey of Property | <input type="checkbox"/> Action by City Council | |

OFFICE USE ONLY

Date Received: _____ Approval: _____ Denied: _____
If denied, Reason for denial: _____
Special Requirements of Approval: _____

Signature of Administrator: _____ Date: _____

SPECIAL LAND USE PERMIT PROCEDURE

(Cross-Reference: Zoning Ordinance – Section 205 Special Land Use Permit Approval; Section 503 Uses Allowed by Special Land Use Permit in a Residential “A” District; Section 603 Uses Allowed by Special Land Use Permit in a Residential “B” District; Section 703 Uses Allowed by Special Land Use Permit in a Residential “C” District; Section 903 Uses Allowed by Special Land Use Permit in a Local Business “D” District; Section 1003 Special Land Use Permit in a Commercial “D” District; Section 1303 Special Land Use Permit in a Light Manufacturing “F” District; Section 1403 Uses Allowed by Special Land Use Permit in an Industrial Park “F-1” District; Section 1503 Uses Allowed by Special Land Use Permit in a Heavy Manufacturing “G” District; Section 1603 Uses Allowed by Special Land Use Permit in an Open Space “O” District)

The City of Escanaba Community Preservation Department uses a three (3) step application process, which must be followed in order for a Special Land Use Permit to be acted upon by the City.

STEP 1. Initial Contacts with City Offices

Request for Special Land Use Permits must be submitted at least twenty-one (21) business days before the Planning Commission Meeting at which it will be considered. A request for Special Land Use Permit may be submitted by a property owner, lessee, or agent authorized in writing to act on the owner’s behalf, or person having a written contractual interest in the affected property.

A Special Land Use permit Application must be reviewed with the city staff (by appointment) prior to submission of materials for Planning Commission review. This initial discussion is to insure both the applicant and the City staff have a proper understanding of what is being requested by the applicant and to review the steps and approvals that are necessary to make the change.

STEP 2. Official Submission

An official submission of a Special Land Use Permit Application can only occur after the City Administration has determined Step 1 to be completed. All required material to be submitted for approval must be complete and accurate. The proposed Special Land Use Permit Application submission materials will be checked for completeness and accuracy. Failure to provide all required material and fees in accordance with the submission procedures, or incomplete submitted material might cause the entire submission to be rejected, returned or delayed.

MATERIALS REQUIRED FOR THE SUBMISSION OF A SPECIAL LAND USE PERMIT APPLICATION

- One completed “Application for Special Land Use Permit Approval”.
- The required submission fee (See the attached “Fee Schedule”).
- Six (6) copies of a preliminary site plan diagram (site plans must be drawn to scale, rendered on a minimum sheet size of 24” x 36” refer to Section 1802 Site Plan Diagrams/Requirements of Escanaba’s Zoning Ordinance).

Upon notice from the City that the application materials are complete, the applicant will be requested to submit fifteen (15) copies of the final site plan diagram prior to the Planning Commission meeting.

STEP 3. Public Hearing Process

Notice of a request for a special land use permit will be given pursuant to State statute. The Planning Commission shall fix a reasonable time for the hearing of the request and give notice of such request to the persons to whom real property within three hundred (300) feet of the premises in question is assessed, and to the occupants of single and two-family dwellings within three hundred (300) feet. The notice shall be delivered personally or by mail addressed to the respective owners and tenants at the address given in the last assessment role. If a tenant’s name is not know, the term “Occupant” may be used. Upon the hearing, the party may appear in person, by agent, or by attorney. All notices shall be mailed or delivered at least ten (10) days prior to the meeting of the Commission and shall include a description of the proposed land use, a description of the subject property, the time and location of the public hearing, and when and where written comments will be received. If a protest of the proposed special land use permit is presented to the Planning Commission at or before the public hearing date on the request and it is properly signed by the owners of at least twenty percent (20%) of the noticed area of land included in the request, excluding publicly owned land, or by owners of at least twenty percent (20%) of the area of and included within an area extending out at least one hundred (100) feet from any point on the boundary of land included in the request, excluding publicly owned land, then such request for special land use permit approval shall be passed only upon an affirmative vote of three-fourths of the members of the Planning Commission.