



## Special Land Use Application Form

City of Monroe  
Planning Department  
120 E. First Street  
Monroe, MI 48161  
734.243.0700 (P) 734.384.9108 (F)

Receipt Stamp

Application #

### Owner Information

Name

Address

Telephone

Fax

Email

### Applicant Information (if different from above)

Name

Address

Telephone

Fax

Email

### Property Description

Property Address

Legal Description

Parcel ID#

Existing Zoning

Current Use of Property

### Description of Proposed Use

Proposed Use Description

## Required Information

The following information/specifications are required as part of the special land use application submitted for review.

- o Proof of ownership, OR if the applicant is not the land owner, written permission of the owner to allow said application; and
- o Completed site sketch which shall consist of an overall plan of the entire development drawn to an appropriate engineer's scale with pertinent information such as acreage, floor area (existing and proposed), parking (required and proposed), etc.
- o Letter from the applicant addressing each item of the review criteria listed below.

## Submittal Procedure

- o Applicant submits a complete application with all required information;
- o Planning Department staff verifies completeness;
- o Application will be placed on the next available Citizens Planning Commission (CPC) agenda;
- o A public hearing will be held at the CPC meeting; and
- o The CPC will either approve, approve with conditions or deny the request.

## Review Criteria

1. Compatible with adjacent uses of land in terms of location, size and character and will have no negative impact on adjacent property or the surrounding neighborhood;
  - a. Will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
  - b. Will not be hazardous or disturbing to existing uses or uses reasonably anticipated in the future.
  - c. Will be an improvement in relation to the property in the immediate vicinity and to the City as a whole.
2. Consistent with and promotes the intent and purpose of this Zoning Code and other applicable codes.
3. Consistent with the natural environment;
4. Compatible with the capacities of public services and facilities affected by the proposed use;
  - a. Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will provide adequately any such service or facility.
  - b. Will not create excessive additional public costs and will not be detrimental to the economic welfare of the City.
5. Consistent with vehicular turning patterns, traffic flow, intersections, view obstructions, ingress and egress, off-street parking and other existing conditions in the district;
6. Designed, located and planned, and to be operated so that the public health, safety and welfare will be protected; and
7. Consistent with the goals, objectives and future land use plan described in the City of Monroe Comprehensive Plan.

**Authorization**

*I/We hereby apply for a Special Land Use Permit in accordance with Section 720, Article VI of the Monroe Code. The information, plans and materials submitted herewith in support of this application are to the best of my/out knowledge, true and correct.*

*I/We further understand that if special land use approval is granted, a site plan review is required. In accordance with the Planning & Zoning Code, a full Citizens Planning Commission (CPC) review of the site plan is required.*

*In addition, I/We understand that this application will be placed on the next available CPC regular meeting agenda, unless I/We request a special meeting to be held for an additional cost.*

Owner \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Fees	
Special Land Use	\$ 300.00
Site Plan Review	\$ 1,000.00
CPC Special Meeting	\$ 400.00

Department Use Only
Fee Paid \$ _____
<input type="checkbox"/> Special Meeting Date _____
<input type="checkbox"/> Site Plan Received
Authorization of Completeness
_____
Planning Department Staff