



215 West Main Street  
Northville, MI. 48167  
(248) 449-9902

### SPECIAL LAND USE APPLICATION

(A Site Plan Application must also be submitted concurrently with this application)

**PLEASE NOTE:** DO NOT submit the Special Land Use Application (and Site Plan Application) until you have referred to Article 16 of the City of Northville Zoning Ordinance, "Special Uses." The Zoning Ordinance is available on the City's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us).

**See Page 3 of this application for submission requirements.**

#### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### PROJECT LOCATION

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ and \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_ Lot No: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

**STANDARD FOR APPROVAL**

The applicant for a special land use shall, to the best of his/her ability, answer in writing the following questions. **Use additional sheets if needed.**

How the proposed activity:

- 1. Will be harmonious and in accordance with the general objectives or any specific objectives of the Northville City Master Plan.

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- 2. 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.

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- 3. Will not be hazardous or disturbing to existing or future nearby use.

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- 4. Will be compatible with adjacent uses of land and will promote the use of land in a socially and economically desirable manner.

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- 5. 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.

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- 6. Will not create excessive additional public costs and will not significantly decrease property values of surrounding properties.

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- 7. Will meet all the requirements and standards of this Ordinance and any other applicable laws, standards, Ordinances, and/or regulations.

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**NOTE: A Site Plan Application must also be submitted concurrently with this application**

**APPLICATION SUBMISSION CHECK LIST, PROCEDURES, AND SIGNATURE**

**Procedures to Appear Before the Planning Commission**

- Follow the Application Submission Checklist below for instructions on assembling your application packets.
- Submit the packets to the Building Department no later than 4:00pm by submission deadline as posted on the City’s website [www.ci.northville.mi.us](http://www.ci.northville.mi.us) and at the Building Department, as deadlines may be moved to accommodate to holidays and newspaper publication schedules.
- **PDF file that exactly matches your paper submission emailed to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us) by the submission deadline. NO THUMB DRIVES OR FLASH DRIVES accepted**
- Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 7:00pm at City Hall. Location or dates changes are posted on the City’s website and at City Hall.
- The applicant or a representative should be present at the Planning Commission meeting to answer any questions.

**Application Submission Checklist**

- Special Land Use Application completed in its entirety and signed. Unsigned applications are not accepted.
- Site Plan Application completed in its entirety and signed. Unsigned applications are not accepted.
- Supporting documents (i.e. sketches, site plans, drawings, etc.)
- All of the above assembled into 15 identical packets. No folders, binders, etc. allowed.  
( Order: Special Land Use App on top, Site Plan App next, and supporting documents and plans last – folded to same size as application)
- PDF file that exactly matches your paper submission emailed to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us). **NO THUMB DRIVES OR FLASH DRIVES accepted**
- Fee (See Development Review Fee Schedule on website)  
Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

*I hereby certify that the owner of record authorizes the proposed application meeting and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

\_\_\_\_\_  
PRINT name of applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print the applicant’s full legal name (individual or company)

\_\_\_\_\_  
Provide the applicant’s complete address

\_\_\_\_\_  
Relationship to owner

\_\_\_\_\_  
Phone #

**COMPLETED BY THE CITY**

A. Date filed with Building Department: \_\_\_\_\_

B. Date forwarded to City Clerk: \_\_\_\_\_

C. Date Submitted to Planning Commission: \_\_\_\_\_

D. Action of Planning Commission

Approval: (Date and signature of Chairperson) \_\_\_\_\_

Disapproval: (Date and signature of Chairperson) \_\_\_\_\_

Conditional Approval: (Date and signature of Chairperson) \_\_\_\_\_

Conditions for approval attached hereto (use Planning Commission meeting minutes)

Revised site Plan Submittal Date: \_\_\_\_\_

All conditions have been met and the revised Site Plan is in accordance with the conditions for approval attached hereto: \_\_\_\_\_

(Date and signature of Chairperson)

**SPECIAL LAND USE PERMIT**

**CITY OF NORTHVILLE ~ OFFICE OF THE BUILDING INSPECTOR RESOLUTION**

The Planning Commission hereby approves the Special Land Use Permit application for which is attached to this resolution for applicant: \_\_\_\_\_

The purpose of the permit is to allow \_\_\_\_\_

The Special Land Use Permit Application was approved by the Planning Commission on \_\_\_\_\_ and is subject to the following conditions and safeguards which are condition precedent to the validity and continuation of the Permit and permission granted hereby as stated in the Planning Commission’s motion:

**Planning Commission Motion attached**

In the event that the operation or the conditions set forth herein are not complied with, then the Building Inspector shall have the right to compel a Show Cause Hearing by the Planning Commission. Additional conditions may be imposed by the Planning Commission to abate the non-compliance, or failing this, the Permit may be revoked or modified.

\_\_\_\_\_  
Chairperson Signature / Date

\_\_\_\_\_  
Building Inspector Signature / Date

\_\_\_\_\_  
Applicant /Signature / Date

This permit is not valid until requested by the applicant and approved by the City of Northville Building Inspector as indicated by the signature below: **Date of Validity:** \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature / Date

\_\_\_\_\_  
Building Inspector Signature / Date