City of Grosse Pointe
Michigan

Special Use Review Application

February 28, 2003
NOTICE TO APPLICANT: Applications for Special Use review by the Planning Commission must be submitted to the City in substantially complete form prior to being placed on the Planning Commission/City Council=s agenda for consideration. The application must be accompanied by ____ (___) individual folded copies of the site plan, plus the required review fees. Regular meetings of the Planning Commission/City Council are held on the third Monday of each month at 7:00 p.m. All meetings are held at the City of Grosse Pointe City Hall, 17147 MaumeeGrosse Pointe, MI. 48230. Phone number: (313) 885-5800.

Special Uses shall comply with the standards in Section 90-300 of the Zoning Ordinance. Accordingly, a public hearing shall be held by the Planning Commission before a decision is made on any Special Use request. Furthermore, a site plan shall be required, which shall be prepared in accordance with the appropriate section of the Ordinance.

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned, do hereby respectfully request Special Use Review and provide the following information to assist in the review:

Applicant: ________________________________ ________________________________ ________________________________

Mailing Address: ________________________________ ________________________________ ________________________________

Telephone: ________________________________ Fax: ________________________________

Property Owner(s) (if different from Applicant): ________________________________ ________________________________

Mailing Address: ________________________________ ________________________________ ________________________________

Telephone: ________________________________ Fax: ________________________________

Applicant=s Legal Interest in Property: ________________________________

Location of Property: Street Address: ________________________________

Nearest Cross Streets: ________________________________ ________________________________

Sidwell Number: ________________________________

Property Description:

If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., acreage parcel@), provide metes and bounds description. Attach separate sheets if necessary.

February 27, 2003
Property Size (Square Ft): ________________________ (Acres): ________________________

Existing Zoning (please check):

π R-1A Single-Family Residential District  π RO-1 Restricted Office District
π R-1B Single-Family Residential District  π C-1 Local Business District
π R-2 Two-Family Residential District  π C-2 Central Business District
π R-T Terrace Residential District  π P-1 Vehicular Parking District

Present Use of Property: _______________________________________________________

Proposed Use of Property: ____________________________________________________

Please Complete the Following Chart:

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Number of Units</th>
<th>Gross Floor Area</th>
<th>Number of Employees on Largest Shift</th>
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</thead>
<tbody>
<tr>
<td>Detached Single Family</td>
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<tr>
<td>Attached Residential</td>
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<td>Office</td>
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<td>Commercial</td>
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<td>Other (Mixed Use)</td>
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ATTACH THE FOLLOWING:

1. _____(__) individually folded copies of the site plan, sealed by a registered architect, engineer, landscape architect or community planner. (If copies are submitted simultaneously for site plan review, then submittal of 12 additional sets of prints is not necessary.)

2. Proof of property ownership.

3. A brief written description of the proposed use.
City of Grosse Pointe
Application for Special Use Review
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PLEASE NOTE: The applicant or a designated representative MUST BE PRESENT at all scheduled review meetings or the site plan may be tabled due to lack of representation.

APPLICANT’S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this application.

_________________________________________  ____________________________
Signature of Applicant                      Date

_________________________________________  ____________________________
Signature of Applicant                      Date

_________________________________________  ____________________________
Signature of Property Owner Authorizing this Application  Date

February 27, 2003
<table>
<thead>
<tr>
<th>TO BE COMPLETED BY THE CITY</th>
<th>Case No.</th>
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<tbody>
<tr>
<td>Date Submitted: ___________</td>
<td>Fee Paid:</td>
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<td>Received By: _______________</td>
<td>Date of Public Hearing: _______________</td>
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<td>PLANNING COMMISSION ACTION (RECOMMENDATION)</td>
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<tr>
<td>To Approve: ___________</td>
<td>To Deny: ___________</td>
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<td>Reasons for Action Taken:</td>
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<td>CITY BOARD ACTION</td>
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<td>Approved: ___________</td>
<td>Denied: ___________</td>
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<td>Reasons for Action Taken:</td>
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</table>

February 27, 2003
CITY OF GROSSE POINTE
SPECIAL USE REVIEW GUIDELINES

Purpose of Special Use Review

The purpose of special use review is to determine if proposals for development of such uses are in compliance with the Zoning Ordinance and other applicable ordinances and laws. Standards in the Zoning Ordinance are intended to assure that the proposed use will conform to existing uses in the area and the Master Plan of the City, and will maintain satisfactory and harmonious relationships with existing and prospective development of contiguous land and adjacent neighborhoods.

Basis for Special Use Review

Section 90-300 of the Zoning Ordinance sets forth standards for review of special use proposals. A site plan is required, which should be prepared according to the standards in the appropriate section of the Zoning Ordinance. A public hearing will be held by the Planning Commission before a decision is made on any special use application. Planning Commission review of the special use proposal and site plan may occur simultaneously, but approval of the special use is required prior to final site plan approval.

Qualified Applicants

Any property owner or the owner's designated agent may submit an application for special use review, provided the property is correctly zoned for the intended use.

Review Fees

Review fees must be paid at the time the proposal is submitted. The review fees defray the cost of having the proposal and plan reviewed by City staff and the City Planner. A proposal will not be reviewed until the review fees have been paid.

Review Process

Procedures have been established to guide the Planning Commission, City Council, and the applicant through the special use review process. These procedures place certain responsibilities on the applicant. Compliance with all of the procedural requirements, as well as all Zoning Ordinance standards, will minimize delays and assure expeditious review of the proposal.

A step-by-step description of the review procedures follows:

- **Step 1 Submission Requirements.** The applicant is required to submit the following materials to the City of Grosse Pointe City Hall, 17147 Maumee Grosse Pointe, MI 48230:

  1. Three completed and signed copies of the Application for Special Use Review,

  2. ______ (__) Individually folded copies of the site plan (if copies are submitted simultaneously for site plan review, then submission of ___ additional sets of prints shall not be required),

  3. The required review fee.

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These materials must be submitted to the City Building Official in substantially complete form prior to being placed on the Planning Commission’s meeting for consideration. The Planning Commission/City Council meets on the third Monday of each month at 7:00 p.m. at the City of Grosse Pointe City Hall, 17147 Maumee Grosse Pointe, MI. 48230. Phone number: (313) 885-5800.

Preliminary Review

- **Step 2: Distribution of Application Materials.** Upon submission of all required application materials, the application materials, including the site plan, will be distributed to the Police Department, Building Official, Department of Public Services, and City Planner for review. If deemed necessary, the plans may also be submitted to the City Engineer for review.

- **Step 3: Reports from City Planner.** The City Planner will review the site plan and application to determine compliance with the Zoning Ordinance and Master Plan, and submit three (3) written reports as follows:

  1. One report, addressed to the Planning Commission, will identify major site plan issues which must be resolved with input from the Commission.

  2. The second report, addressed to the applicant, will identify all required site plan revisions, including the major issues identified in the report to the Planning Commission.

  3. The third report, addressed to the Planning Commission, will evaluate whether the proposal complies with adopted special use standards.

- **Step 4: Planning Commission Consideration.** At the first regular meeting at which a special use proposal is considered, the Planning Commission will set the date for a public hearing and review the major site plan issues identified in the Planner’s report.

- **Step 5: Public Hearing:** Proposals involving a special use require a public hearing. Notification of the public hearing will be published in the newspaper and mailed to all property owners within 300 feet of the subject site.

- **Step 6: Request for Revisions.** After Preliminary Review of the special use proposal and plan, the Planning Commission may request the applicant to complete certain revisions and submit the plans for engineering review prior to formal action being taken. It is recommended that the applicant consult with the City Planner and Engineer during the revision process. All required revisions must be completed or the special use proposal and plan will not be put on the agenda for Final Review.

- **Step 7: Submission of Plans for Final Review.** Individually folded copies of the revised plan must be submitted for final review in substantially complete form at least fourteen (14) days prior to the Planning Commission meeting at which review is requested. The revised plan will be distributed to appropriate City officials, the City Planner, and the City Engineer for review. Note: the Applicant may submit final plans simultaneously to the City Hall, the Planner, and Engineer in order to expedite the review process.

*February 27, 2003*
Final Review

- **Step 8: Final Action by the Planning Commission.** The Planning Commission is authorized to approve, approve with conditions, or deny the special use proposal. If site plan review occurs simultaneously, a separate motion is required to take action on the site plan. However, final approval of the special use proposal by the Planning Commission is required prior to final approval subject to conditions, the applicant must submit a revised plan with a revision date, indicating compliance with the conditions.

- **Step 10: Distribution of the Final Plan.** After the Planning Commission has taken final action on a special use proposal and plan, the Planning Commission secretary will mark three copies of the application and plans APPROVED, APPROVED SUBJECT TO CONDITIONS, or DENIED, as appropriate, with the date that action was taken. One marked copy will be returned to the applicant and the other two copies will be kept on file in the City Hall.

**APPLICANT'S ENDORSEMENT**

I acknowledge receiving a copy of these Special Use Review Guidelines as a part of the application package I received from the City.

__________________________________________________________
Date

__________________________________________________________
Signature(s) of Applicant(s)

February 27, 2003
CITY OF GROSSE POINTE
SPECIAL USE REVIEW CHECKLIST

As noted in the Special Use Review Guidelines, each applicant is required to submit certain materials to the City. This checklist is provided as a benefit to the applicant, who must also review the Zoning Ordinance for applicable standards and regulations. Using this checklist will help the applicant in submitting a complete special use review application. Failure to submit a complete application can result in delay or denial of the site plan.

The site plan shall consist of an overall plan for the entire development, drawn to a scale of 1" = 20' if the site is less than one acre, 1" = 30' if the site is between one and three acres, and 1" = 50' if the site is more than three acres. ( ) individually folded site plans must be submitted. To assist in the processing of applications, please check each applicable item provided in your submission. Please submit a brief written description of the existing and proposed uses of the site including but not limited to gross floor area; hours of operation; number of units; number of employees on largest shift; number of company vehicles; etc. Mark each of the boxes with one of the following: P - Provided, NP - Not Provided, NA - Not Applicable.

<table>
<thead>
<tr>
<th>A. SPECIAL LAND USE STANDARDS - GENERAL</th>
<th>Applicant</th>
<th>Staff</th>
<th>Council</th>
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<tbody>
<tr>
<td>1. The use is compatible with adjacent uses and zoning of land. The use promotes the use of land in a socially and economically desirable manner without creating an adverse impact on surrounding land use and the City.</td>
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<td>2. The use is compatible and in accordance with the general principles and future land use configuration of the City of Grosse Pointe Master Plan and will promote the intent and purpose of the ordinance.</td>
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<td>3. The Planning Commission finds that there is a demonstrated need for the proposed use in the community at the time the application is considered.</td>
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<td>4. The proposed use shall be designed, constructed, operated and maintained for and to assure long term compatibility with surrounding land uses.</td>
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<td>5. The location of the proposed special land use with the zoning district will minimize the impact of the traffic generated by the proposed use.</td>
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<td>6. The use is consistent with existing and future capabilities of public services and facilities affected by the proposed use.</td>
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<td>7. The use will not involve activities that are detrimental to public health, safety and welfare. Site layout shall be such that operations will not be objectionable to nearby dwellings by reason of noises, farms, glare or flashing lights.</td>
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<td>8. The proposed use shall be compatible with the natural environment and conserve natural resources and energy.</td>
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<td>9. The use shall meet site development standards specific to the district. These standards are intended to minimize the potential impacts of development on the site characteristics unique to the district and to assure the use will be compatible with surrounding uses and the orderly development of the district.</td>
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B. SPECIAL LAND USE STANDARDS - SPECIFIC

Many uses that are permitted subject to special use approval contain specific development standards contained in the zoning ordinance. Please identify each of the specific requirements below.

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<th>Applicant</th>
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C. NON-APPLICABLE ITEMS

If any of the items are not applicable to a particular site, provide a list of each item considered not applicable, and the reason why each listed item is not considered applicable.

D. OTHER REQUIRED DATA

If phased construction is to be used, each phase must be noted and each phase must be able to stand on its own.

Other data may be required if deemed necessary by administrative officials or the Planning Commission to determine compliance with the provisions of this Ordinance. Such information may include traffic studies, market analysis, environmental assessments, and evaluation of the demand on public facilities and services.

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