

**Return by Mail or Email:**

City of Rogers City  
City Planner  
193 E Michigan Ave.  
Rogers City, MI 49779

tkuznicki@rogerscity.com

**CITY OF ROGERS CITY  
SPECIAL USE APPLICATION**



**If you have any questions, please contact Toby Kuznicki at  
989-734-2191 ext. 205 or email tkuznicki@rogerscity.com.**

**Please refer to the City of Rogers City's website at  
www.rogerscity.com to view the Zoning Ordinance.**

**THE REQUEST WILL NOT BE PROCESSED UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE REQUIRED  
INFORMATION IS INCLUDED IN THE APPLICATION AND AN APPLICATION FEE HAS BEEN PAID – NO EXCEPTIONS!  
NO WORK, INCLUDING EARTHWORK, MAY COMMENCE UNTIL THIS APPLICATION IS APPROVED.**

**For Office Use Only:**

Fees: \_\_\_\_\_

*Application Received Stamp*

Application Complete: Receival Date: \_\_\_\_\_

Application Incomplete: \_\_\_\_\_

*Payment Received Stamp*

Date Zoning Permit Issued: \_\_\_\_\_

Zoning Permit #: \_\_\_\_\_

**PLEASE FILL IN INFORMATION BELOW THIS LINE ONLY**

**Section 1: Contact Information**

Property Owner(s): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name (if different from owner): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in the property if not the property owner (Attach proof of interest in the property):  
\_\_\_\_\_

**Section 2: Property Information**

1. Property Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

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Lot Size (width & depth): \_\_\_\_\_ Lot Area: \_\_\_\_\_

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

Current Use(s) & Occupancy: \_\_\_\_\_

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

**Section 3: Description of Project**

**Proposed use(s):**

  
  

**PLEASE INDICATE THE FOLLOWING ONLY IF IMPROVEMENTS ARE PLANNED FOR THE SITE:**

**Proposed structures (including stairs) and dimensions, building style, and materials:**

  
  

**Proposed site improvements:**

  
  

**Proposed phases and timelines for work:**

  
  

**Ultimate ownership:**

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**Section 4: Items to Submit & Review Process**

**~ A PRE-APPLICATION CONFERENCE WITH CITY STAFF IS HIGHLY ENCOURAGED BUT NOT REQUIRED~**

**A Special Use application shall be submitted at least 30 days prior to the Planning Commission meeting at which the Special Use will be reviewed.** The following are required:

1. If the Special Use includes changes to the site or building, then a site plan prepared under the requirements of §32-225 (residential Special Uses such as Group Day Care Homes and Cottage Industries require plot plan only) is required as follows. *See checklist included in this packet.*
  - a. 3 copies of the site plan shall initially be submitted.
  - b. Once the site plan has been determined to be complete, staff will perform a 15-day staff-level site plan review.
  - c. After the staff-level site plan review, please submit 12 copies at least 30 days prior to the Planning Commission meeting at which the site plan will be reviewed.
  - d. A public hearing shall be required for all Special Uses. This also requires notification of property owners within 300 feet of the property on which the Special Use is proposed.
2. **Include a written description of the proposed use, including parking facilities, if required, and any exceptional traffic situation the use may occasion.**

3. **Include a statement prepared by the applicant appraising the effect on the neighborhood.**

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**Section 5: Special Use Standards**

**Special Uses are reviewed based on the following standards. Please indicate, in the space provided, how the proposed Special Use meets each standard.**

- A. **COMPATIBILITY WITH ADJACENT USES:** The proposed Special Land Use shall be designed, constructed, operated, and maintained to be harmonious, compatible, and appropriate in appearance with existing or planned uses and the intended character of the area and the surrounding land and shall not change the essential character of the area in which it is proposed to be located. The use shall not be hazardous or disturbing to existing or future nearby uses. In determining whether a Special Land Use will be compatible and not create a significant detrimental impact, as compared to the impacts of permitted uses, consideration shall be given to the degree of impact the Special Land Use may have on adjacent property, as compared with the expected value to the community. The following types of impacts shall be considered: Use activities, processes, materials, equipment, or conditions of operation; Vehicular circulation and parking areas; Outdoor activity, storage and work areas; Hours of operation; Production of traffic, noise, vibration, smoke, fumes, odors, dust, glare, and light; Impacts on adjacent property values; and the relative ease by which the impacts above will be mitigated.

- B. **PUBLIC SERVICES:** The proposed Special Land Use shall be served adequately by essential public facilities and services including but not limited to streets, police and fire protection, storm water drainage, refuse disposal, water and sewage facilities, and schools. The proposed Special Land Use will not place demands on fire, police, or other public resources in excess of current capacity.

- C. **ECONOMIC WELL-BEING OF THE COMMUNITY:** The proposed Special Land Use shall not be detrimental to the economic well-being of the surrounding residents, businesses, landowners, and the community as a whole. The use will not create excessive additional public costs and will not be detrimental to the economic welfare of the City.

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- D. **COMPATIBILITY WITH NATURAL ENVIRONMENT:** The proposed Special Land Use will not involve uses, activities, processes, materials, or equipment that will create a substantially negative impact on the natural resources of the City or the natural environment as a whole. Natural features of the landscape, including but not limited to, ponds, streams, hills, and wooded areas, shall be retained where they afford a barrier or buffer from adjoining properties. The landscape shall be preserved in its natural state, as far as practical, by minimizing tree and soil removal, and any grade or slope changes shall be in keeping with the general appearances of the neighborhood.

- E. **IMPACT OF TRAFFIC ON STREET SYSTEM:** The location and design of the proposed Special Land Use shall minimize the negative impact on the street system in consideration of items such as vehicle trip generation (i.e. volume), types of traffic, access location and design, circulation and parking design, street and bridge capacity, traffic operations at proposed access points, and traffic operations at nearby intersections and access points. The proposed Special Land Use shall not cause traffic congestion, conflict, or movement in greater proportion to that normally prevailing for the use in the particular zoning district.

- F. **NON-DETRIMENTAL STANDARDS:** The proposed Special Land Use shall not involve uses, activities, processes, materials, equipment, or conditions of operation that will be hazardous or detrimental to any persons, property, or the general welfare by reason of noxious or offensive production of noise, smoke, fumes, glare, vibration, odor, or traffic.

- G. **CONSISTENT WITH ZONING ORDINANCE AND MASTER PLAN:** The use will be consistent with the intent and purposes of this Ordinance and meet the goals and objectives of the Rogers City Master Plan.

- H. **COMPLIANCE WITH SUPPLEMENTAL SITE DEVELOPMENT STANDARDS:** The proposed Special Land Use complies with all applicable supplemental site development standards as contained in Article 21 of this Ordinance.

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**Section 6: Site Plan Review Standards**

The following standards are **ONLY** applicable in cases where a **SITE PLAN REVIEW** is also required.

Site plans are reviewed based on the following standards. Please indicate, in the space provided, how the proposed project meets each standard.

- A. **COMPLIANCE WITH DISTRICT REQUIREMENTS:** The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density, and all other requirements as set forth in the Zoning Ordinance, unless otherwise provided.

- B. **PUBLIC WELFARE AND ADJOINING PROPERTIES:** The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account the size of the property, uses on the adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal, orderly, and reasonable development or improvement of surrounding property, for uses permitted in this Ordinance nor to diminish the value thereof and will be harmonious in use, appearance, and layout with existing and planned future uses in the immediate area.

- C. **LIGHT, AIR, AND ACCESS:** The location, size, and height of the building, walls, and fences shall be such that there is adequate open space so as to provide light, air, and access to the persons occupying the building and that there will be no interference with adequate light, air, and access to adjacent lands.

- D. **TOPOGRAPHY AND NATURAL LANDSCAPE:** All elements of the site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of elements that respect existing features of the site in relation to topography. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal and by topographic modifications which result in smooth natural appearing slopes as opposed to abrupt changes in grade between the project and adjacent areas.

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- E. **DRAINAGE:** Provisions shall be made to accommodate stormwater according to §32-38.

- F. **PRIVACY:** The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walls, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.

- G. **EMERGENCY VEHICLE ACCESS:** All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.

- H. **VEHICULAR AND PEDESTRIAN CIRCULATION:** Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. Drives, streets, and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves the project area shall be capable of safely and effectively accommodating the traffic volume and pattern proposed by the project. Where possible, shared commercial access drives shall be encouraged.

- I. **FIRE AND SAFETY:** The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment. Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the State of Michigan for the protection of residents and/or occupants of the structures.

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- J. **ACCESS:** Every structure or dwelling unit shall have access to a public street, private road, walkway, or other area dedicated to common use.

- K. **LOADING AND STORAGE:** All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials of sufficient height to obscure the direct view from adjacent first floor elevations. The site plan shall provide for adequate storage space for the use therein.

- L. **SNOW STORAGE:** Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.

- M. **EXTERIOR LIGHTING:** Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of building or structures shall be minimized to reduce light pollution. Lighting standards contained in §32-40 shall be adhered to.

- N. **UTILITIES:** All utility services shall be provided in a manner least harmful to surrounding properties. All utilities shall be located underground, as applicable, unless specifically waived by the Planning Commission.

- O. **GROUNDWATER PROTECTION:** Groundwater protection standards found in §32-46 shall be adhered to, if applicable.



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- P. **COMPLIANCE WITH OTHER STATUTES AND REGULATIONS:** Site plans shall conform to all applicable requirements of State and Federal statutes and approval may be conditioned on the applicant receiving necessary State and Federal permits before the actual zoning permit is granted.

**Section 7: Impact Statement**

The following standards are **ONLY** applicable in cases where a SITE PLAN REVIEW if also required.

**Please include the requested information in the space provided:**

- A. A complete description of the proposed development including: areas of the site, the number of lots or units, and the number and characteristics of the population impact such as density, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable.

- B. Expected demands on community services and how these services are to be provided, to specifically include: school classroom needs, volume of water consumption related to ground water reserves, change in traffic volume on adjacent streets, and other factors that may apply to the particular development.

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- C. Statements relative to the impact of the proposed development on soil erosion, drainage patterns, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise pollution, and the aesthetics and scale of development in terms of the surrounding environment. Statement of the impact of the development with respect to noise, dust, fire hazard, fumes, odors, vibration, smoke, or excessive light.

**Section 8: Acknowledgements & Authorizations**

- \_\_\_\_\_ I acknowledge this application is not considered filed and complete until all the required information has been submitted and all required fees have been paid in full, and that the fee is to cover the costs associated with processing this application, and that **it does not assure approval of the request.**  
Initial
- \_\_\_\_\_ I understand no construction in any district shall be begun, enlarged, or extended or any work commenced that will change the present use of any structure or the land without a Zoning Compliance Permit issued by the City.  
Initial
- \_\_\_\_\_ I understand the expiration of the Special Land Use Permit is subject to the provisions of Section 32-238 of the Zoning Ordinance.  
Initial
- \_\_\_\_\_ I understand this application may not cover all required permits. I am responsible for submitting plans and obtaining the required permits from the appropriate County, State, or other Agencies.  
Initial
- \_\_\_\_\_ As the applicant/owner, I authorize on-site inspections of the premises, both in review of the application and later to confirm compliance with the Zoning Compliance Permit. I also acknowledge the inspections are a material condition to any approval provided with the Zoning Compliance Permit.  
Initial
- \_\_\_\_\_ I understand that any deviation or violation of the special use approval, Zoning Compliance Permit, or other conditions on the approval may result in a **STOP WORK NOTICE** issued by the City Planner. Upon service of such notice, the Applicant/Owner or their agent(s) agree to immediately cease work on that portion of the property identified as a violation.  
Initial
- \_\_\_\_\_ If the applicant is not the property owner: I certify the proposed work is authorized by the property owner, and I have been empowered by the owner to make this application as the owner's representative.  
Initial

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**Section 9: MISS DIG**



Call the MISS DIG System at 811 three full days before you dig and after you have obtained the appropriate permits.

**Section 10: Signature**

I certify the above information is accurate to my fullest knowledge:

_____	_____	_____
Signature of Applicant or Representative	Printed Name of Applicant or Representative	Date

**OR**

_____	_____	_____
Signature of Property Owner	Printed Name of Property Owner	Date

**Return to:**  
 City of Rogers City  
 City Planner  
 193 E Michigan Ave.  
 Rogers City, MI 49779

**Return by Email:**  
 Toby Kuznicki  
 tkuznicki@rogerscity.com  
 Tel: 989-734-2191 ex. 205



# Site Plan Review Checklist

## City of Rogers City

193 East Michigan Avenue  
 Rogers City, MI 49779  
 989-734-2191  
[www.rogerscity.com](http://www.rogerscity.com)

Thank you for your interest in helping Rogers City grow. We are thrilled to assist you with your project. Please use this checklist to help assure your site plan is complete and avoid project delays. Feel free to contact Toby Kuznicki [tkuznicki@rogerscity.com](mailto:tkuznicki@rogerscity.com) any time if you have questions.

**Contact name and number** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_

**Parcel Number** \_\_\_\_\_

**Proposed Use of Property** \_\_\_\_\_

**Proposed Number of Employees** \_\_\_\_\_

**Estimated Project Budget** \_\_\_\_\_

### Site Plan Requirements

(For development projects \$350,000 or less in value, the Zoning Officer may accept a site plan with only data listed in 32-222 (listed at the end of this checklist)

	Basic Map Information	Yes	No	N/A	Comments
1	<b>NUMBER OF COPIES:</b> 3 copies submitted to the Zoning Administrator for staff site plan review, then 12 copies submitted for Planning Commission review.				
2	<b>CONTACT INFORMATION:</b> Name and address of the property owner(s), developer(s), and designer(s) and their interest in said properties.				
3	<b>LEGAL DESCRIPTION:</b> The parcel's legal description.				
4	<b>MAP REQUIREMENTS:</b> The date, a north arrow, the scale, and name of the individual or firm responsible for preparing said plan. The scale must be at least one (1) inch = forty (40) feet for parcels under three (3) acres and at least one (1) inch = one hundred (100) feet for parcels of three (3) acres or more.				

5	<b>BOUNDARY LINES:</b> The boundary lines and dimension of the property. Show relationship of the subject property to abutting properties. A certified survey of the property which has been prepared and sealed by a professional licensed surveyor may be required by the Zoning Officer.				
6	<b>ZONING CLASSIFICATION:</b> The existing zoning district in which the site is located and the zoning of adjacent parcels.				
	<b>Natural Features &amp; Topography</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
7	<b>NATURAL FEATURES:</b> Boundary dimensions of natural features such as existing trees and vegetation, forests, water bodies, wetlands, floodplains, high risk erosion areas, slopes over ten (10) percent, drainage, and other similar features.				
8	<b>TOPOGRAPHY:</b> The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.				
	<b>Structures &amp; Development Features</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
9	<b>LOCATION OF STRUCTURES AND ACCESSORY FEATURES:</b> The location, dimension, and height of all existing structures and all proposed uses or structures on the site, including principal building(s), accessory structures, trash receptacles, walkways, signs, exterior lighting, common use areas, recreational areas and facilities, and any impervious surface. Indicate gross building areas.				
10	<b>LOCATION OF VEHICULAR FEATURES:</b> Location of proposed drives, neighboring drives, vehicle entrances and loading points, vehicular circulation features, size and number of parking spaces, service lanes (show the dimensions of a typical parking stall and parking lot), and loading and unloading areas.				
11	<b>ELEVATIONS:</b> Drawings or sketches of the exterior and elevations and/or perspective drawings of the building or structures under consideration. Indicate number of stories.				
12	<b>TYPE OF SURFACE:</b> Types of surfacing such as paving, turfing, or gravel to be used at the various locations.				
13	<b>SETBACKS:</b> Setback lines and distances between structures and lot lines.				
14	<b>AREA OF DEVELOPMENT:</b> Indicate the gross land area of the development and area of the property subject to be covered by structures (not available as open space).				
15	<b>RIGHTS-OF-WAY, EASEMENTS, AND PUBLIC SPACES:</b> The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.				
16	<b>UTILITIES:</b> Size and location of proposed sewer and water lines and connections. Location of all other utilities on the site.				
17	<b>NEARBY STRUCTURES:</b> The location and identification of all existing structures, lighting, signs, ingress drives, roads, and parking within a two hundred (200) foot radius of the site, including road names.				

18	<b>ADJACENT FRONT YARD DIMENSIONS:</b> The front yard dimensions of the nearest building on both sides of the proposed structure.				
19	<b>LANDSCAPING, FENCES, AND WALLS:</b> Location and height of all walls, fences, and screen planting, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained. (Plant materials shall be chosen and installed in accordance with §32-42 of the Zoning Ordinance.)				
20	<b>OUTDOOR STORAGE:</b> Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).				
21	<b>SNOW STORAGE:</b> The location of snow storage areas.				
	<b>Drainage, Stormwater, Wastewater &amp; Wells</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
22	<b>DRAINAGE:</b> The location, size, and slope of all surface and subsurface drainage facilities.				
23	<b>FLOOR DRAINS:</b> Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.				
24	<b>WASTEWATER TREATMENT:</b> Description and location of on-site wastewater treatment and disposal systems.				
25	<b>WELL LOCATION:</b> Location of existing private drinking water wells, monitoring wells, test wells, irrigation wells, or wells used for industrial processes.				
26	<b>STORMWATER RUNOFF PLAN:</b> A stormwater runoff control plan in accordance with the requirements of §32-38.				
27	<b>DOCUMENTATION OF COMPLIANCE WITH SOIL EROSION AND STORMWATER STANDARDS:</b> All site plans shall comply with the terms of the Presque Isle County Soil Erosion and Sedimentation Control Standards and Rogers City Stormwater Management Requirements of §32-38. It shall be the applicant's responsibility to provide documentation of compliance with these standards.				
	<b>Other</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
28	<b>HOURS OF OPERATION:</b> Anticipated hours of operation for the proposed use. The Planning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.				
29	<b>RESIDENTIAL PROJECT REQUIREMENTS:</b> Site plans for residential projects (multiple-family developments and manufactured home parks) shall include the following additional information: 1. Minimum floor area of dwelling units. 2. Total number of units proposed. 3. Number of bedrooms per unit in multiple family developments. 4. Areas to be used for open space and recreation.				
30	<b>PHASED CONSTRUCTION:</b> Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following:				

	<ol style="list-style-type: none"> <li>1. Relationship and identification of future structures.</li> <li>2. Pedestrian and vehicular circulation.</li> <li>3. Time schedule for completion of the various phases of the proposed construction.</li> <li>4. Temporary facilities or construction of same as required to facilitate the stated development.</li> </ol>				
31	<p><b>IMPACT STATEMENT:</b> Staff may require a statement which addresses the following as applicable to the type of use:</p> <ol style="list-style-type: none"> <li>1. A complete description of the proposed development including: areas of the site, the number of lots or units, and the number and characteristics of the population impact such as density, as it relates to elderly persons, school children, tourists, family size, income, and related information as applicable.</li> <li>2. Expected demands on community services and how these services are to be provided, to specifically include: school classroom needs, volume of water consumption related to ground water reserves, change in traffic volume on adjacent streets, and other factors that may apply to the particular development.</li> <li>3. Statements relative to the impact of the proposed development on soil erosion, drainage patterns, shoreline protection, wildlife habitat, air pollution, water pollution (ground and surface), noise pollution, and the aesthetics and scale of development in terms of the surrounding environment. Statement of the impact of the development with respect to noise, dust, fire hazard, fumes, odors, vibration, smoke, or excessive light.</li> </ol>				
32	<p><b>OTHER:</b> Information as may be required by the Zoning Officer or Planning Commission to assist in the consideration of the proposed development.</p>				

**See Plot Plan requirements on next page**

## Plot Plan Requirements

(For development projects \$350,000 or less in value, the Zoning Officer may accept a site plan with only data listed below)

3 copies shall be submitted to the Zoning Officer for staff site plan review (if Planning Commission review is requested by Zoning Officer, then applicant shall submit 12 copies after staff site plan review).

		Yes	No	N/A	Comments
1	Legal description of the property.				
2	Name and address of the property owner(s), developer(s), and designer(s) and their interest in said properties.				
3	The shape, location, and dimensions of the lot and property lines, drawn to scale. The scale shall be of such size as deemed adequate by the Zoning Officer to make a judgment that the application meets the requirements of this Ordinance. When deemed necessary by the Zoning Officer, a survey may be required.				
4	The scale, north arrow, and date.				
5	Location of required setbacks of the zoning district.				
6	The location, shape, dimensions, and height of all structures or impervious surfaces to be erected, altered, or moved onto the lot and of any building or other structure already on the lot, drawn to scale. In addition, an elevation drawing of the proposed building(s) may be required by the Zoning Officer in order to measure the height of the proposed structures.				
7	The location and configuration of the lot access and driveway, drawn to scale.				
8	The location and width of all abutting rights-of-way, easements, and public open spaces within or bordering the subject project.				
9	The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.				
10	Natural features such as forests, water bodies, wetlands, high risk erosion areas, slopes over 10%, drainage, and other similar features, if determined by the Zoning Officer to be applicable.				
11	Other information concerning the lot or adjoining lots that may be essential for determining whether the provisions of this Ordinance are being observed, as deemed necessary by the Zoning Officer.				



# SPECIAL LAND USES

## SPECIAL LAND USE REVIEW PROCESS CHART

### TIMELINE

Timeline is a guide and is subject to change

**OPTIONAL PRE-APPLICATION CONFERENCE!**  
 PRIOR TO STEP 1, APPLICANT MAY MEET WITH THE ZONING ADMINISTRATOR TO DISCUSS HURDLES AND TO HELP ENSURE ALL APPLICATION MATERIALS ARE TURNED IN ON TIME (SEE CHECKLIST ONLINE)

OPTIONAL

**1 APPLICANT**  
 PROVIDES ZONING ADMINISTRATOR APPLICATION, FEE & PLOT PLAN OR SITE PLAN  
 3 COPIES OF PLOT PLAN/SITE PLAN (SEE SECTION 32-225 FOR DATA REQUIRED)

30 DAYS PRIOR TO PLANNING COMMISSION MEETING

**2 ZONING ADMINISTRATOR**  
 REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SPECIAL LAND USE ON AGENDA OF AN UPCOMING PLANNING COMMISSION MEETING.  
 CITY PUBLISHES PUBLIC HEARING NOTICE AND NOTIFIES PROPERTY WITHIN 300 FEET

WITHIN 7 DAYS OF APPLICATION SUBMITTAL

**3 JOINT SPECIAL LAND USE REVIEW**  
 REVIEWS OCCUR WITHIN CITY DEPARTMENTS AND OTHER AGENCIES  
 PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, TRANSPORTATION

WITHIN 14 DAYS OF APPLICATION SUBMITTAL

**4 PLANNING COMMISSION HOLDS PUBLIC HEARING**  
 PLANNING COMMISSION REVIEWS SPECIAL LAND USE  
 PLANNING COMMISSION REVIEW PLOT PLAN OR SITE PLAN CONCURRENTLY WITH SPECIAL USE REVIEW

WITHIN 30 DAYS OF APPLICATION SUBMITTAL

**5 PLANNING COMMISSION DECISION**  
 PLANNING COMMISSION DECIDES UPON SPECIAL LAND USE  
 ZONING PERMIT IS ISSUED UPON APPROVAL OF SPECIAL LAND USE. ACCOMPANYING PLOT PLAN OR SITE PLAN IS APPROVED CONCURRENTLY. ZONING PERMIT FOR APPROVED PLOT PLAN/SITE PLAN EXPIRES UNLESS THE USE HAS BEEN ESTABLISHED WITHIN 1 YEAR OF APPROVAL.

WITHIN 60 DAYS OF SITE PLAN REVIEW

This flowchart provides an overview of the special land use process, for complete details please see Zoning Ordinance Article 20.  
 City of Rogers City 193 E. Michigan Ave, Rogers City, MI 49779 (989) 734-2191 [www.rogerscity.com](http://www.rogerscity.com)



**CITY OF ROGERS CITY  
COMPREHENSIVE FEE, RATE AND SERVICE SCHEDULE  
FOR F/Y 2023/2024**

***CEMETERY***

<b>Cemetery List</b>	\$50.00
<b>Burial Privilege / Site Transfer</b>	\$25.00
<b>Purchase Price:</b>	
Rogers City Resident	\$600.00
Non-Resident	\$1,000.00
<b>Burial Charges:</b> (winter defined as December 1 to March 31)	
Regular weekday	\$500.00
Saturday, Sunday, or Holiday	\$800.00
Winter weekday	\$800.00
Winter - Saturday, Sunday, or Holiday	\$1,100.00
Infant – regular weekday	\$200.00
Infant - Saturday, Sunday, or Holiday	\$250.00
Infant – winter weekday	\$400.00
Infant – winter Saturday, Sunday, or Holiday	\$500.00
Cremains – regular weekday	\$300.00
Cremains - Saturday, Sunday, or Holiday	\$400.00
Cremains – winter weekday	\$400.00
Cremains – winter Saturday, Sunday, or Holiday	\$600.00
<b>Repairs to graves by special request</b>	Actual Cost
<b>Disinterment at request of gravesite owner</b>	Actual Cost
<b>Disinterment &amp; re-interment at request of gravesite owner</b>	Actual Cost

***ENGINEERING DEPARTMENT***

<b>Late Fee for permits obtained after work has begun</b>	\$35.00
<b>Blueprint copies (24" x 36") each (old mylar prints)</b>	\$10.00
<b>Color 11" x 17" maps (each)</b>	\$10.00
<b>Color 24" x 36" maps (each)</b>	\$15.00
<b>Sidewalk Permit</b>	\$15.00
<b>Driveway extension and curb cuts permit</b>	\$25.00
<b>House moving</b>	\$50.00
<b>Inspection of sanitary sewer service construction or replacement: (inspection \$30, material costs \$336)</b>	\$366.00
<b>See also Planning and Zoning Department</b>	

**CITY OF ROGERS CITY  
 COMPREHENSIVE FEE, RATE AND SERVICE SCHEDULE  
 FOR F/Y 2023/2024**

***PLANNING AND ZONING***

<b>Late Fee for Permits after work has begun</b>	\$35.00
<b>Copy of Zoning Ordinance</b>	\$50.00
<b>Copy of Comprehensive Plan</b>	\$50.00
<b>Special Meetings</b>	\$200.00
<b>COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY PERMITS</b>	
<b>Signs</b>	\$35.00
<b>Zoning Letter</b>	\$35.00
<b>Site Plan:</b> Site Plan Review by staff	
Construction Costs between \$1 - \$10,000	\$35.00
Construction Costs between \$10,001 - \$100,000	\$150.00
Construction Costs over \$100,000 - Staff Site Plan Review and Planning Commission Site Plan Review	\$225.00
Staff and Planning Commission Site Plan Review with Special Use Permit and Public Hearing	\$300.00
<b>Change of Use</b>	\$35.00
<b>Home Occupation</b>	\$35.00
<b>Street Name Change Request:</b>	\$100.00
<b>New Subdivisions:</b>	
Preliminary plat review fee	\$300.00
Final plat review fee	Actual Cost
Construction review fee (engineering)	Actual Cost
Attorney Fee	Actual Cost
<b>REZONING</b>	
Requests/Ordinance and/or map change	\$300.00
<b>VARIANCES</b>	
Residential request	\$300.00
Multifamily, Commercial, Industrial Request	\$400.00
<b>RESIDENTIAL PERMITS</b>	
New Homes	\$70.00
Additions	\$35.00
Garage/Pole Barns (accessory buildings)	\$35.00

<b>CITY OF ROGERS CITY COMPREHENSIVE FEE, RATE AND SERVICE SCHEDULE FOR F/Y 2023/2024</b>	
<b><i>PLANNING AND ZONING cont.</i></b>	
Fences	\$25.00
Patio decks	\$25.00
Irrigation System in ROW	\$25.00
Keeping Chickens	\$25.00
<b><i>WASTEWATER TREATMENT/SEWER SERVICES</i></b>	
<b>Connection/Tap-In Fee</b> (To bring service to property line)	Actual Cost/ \$750.00 min.
<b>Frontage or Area Fees:</b> For <i>new construction</i> , Frontage or Area Fees may be charged in order to recover the costs of extending the mains and providing the service for properties that have never had sewer service previously and/or where a sewer main is presently installed to service the premises. Frontage or Area Fees will be computed based upon actual costs of providing the services, including the extension of the mains and leads to the property line. <b>NOTE:</b> Properties in which Special Assessments have been levied or private developers have paid for the costs of utility construction, Frontage or Area Fees may be waived.	Actual Cost
<b>Lab analysis: Cost is per sample - per parameter</b>	
Utilizing in-house lab(pH, TSS, CBOD, Total P, Fecal)	\$40.00 each
Utilizing commercial lab (Paragon Labs)	Cost plus 18% plus freight
<b>Sale of supplies</b>	Cost plus 18%
<b>Surcharges: (For extra strength waste)</b>	
BOD in excess of 200 mg/l	TBD on a case by case scenario at current treatment costs
Suspended Solids in excess of 200 mg/l	
Phosphorous in excess of 5 mg/l	