

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.
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