



**Township Use Only**

SLU #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_

**Special Land Use Application**

**Project Representative**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Design Professional**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Proposal**

\_\_\_\_\_

Location of Property: \_\_\_\_\_ Property ID Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Application Signature**

The project representative indicated above must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his/her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the fee schedule as adopted by the Board of Trustees.

Legal Owner: \_\_\_\_\_ (Signature / Date) \_\_\_\_\_ (Print Name)

Project Representative: \_\_\_\_\_ (Signature / Date) \_\_\_\_\_ (Print Name)

\*Copy of deed, title and/or option to purchase must be provided at time of application.

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### **Review Process**

1. The special land use is approved by the Planning Commission.
2. Township staff will review the submission to verify it is complete. Upon submittal of all required documentation, a public hearing will be scheduled for the next available Planning Commission meeting (the Planning Commission meets on the last Tuesday of each month at 7:00 P.M).
3. Review letters will be provided to the applicant the Friday before the meeting.
4. Review comments will be discussed at the Planning Commission meeting and if applicable, revised plans shall be submitted after the Planning Commission takes action (revised plans will not be accepted before, or on the night of, the Planning Commission meeting).
5. Upon approval of the special land use, a final site plan shall be submitted in accordance with the applicable review process.

### **Submittal Requirements**

1. Six (6) copies of the rezoning application and related documentation for administrative review.
2. Ten (10) copies of the site plan and related documentation for Planning Commission review.
3. The copies must be folded with the printed side out. Sheet size shall not exceed 24" x 36".
4. Required materials must be received by the Planning Department by the submittal deadline published on our website at [www.twp.northville.mi.us](http://www.twp.northville.mi.us) or you may call our office at 248.348.5830 to confirm the deadline for Planning Commission submittals.

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**SPECIAL LAND USE CHECKLIST  
TO BE COMPLETED BY APPLICANT**

This checklist is provided as a general guide for plan submittal. Please reference Chapter 170, Article 30, Special Land Use Standards and Procedures, for the detailed submission and review criteria. Incomplete packets or inconsistent information among plan sheets may be returned to the applicant prior to the plan review.

REQUIREMENTS	PROVIDED	NOT APPLICABLE
<b>General Information</b>		
Proof of ownership or authorization from the land owner to submit the development proposal		
Plan(s) developed using 1983 State plane coordinates		
Notation of any variances received		
<p><b>Written responses to the special land use standards of Article 30.3:</b></p> <p><u>Compatibility with adjacent uses.</u> The proposed special land use shall be designed and constructed in a manner that is harmonious with the character of the adjacent property and the surrounding area. The special land use shall not create a significant detrimental impact, as compared to the impacts of permitted uses.</p> <p><u>Compatibility with the master plan.</u> The proposed special land use shall be compatible with and in accordance to the goals and objectives of the township master plan and any associated sub-area and corridor plans.</p> <p><u>Traffic Impact.</u> The proposed special land use shall be located and designed in a manner that will minimize the impact on traffic, taking into consideration pedestrian access and safety, vehicle trip generation, types of traffic, access location and design, circulation and parking design, street capacity and traffic operations at nearby intersections and access points.</p> <p><u>Impact on Public Services.</u> The proposed special land use shall be adequately served by essential public facilities and services such as streets, pedestrian or bicycle facilities, police and fire protection, drainage systems, refuse disposal, water and sewerage facilities and schools.</p> <p><u>Compliance with Zoning Ordinance Standards.</u> The proposed special land use shall be designed, constructed, operated and maintained to meet the intent of the zoning districts and the site shall be able to comply with all applicable ordinance requirements.</p> <p><u>Impact on the Environment.</u> The proposed special land use shall not unreasonably impact the quality of the natural features and the environment in comparison to the impacts associated with typical permitted uses.</p> <p><u>Specific Special Land Use Requirements.</u> The proposed special land use shall comply with any specific requirements relating to a particular use.</p>		

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<b>Preliminary Site Plan</b>		
Description, location, size and configuration of the property		
Size, configuration and location of existing and proposed buildings, parking and service areas, loading zones, access drives, landscape, natural features and other significant features of the site		
General location of existing and proposed utilities serving the property		
Any other information deemed necessary to properly illustrate the development concept and mitigate impacts of the proposed special land use		